

Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, May 18, 2009, at 5:30 p.m., in Room Eight of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning the 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 POSTED: Wednesday, May 13, 2009

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

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Board of Education Meeting Agenda

Date:
Monday, May 18, 2009

First Street Campus, Room 8
2510 First Street, Oregon 97141

Time:
5:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Wakefield
2.	Approval of the Agenda ----- (Action)	Chair Wakefield
3.	Invitation of Public Comment -----	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.	Approval of the April 6, 2009 Meeting Minutes ----- (Action)	Chair Wakefield
5.	New Business:	
A.	Intergovernmental Agreement with EDC ----- (Action)	President Carnahan
6.	Old Business:	
A.	Budget Committee Membership----- (Action)	Dean Ellison
B.	2009-2010 Academic Calendar----- (Action)	Dean Gates
7.	Standing Business:	
A.	Personnel----- (Action)	President Carnahan
8.	Announcements and General Information -----	President Carnahan
9.	Invitation of Public Comment -----	Chair Wakefield
10.	Board Member Discussion Items -----	Chair Wakefield
11.	Adjournment ----- (Action)	Chair Wakefield



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Board of Education Meeting Minutes

April 6, 2009

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

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

Directors Absent: Steve Shaw

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

Guests Present: Michele Burton and Sheryl Neu, TBCC Employees

Call to Order:

Chair Wakefield called the meeting to order at 6:30 p.m. and acknowledged guests.

Approval of Agenda:

President Carnahan asked that the agenda be revised to include Unemployment Tuition Waivers as item number 6.E, under New Business. On approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve the agenda as revised.

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved that the March 2nd, Work Session, Contract Review Board, Regular Meeting and Executive Session Minutes be approved as presented.

Reports

Oregon Community College Association: (Item 5.A)

Director Swain and President Carnahan shared that they had both attended the February OCCA Board meeting and that the emphasis had been on the State budget. President Carnahan handed out a press release from the State regarding the potential list of budget cuts possibly as severe as 30 percent. He was relatively confident that education would not be cut to that extreme, however, it is prudent to stay aware of the situation.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet. There was a brief discussion regarding Timber tax money.

Old Business

There was no old business to report.

New Business

Preliminary 2009-2010 Tuition and Fees: (Item 6.A)

Dean Ellison reported that due to statewide economic and budget conditions tuition rates for Oregon Community Colleges will be showing significant increases, some as high as \$10 per credit. Per Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition increase of \$4 per credit, to the rate of \$70.00, is proposed for implementation in Fall Term 2009.



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President Carnahan added that should the State budget be cut more, it would be recommended to raise tuition accordingly. Although no changes to the College's Fee Schedule are proposed at this time, they are being evaluated and reviewed.

Budget Committee Membership: (Item 6.B)

Dean Ellison reported that there are currently two public budget committee members who have expired terms: J. Robert McPheeters and Vicki Goodman. There is one vacant position, that being zone 1 vacated by Anne Price.

The two incumbents will be contacted and asked to continue their service. Dean Ellison asked the Board what they would like him to do to fill the vacancy. It was agreed that an active campaign should be made to fill the vacancy and that anyone having recommendations should contact Dean Ellison.

2009-2010 Academic Calendar: (Item 6.C)

Dean Gates presented the preliminary 2009-2010 Academic Calendar. The Board will be asked to approve the Academic Calendar at the May meeting. There was one correction that being the Christmas Holidays should be December 24, 25 and 31, rather than the 27th. She stressed that this was an academic calendar for instructional use and thus did not reflect employee furlough days. A press release will be used to announce college closures and hour changes as a result of furloughs.

North County Citizen's Advisory Committee Membership: (Item 6.D)

President Carnahan shared that he'd attended the North County Citizen's Advisory Committee meeting and a topic discussed was membership and terms of appointees. Finding no record of Board established guidelines, he made the recommendation that the Board set a term limit of two years with no limit on terms served. Currently the committee consists of five members, Sue Luce, Jean Peterson, Ginger Rickard, Di Stuppy, and Ward Weissenfluh. Under the new guidelines presented, it was recommended that Di Stuppy, Jean Peterson, and Ward Weissenfluh have terms to expire June 30, 2011 and Sue Luce and Ginger Rickard have terms that expire June 30, 2010. There was a brief discussion. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to set the limits as stated. Also discussed was the possible future need for a South County Committee.

