

# 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, November 3, 2008, 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, but are not limited to, an Invitation for Public Comment, 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.

DATE NOTICE PUBLISHED: Wednesday, October 29, 2008

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. KTEL/KMBD RADIO
6. COAST 105 RADIO
7. TBCC WEB SITE
8. TBCC ADMINISTRATORS AND STAFF
9. TBCC FACULTY SENATE PRESIDENT
10. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
11. ESD ADMINISTRATOR
12. OCCA EXECUTIVE DIRECTOR
13. PUBLIC BUDGET COMMITTEE



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

# Board of Education Meeting Agenda

**Date:**  
Monday, November 3, 2008

First Street Campus, Room 9  
2510 First Street, Oregon 97141

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Wakefield
2.	<b>Approval of the Agenda</b> ----- <b>(Action)</b>	Chair Wakefield
3.	<b>Invitation of Public Comment</b> -----	Chair Wakefield
	<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.	<b>October 6, 2008 Special and Regular Meeting Minutes</b> ----- <b>(Action)</b>	Chair Wakefield
5.	<b>Reports:</b>	
	A. Oregon Community College Association -----	Dr. Andrea Henderson Executive Director
	B. Department of Community Colleges and Workforce Development -----	Dr. Camille Preus Commissioner
	C. Financial Report-----	Comptroller Williams
6.	<b>Old Business:</b>	
7.	<b>New Business:</b>	
	A. North County Citizen’s Advisory Board ----- <b>(Action)</b>	Dean Gates
8.	<b>Standing Business:</b>	
	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-----	Dean Ellison
	F. Capital Construction Projects-----	President Carnahan
	G. Personnel-----	President Carnahan
9.	<b>Announcements and General Information</b> -----	President Carnahan
10.	<b>Invitation of Public Comment</b> -----	Chair Wakefield
11.	<b>Board Member Discussion Items</b> -----	Chair Wakefield
12.	<b>Adjournment</b> ----- <b>(Action)</b>	Chair Wakefield



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

# Board of Education Accreditation Briefing Special Meeting Minutes

October 10, 2008  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:** James McGinnis and Ann Swain

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

**Call to Order:**

Chair Wakefield called the meeting to order at 6:00 p.m. after a short dinner.

**Approval of Agenda:**

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

**Invitation of Public Comment:**

There was no public.

**New Business:** (Item 4)

Accreditation Site Visit Briefing:

Dean Gates distributed handouts (attached and made a part of the minutes) to the Board that gave an overview of the Accreditation process and what to expect from the visit later this month. President Carnahan elaborated on the process. Dean Gates noted that the visiting team would most likely want to discuss Standards one, six, and nine with the Board.

**Adjournment:** (Agenda Item 5)

Chair Wakefield adjourned the meeting at 7:25 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

## TBCC Self Study Report (2008)

1

## Self Study Analysis Outcomes

- **What did we discover about TBCC?**
  - What will TBCC be doing about what we learned? Or,
  - How will TBCC use knowledge gained in Self Study?

2

## Standard 1: Mission...Planning...

- Key **STRENGTHS**
  - The TBCC Strategic Plan and planning cycles provide centralized planning for strategic initiatives and regular review of mission, vision, and institutional goals.
  - Planning and institutional effectiveness results are used to make improvements throughout TBCC.
- Key **RECOMMENDATIONS**
  - Tillamook Bay needs to make its progress more public.
  - Assessment of learning outcomes and departments should be incorporated in strategic planning processes in order to strengthen planning and improvement at the program level.

3

## Standard 2: Educational Programs

- Key **STRENGTHS**
  - TBCC offers a core of certificate and degree programs and courses planned to meet needs... and taught by well-qualified faculty.
  - There are well-defined outcomes for all credit courses and career and technical education programs.
  - Faculty are very involved in planning and oversight of instructional programs...
- Key **RECOMMENDATIONS**
  - Develop and implement TBCC Learning Outcomes Assessment Plan.
  - Develop academic regulations as Administrative Rules...

4

## Standard 3: Students

- Key **STRENGTHS**
  - Student satisfaction surveys are conducted. A number of other statistics are collected and made available for decisions about recruitment and retention activities.
  - The College's information system (Jenzabar) facilitates TBCC keeping its own records and degree audits.
- Key **RECOMMENDATIONS**
  - Confirm accuracy of academic information and protect records by fire-proof, safe storage before independence from PCC.
  - Establish administrative procedures for...

5

## Standard 4: Faculty

- Key **STRENGTHS**
  - The College has forums for faculty to discuss critical issues and concerns.... Faculty are encouraged to participate.
  - The administration has shown support for professional development of faculty...
- Key **RECOMMENDATIONS**
  - Annual evaluations of faculty should reflect professional development activities and public service as well as competence in instruction and other job-related duties.
  - Guidelines for the use of adjunct, part-time, and full-time faculty in meeting the goals of the College should be developed and considered in TBCC's strategic planning.

6

## Standard 5: Library/Learning Resources

- Key **STRENGTHS**
  - The TBCC Library has a number of agreements with other libraries and consortia that expand services and resources available....
  - The Library has a strong commitment to support the College's instructional mission... Collections reflect subjects taught at TBCC.
- Key **RECOMMENDATIONS**
  - Implement more formal assessments of the core collection, facilities, information resources, and services.
  - Continue expansion based on the Collection Management Policy.

7

## Standard 6: Governance

- Key **STRENGTHS**
  - The College is creating Administrative Rules to articulate operational policies and procedures.
  - **Duties and responsibilities** of Board members and administration are clearly defined.
- Key **RECOMMENDATIONS**
  - Complete the expansion of College Council's role to include a governance function....
  - Incorporate stronger requirements on student government officers to encourage them to be more active and involved in the administrative and governance opportunities provided them.

8

## Standard 7: Finance

- Key **STRENGTHS**
  - The College's budget process is well controlled and in full compliance with Local Budget Law for the State of Oregon.
  - The Budget Development Guidelines established by the Board of Education set clear emphasis on instruction...
  - The Strategic Plan has been incorporated into the budget process and is being used to guide budget decisions.
- Key **RECOMMENDATIONS**
  - Incorporate a three-year projection of major categories... into the Strategic Plan.
  - Establish Business Office administrative policies and procedures...

9

## Standard 8: Physical Resources

- Key **STRENGTHS**
  - The Board of Education considers acquisition and allocation of required capital funds in its planning.
  - New financial resources created by bond passage and State capital construction funding will support the building of state-of-the-art facilities.
- Key **RECOMMENDATIONS**
  - The College needs to finalize a campus-wide safety plan, which includes provisions for hazardous materials, security, special populations, etc.
  - Planning for equipment maintenance, replacement, and upgrading should be documented.

