

MINUTES - Policy Committee
Tillamook Bay Community College S.D.
June 16, 1986
11:30 a.m.
Small Business Assistance Center

ITEM	DISCUSSION
Board Members Present	Dick Larsen, Elwood Stait, Dale Walters.
Staff Members Present	Roy Mason, President; Kate Ventres, Administrative Assistant.
Call to Order	Dick Larsen called the meeting to order at 11:42 a.m.
Disability Policy	<p>The committee discussed a disability policy for district employees. The plan by Fidelity and Guaranty Life Insurance Company and presented by G & M Insurance Company, provides disability insurance for all full-time permanent employees of the district, and includes coverage of 2/3 monthly salary. The cost for the total package is \$96.40 per month.</p> <p>Discussion included any possible conflicts with the Insurance Agent of Record, and the possibility of including President Mason in this plan.</p> <p>President Mason recommended that the committee consider this plan because of the low monthly premium cost. The committee agreed to recommend the plan to the Board for approval. Elwood Stait stated that the plan be reconsidered in the event of future staff growth.</p>
Tuition Reimbursement	President Mason recommended that the committee consider summer school tuition reimbursement for Donna Warren as a "thank-you" for her work in the absence of a Dean of Instruction. The committee agreed with the recommendation, but emphasized the need for a policy to address this issue, and that this action not set precedent for future requests.

The meeting adjourned at 11:55 a.m.

Minutes submitted by Kate Ventres.

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MINUTES - Facilities Committee
Tillamook Bay Community College S.D.
June 2, 1986
6:30 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Elwood Stait, Wayne Jensen, Dick Larsen.

Staff Members
Present

Roy Mason, President; Kate Ventres, Administrative Assistant.

Call to Order

Elwood Stait called the meeting to order.

Hospital Trailer

President Mason reported that the counter-offer of \$2,400 for purchase of the hospital trailer was not accepted by the hospital. Deryl Jones, President of TCGH, requested that TBCC make another offer closer to the blue book value of \$7,500. President Mason hired Pacific Coast Appraisals to conduct an independent appraisal of the structure; a sales price ranging from \$6,500 - \$7,000 was assessed, with several physical deficiencies that could be subtracted from this price. Wayne Jensen recommended we offer the hospital \$3,500; if the offer is rejected, then request the hospital take the trailer away.

Discussion followed regarding other options, including not purchasing the trailer and moving the offices into the current instructional office space. The instructional office would then be moved to the Tillamook Campus, after remodeling of the apartment.

The committee instructed President Mason to explore the option of moving the instructional office to Tillamook, or dependent upon his findings, offer the hospital \$3,500 for the trailer.

Minutes submitted by Kate Ventres.

/kv

MINUTES - Policy Committee
Tillamook Bay Community College S.D.
April 22, 1986
5:00 p.m.
Small Business Assistance Center

ITEM	DISCUSSION
Board Members Present	Dick Larsen, Elwood Stait, Dale Walters.
Staff Members Present	Roy Mason, President; Kate Ventres, Administrative Assistant.
Call to Order	Chairman Dick Larsen called the meeting to order.
GED Tuition Waiver	<p>President Mason presented a request from Donna Warren to grant a tuition waiver for one credit course or community education classes up to \$45 to any successful GED student who has been enrolled in TBCC classes.</p> <p>The committee agreed that this was an excellent proposal and recommended that it be presented for approval at the May board meeting.</p>
Disability Policy	<p>The committee discussed the policy for disability of an administrator. The current policy calls for termination of the contract after all leave has been used. Discussion followed regarding revision of this policy. The committee deleted the word "permanently" (disabled) and changed "option" to "shall" throughout the policy. At the recommendation of the committee, President Mason will investigate the costs of providing one-half of the premium for disability insurance for all full-time permanent employees of the district. The following clause may be added to the policy: "The District will make available a disability policy at the option of the employee at one-half the premium cost for partial salary compensation."</p>
Sabbatical Leave/ Professional Development	<p>The committee briefly reviewed the professional development and sabbatical leave policies of Central Oregon Community College. The committee concurred that the sabbatical leave and professional development policies be discussed at the next committee meeting. President Mason will draft two separate policies for committee review.</p>

Minutes submitted by Kate Ventres.