NEW ITEM:

Unemployment Tuition Waivers: (Item 6.E)

President Carnahan presented a concept for a waiver to assist recently unemployed Tillamook County residents. The general requirements would simply be to be a recently unemployed Tillamook County resident. Details and implementation date are still being discussed. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to give President Carnahan permission to proceed with the formulation of this waiver with the hopes of activating it by Summer Term or before.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates made her report as included in the Board packet, noting that work continues on the Strategic Plan and Self Study preparation. Efforts are being made to include all faculty and staff in these endeavors. We will also host a visit from Dr. Ronald Baker from NWCCU on April 29th.

Courses and Curricula: (Item 8.B)

Dean Gates made her report as included in the Board packet, stating that the Faculty Curriculum Committee recommends the deletion of the Technical Studies Associate of Applied Science Degree. She explained that this degree has been "on the books" for TBCC since 2003, but has never been activated. On approval of a motion by Director McGinnis and seconded by Director Weitman, it was



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resolved to delete the Technical Studies Associate of Applied Science Degree as proposed.

Grants and Contracts: (Item 8.C)

Dean Ellison reported there were no new grants or contracts to report this month.

Board of Education Policy: (Item 8.D)

President Carnahan shared the comparison of the 2007-08 and 2008-09 Board Self-Evaluations as promised at the March meeting. He stressed that the comparisons revealed a healthy growth especially in the areas of policy that were notably low in 2007-2008.

Policy 207 Publications, a portion of Sections I and II of the Board Policy Manual was presented for second reading and approval. President Carnahan noted that this policy will be used to develop appropriate Administrative Rules to address student concerns regarding student publications.

He also reminded the Board to review section III, Personnel, according to the Policy Review Schedule developed last year. Each Director should have a current copy of the policies, however, if fresh copies are needed, they can be obtained by contacting Sue Owens. He added that last year emphasis was put on technical details of the policies whereas, this year, dividing out Administrative Rules was the goal. He asked that any comments be sent to Sue Owens or Dean Ellison.

Facilities: (Item 8.E)

Dean Ellison shared there were no facility items to discuss this month.

Capital Construction Projects: (Item 8.F)

President Carnahan gave a brief update on the:

- Main Campus construction. The first 9 of 36 walls have been poured with the next ones expected to be poured later this week. He explained the process of pouring and stacking walls and later using a special crane to set them in place. Setting the first walls is anticipated to take place in early May. He added there is currently a search for roofing contractors.
- High School Vocational Building. President Carnahan explained that in order to fulfill requirements for the "Go Oregon" Stimulus funds for this project, only local contractors could be used. This has created some complications as three of the four contractors who expressed an interest withdrew from consideration. The project is slated to begin April 30th. He stated the bid opening is scheduled for April 14 and that a special Contract Review Board meeting would be called April 23 to award the bid.

Personnel: (Item 8.G)

President Carnahan shared the communication he had with staff regarding the budget shortfall as included in the Board Packet. He stressed the need to grow enrollment and how every person connected to the College could assist in this effort.

Announcements and General Information: (Item 9)

President Carnahan reported on the following:

- Foundation Board: President Carnahan shared that we had met the Miller Foundation Match grant of \$50,000, this gives the College over \$100,000 for scholarships. He stated that Director Weitman is the Board liaison to the Foundation Board.
- Marketing and Branding Report. President Carnahan stated that things were moving slow in this area, but progress was being made.



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- Commencement: President Carnahan asked the Board to please mark their calendar to attend commencement June 12.

Invitation of Public Comment: (Item 10)

Ms. Neu commented that even in these poor economic times there are opportunities at TBCC and stressed that we needed to find new ways to encourage attendance and focus on the positive aspects. She also stressed the need to reach younger children and create a desire to attend college as she didn't feel students realize the value or cost of education.

Board Member Discussion Items: (Item 11)

Adjournment

Chair Wakefield adjourned the meeting at 8:25 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Intergovernmental Agreement

RECOMMENDATION

Approval of the Intergovernmental Agreement with the Economic Development Council.

BACKGROUND INFORMATION ----- President Carnahan

President Carnahan will share the Intergovernmental Agreement with the Economic Development Council. This document requires the College to sign an amendment to the agreement which relates to governance and greater flexibility in fulfilling the agreements' goals in the future.

In order to conserve paper and postage, the Board is being asked to review the thirty-one page supporting document previously included in the May 3, 2009 Board packet.



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Budget Committee Membership

RECOMMENDATION

Renew terms of incumbents and accept the nomination of Michelle Hughes for the vacancy in Zone 1.