10



## Standard 9: Institutional Integrity

- Key **STRENGTHS**
  - The College has begun a process of policy review and Administrative Rule creation.
  - Policies clearly define Academic Freedom, Code of Conduct, Equal Employment Opportunity, and Student Rights and Responsibilities.
- Key **RECOMMENDATIONS**
  - Update the Faculty Handbook annually.
  - Develop a process to update and maintain a current and accurate website.
  - Create a general conflict of interest policy for faculty and staff/administration.

**Planning and Effectiveness  
Standards 1, 6, & 9**

TBCC  
September 30, 2008

**Mission**

**Tillamook Bay Community  
College provides access to  
quality education in  
response to the needs of our  
community.**

## Institutional Effectiveness & Assessment

### NWCCU expects TBCC to demonstrate:

- That it engages in continuing academic planning;
- The carrying out of its plans;
- The assessment of outcomes of the implemented plans; and
- The outcomes and/or results of assessment influence decision making and the planning process.

NWCCU, Preparation and Design of the Self Study.

## Strategic Plan, 2005-2010

- “To Do List” from 2004 Self-Study Report
- Benchmarks tied to standards
- Rudder
- Annual re-evaluation by Planning & Steering
- Source of annual work plans to accomplish action items

## Standard 1.A – Mission and Goals

The institution's mission and goals define the institution, including its educational activities, its student body, and its role within the higher education community. The evaluation proceeds from the institution's own definition of its mission and goals. Such evaluation is to determine the extent to which the mission and goals are achieved and are consistent with the Commission's *Eligibility Requirements* and standards for accreditation.

## Standard 1.B – Planning and Effectiveness

The institution engages in ongoing planning to achieve its mission and goals. It also evaluates how well, and in what ways, it is accomplishing its mission and goals and uses the results for broadbased, continuous planning and evaluation. Through its planning process, the institution asks questions, seeks answers, analyzes itself, and revises its goals, policies, procedures, and resource allocation.

## Standard 1

- Work Plans for 2007-2008 – Publication of Institutional Report (*2007-2008 Community Report*); Assessment Plan (*Student Learning Outcomes Assessment Plan*)
- Other Accomplishments
  - Review of mission & goals
  - Use of Strategic Plan
  - Use of Institutional Effectiveness data
  - Continued collection of evidence to be used in planning (assessment, surveys, CCSSE, etc.)

## Standard 6.A – Governance System

The institution's system of governance facilitates the successful accomplishment of its mission and goals.

## Standard 6.B – Governing Board

The governing board is ultimately responsible for the quality and integrity of the institution. It...

- selects a chief executive officer,
- considers and approves the mission of the institution,
- is concerned with the provision of adequate funds,
- and exercises broad-based oversight to ensure compliance with institutional policies.

The board establishes broad institutional policies, and delegates to the chief executive officer the responsibility to implement and administer these policies.

## Standard 6.C – Leadership and Management

The chief executive officer provides leadership through the definition of institutional goals, establishment of priorities, and the development of plans. The administration and staff are organized to support the teaching and learning environment which results in the achievement of the institution's mission and goals.

## Standard 6.D & 6.E

### Standard 6.D – Faculty Role in Governance

The role of faculty in institutional governance, planning, budgeting and policy development is made clear and public; faculty are supported in that role.

### Standard 6.E – Student Role in Governance

The role of students in institutional governance, planning, budgeting, and policy development is made clear and public; students are supported in fulfilling that role.

## Standard 6

- Work Plans for 2007-2008 – Board self-evaluation (*completed*); governance discussion (**policy review and revision, College Council refocus, Administrative Rules**)
- Other Accomplishments
  - Student Handbook (revised for 2008-2009)
  - Students invited to College Council meetings
  - College Council governance role

## Standard 9

The institution adheres to the highest ethical standards in its representation to its constituencies and the public; in its teaching, scholarship, and service; in its treatment of its students, faculty, and staff; and in its relationships with regulatory and accrediting agencies.

## Standard 9

- Work Plans for 2007-2008 – reviews of treatment of students, staff, faculty and integrity in planning (*begun in Spring 2008, conflict of interest statements, publications reviewed in Self Study, CCSSE*)
- Other Accomplishments
  - Administrative Rules
  - Policies review and revision



## Future Outlook

- Work plans for 2008-2009 and 2009-2010 to complete action items from 2005-2010 Plan
- Begin new planning cycle (2010-)
  - Evidence: Institutional Effectiveness data; assessment data Accreditation Compliance Audit (May 2008); results of candidacy evaluation visit (October 2008)
  - Key Considerations: enrollment management (retention and growth), partnerships, accreditation

# Board of Education Meeting Minutes

October 6, 2008  
Room 9, First Street Campus  
2510 First St., Tillamook, OR 97141

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

**Directors Absent:** James McGinnis and Ann Swain

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

**Guests Present:** Sheryl Neu and Michele Burton, TBCC Employees

## **Call to Order and Acknowledgement of Guests:**

Chair Wakefield called the meeting to order at 7:34 p.m.

## **Approval of Agenda:**

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

## **Invitation of Public Comment:**

There was no public comment.

## **Approval of Minutes:**

On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved that the October 6, 2008 Regular and Special Meeting Minutes be approved. Minutes attached and made a part of the official records.

## **Reports: (Item 5)**

### Oregon Community College Association: (Item 5.A)

In the absence of Director Swain, President Carnahan reported that topics currently being discussed at the OCCA meetings were ethics rules, legislative session, and the Governor's budget. He also reminded the Board that the OCCA Conference was November 21-23 and encouraged attendance.

### Financial Report: (Item 5.B)

In light of the current economic crisis and focus on public spending, Comptroller Williams presented the financial reports as included but also gave a special report assuring the proper management of TBCC's public funds. President Carnahan stated he will be using much of this information in a news release in the near future.

## **Old Business: (Item 6)**

### 2009-2010 Budget Development Guidelines and Budget Schedule: (Item 6.A)

On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved approve the 2009-2010 Budget Development Guidelines and Budget Schedule as presented.

## **New Business: (Item 7)**

There was no new business.

