



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, *President*

A G E N D A

Board Meeting- November 7, 1983

Tillamook Bay Campus
7:30 PM

-
1. Call to Order
 2. Minutes
 3. Budget Report
 4. Introduction of New Board Members
 5. Committee Reports -- Foundation
 6. Report on "Chemical People" -- Ron Hays
 7. Contract Resolution
 8. Report on Accreditation Visit
 9. Report on Sales Tax Initiative Resolution
 10. Facilities Improvement Update
 11. Home Economic Program Update
 12. Four Year diploma Programs
 13. March Tax Base/Serial Levy Election
 14. Non-agenda Items

Minutes - Tillamook Bay AED
October 10, 1983
Downtown Center
8:00

ITEM

DISCUSSION

Members Present Eleanor Dye, Ron Hays, Wayne Jensen,
Dick Larsen, Elwood Stait

Members Absent none - two positions vacant

Non-members Present President Roy Mason, Cheryl Van Natta,
Secretary

Guests Valarie McIntyre, Northwest CAEL and
Barbara Rice, Director Student Services TBC

Call to Order The meeting was called to order by Chair-
person Ron Hays.

Minutes Elwood Stait was not included in the
members present at the last meeting.
The minutes were approved as corrected.

Budget Report Motion Dick Larsen moved to transfer \$1,500.00
from the line item Contracted Services to
line item Office Supplies in the 1982-83
Budget.

Second Eleanor Dye
Approved unanimously

President Mason presented the October
Budget Report to the board explaining in
detail the revenue portion of the report.
President Mason explained the expenses that
will be involved for the mobile office unit
the district is leasing from the
Tillamook County Hospital.

Committee Reports Personal Committee - no report except that
President Mason reported the hiring of
Rhonda Ellerbroek as secretary for the
Small Business Center and Catherine Dowery
as coordinator for the Home Economics Grant
that the district has received.

Foundation committee - no report

Do-Pass Agenda Chairperson Hays presented examples of this
concept and explained that he would like to
use this in the future. The board had
mixed feelings about the concept. The

ITEM

DISCUSSION

addition of this item to meeting procedure was put off until the next meeting. President Mason suggested that perhaps it be done the way the local ESD does it. An explanation is included with the resolution(s) on the do-pass agenda.

Motion

Ron Hays moved that the Deputy Clerk for the District's Board be allowed to be one of the two signatures required on the checks written by the district.

Second

Dick Larsen

Yea - Eleanor Dye, Ron Hays, Dick Larsen

Nay - Wayne Jensen, Elwood Stait

Motion passes

Motion

Ron Hays moved that \$3,000 be transferred from the Board Contingency to the Building Repair line item.

Second

Eleanor Dye

Approved unanimously

Small Business
Center Update

President Mason reported that Jim O'Donnell has been hired as a half-time employee at the Business Center. The request for the grant is due Friday October 14, 1983. The money will be allocated November 1, 1983 and it is planned that the center will open November 15, 1983.

Facilities
Improvement

President Mason stated that the major improvements for the district facilities at the Bay City Campus were made this Summer by the CETA employees and that the paving of the parking lot has been completed.

Student Survey

Student Services Director Barbara Rice present a copy of the student survey that

ITEM

DISCUSSION

External Degree
Program

perhaps will be used by the district as an instrument for measuring student input. The state will also be conducting a survey and it is being looked into that perhaps the two can be combined and the district can draw the statistics it needs from the state survey.

Valarie McIntyre from the Northwest CAEL Foundation presented a program and proposal for granting of external degrees to the board.

A committee consisting of Ron Hays, Dick Larsen and Roy Mason will compare the three different proposals presented to the board over the past months and present a recommendation to the board at the next meeting.

Election of New
Board Members

Carl Hensley and George Hamilton have resigned leaving two positions vacant. Three people expressed interest in the two positions. These people are Laurie Mulder, Lois Ball, and Patricia Rinehart. There was some discussion as to representation on the board.

Nominations

Chairman Hays called for nominations for the North County position.

Eleanor Dye nominated Patricia Rinehart. Nominations were closed. The nomination was approved unanimously. Patricia Rinehart is the new member from Zone 5.

Chairman Hays called for nominations for for the At-Large position.

Elwood Stait nominated Lois Ball.
Ron Hays nominated Laurie Mulder.