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
April 14, 1986
6:30 p.m.
Small Business Assistance Center

ITEM	DISCUSSION
Board Members Present	Kathrine Jensen, Laurie Mulder, Eva Noble.
Staff Members Present	Roy Mason, President; Kate Ventres, Administrative Assistant.
Call to Order	Chairman Laurie Mulder called the meeting to order.
Presidential Evaluation	President Mason submitted his 1986-87 goals, objectives, activities, and job description for committee review and approval for presentation at the next regular board meeting. President Mason also submitted a request to participate in the Goodwill People to People Program. This request will be presented to the board as part of the evaluation process. Laurie Mulder suggested that the presidential evaluation take place in executive session at the April board meeting.
Associate Dean Selection	The committee will meet to review application packets for the Associate Dean of Instruction position on April 30, 1986 at 4:30.

Minutes submitted by Kate Ventres.

/kv

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
March 11, 1986
4:30 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Kathrine Jensen, Laurie Mulder, Eva Noble.

Staff Members
Present

Roy Mason, President; Kate Ventres, Secretary.

Call to Order

Chairman Laurie Mulder called the meeting to order.

Associate Dean
of Instruction

The recruitment process for the Associate Dean of Instruction was discussed in detail.

Advertisements will be placed in the Chronicle of Higher Ed and the Headlight Herald.

A three-fold brochure announcing the position will be mailed to those who respond to the ad, along with a Chamber of Commerce brochure describing Tillamook County. The brochure will also be mailed to all community colleges and institutions of higher education in the Pacific Northwest. The brochure will include information about the college as well as specific details about the position.

Applicants will be requested to submit a resume, 3 letters of recommendation and an essay. The application packets will be reviewed by a selection committee, who will then make recommendations to the Personnel committee. The Personnel committee will select the candidates to be interviewed.

Travel Costs

Kathrine Jensen suggested that the successful candidate be reimbursed for travel costs. President Mason agreed that this provision be negotiated with the successful candidate, along with relocation costs.

Presidential Goals

President Mason submitted his goals and objectives for feedback from the committee. He will include activities with these goals for presentation at the next regular Board meeting.

Mid-management
Contract

This issue will be discussed at the next committee meeting.

Minutes submitted by Kate Ventres.

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
March 3, 1986
5:30 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Kathrine Jensen, Laurie Mulder, Eva Noble.

Staff Members
Present

Roy Mason, President; Kate Ventres, Secretary.

Call to Order

Chairman Laurie Mulder called the meeting to order.

Associate Dean
of Instruction
Recruitment

The committee discussed the recruitment process for the Associate Dean position, including the development of a brochure advertising the position. A Chamber of Commerce brochure will accompany the position announcement in a statewide mailing. Ads will also be placed in local newspapers and in the Chronicle of Higher Ed.

The committee agreed to advertise the position at the salary range of Level II, Steps 1- 3.

The timeline for recruitment requires: 1) mailing of the position announcement and advertisement to begin in the next two weeks, 2) interviews in May, and 3) the position to begin July 1.

The Personnel Committee will also be involved in the selection process, including application review and interviewing.

Discussion regarding travel and relocation costs followed; President Mason will conduct a survey among other community colleges regarding this matter.

Health Benefits

The committee reviewed Blue Cross health plans and discussed changing from Plan IV to Plan III, a cost savings for the District of \$1,792.00/year. The committee agreed that the other plans offered were not an option and would cause hardship on the employees. Also discussed was the option of allowing some employees to use Plan III and others to use Plan IV. President Mason will explore this option with the Blue Cross representative.

Cost of Living

President Mason reported that a 3 1/2% cost-of-living increase and the automatic step increase for employees next fiscal year would cost the district \$23,171; revenue from the 6% tax increase will be \$22,000. Kathrine Jensen suggested the committee look at the cost

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March 3, 1986

bring this information to the next committee meeting.

Mid-management
Contracts

President Mason recommended the committee review the contract provisions for mid-level management employees (grant coordinators, administrative assistants, business officer, etc.) A separate salary schedule with more levels was discussed.

Presidential
Evaluation

President Mason requested the committee review the presidential job description in preparation for his evaluation.

Minutes submitted by Kate Ventres.

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MINUTES - Facilities Committee
Tillamook Bay Community College S.D.
February 13, 1986
3:25 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Wayne Jensen, Dick Larsen, Elwood Stait.