BACKGROUND INFORMATION ----- Dean Ellison

Zone	Board Member	Community Representative	Term expires
1	Rose Wharton	Michelle Hughes	6/30/11
2	Craig Wakefield	Van Moe	6/30/09
3	Ruth Jensen	J. Robert McPheeters	6/30/11
4	Stephen Shaw	Steve VanDerhoef	6/30/09
5	Ann Swain	Ward Weissenfluh	6/30/09
6 –At Large	James P. McGinnis	Vicki Goodman	6/30/11
7 –At Large	Robert Weitman	Jack Mulder	6/30/09

J. Robert McPheeters and Vicki Goodman have agreed to renewed terms and Ms. Michelle Hughes has been approached and is willing to fill the vacancy in Zone 1. All three terms will expire June 30, 2011. Ms. Hughes is a licensed C.P.A. who works for Pacific City Joint Water & Sanitary. She is recommended by Director Wharton.

There will be a Public Budget Committee Meeting, Monday, May 18 at 6:00 p.m. room 9.



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2009-2010 Academic Calendar

RECOMMENDATION

Approve the 2009-2010 Academic Calendar.

BACKGROUND INFORMATION ----- Dean Gates

Attached is the 2009-2010 Academic Calendar presented last month for review. The Board is being asked to approve it as presented.



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TILLAMOOK BAY COMMUNITY COLLEGE

2009-2010 ACADEMIC CALENDAR

2009

MAY 11.....	Summer Term 2009 Registration Begins
MAY 25.....	Memorial Day Holiday
JUNE 8 - 13.....	Spring Term 2009 Finals Week
JUNE 12.....	Commencement Exercises
JUNE 13.....	Spring Term 2009 Ends
JUNE 22.....	Summer Term 2009 Classes Begin
JUNE 22 - 26.....	Late Registration, Summer Term 2009
JULY 3.....	July Fourth Holiday
AUGUST 10.....	Fall Term 2009 Registration Begins
SEPTEMBER 7.....	Labor Day Holiday
SEPTEMBER 5.....	Summer Term 2009 Ends
SEPTEMBER 14 - 15.....	College In-service (Curtailed Public Services)
SEPTEMBER 21.....	Fall Term 2009 Classes Begin
SEPTEMBER 21 - 25.....	Late Registration, Fall Term 2009
NOVEMBER 11.....	Veterans Day Holiday
NOVEMBER 23.....	Winter Term 2010 Registration Begins
NOVEMBER 26 - 27.....	Thanksgiving Holiday
DECEMBER 7 - 12.....	Fall Term 2009 Finals Week
DECEMBER 12.....	Fall Term 2009 Ends
DECEMBER 24, 25, 31.....	Winter Holidays

2010

JANUARY 1	New Year's Holiday
JANUARY 4	Winter Term 2010 Classes Begin
JANUARY 4 - 8	Late Registration, Winter Term 2010
JANUARY 18	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
MARCH 1	Spring Term 2010 Registration Begins
MARCH 15 - 20	Winter Term 2010 Finals Week
MARCH 20	Winter Term 2010 Ends
MARCH 22 - 27	Spring Break
MARCH 29	Spring Term 2010 Classes Begin
MARCH 29 - APRIL 2.....	Late Registration, Spring Term 2010
MAY 10.....	Summer Term 2010 Registration Begins
MAY 31.....	Memorial Day Holiday
JUNE 7 - 12.....	Spring Term 2010 Finals Week
JUNE 11	Commencement Exercises
JUNE 12	Spring Term 2010 Ends
JUNE 21	Summer Term 2010 Classes Begin

NOTES:

1. Registration dates subject to change.
2. Last day to drop courses with a refund: See class schedule.
3. Last day to drop classes and receive a "W": See class schedule.

Personnel

RECOMMENDATION

Approve the renewal of the President's Contract.

BACKGROUND INFORMATION ----- President Carnahan

In March the Board approved President Carnahan's performance appraisal and the extension of his contract. President Carnahan has requested a reduction in his compensation to the same degree the rest of the staff is taking.



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May 4, 2009

Tillamook Bay Community College Board of Education
2510 First Street
Tillamook, OR 97141

Dear Board Members,

Due to the economic conditions facing the College and its employees, I respectfully request a reduction of my contracted compensation from July 1, 2009 to June 30, 2010, an amount equal in days to that requested of all other contracted management and staff employees.

Thank you for your consideration and support.

Sincerely,

Jon Carnahan
President

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Commencement – Friday, June 12, 2009. Please let Sue know if you will be attending.



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