Those in favor of Lois Ball - Wayne Jensen, Elwood Stait.

Those in favor of Laurie Mulder - Eleanor Dye, Ron Hays, and Dick Larsen.
Laurie Mulder is the new member for the

ITEM

DISCUSSION

At-Large position.

Welcome aboard to both of you.

The meeting was adjourned by Chairperson
Hays at 10.05.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta,
Secretary

BUDGET 1983-84 PROGRAM GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES		1,406.37*			
Operational Reimbursement:	186,480	.00	57,569.00	128,911.00	*1,406.37 (82-83)
State Managed Timber:	44,396	34,406.70	34,406.70	9,989.30	
LOCAL SOURCES					
Current Taxes:	180,500	30,174.52	30,174.52	150,325.48	
Prior Year's Taxes:	4,050	2,519.06* 3,524.59**	3,524.59	525.41	*2,519.06 (82-83) - Collected **2,504.68 (82-83) - June-Posted July
TUITION AND FEES					1,019.91 (81-82)
Tuition:	66,000	7,355.70	29,716.61	36,283.39	
Fees:	2,000	.00	236.00	1,764.00	
OTHER REVENUE					
Available Cash on Hand:	44,000	.00	.00	44,000.00	
Textbook Sales:	5,000	534.59	755.54	4,244.46	
Interest Income:	10,000	5,466.59	5,818.68	4,181.32	
Auxillary Fund:	0				
Rental Income:	2,000	107.75	439.51	1,560.49	
TOTAL REVENUE	544,426	85,495.87 -1,406.37 -2,519.06 81,570.44	162,641.15	381,784.85	

BUDGET 1983-84 PROGRAM - ABE - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES Grants & Contracts: <u>Adult Basic Education:</u>	9,000	.00	.00	9,000		
TOTAL REVENUE	9,000	.00	.00	9,000		

BUDGET 1983-84 PROGRAM - <u>SMALL BUSINESS RESOURCE</u> CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	October EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES Small Business Center Grant	18,918		.00	.00	18,918	
Revenue Sharing	1,982		.00	.00	1,980	
OTHER REVENUE Cash on Hand (Transfer from 82-83 Board Contingency)	17,900		.00	.00	17,900	
TOTAL	38,800		.00	.00	17,900	

BUDGET 1983-84 PROGRAM - HOMI ECONOMICS GRANT FUNCTION	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES	9,958.00	.00	.00	9,958.00		
TOTAL	9,958.00	.00	.00	9,958.00		

BUDGET 1983-84 PROGRAM- GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	2,518.90	5,719.83	201,404.17		
Staff Development	1,200	90.00	246.70	953.30		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	.00	57.38	3,142.62		
Laboratory Supplies	2,000	70.00	70.00	1,930.00		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	546.77	3,358.29	1,641.71		
<u>Capital Equipment:</u>						
Purchase	9,600	.00	958.94	8,641.06		
Equipment Repair, Replacement (Rental)	2,500	.00	2,000.00	500.00		
Classroom Rental	4,050	.00	1,975.00	2,075.00		
TOTAL	236,274	3,225.67	14,386.14	221,887.86		

BUDGET 1983-84 PROGRAM - GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Dean of Instruction	27,675	2,306.25	9,225.00	18,450.00		
Secretary to the Dean	12,696	1,058.00	4,232.00	8,464.00		
Admissions Secretary	10,260	895.00	2,685.00	7,575.00		
Part-time	1,500	.00	1,544.16	-44.16		
Outreach Coordinators	6,300	.00	.00	6,300.00		
<u>Other Payroll Expenses:</u>	20,556	1,673.88	7,128.99	13,427.01		
<u>Material - Services:</u>						
Supplies	1,500	200.39	960.21	539.79		
Telephone	2,160	.00	1,102.71	1,057.29		
Postage	1,400	.00	.00	1,400.00		
Travel	1,800	360.30	765.13	1,034.87		
<u>General Advertising:</u>						
Schedule Production	4,000	1,552.00	1,552.00	2,448.00		
Printing	1,400	4.46	278.96	1,121.04		
Media Advertising	4,000	516.86	1,381.29	2,618.71		
Student Recognition	500	.00	.00	500.00		
<u>Other Services and Expenses:</u>	4,400	.00	22.83	4,377.17		
<u>Capital Equipment:</u>	4,000	.00	2,500.00	1,500.00		
TOTAL	104,147	8,567.14	33,378.28	70,768.72		