Staff Members
Present

Roy Mason, President; Kate Ventres, Administrative Assistant.

Call to Order

Chairman Elwood Stait called the meeting to order.

Office Trailer

At the request of Deryl Jones of Tillamook County General Hospital, the Board may make a counter-offer for the purchase of the office trailer. Discussion followed regarding the amount of the offer and the payment of license fees.

Dick Larsen recommended that President Mason submit an offer of \$2,400 payable at a rate of \$100/month beginning July 1, 1986. The college would be responsible for all maintenance, repair and licensing fees.

District 56
Contract

President Mason discussed the delay in the approval of the contract for the Bay City facility. Warren McMinimee, attorney for District 56, has advised the superintendent not to sign the contract at this time due to surplus property tax laws. Mr. McMinimee has ordered a title report on the property for further clarification. President Mason will seek advice on this matter from the District's attorney as well as the Oregon Department of Education.

Elwood Stait recommended this issue be discussed at the next regular Board meeting.

First Street
Apartment

Sue Cameron of the County Health Department has requested the use of the First Street apartment space when it becomes available. She wants to use the facility

as the County Health Clinic. Board members discussed this issue and the option of remodeling the apartment for classroom use.

Dick Larsen recommended that President Mason contact an architect to determine remodeling options at the facility, as well as investigate who owns the surrounding property. President Mason emphasized that availability of funds for remodeling are not likely in next year's budget.

Minutes submitted by Kate Ventres.

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MINUTES - Policy Committee
Tillamook Bay Community College S.D.
February 13, 1986
4:30 p.m.
Small Business Assistance Center

ITEM	DISCUSSION
Board Members Present	Dick Larsen, Elwood Stait, Dale Walters.
Staff Members Present	Roy Mason, President; Kate Ventres, Administrative Assistant.
Call to Order	Dick Larsen called the meeting to order.
Management Contract Form	By recommendation of the Personnel Committee, the committee reviewed and approved the management contract form as presented.
Presidential Addendum Form	The addendum was approved by the committee with the following change: Change "Termination of the Employment Contract" to #4. The committee clarified that their approval was for the addendum provision to be included as policy, not for the addendum contents; addendum contents are negotiated.
Administrator Handbook	The committee discussed further revision of the Disability section of the handbook, questioning the term "permanently disabled" and extended leaves of absence provisions. The committee will meet again to discuss these policies.
Sabbatical Leave Policy	President Mason will add to this policy a provision for submitting the sabbatical leave request before the budget planning process for that year.

Minutes submitted by Kate Ventres.

/kv

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
January 24, 1986
12:00 p.m.

ITEM

DISCUSSION

Board Members
Present

Laurie Mulder, Kathrine Jensen, Eva Noble.

Staff Members
Present

Roy Mason, President; Kate Ventres, Secretary.

Management
Contract

The district's attorney reviewed the revised management contract and suggested these changes:

1. Addition of a property rights release clause.
2. Addition of collective bargaining exclusion.
3. Administrative handbook incorporation.
4. Deletion of attorney's fees clause.
5. Addition of applicable law and protection clause.

The contract form will be presented at the next Policy committee meeting for approval. Also ready for presentation will be the presidential contract addendum, which will be revised to include a presidential evaluation clause.

Sabbatical
Leave

The committee reviewed the sabbatical leave policy included in the administrative handbook. The committee concurred that more guidelines are needed in this policy. President Mason will draft a revised sabbatical leave policy for committee review.

Administrator
Handbook

The committee agreed to omit 3.b., regarding board evaluation of administrators. The administrator handbook will be presented at the next Policy committee meeting for approval.

Employee
Reclassification

President Mason requested the committee consider the reclassification of Kate Ventres from secretary to administrative assistant, based on her recent six month review. Laurie Mulder agreed that this request warranted presentation at the next regular board meeting.

Minutes submitted by Kate Ventres.

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
December 12, 1985
12:00 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Laurie Mulder, Kathrine Jensen, Eva Noble.

Staff Members
Present

Roy Mason, President; Kate Ventres, Secretary.

Presidential
Contract

The committee reviewed the first draft of a revised presidential contract form, to which several additional changes were made. The President will use the basic management contract form with an addendum to include the following exclusive provisions:

1. Disability insurance
2. Out-of-district meeting travel allowance
3. Termination procedure

Laurie Mulder questioned if "key man" insurance is available for the President. Kate Ventres will investigate this provision through OCCA.