## **Standing Business: (Agenda Item 8)**

### Strategic Planning and Accreditation: (Agenda Item 8.A)

Dean Gates stated that most of this subject had been covered in the earlier meeting however did stress that due to public meeting laws, the visiting team would only be meeting with three board members, those being the Chair, Vice-Chair and Past Chair.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

Courses and Curricula: (Agenda Item 8.B)

Dean Gates shared that the State Board of Education approved the Industrial Maintenance Technology Degree and two certificates.

Grants and Contracts: (Agenda Item 8.C)

Dean Ellison shared there were no grants or contracts to report on this month.

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

President Carnahan presented Policy 400 for second reading and approval. He also presented Policy 500, Students, for review. He asked that Board members direct any suggestions or changes to Board Secretary Sue Owens.

On approval of a motion by Director Wharton and seconded by Director Weitman, it was resolved to approve Policy Section 400, Instruction as presented.

Facilities: (Agenda Item 8.E)

Dean Ellison shared this agenda item focuses primarily on our current facilities and that there was nothing to report this month.

Capital Construction Projects: (Agenda Item 8.F)

President Carnahan gave a brief update on the construction projects noting that we now have our conditional use permit that has sixteen conditions to meet. Those conditions primarily deal with the wetlands, storm water discharge, parking and an environmental permit. He feels comfortable that most of these conditions will be met by the end of October.

He also shared that there is a mandatory Pre-bid meeting for Contractors who wish to bid on the building project on Wednesday, October 15. President Carnahan, Dean Ellison, Chair Wakefield and representatives from J.J. Henri Company will be present at that meeting.

Personnel: (Agenda Item 8.G)

President Carnahan reported that it was time to review and approve the 2008-2009 College President's Goals. He presented them as included in the packet noting there were no changes from the 2007-2008 version.

On approval of a motion by Director Weitman and seconded by Director Shaw, it was resolved to approve the Goals as presented.

**Announcements and General Information:** (Agenda Item 9)

President Carnahan handed out some informational materials from OCCA regarding the upcoming elections. He stated that OCCA cannot make recommendations on how to vote but can inform voters on what measures impact community colleges and how. This handout is for informational purposes only.

**Invitation for Public Comment:** (Agenda Item 10)

There was no public comment.

**Board Member Discussion Items:** (Agenda Item 11)

There were no items discussed.

**Adjournment:** (Agenda Item 12)

Chair Wakefield adjourned the meeting at 8:05 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • www.TillamookBay.cc

200810069  
Handout 1

## OREGON COMMUNITY COLLEGE ASSOCIATION 2008 BALLOT MEASURES

The following chart outlines the twelve ballot measures that have been certified for the ballot by the Secretary of State for the November 2008 General Election. A detailed summary of each measure follows. This information is being provided by OCCA for your information. Oregon law prohibits OCCA and community colleges from taking positions on ballot measures; however, this limitation does not apply to elected community college boards.

Measure Number	Subject	Possible Impact on CC Districts or Boards
54	Standardizes voting eligibility for school board elections with other state and local elections	
55	Changes operative date of redistricting plans	
56	Provides May and November property tax elections are decided by majority of voters voting	√
57	Increases sentences for drug trafficking, theft, and other crimes	√
58	Prohibits teaching public school student in language other than English for more than 2 years	√
59	Creates unlimited deduction for Federal income taxes on individual taxpayers' Oregon return	√
60	Teacher "classroom performance", not seniority, determines pay raises	
61	Creates mandatory minimum prison sentences for certain theft, forgery, drug, burglary crimes	√
62	Allocates 15% of lottery proceeds to Public Safety Fund for crime prevention, investigation, prosecution	√
63	Exempts specified property owners from building permit requirements	√
64	Penalizes person, entity for using funds collected with "public resource" for "political purpose"	√
65	Changes general election nomination process for most partisan offices	

**2008 MEASURE SUMMARY TABLE**

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/Boards
54	Standardizes voting eligibility for school board elections with other state and local elections	Legislative Referral		Constitutional	Deletes obsolete and unenforceable provisions of the Oregon Constitution related to qualifications of electors in school district elections.	No impact.
55	Changes operative date of redistricting plans; allows affected legislators to finish term in original district	Legislative Referral		Constitutional	Changes operative date of legislative reapportionment plan and allows representatives and senators to continue to serve in the district in which they were elected until the end of their terms.	No impact.
56	Provides May and November property tax elections are decided by majority of voters voting	Legislative Referral		Constitutional	Current law requires a majority of votes and a majority of registered voters voting, a "double majority" on local property tax increases in all non-general election (Nov.) elections. Referral removes the "double majority" requirement in May and November elections.	Passage of this measure would provide one additional election where a double majority vote would not be required. Many community colleges in the past have taken bond measures out to voters in the May election and have had to satisfy the double majority requirement. OCCA supported legislative efforts during the 2007 Legislative Session to include this measure on the ballot.

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/Boards
57	Increases sentences for drug trafficking, theft against elderly and specified repeat property and identity theft crimes; requires addiction treatment for certain offenders			Statutory	<p>Enhances sentences for certain crimes involving drug trafficking, thefts against the elderly, mail theft, and certain repeat property offenders. Eliminates courts ability to award probation for certain drug crimes. Requires Department of Corrections to provide addiction treatment to medium to high risk re-offenders with moderate to severe addiction problems. Creates grant fund to provide grants to counties for drug treatment programs and supervision of drug addicted offenders. Allows Oregon Criminal Justice Commission to provide grants to counties for drug courts.</p> <p>Passed by Legislature as an alternative in Ballot Measure 61. If both Measure 57 and 61 pass, the one with the most votes will be implemented.</p>	<p>The impact of this measure would be on the General Fund budget making fewer resources available for community colleges and other public services.</p> <p>The fiscal impact of this measure is estimated as follows: \$9 million in the first year, \$74 million in the second year, \$79 million in the third year, \$106 million in the fourth year, and \$143 million in each year thereafter. The increased cost is due to the increased number of prisons beds that will be needed. In addition, the state will have to construct new prison space borrowing an estimated \$314 million between 2010 and 2017. Debt service on the loan will total over \$203 million over 25 years.</p> <p>No provision is made to indentify a funding source for grants to counties so the impact on the General Fund for these provisions is unknown.</p>

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/Boards
58	Prohibits teaching public school student in language other than English for more than 2 years	Citizen initiative	Alan Grosso, Bill Sizemore, Russ Walker	Statutory	Requires non-English speaking students to be mainstreamed with English speakers in Oregon public schools under the following timeframes: K-4 <sup>th</sup> grade students English immersion limited to 1 year; 5-8 <sup>th</sup> grade limited to 1 ½ years of English immersion; 9 – 12 <sup>th</sup> grade students limited to 2 years of English immersion. Prohibits long-term ESL classes and limits any instruction in languages other than English to 2 years. Applies to “non-English speaking students”. Does not apply to English speaking students who are learning other foreign languages.	This measure does not define “public school” although it does appear to focus on public elementary and secondary school students. If applied only to elementary and secondary schools, the measure could indirectly impact community colleges which might have to expand remedial language courses for non-English speakers. If “public school” is defined to include community colleges, colleges would be prohibited from offering long-term ESL/ESOL classes and would have to limit non-English language instruction to 2 years.  In addition, the measure would have an impact on available General Fund Resources for community colleges and other public services. The cost of the measure is estimated to be between \$200 million and \$253 million in the first two years due to additional hiring of staff to meet federal No Child Left Behind standards.