BUDGET 1983-84 PROGRAM - GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES						
<u>Personal Services:</u>						
Director of Student Services	15,717	1,430.25	4,290.75	11,426.25		
Student Services Secretary	11,724	977.00	2,933.00	8,791.00		
<u>Other Payroll Expenses:</u>						
Other Payroll Expenses:	9,604	1,172.03	4,364.07	5,239.93		
<u>Materials and Services:</u>						
Supplies	800	345.25	345.25	454.75		
Telephone	960	247.57	247.57	712.43		
Postage	640	.00	.00	640.00		
Travel	1,350	6.40	31.00	1,319.00		
<u>Capital Equipment:</u>						
Capital Equipment:	1,200	485.00	485.00	715.00		
TOTAL	41,995	4,663.50	12,696.64	29,298.36		

BUDGET 1983-84 PROGRAM - GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or REVENUES October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	2,778.75	11,115.00	22,230.00		
Assistant to the President	15,182	1,265.16	5,060.64	10,121.36		
<u>Other Payroll Expenses:</u>						
Materials and Services:						
Supplies	1,200	.00	294.17	905.83		
Telephone	800	256.88	513.98	286.02		
Postage	350	.00	.00	350.00		
Travel	4,050	331.60	1,429.70	2,620.30		
Publications	225	134.90	171.40	53.60		
<u>Capital Equipment:</u>						
<u>Professional Service:</u>						
Auditing and Accounting	3,000	80.00	159.40	2,840.60		
Legal	1,500	125.00	625.00	875.00		
Insurance	3,450	.00	2,209.71	1,240.29		
Association Membership	4,000	50.00	420.00	3,580.00		
<u>Governing Board:</u>						
Advisory Committees	2,300	42.95	42.95	2,257.05		
Travel	2,500	.00	159.44	2,340.56		
Meeting Expenses	600	72.25	172.31	427.69		
TOTAL	90,416	7,457.28	29,031.01	61,384.99		

BUDGET 1983-84 PROGRAM - GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or XXXXXXX October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
PLANT OPERATION AND MAINTENANCE <u>Personal Services:</u> Janitor <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Supplies <u>Capital Equipment:</u> <u>Utilities:</u> Building Repair: 5,200 Contracted Services:	5,525 1,000 2,500 2,400	600.00 .00 22.00 249.59 492.10	2,130.75 40.00 690.48 2,761.12 1,756.85	3,394.25 960.00 3,309.52 2,738.88 643.15		
TOTAL	16,482-- 21,482	1,448.52	8,619.97	12,862.03		
COMMUNITY SERVICES <u>Materials and Services:</u>	600	.00	.00	600.00		
TOTAL	600	.00	.00	600.00		
APPROPRIATED EXPENDITURES TOTAL	491,914- 494,914	25,362.11	98,112.04	396,801.96		

BUDGET 1983-84 PROGRAM - GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or XXXXXXXX October	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES	19,012					
<u>Board Contingency:</u>	22,012	.00	.00	19,012		
<u>Unappropriated Ending Fund Balance:</u>	30,500	.00	.00	30,500		
TOTAL	52,512 49,512	.00	.00	49,512		
PROGRAM - TOTAL	544,426	25,362.11	98,112.04	446,313.96		

BUDGET 1983-84 PROGRAM - ABE <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or XXXXXXXX	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>	0					
Student Services Director	4,715	427.21	1,281.63	3,433.37		
<u>Other Payroll Expenses:</u>	0					
<u>Materials and Supplies:</u>						
Supplies	280	14.81	14.81	265.19		
Telephone	150	.00	.00	150.00		
Postage	100	.00	.00	100.00		
Travel	255	.00	85.00	170.00		
Printing	300	.00	.00	300.00		
Staff Development	200	.00	.00	200.00		
<u>Tuition Waivers:</u>	3,000	.00	.00	3,000.00		
PROGRAM- TOTAL	9,000	442.02	1,381.44	7,618.56		