Presidential
Job Description

The committee reviewed the presidential job description, to which President Mason will add the following:

1. Physical plant responsibilities
2. Grant program supervision
3. "Doctorate encouraged" clause

Presidential
Evaluation

The process used for the last presidential evaluation was reviewed. Laurie Mulder suggested that the general administrator evaluation tool also be utilized for the President, with a separate goal setting and evaluation session.

President Mason suggested that a goal setting work session be held in conjunction with the February board meeting. An executive session of the board may then be held for the presidential evaluation at the April board meeting. President Mason will prepare the first draft of institutional and personal goals for board review in January.

Minutes submitted by Kate Ventres.

MINUTES - Policy Committee
Tillamook Bay Community College S.D.
December 2, 1985
7:00 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Dick Larsen, Elwood Stait, Dale Walters.

Staff Members
Present

Roy Mason, President; Kate Ventres, Secretary.

Affirmative
Action Plan

The committee reviewed the District's affirmative action plan, to which President Mason added some additional provisions. Committee members concurred that the District is following all policies included in the plan.

The committee agreed to include the affirmative action plan in a separate section in the policy manual.

The affirmative action plan was approved as presented for adoption at the December board meeting.

Minutes submitted by Kate Ventres.

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
November 21, 1985
12:00 p.m.
Small Business Assistance Center

ITEM

DISCUSSION

Board Members
Present

Kathrine Jensen, Laurie Mulder

Board Members
Absent

Eva Noble

Staff Present

Roy Mason, President; Kate Ventres, Secretary.

Contracts

The committee reviewed the first draft of a revised management contract form, to which several additional changes were made.

Neal Lemery will be consulted after the second revision is complete. The Policy committee will then review the new contract before final adoption by the board.

Minutes submitted by Kate Ventres.

/kv

MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
October 30, 1985
12:00 p.m.
Small Business Assistance Center Board Room

ITEM

DISCUSSION

Board Members
Present

Kathrine Jensen, Laurie Mulder, Eva Noble

Staff Present

Roy Mason, President; Kate Ventres, Secretary.

Dean of
Instruction
Resignation

President Mason reported that Dick Minisce has resigned from his position as Dean of Instruction. His last working day will be in late January, followed by accrued vacation leave through March 14, 1986. Dick Minisce will complete the winter term schedule and begin the process for the spring term schedule.

Several alternatives were discussed for the replacement of the Dean. Among the options presented were:

1. Merge the functions of the Office of Instruction, with President Mason coordinating the program. Responsibilities previously held by the Dean of Instruction would be divided among the present staff. Additional clerical help would be hired.

2. Follow alternative #1 through spring term only, until a new Associate Dean of Instruction can be recruited and hired in July, 1986. The new Associate Dean would have a more limited scope of responsibility than the current Dean.

3. Recruit and hire a Dean of Instruction per the current organizational structure.

Concerns expressed included:

1. Budget and salary increases
2. Job description revisions
3. Job level diversity
4. Task overload for Dean position
5. Task overload for President

President Mason will refine and estimate costs for each alternative for presentation at the next regular board meeting.

Health
Insurance

President Mason informed the committee of Dick Minisce's request for health insurance coverage through June 1986, at the cost of \$245/month. This request will be presented at the next regular board meeting.

Cost of Living
Increase

Laurie Mulder proposed the committee consider the possibility of a cost of living increase for next fiscal year. The issue was tabled for consideration before the budget committee meetings in January.

Contracts

The committee compared TBCC's Management employee contracts with those from Chemeketa Community College, Mt.Hood Community College, and Portland Community College. It was decided to simplify our contract form by eliminating duplicated information also included in the administrator evaluation packet and policy manual. Specific provisions may be added as an addendum to a contract. Contracts may then be included in the back of the evaluation packet.

President Mason's office will revise the contract form for review by the policy and personnel committees on November 21, 1985.

Schedule

The next scheduled personnel committee meeting will be held November 21, 1985 at 12:00 p.m. in the Small Business Assistance Center board room.

Minutes submitted by Kate Ventres.