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/Boards
59	Creates unlimited deduction for Federal income taxes on individual taxpayers' Oregon income-tax return	Citizen initiative	Bill Sizemore, Tim Trickey, Russ Walker	Statutory	Prohibits state, local or taxing district from requiring taxpayer to pay income taxes on money paid to the federal government as federal income taxes after January 1, 2010. Makes federal taxes fully deductible on taxpayer's Oregon income tax return after January 1, 2010. Does not apply to corporate income or excise taxes.	Community colleges could be impacted if this measure passes as there would be fewer General Fund dollars available to support state services.  Personal income taxes make up 89% of the General Fund. 54% of the General Fund goes to education, including community colleges. In the 2009-11 biennium the loss of revenue would be approximately \$1.36 billion. Revenue loss in each year thereafter is estimated to be \$1.2 billion per year. It is estimated that over six years, this measure would also reduce the state's bond capacity by \$130 million per year.
60	Teacher "classroom performance", not seniority, determines pay raises	Citizen initiative	Bill Sizemore, Russ Walker	Statutory	Creates "Kids First Act". Requires teachers' pay and job security to be based on classroom performance and academic qualifications to teach the assigned classes. Applies to new teacher contracts and contract extensions.	No impact.



Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/Boards
61	Creates mandatory minimum prison sentences for certain theft, forgery, drug, burglary crimes	Citizen initiative	Duane Fletchall, Steve Beck, Kevin Mannix	Statutory	<p>Establishes mandatory minimum sentences to be served in state prison without the opportunity for parole or release prior to expiration of sentence for certain crimes. These crimes include: illegal manufacture or sale of methamphetamine, identity theft, burglary, forgery, and motor vehicle theft. The court may impose a greater sentence.</p> <p>This measure is similar to Measure 57. If both measures pass, the one with the most votes will go into effect.</p>	<p>Community colleges could be impacted if this measure passes as there would be fewer General Fund dollars available to support state services.</p> <p>The fiscal impact of this measure is estimated as follows: \$8 to \$10 million in the first year, \$67 to \$88 million in the second year, \$122 to \$178 million in the third year, \$164 to \$247 million in the fourth year, and \$161 to \$274 million in each year thereafter. The increased cost is due to the increased number of prisons beds that will be needed. In addition, the state will have to construct new prisons borrowing an estimated \$1.1 to \$1.3 billion between 2010 and 2017. Debt service on the loan will total over \$709 to \$844 million over 25 years.</p> <p>In addition, the measure requires state appropriations to counties of \$2 to \$5 million in the first year and \$10 to \$19 million each year after that.</p>

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/ Boards
62	Allocates 15% of lottery proceeds to Public Safety Fund for crime prevention, investigation, prosecution	Citizen initiative	Duane Fletchall, Steve Beck, Kevin Mannix	Constitutional	Requires 15% of Lottery funds to be deposited into a public safety fund. Moneys in the public safety fund will be allocated as follows: 20% in grants to counties to support early childhood education; 50% to fund state criminal investigation and forensics operations; 15% to supplement county district attorney operations; 15% to supplement county sheriff investigation and field operations. The legislature may not change the allocations or withhold appropriations from the public safety fund. Grants to counties allocated 30% equally and 70% by population.	In the 2007-09 biennium a total of \$1.3 billion Lottery funds were allocated. About two-thirds of state lottery funds benefit education. By voter mandate 18% of the funds go to the Education Stability Fund, and 15% go to parks and natural resources. In the 2007-09 biennium the rest of the funds went to the State School Fund, debt service (on bonds), higher education sports, and economic development activities. 25% of the Education Stability Fund declared earnings are transferred to the Oregon Student Assistance Commission to fund the Oregon Opportunity Grant. This measure would not change the 18% mandated funding for the Education Stability Fund but it would impact the funds that go towards the non-mandated programs that have received Lottery funds such as economic development.
						It is estimated that this measure would require reduce Lottery funds by \$206 million in the first two years, and \$233 million in the next two years.

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/ Boards
63	Exempts specified property owners from building permit requirements for improvements valued at/under \$35,000	Citizen initiative	Alan Grosso, Bill Sizemore	Statutory	Allows property owner to make "minor" improvements to residential or farm property without obtaining a building permit. Limits improvements to \$35,000 in a calendar year without a permit. Includes exception for electrical improvements and adding additional stories to an existing structure. Requires property owner to disclose improvements made without permit to future purchasers.	This measure could have an indirect impact on community college property tax revenue because county assessors use building permits to identify and assess property taxes.
64	Penalizes person, entity for using funds collected with "public resource" for "political purpose"	Citizen initiative	Bill Sizemore	Statutory	Prohibits the use of public resources to collect or help collect money for political purposes. Applies to public employers and government entities. Imposes civil penalties. Defines public resources as: public money, public employee time on the job during working hours, public buildings, equipment and supplies.	Community colleges could no longer deduct contributions from employees' wages and transfer those deducted funds to organizations that use all or part of the money collected to support political candidates, parties, initiatives or ballot measures. This could include labor unions, charities, insurance companies, and financial institutions.  In addition, community colleges could no longer allow meeting facilities or other campus facilities to be used by organizations for purposes of collecting campaign contributions or supporting or opposing ballot measures.

Measure Number	Title	Type of Measure	Petitioners	Type of Law Change	Summary	Potential Impact on Community Colleges/ Boards
65	Changes general election nomination processes for major/minor party, independent candidates for most partisan offices	Citizen Initiative	Phil Keisling	Statutory	Creates "Open Primary Act" where voters select the top two vote getters to appear on the general election ballot regardless of party affiliation. Applies to all "voter choice offices" including US Congress, US Senate, Governor, Secretary of State, State Treasurer, Attorney General, State Senator, State Representative or any state, county, city or district office that is designated as a non-partisan office, or an office where nomination by political parties is expressly designated by law.	No impact. Community College board positions are non-partisan and subject to ORS Chapter 255 governing special district elections.