BUDGER 1983-84 PROGRAM - SMALL BUSINESS RESOURCE CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Small Business Coordinator	7,200		1,225.00	2,450.00	4,750.00	
Other, Payroll Expenses	1,440		224.59	306.67	1,133.33	
COLLEGE SUPPORT						
<u>Personal Services:</u>						
Secretary	12,400		977.00	1,954.00	10,446.00	
<u>Other Payroll Expenses:</u>	4,000		65.46*	412.46	3,587.54	*Cd. of \$52.00
<u>Materials and Services:</u>						
Office and Classroom Rental	3,800		600.00	1,200.00	2,600.00	
Supplies	2,000		.00	.00	2,000.00	
Telephone	1,000		.00	.00	1,000.00	
Capital Equipment	5,560		2,035.00	2,035.00	3,525.00	
Postage	1,000		.00	.00	1,000.00	
Advertising and Publicity	400		.00	.00	400.00	
TOTAL	38,800		4,127.05	8,358.13	30,441.87	

BUDGET 1983-84 PROGRAM- HOME ECONOMICS GRANT	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS October	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:						
INSTRUCTION						
<u>Personal Services:</u>						
Consultant Homemaker	3,240.00	864.00	1,248.00	1,992.00		
<u>Other Payroll Expenses:</u>	697.00	129.22	154.94	542.06		
INSTRUCTIONAL SUPPORT						
<u>Personal Services:</u>						
Consultant Homemaker	1,616.00	.00	.00	1,616.00		
<u>Other Payroll Expenses:</u>	722.00	.00	.00	722.00		
<u>Materials and Services:</u>						
Supplies	574.00	15.00	15.00	559.00		
Travel	858.00	10.00	10.00	848.00		
Indirect Costs	1,851.00	35.00	35.00	1,816.00		
TOTAL	9,558.00	1,053.22	1,462.94	8,095.06		

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
RESOLUTION

Board of Directors
Tillamook Bay Community College SD
Resolution: 1983-84 - 001
Resolution Title: Contract Review Creation
Approved and Adopted:
Initiated By: SB 190 - Oregon Legislature

WHEREAS, ORS 279.055 as amended by Oregon Laws 1983 (Senate Bill 190) allows all units of local government, including school districts, to create their governing body as the contract review board for the district; and,

WHEREAS, ORS 279.055, as amended by Oregon Laws 1983 (Senate Bill 190) requires that local contract review boards so established adopt rules to carry out the powers and duties of the board under ORS 279.011 to 279.061 as amended by Oregon Laws 1983 (Senate Bill 190); therefore,

BE IT RESOLVED, the Board of Directors of Tillamook Bay Community College Service District is hereby designated as the local contract review board for the Tillamook Bay Community College Service District; and,

BE IT FURTHER RESOLVED, there is hereby adopted by the Tillamook Bay Community College Service District, for the purpose of establishing rules governing public contracts in the district, the rules of the Public Contract Review Board in effect as of June 30, 1983. These rules shall remain in effect until such time as they may be amended by the Board of Directors of the Tillamook Bay Community College Service District.

BE IT FURTHER RESOLVED, that pursuant to ORS 279.055 as amended by Oregon Laws 1983 (Senate Bill 190), a copy of this resolution will be filed with the Tillamook County Board of Commissioners.

Dated this 7th day of November, 1983.

Ronald J. Hays
Chairman, Board of Directors

R. B. Maud
President-Clerk of the Board



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, President

MEMO: November 7, 1983

TO: Board Of Directors
Tillamook Bay C.C.S.D.

FROM: Dick Minisce
Dean Of Instruction

RE: Request For Professional Growth / In-Service Training Support

My purpose in writing this memo is twofold: first, to provide information relative to my proposed professional growth activities; second, to request financial and logistical support for those activities.

At this time I am prepared to request acceptance into Portland State University's Doctor of Education Program in Community College Administration. I anticipate that a steady, part time involvement of approximately 4 years will be required to complete that program. The program involves considerable coursework and fieldwork in activities relating directly to my current employment. These include, among other things: curriculum design; budgeting; community relations; personnel management; and funding and resource development.

I see this program as one that will directly and significantly enhance my ability to efficiently and effectively perform my official duties as Dean Of Instruction here at Tillamook Bay Campus. It is because of the nature of this program as an in-service, as well as a personal, professional growth endeavor that I am requesting assistance from The District at this time.