MINUTES - Facilities Committee
Tillamook Bay Community College S.D.
October 30, 1985
4:00 p.m.
Small Business Assistance Center Board Room

ITEM

DISCUSSION

Board Members
Present

Dick Larsen, Elwood Stait

Board Members
Absent

Wayne Jensen

Staff Present

Roy Mason, President; Kate Ventres, Secretary

Contracts/
Leases

Bay City

President Mason presented for review a new contract with School District 56 for the Bay City facility. The contract is for five years at the rate of \$1/year. President Mason will present the contract at the next regular board meeting.

First Street Apartment

President Mason presented the rental agreement for the First Street apartment for review.

First Street Campus

President Mason reported that the three year lease for the First Street campus will expire next year. There is a possibility that this facility may be donated to the Tillamook Community Foundation.

Office Trailer

TBCC is currently leasing the office trailer from Tillamook County General Hospital for \$100/month. President Mason will contact the hospital regarding a possible donation and report his findings at the next regular board meeting.

Small Business Assistance Center

The SBAC is on a year-to-year lease for \$660/month.

A provision in this contract states all remodeling must be approved and restored to the original state upon termination of the lease.

President Mason reported almost any ceiling repair on Jim O'Donnell's office would be permanent and cost at least \$750. Funds from the lottery may be available in December for this purpose. The issue was tabled until these funds are received.

Parking Lot

The parking lot at Bay City and the First Street campus have been resealed at the cost of approximately \$3,000. Funds for this repair will need to be transferred to the appropriate line item at the next regular board meeting.

Dick Larsen asked if there were plans for paving the First Street campus parking lot. President Mason reported the cost of approximately \$20,000 for this project were not available. Some parking order is necessary in the parking lot. President Mason will look into this matter.

Remodeling

There was a discussion regarding the remodeling options of the First Street campus apartments for next fiscal year.

Schedule

No further meetings of the facilities committee were scheduled at this time.

Minutes submitted by Kate Ventres.

MINUTES - Facilities Committee
Tillamook Bay Community College S.D.
September 12, 1985
4:00 p.m.
Small Business Assistance Center Board Room

ITEM	DISCUSSION
Members Present	Wayne Jensen, Dick Larsen, Elwood Stait
Non-members Present	Roy Mason, President, and Kate Ventres, Secretary
Agenda	President Mason suggested that as an agenda, the committee discuss the uses of and plans for the TBCC main facilities.
Facilities Rental	<p>Wayne Jensen asked if there are policies regarding the rental of facilities. Dick Larsen said there is a policy concerning the rental of facilities to non-profit organizations for a fee.</p> <p>President Mason clarified that facilities are not rented to commercial vendors. He added that the committee may want to investigate this issue further. Kate Ventres will find responses from previous inquiries to other community colleges regarding facilities rental to bring to the next committee meeting.</p>
Small Business Assistance Center	<p>The contract for the SBAC has been renewed at an additional \$25 per month. Current usage of this facility includes staff use of first floor, business classes on the second floor, and use of second floor space by Tillamook Crisis and Resource Center for \$25 per month. Needs include:</p> <ol style="list-style-type: none">1. Enclosure of space between wall and ceiling in Jim O'Donnell's office to provide confidentiality.2. Computers available for public usage.3. Tables and chairs to accommodate 40 in upstairs classroom. <p>President Mason stated approximately \$4000 from lottery funds may be available for the remodeling of this facility. Elwood Stait asked if these funds could be used on other needed projects. President Mason suggested a small farm management program could be started, as well as another small business management program series. Wayne Jensen asked President Mason to bring figures for fixing the ceiling in Jim O'Donnell's office to the next committee meeting.</p>

First Street
Campus

The First Street facility has been expanded to full capacity usage in the evenings with day usage increasing. A chem hood will be installed in the lab for better ventilation. Needs include:

1. Pavement of parking lot.
2. Expansion of computer lab.
3. Pew/seat remodeling in auditorium.
4. Additional audio-visual equipment.
5. Additional desks in classroom.

There was a discussion concerning plans for the vacant apartment. Options included remodeling the space for classroom use or renting it out again. President Mason requested the committee consider renting the apartment to him for use between November 1, 1985 and the summer of 1986, when construction of his new house is completed. He also offered to provide security for the building in exchange for \$100 off rent, similar to the arrangement with the previous tenants. Dick Larsen felt a fair price for rent with a written lease would be acceptable for this temporary basis, but questioned the security service reimbursement. The committee asked that prices from other security services for the First Street and Bay City facilities be investigated before a decision is made on this matter. This information will be provided at the next regular board meeting by President Mason.