**Sources:** Secretary of State, Elections Division initiative and referendum website, final explanatory statements and financial estimate statements

# Oregon Community College Association

**RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION**-----Executive Director Andrea Henderson

Executive Director Henderson will give a report on current OCCA topics.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

## Department of Community Colleges and Workforce Development

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**----- Commissioner Camille Preus

Commissioner Preus will give a report on the Department of Community Colleges and Workforce Development.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

# Financial Report

**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**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

Agenda Item 5.C. Attachment #1

Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended September 2008  
 25.00% of fiscal year elapsed

	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,302.15	113.27%	\$ 863,369	\$ 1,306,030.61	151.27%
State	\$ 1,024,589	\$ 420,248.56	41.02%	\$ 1,039,959	\$ 228,757.94	22.00%
Property Taxes	\$ 895,000	\$ 3,437.80	0.38%	\$ 895,619	\$ 4,335.76	0.48%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 547,935	\$ 214,360.00	39.12%	\$ 541,150	\$ 194,619.72	35.96%
Fees	\$ 124,676	\$ 45,321.37	36.35%	\$ 125,000	\$ 43,438.47	34.75%
Sale of Goods	\$ 2,000	\$ 290.00	14.50%	\$ 5,000	\$ 405.00	8.10%
Interest	\$ 55,000	\$ 15,904.13	28.92%	\$ 50,000	\$ 9,388.59	18.78%
Miscellaneous	\$ 5,000	\$ 335.69	6.71%	\$ 7,000	\$ 1,983.02	28.33%
Transfers	\$ 73,231	\$ 2,663.75	3.64%	\$ 288,418	\$ 33,101.34	11.48%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
<b>Total resources</b>	<b>\$ 3,913,178</b>	<b>\$ 1,914,863.45</b>	<b>48.93%</b>	<b>\$ 3,942,690</b>	<b>\$ 1,822,060.45</b>	<b>46.21%</b>
<b>Expenditures</b>						
Instruction	\$ 972,740	\$ 205,912.21	21.17%	\$ 1,134,700	\$ 195,182.99	17.20%
Instructional Support	\$ 331,892	\$ 55,093.32	16.60%	\$ 323,283	\$ 66,776.93	20.66%
Student Services	\$ 386,276	\$ 87,853.31	22.74%	\$ 444,652	\$ 107,979.22	24.28%
College Support	\$ 1,016,125	\$ 246,148.23	24.22%	\$ 1,044,641	\$ 256,285.91	24.53%
Plant Operation	\$ 191,832	\$ 34,646.97	18.06%	\$ 201,833	\$ 36,099.33	17.89%
Financial Aid	\$ 141,000	\$ 27,839.66	19.74%	\$ 126,160	\$ 29,182.40	23.13%
Transfers	\$ 91,200	\$ 23,062.26	25.29%	\$ 98,300	\$ 24,447.27	24.87%
Contingency	\$ 213,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,344,065</b>	<b>\$ 680,555.96</b>	<b>20.35%</b>	<b>\$ 3,523,569</b>	<b>\$ 715,954.05</b>	<b>20.32%</b>
<b>Ending fund balance</b>	<b>\$ 569,113</b>	<b>\$ 1,234,307.49</b>	<b>216.88%</b>	<b>\$ 419,121</b>	<b>\$ 1,106,106.40</b>	<b>263.91%</b>



Agenda Item 5.C. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended September 2008

	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 6,829.16	\$ (6,829.16)	\$ 63,768	\$ 17,417.99
Tutor Grant	211	\$ -	\$ -	\$ 1,586.10	\$ (1,586.10)	\$ 14,072	\$ 3,361.14
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 41.96	\$ 2,625.92	\$ 2,389	\$ 10.66
United Way Literacy Grant	216	\$ 3,588.95	\$ 375.00	\$ 177.92	\$ 3,786.03	\$ 5,385	\$ 210.56
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,981.03	\$ 1,981.03	\$ -	\$ 11,859	\$ 1,446.48
Pathways Grant	225	\$ -	\$ 7,993.14	\$ 7,993.14	\$ -	\$ 54,427	\$ -
Industrial Maintenance Tech	226	\$ 38,490.38	\$ -	\$ 6,025.93	\$ 32,464.45	\$ 16,897	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 613.87	\$ (613.87)	\$ 30,250	\$ 9,273.70
SBDC State Grant	231	\$ -	\$ -	\$ 3,439.22	\$ (3,439.22)	\$ 41,333	\$ 10,621.84
SBDC Program Income	232	\$ 19,379.80	\$ 2,531.00	\$ 1,025.08	\$ 20,885.72	\$ 13,374	\$ 1,548.29
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,612.92
SBDC - EDC Fund	235	\$ -	\$ -	\$ 5,133.89	\$ (5,133.89)	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 4,563.01
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ -	\$ -
Oregon Healthcare Workforce Partnership	245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156.29
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,215.83	\$ -	\$ 15.00	\$ 3,200.83	\$ 3,100	\$ 35.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 35.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 1,026.09	\$ 8,750.65	\$ 2,600	\$ 1,049.00
<b>Total Special Fund</b>		\$ 85,361.11	\$ 12,880.17	\$ 35,888.39	\$ 62,352.89	\$ 396,777	\$ 51,341.88

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 9/30/2008
Total of Grants that borrow from the General Fund	\$ (17,602.24)	\$ 62,639.65	\$ 13,474.90	\$ (66,766.99)
Total of Grants that are not borrowing from the General Fund	\$ 79,955.13	\$ -	\$ -	\$ 79,955.13
<b>Total Special Fund</b>	\$ 62,352.89	\$ 62,639.65	\$ 13,474.90	\$ 13,188.14