Specifically I am requesting two things: first, a flex time schedule that will allow me to attend an afternoon and an evening class at the University, once a week for the number of terms required to complete the degree requirements; and second, in-service training reimbursement of approximately \$350 per term to help defray the tuition costs of that coursework. I am prepared to personally assume the other expenses related to the program including all fees, textbook charges and travel costs.

I sincerely believe that the expenditure of time, energy and funds involved in this program will result in considerable benefit not only to the District and myself but also to the community which we exist to serve and thank you for your consideration of this request.

place in OCT1083 file
RECEIVED OCT 31 1983

17347 Densmore Ave. No.
Seattle, WA 98133
October 29, 1983

Roy B. Mason II, President
Tillamook Bay Community College
Service District
6385 Tillamook Avenue
Bay City, OR 97107

Dear Roy:

Enclosed is the rough draft of my report for the Commission.
No doubt I have forgotten one or more items which should have
been included -- do not hesitate to remind me.

Please check this for accuracy of facts -- make your marks on
the report if you wish. Also if there is a gross misunderstanding
please don't hesitate to identify it.

A copy of this is also going to Dr. Anthony, so it will not be
necessary to send yours -- you may want to confer with him.

Again, I want to say how very pleasant the visit was down there
and how much we enjoyed the amenities you arranged.

Very sincerely,



Robert G. Leonard

P.S. Please get back as soon as convenient Roy, Dr. Bemis will
want to distribute this with the Agenda for the December meeting.

NORTHWEST ASSOCIATION OF SCHOOLS
AND COLLEGES

COMMISSION ON COLLEGES

Report of

I N T E R I M V I S I T

to

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

Bay City, Oregon

October 10-11, 1983

A confidential report prepared for the
Commission on Colleges that represents
the views of the Evaluation Committee.

PREFACE

A preface to this report must be included to acknowledge, and express sincere appreciation for the many courtesies shown and the generous use of time, effort, and amenities to make the visit meaningful. The folks at Portland were most helpful and had made many preparations for the discussions, including bringing in several persons from Rock Creek who were active with Tillamook. The excellent lunch afforded an additional opportunity to become better acquainted with the relationship between the two institutions.

It was obvious at Tillamook Bay College Campus that they too had made many preparations for the visit to conserve time and maximize the availability of information. Most of the Board of Trustees attended the fine dinner which also provided an excellent source of material for the evaluation process. Everyone with whom a visit was made was most helpful, was well prepared, and willing to openly discuss any TBC matters. A well-deserved thank you to President Mason and his staff is in order.

BACKGROUND

The Oregon Legislature has changed the name of the Area Education District to Community College Service District. This is certainly much more descriptive of ^{their} operation than formerly and greeted with pleasure by the AED's. TBC is now officially known as Tillamook Bay Community College Service District which makes it much more accurate to advertise their services.

This District was first visited during its first year of operation as a substantive change at Portland Community College. The Commission granted accreditation but felt another visit was desirable as the operation was so new, and at its June 1982 meeting requested an interim report and visitation in the fall of 1983. Both of these actions were to address the recommendations and concerns expressed in the Evaluation Team report of April 1982.

A visit was first made to the offices of Portland Community College where a meeting was held with the President of PCC, the Vice President for Academic Affairs, the Accreditation Officer for PCC, and three Staff persons from Rock Creek Campus who have the responsibility for liason and some supervision over the TBC operation.

A full evening and an entire day were then spent at TBC visiting classes, meeting with members of the Board, and visiting with each of the staff people. The report which follows responds to each of the nine areas (the Contract plus eight Standards) reported on in the previous team report plus comments on the ninth Standard not germane in 1982, that on Continuing Education.

CONTRACT WITH PORTLAND COMMUNITY COLLEGE

A new contract has been negotiated with Portland C.C. to cover the period ~~between~~ July 1, 1983 through June 30, 1985. Every concern expressed in 1982 has been addressed. The new contract provides for regular rosters from PCC to TBC plus the availability of coded transcripts for their students to indicate the work was done at TBC; the selection process for faculty is much clearer; provision has been made for either party to terminate the contract; financial and course content matters are more distinct as they relate to the two institutions; and the Presidents are named as administrators of the contract.