	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Community Education	310	\$ (12,315.20)	\$ 6,114.00	\$ 1,210.29	\$ (7,411.49)	\$ 13,070	\$ 4,356.35
Bookstore	320	\$ 56,237.25	\$ 54,019.55	\$ 73,079.60	\$ 37,177.20	\$ 174,223	\$ 54,581.65
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ 2,130.36
<b>Total Enterprise Fund</b>		\$ 50,925.38	\$ 60,133.55	\$ 74,289.89	\$ 36,769.04	\$ 199,693	\$ 61,068.36
PERS Pension Bond Fund	410	\$ 15,864.61	\$ 23,801.16	\$ 1,600.00	\$ 38,065.77	\$ 86,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ 68,217.41	\$ 2,257.53	\$ -	\$ 70,474.94	\$ 577,838	\$ -
<b>Total Debt Service Fund</b>		\$ 84,082.02	\$ 26,058.69	\$ 1,600.00	\$ 108,540.71	\$ 664,101	\$ 1,600.00
Building Reserve Fund	510	\$ 995,532.75	\$ 7,217.31	\$ 31,230.17	\$ 971,519.89	\$ 1,359,825	\$ -
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 70,840.91	\$ 313,157.10	\$ 8,788,815.36	\$ 9,100,000	\$ 109,456.79
<b>Total Capital Projects Fund</b>		\$10,026,664.30	\$ 78,058.22	\$ 344,387.27	\$ 9,760,335.25	\$ 10,459,825	\$ 109,456.79
Associated Students of TBCC	710	\$ 3,802.87	\$ 683.44	\$ 1,350.40	\$ 3,135.91	\$ 10,000	\$ 333.83
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 605.60	\$ 600.99	\$ 1,646.40	\$ 9,050	\$ 379.98
<b>Total Agency Fund</b>		\$ 5,444.66	\$ 1,289.04	\$ 1,951.39	\$ 4,782.31	\$ 19,050	\$ 713.81

Agenda Item 5.C - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended September 2008

25.00% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,622,691			\$ 10,923			\$ (9,026)			\$ 34,884	
Beginning Fund Balance	\$ 863,369	\$ 1,306,031	151.27%	\$ 183,327	\$ 85,361	46.56%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,237	92.19%
<b>Resources</b>												
State Aid	\$ 1,039,959	\$ 228,758	22.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 351,532	\$ 10,349	2.94%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 238,058	35.74%	\$ 8,000	\$ 1,901	23.76%	\$ 18,560	\$ 6,114	32.94%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ 4,336	0.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 405	8.10%	\$ 2,500	\$ 630	25.20%	\$ -	\$ -	0.00%	\$ 150,000	\$ 54,020	36.01%
Interest	\$ 50,000	\$ 9,389	18.78%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,983	28.33%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ -	0.00%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 33,101	11.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,079,321</b>	<b>\$ 516,030</b>	<b>16.76%</b>	<b>\$ 362,032</b>	<b>\$ 12,880</b>	<b>3.56%</b>	<b>\$ 18,560</b>	<b>\$ 6,114</b>	<b>32.94%</b>	<b>\$ 150,750</b>	<b>\$ 54,020</b>	<b>35.83%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,310,538	\$ 507,064	21.95%	\$ 321,049	\$ 30,464	9.49%	\$ 9,000	\$ 1,200	13.33%	\$ 24,453	\$ 6,103	24.96%
Operating Expenditures	\$ 939,731	\$ 179,552	19.11%	\$ 54,315	\$ 3,828	7.05%	\$ 3,110	\$ 2	0.06%	\$ 113,550	\$ 56,036	49.35%
Capital Outlay	\$ 25,000	\$ 4,891	19.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ 10,673	35.58%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 24,447	24.87%	\$ 21,413	\$ 1,596	7.45%	\$ 960	\$ 8	0.83%	\$ 1,220	\$ 267	21.89%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 117,175	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 150,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,523,569</b>	<b>\$ 715,954</b>	<b>20.32%</b>	<b>\$ 513,952</b>	<b>\$ 35,888</b>	<b>6.98%</b>	<b>\$ 23,070</b>	<b>\$ 1,210</b>	<b>5.24%</b>	<b>\$ 174,223</b>	<b>\$ 73,079</b>	<b>41.95%</b>
Ending Fund Balance	\$ 419,121	\$ 1,106,107		\$ 31,407	\$ 62,353		\$ 5,490	\$ (7,411)		\$ 37,527	\$ 37,178	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 164,242			\$ 62,640			\$ -			\$ 575	
Inventories		\$ 2,515			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (166,757)			\$ (62,640)			\$ -			\$ (22,980)	
Liabilities												
Accounts Payable		\$ 206,851			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,719			\$ -			\$ -			\$ -	
Payroll		\$ 156,397			\$ 13,475			\$ 509			\$ 2,884	
NET EFFECT ON CASH		\$ 402,967			\$ 13,475			\$ 509			\$ 2,884	
NET ADJUSTMENTS		\$ 236,210			\$ (49,165)			\$ 509			\$ (20,096)	
ENDING CASH BALANCE		\$ 1,342,317			\$ 13,188			\$ (6,902)			\$ 17,082	

Agenda Item 5.C - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended September 2  
 25.00% of Budget Period Expended

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 81,671			\$ 9,936,568			\$ 5,445	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 81,000	\$ 84,082	103.80%	\$ 9,665,000	\$ 10,026,664	103.74%	\$ 1,450	\$ 5,445	375.52%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,036	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 500,838	\$ 1,719	0.34%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 464,825	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 14,000	\$ 567	4.05%	\$ 330,000	\$ 78,058	23.65%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ 10,550	\$ 615	5.83%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 23,773	26.41%	\$ -	\$ -	0.00%	\$ 8,300	\$ 674	8.12%
<b>Total Revenues</b>	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 26,059	0.00%	\$ 1,794,825	\$ 78,058	4.35%	\$ 18,850	\$ 1,289	6.84%
<b>Expenditures</b>												
Salaries and Wages	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 2,400	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 10,195,000	\$ 269,239	2.64%	\$ 19,050	\$ 1,951	10.24%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 43,919	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 662,501	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 264,825	\$ 31,230	11.79%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 12,400	\$ -	0.00%	\$ 664,101	\$ 1,600	0.24%	\$ 11,459,825	\$ 344,388	3.01%	\$ 19,050	\$ 1,951	10.24%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 108,541		\$ -	\$ 9,760,334		\$ 1,250	\$ 4,783	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 7,003	\$ 7,003		\$ 108,541	\$ 108,541		\$ 9,760,334	\$ 9,760,334		\$ 4,783	\$ 4,783	

**\$ 11,246,346**

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 Capital Projects Fund.

Cell: A49

Comment: Note 4. Assessed but unreceived property taxes and deferred tuition and fees for Summer 2008.

## North County Citizen's Advisory Committee

### **RECOMMENDATION**

Recommend approval of Susan Luce as a new member of the North County Citizen's Advisory Committee.