Two ambiguities may exist in the new contract, both of which were fully understood by both TBC and PCC, but to an outsider they might be clarified. One, the budget appendix to the contract shows an annual amount of money, while the contract speaks to two years at times and the course credit hours to be delivered are annual. Second, the contract requires payments at end of each "term", but neither the contract nor the catalog identifies what period of time constitutes a "term".

INSTITUTIONAL OBJECTIVES AND STATEMENT OF PURPOSES

A concern of 1982 was the absence of a catalog. TBC now has an excellent catalog! It is attractive, informative, and readable. A supplement to the catalog is published quarterly which identifies all current information on costs, classes to be offered, instructors, locations, etc.

In addition to their excellent statement of Philosophy of TBC, they have included a listing of Principles adopted by the Board which further emphasizes their tenets of Community Education.

FINANCES

As reported previously, funding is adequate, but certainly not sufficient for much expansion, travel, staff development, etc. This is not new to Community Colleges most any place.

An inventory system has been installed, however, it needs much greater detail to adequately meet possible demands for its use. Also, the planned inclusion of the inventory on the computer should be pursued as time and "space" permits. The physical tagging of each piece of equipment and furniture is excellent.

The purchasing procedure is generally understood, but this should be reduced to a carefully written form.

Records are kept in a fireproof cabinet. The handling of money is well monitored however, it would be helpful if a cash register were available during registration particularly. Care has been taken to make more frequent deposits.

Accounting procedures and budget control appear well done. As with any developing institution, the budget preparation process is being evaluated. The administration will need to be sensitive to the desires of staff in this process. The material given to the Board seems to be detailed and current.

An independent CPA audit was available, did express an opinion, and made no recommendations.

PHYSICAL PLANT

While no particular concerns were expressed about the plant, it should be noted that several positive changes have and are taking place. The gymnasium located on the property being leased for the administration building has been refurbished, painted, and put into use for community and college programs. The exciting aspect of this is that the college promoted the project and it was accomplished by volunteers from the community as well as the college!

Also at the Bay City facility, they have activated additional classrooms, done considerable painting, resurfacing of walkways and parking lots, etc. Here also they are in the process of locating a mobile unit to add additional space for classrooms and offices.

Some computer hardware is in service with considerable additional equipment to come. These will be hardwired to PCC and also used for instructional services.

LIBRARY

This was an area of major concern in 1982 and has received considerable attention from the college in the interim. Among the very positive actions taken by the college have been:

- Budget provides for library acquisitions.
- A community-wide library committee has been created and is active.
- Space has been set aside in the county library for the college reference books.
- One of the newer members of the Board of Trustees is also on the Library Board.
- Provisions have been installed for faculty to request books.
- PCC micro-fische lists have been made available and the high school has reader/printer for college use.
- PCC departments have made lists of their texts and references available to TBC faculty.

There was assurance by both the Board and the administration that the budget item for library would stay. The Dean of Instruction works very closely with the several libraries available, particularly the high school and the county. The college has a current listing of every holding in any facility which relates to any courses being taught at TBC. Through PCC and the computer facilities, TBC has access to virtually any holding the United States.

Tillamook County has been very seriously impacted by the absence of timber sales and the County Library was one of several agencies considered for closure. The college did not feel threatened by this as they had contingency plans in place plus the voters had indicated they would give separate and additional support to the library. The situation does limit however, the extent to which the County can make additional services available.

The second concern is that of the availability of a basic listing of the holdings normally found in a Community College library. Both Portland and Tillamook were asked about this, and apparently it has been an oversight by both institutions.

EDUCATIONAL PROGRAMS

This was another area of major concern by the 1982 team. It was discovered that many course outlines were outdated - or at least had not been reviewed for many years and also that there was considerable disparity among the outlines in their completeness and format.

This was discussed in depth at Portland and both the Academic Vice President and the Dean of Instruction who supervises the operation at TBC agreed that work needed to be done and had been done. The team report prompted Portland to review its own courses and set in motion procedures to have them updated regularly. Further Portland has been working in consort with Tillamook to assure faculty at TBC are following the PCC outlines.

Several classes were visited and the syllabi reviewed. The Dean at TBC requires each faculty member to present him with a separate work-sheet of course content, requirements for completion, references, techniques, etc. The Dean monitors frequently and also there is in operation a procedure for Department persons from PCC to visit and monitor the classes.

The changes in this area have been dramatic and positive.

CONTINUING EDUCATION

TBC has developed a fine relationship with its community and has offered several programs at different locations. They have programs at the "Y"; in-service programs at the hospital; training programs for both the Fire and Police Departments (special offering in photography as relates to arson); Business Outreach for the small business; a special outreach program for Portland State; and others. The Dean of Instruction has invited several others to work through the college for in-service training, re-training, etc.

INSTRUCTIONAL STAFF

Three areas have been addressed under this Standard. First, both PCC and TBC are involved in the selection of faculty and either has "veto" power.

Second, TBC has initiated work-shops for faculty, more especially newer faculty, to acquaint them with administrative procedures and expectations. Plans are also being made to have a workshop to assist any instructor to upgrade techniques and skills.

Third, a comprehensive evaluation system is being used to help instructors and advise administrations at both PCC and TBC of the effectiveness of faculty. PCC personnel are coming to the campus of TBC and visiting with faculty, visiting their classes, and conferring with the Dean at TBC to assist in this process. Also, student evaluation is a standard procedure. Specific results have already been identified.

ADMINISTRATION

It was heartening indeed to note the progress made in the several areas of tension which had been noted in 1982. Roles and responsibilities have been much better identified; much of the trivia pressure has been removed from the President; the Board has matured and acts more professionally; and procedures have been clarified. It is the type of improvement the Commission expected when it asked for a review a little later in their operation.

It was fortunate that scheduling permitted a visit to a Board meeting. The agenda was well prepared, the background material detailed and well documented, the meeting conducted professionally, and an aura of mutual respect with no intimidation of expressing personal attitudes. The Board seemed informed, interested, and willing.

It was good news indeed to learn that none of the Board Members are now teaching in the District.

A very good start has been made on a Board Manual and some of the staff job descriptions have been completed.

STUDENT SERVICES

The new catalog and the much improved Quarterly Supplement to the Catalog have answered the concern about a "contractual agreement" with the students. The students are well informed that they are taking courses under the aegis of Portland Community College and that their credits will be through PCC. The registration form used is the one used by Portland.

The Student Services Director does most of the counseling and advising. So far this has not been an overload and there is a feeling that the students are receiving adequate assistance. There does seem to be a need for better understanding with the departments at PCC. At times there is difficulty determining eligibility for credit from one department to another that each department is autonomous to the point

of discrepancies. Perhaps a Dean can be instrumental in creating better communications and understanding.

There appears to be a rather serious deterrent to students receiving High School Diplomas through the Community College services. The requirements frequently result in a student having to take college level courses for high school graduation. It seems the "unit credit" requirements are unreasonable, and discourages many students. While this is not specifically a matter for community college accreditation, it does invite whatever help can be generated among the colleges.

COMMENDATIONS

Tillamook Bay Community College Service District has made many significant improvements in the 18 months since the last visit. Listed here are some of those - not to the exclusion of others:

1. An attractive, comprehensive, and useful catalog has been developed.
2. The Board of Trustees has matured, become more involved, and exhibits a genuine interest in becoming even more professional.
3. A new contract with Portland Community College has been negotiated.
4. The President has been able to delegate much better and has added staff to better serve the students and the community.
5. Through joint efforts of both PCC and TBC the syllabi have been updated, upgraded, and standardized.
6. PCC has become much more involved and interested in the success of offerings at TBC.

GENERAL RECOMMENDATIONS

1. Perhaps a codicil to the contract with PCC would clarify the terms of the budget, course offerings, and costs compared to the duration of the contract and also define the payment period.
2. Many more operations need to be reduced to a written procedures form. One example which might be used for a pattern is that of the curriculum Secretary. This is particularly important for such as purchasing.
3. At present it would be virtually impossible to submit a defensible fire insurance claim on furniture or equipment. The inventory listing must be more detailed, including at least Make, Model, and Serial No. - *or description.*
4. As TBC is somewhat isolated, it is even more important that efforts be exerted toward staff and faculty development such as travel, trips to PCC for exchange, workshops, and in-service training.
5. Even though the County is somewhat depressed at present, the Board must remain sensitive to adequate salaries for dedicated and qualified administrative personnel.