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

The North County Citizen's Advisory Committee met October 24, 2008 in Nehalem. Dean Gates attended the meeting in the absence of President Carnahan and will give a brief update. Ms. Di Stuppy was elected as the committee chair for 2008-2009 and the committee would like to recommend Ms. Susan Luce for membership. Her resume is attached for review.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

Susan (Sue) M. Luce

Ph :

---

**Experience**

- 10/2000 - 5/2005      Library Director, Josephine County Library System, Grants Pass, Oregon**
- Managed \$1.9 million budget, 27 FTE staff, for services to 79,000 residents from Main Library and 3 branches and reductions due to county budget crunch.
  - Implemented a more customer-friendly service manner, policies and practices, achieving highest customer satisfaction rating on county surveys.
  - Wrote and received CDBG grant with Library Foundation for new branch, oversaw construction of the Wolf Creek Branch Library.
  - Restructured management, reducing managers from 4 to 2, and reorganized staffing for better utilization of skills and operational efficiencies and effectiveness.
  - Expanded participation in SOLIS, an automation consortium with Rogue Community College and Jackson County Library System.
  - Updated mission statement and goals.
  - Worked with four Friends of the Library groups and Library Foundation.
  - Managed County Law Library, funded by state court fees.
- 1/1988 - 10/2000      Library Director, Ontario City Library, Ontario, California**
- Managed \$3 million budget, 80 staff (33 FTE) for services to 146,000 people.
  - Established friendly customer service approach, significantly improving customer satisfaction and staff morale.
  - Developed library monitor program for customer assistance and security.
  - Developed new mission statement, long range plan and goals.
  - Oversaw Federal government documents depository.
  - Worked with high school designing new joint high school/public library branch, wrote agreement for joint use/operation.
  - Obtained supplemental funding, including Toyota Learning Center, Gates computers and E-rate discounts.
  - Reorganized volunteer/work study program with coordinator and policies.
  - Initiated automated phone notification and collection agency services.
  - Worked with Chaffey Community College to optimize services to students.
  - Worked with Friends of the Library and Library Foundation.
- 10/1973 - 12/1987      Library Director, Alpha Park Public Library District, Bartonville, Illinois**
- Managed independent taxing district with an elected board of trustees, levied taxes, met state statute responsibilities.
  - Developed policies /operations for new library (established 1971).
  - Initiated shared automation with library consortium of community college, university, public, business and school libraries.

- Established customer service ethic that created reputation for outstanding services.
- Active in system of 44 libraries as trainer for trustees, staff, public relations, space utilization, economies and efficiencies in services and operations.
- Wrote grant, negotiated site purchase and mortgage to build new library.
- Advised as building consultant on various projects.

**1972 - 1973 Head of Circulation, Lincoln Library, Springfield, Illinois.**

**1968 - 1971 Acquisitions Librarian, Oakland University, Rochester, Michigan**

### **Education**

- Master's in Library Science, University of Michigan, Ann Arbor, Michigan
- BA in History, University of Michigan
- Certificate for Advanced Management Program, 1999, University of California at Riverside, California
- Various certificates in management, facilities planning and customer services.

### **Memberships/ Activities**

- Current: Planning Commission, Rockaway Beach, Oregon; Treasurer, Friends of the Rockaway Beach Library; Secretary, TOPS (Take Off Pounds Sensibly); Chair, Educational Foundation/Legal Advocacy Fund, member, scholarship committee, AAUW (American Association of University Women)
- Past: Oregon Library Association, American Library Association (ALA) and units within ALA, California Library Association and Illinois Library Association.
- Rogue Gateway Rotary, National Management Association, Business and Professional Women, Public Relations Association.
- Chair, 2003-2005, 4H/Extension Services Advisory Board, Josephine County, Oregon.
- Chair, 2002-2005, Advisory Board, Southern Oregon Library Information System (SOLIS).
- Chair, 2002-2005, Southern Oregon Library Federation (SOLF).

**References** available upon request.

## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

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

Much of TBCC's focus has been on the accreditation visit for candidacy last week. Dean Gates will give the Board a summary of the results.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)



## Courses and Curricula

### RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no new courses or curricula proposed this month.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

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

## RECOMMENDATION

There are no grants or contracts to present this month.

BACKGROUND INFORMATION ----- Dean Ellison

---

<sup>i</sup> **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**



# Board of Education Policy<sup>i</sup>

## **RECOMMENDATION**

Information only – no action requested.

## **BACKGROUND INFORMATION**

----- President Carnahan  
Policy Section V, Students has been reviewed by the Board, staff and faculty with a few comments/changes suggested. It is being presented tonight for first reading. It is scheduled to be brought to the December meeting for second reading and approval.

---

<sup>i</sup> TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

## 500.1 COLLEGE/STUDENT RESPONSIBILITIES

**Tillamook Bay Community College** TBCC provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

### A. General Policies

A student's registration obligates him/her to comply with the policies and regulations of the College. ~~TBCC~~ **Tillamook Bay Community College** will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.

Tillamook Bay Community College is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

### B. Right to Freedom from Harassment and Discrimination

The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under ~~TBCC~~ **Tillamook Bay Community College's** Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Dean of Administrative Services. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

#### C. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, ~~TCC~~ **Tillamook Bay Community College** students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

#### D. Right to Protection ~~From~~ **from** Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, **and** Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

#### E. Right of Access to, and Protection from Improper Disclosure of, Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, ~~Beard~~ **College** Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College provides academic advising services which students are encouraged to make use of on a voluntary basis. The confidentiality of student record information obtained by advising services will be strictly maintained, except when ~~TBCC~~ **Tillamook Bay Community College** is legally permitted to disclose student record information.

#### F. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the **Associated Students of Tillamook Bay Community College** (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

#### G. Right to Sell and Distribute Materials and Engage in Fund-Raising Activities

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for ASTBCC must be approved by the Director of ~~Admissions~~,

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

~~Student Life, and Community Education~~ **Enrollment Management and Student Services,**  
and coordinated with the ~~TBCC~~ **Tillamook Bay Community College** ~~Foundation.~~

**Comment [SO1]:** Kyra: I don't think fund raising for student groups has ever been coordinated with the Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Director of **Enrollment Management and Student Services** ~~Admissions, Student Life, and Community Education.~~

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the College President or designee so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

#### H. Right of Access to College Facilities

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:

1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or
2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

## 500.2 CODE OF STUDENT CONDUCT

### A. General Policies

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. ~~TBCC~~ **Tillamook Bay Community College** administration and its Board, however, retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by the Dean of Instruction and Student Services or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

### B. Violations

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.

1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.



Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

4. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with ~~TBCC~~ **Tillamook Bay Community College** Terms of Usage.
5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.
6. Malicious destruction, damage, or misuse of College or private property (including library materials).
7. Theft or conversion of College property.
8. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.
10. Any behavior that is disruptive to the educational process of the College as determined by a College official.
11. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
12. Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.
13. Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
14. Failure to disperse when an assembly is ordered to disperse by College officials.
15. Failure to comply with a notice against trespass.
16. Failure to comply with the following rules regarding firearms and weapons:

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

- a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.
  - b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.
  - c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.
17. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.
18. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Dean of Instruction and Student Services or designee, that the behavior is substantially likely to disrupt the educational process of the College.

### C. Sanctions

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action.

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Dean of Instruction and Student Services to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the Dean of Instruction and Student Services or designee

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

pursuant to the provisions of the Code of Student Conduct.

The Dean of Instruction and Student Services or designee may impose the following sanctions for violations of the Code of Student Conduct:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
3. Removal from class(es) for which the student is currently registered;
4. Restitution for damages;
5. A specified period of college and/or community service;
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
7. Disciplinary admonition and warning.
8. Any other sanction the College deems educationally appropriate.

The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

#### D. Disciplinary Due Process Hearing Procedures

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the Dean of Instruction and Student Services or designee.

1. Students in violation of institutional regulations or civil or criminal law shall be so informed.
2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

College property, or which relate to or interfere with the orderly operation of the College, as determined by the Dean of Instruction and Student Services or designee.

3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Dean of Instruction and Student Services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.

In cases that are not resolved informally, the Dean of Instruction and Student Services or designee shall use the following hearing procedure:

- Step 1: At an initial conference with the Dean of Instruction and Student Services or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.
- Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference.
- Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Dean of Instruction and Student Services, or designee, may take one of the following actions:

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

- a. Terminate the proceedings, exonerating the student.
- b. Dismiss the case after appropriate counseling and advice.
- c. Impose an appropriate sanction as described above.

The student will be notified in writing of the decision of the Dean of Instruction and Student Services or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

#### E. Readmission after Suspension

A student suspended from the College may be readmitted only on written petition to the Dean of Instruction and Student Services or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Dean of Instruction and Student Services or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The Dean sends a final report to the College President. The decision of the Dean of Instruction and Student Services or designee is final.

#### F. Records

Records of all disciplinary actions shall be kept by the Dean of Instruction and Student Services in accordance with the state archival policies.

### 500.3 ACADEMIC INTEGRITY POLICY

#### A. Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. ~~TBCC~~ **Tillamook Bay Community College** strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

#### B. Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.

Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

### C. Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

1. **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
3. **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
4. **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
5. **Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

**D. Penalties for Academic Dishonesty**

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

1. Verbal or written warning.
2. A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the Dean of Instruction and Student Services:

1. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

1. Disciplinary admonition and warning.
2. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
3. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
4. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

**E. Academic Dishonesty Complaint and Hearing Procedures**

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.
5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Dean of Instruction and Student Services (Dean) may be requested in writing to the Dean within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the Dean, who may take steps he or she deems appropriate to resolve the conflict.
6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the Dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
7. Within 10 days of receiving an Academic Dishonesty Report form, the Dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and Dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and Dean may proceed with the process to completion. The Dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The Dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the Dean sends a written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Dean. The decision of the Dean of Instruction and Student Services is final.
10. The Dean sends a final report to the College President. The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
  - a. Disciplinary admonition and warning.



Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

- b. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
- c. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

**SOURCES**

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

**500.4 GRIEVANCE PROCEDURE****A. Introduction**

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Dean of Instruction and Student Services or designee, who will forward it to the appropriate administrator.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a ~~TBCC~~ **Tillamook Bay Community College** Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**

Reference: Policy 322, ORS 341.290, Catalog

---

orientation, age, national origin, disability, or veteran status should be directed to the Dean of Instruction and Student Services.

## B. Grievance Procedure

### Step 1: Communicate with the Faculty/Staff Member:

- a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

### Step 2: Dean of Instruction and Student Services

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Dean of Instruction and Student Services (Dean), with supporting evidence, to the Dean or designee within 14 calendar days of the communication with the faculty/staff member. The Dean or designee will review the grievance.
- b. Within 14 calendar days, the Dean will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

### Step 3: Appeal to the College President

- a. The student may appeal the decision in Step 2 if (1) ~~TBCC~~ **Tillamook Bay Community College** procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.
- b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

## C. Reporting, Recording, and Maintaining Records

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

---

When the grievance is concluded, all documentation shall be forwarded to the Dean of Instruction and Student Services, who will maintain them in accordance with the state archival policies.

#### 500.5 CONSENSUAL RELATIONSHIPS

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

1. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
2. Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
3. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the

Article No.: 500

Approved: ~~October 3, 2005~~ ***Pending***

Reference: Policy 322, ORS 341.290, Catalog

---

faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

Article No.: 503

Approved: ~~3/93~~ **Pending**

Reference:

---

**503.1** The Board will periodically set and publish tuition rates, **deferred tuition**, interest charges and other financial programs and charges implemented through ~~college~~ **College** administrative procedures. Without prior approval by the Dean of **Instruction and Student Services**, students with past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a **deferred tuition note** or the Student Assistance Fund.

**Comment [Lg2]:** Should references to deferred tuition be retained? I don't see a harm and it keeps the option open.

**Comment [Lg3]:** Ditto.

---

**Question:**

Policy 306.7.4 states that staff/instructors can't bring pets to "their worksite" can students bring pets to the College? If not, is this policy where it should be addressed, or do we change 306 to include students?

"306.7 – CHILDREN ON CAMPUS...

4. College staff, including instructors, may not bring children or pets (with the exception of service animals) to their worksite except in the case of an emergency and with the permission of their supervisor."

## Facilities

### RECOMMENDATION

There are no facilities items to discuss this month.

BACKGROUND INFORMATION ----- Dean Ellison



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

## Capital Construction Projects

### RECOMMENDATION

Information only – no action requested.

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

### Project updates:

- Central Campus construction update
- Sale of State Bonds
- Permitting process
- Construction bid process



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)



## Personnel

### RECOMMENDATION

There is no report this month.

BACKGROUND INFORMATION ----- President Carnahan



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

## Announcements and General Information

### **RECOMMENDATION**

Information only – no action requested.

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

- The OCCA Annual Convention is November 21-23 at Salishan Resort. Chair Wakefield and President Carnahan will be attending.



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)