Bay City Facility

The Bay City office recently underwent remodeling and received a new roof. Further needs include:

1. Resealing parking lot.
2. Acquiring the trailer from the hospital.

President Mason will determine costs for parking lot resealing and will write a letter to the hospital regarding acquisition of the trailer before the next regular board meeting.

Tillamook High
School

Typing and shop classes are held at the high school. No changes in this arrangement are anticipated.

Next Committee
Meeting

The next scheduled Facilities committee meeting will be held October 24, 1985, at 4:00 p.m. in the Small Business Assistance Center board room.

Minutes submitted by Kate Ventres.

MINUTES - Policy Committee
Tillamook Bay Community College S.D.
September 12, 1985
5:00 p.m.
Small Business Assistance Center Board Room

ITEM	DISCUSSION
Members Present	Dick Larsen, Elwood Stait, Dale Walters
Non-members Present	Roy Mason, President, Kate Ventres, Secretary
Policy Manual	<p>Dick Larsen suggested the committee revise current policies so that they are consistent and similar in form.</p> <p>President Mason also recommended a comparison of our policy manual with those of other community colleges' in an effort to incorporate and develop policies which may not currently be included in the TBCC policy manual. He suggested the manual be divided into the following areas: board policies, personnel policies, ORS - Board of Education, and administrative rules.</p> <p>Dick Larsen stated he was comfortable with President Mason's office proceeding with the project and reporting on the progress at the next committee meeting.</p> <p>The committee concurred, stating their goal is to present a complete and revised policy manual at the end of the fiscal year.</p> <p>Dick Larsen recommended that the committee meet in two months to check on the progress of this project.</p>
Next Committee Meeting	The next scheduled Policy Committee meeting will be held December 4, 1985 at 4:30 p.m. in the Small Business Assistance Center board room.

Minutes submitted by Kate Ventres.

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MINUTES - Personnel Committee
Tillamook Bay Community College S.D.
September 26, 1985
12:00 p.m.
Small Business Assistance Center Board Room

ITEM	DISCUSSION						
Members Present	Kathrine Jensen, Laurie Mulder, Eva Noble						
Non-members Present	Roy Mason, President, Kate Ventres, Secretary						
TBCC Personnel	<p>President Mason reviewed a list of all TBCC personnel, indicating those that are full-time and part-time, as well as those on contract (see attached). He explained the three classifications of personnel, and the educational requirements for each level:</p> <table><tbody><tr><td>Classified</td><td>2 years secretarial experience Associate degree recommended</td></tr><tr><td>Supervisory</td><td>Associate degree required</td></tr><tr><td>Administrative</td><td>Bachelor's degree required for Step 1 Master's degree required for Steps 2 and 3</td></tr></tbody></table> <p>TBCC also employs 60 part-time instructors through a contract with PCC. President Mason explained that this group has recently unionized, acquiring additional benefits which may increase the cost of TBCC's contract.</p>	Classified	2 years secretarial experience Associate degree recommended	Supervisory	Associate degree required	Administrative	Bachelor's degree required for Step 1 Master's degree required for Steps 2 and 3
Classified	2 years secretarial experience Associate degree recommended						
Supervisory	Associate degree required						
Administrative	Bachelor's degree required for Step 1 Master's degree required for Steps 2 and 3						
Contracts	President Mason explained that all employee contracts are negotiated by the board of directors. He discussed specific differences between the contracts and explained they have not been renewed but are valid until June, 1986. Committee members were given a copy of each contract for review before the next committee meeting.						
Evaluations	<p>The committee reviewed a work plan form that will be completed during each employee's evaluation.</p> <p>Kate Ventres will supply each committee member with a copy of the administrator evaluation forms for their perusal.</p>						
Salary Schedule	The committee reviewed the salary schedule currently in use. President Mason explained that employees are given one step increase annually until the fifth year						

of employment, at which time a review process is necessary for further increases. The base salary has not been increased for two years; annual step increases have been given. The committee may consider increasing the base level salary. Other considerations are reclassifying the administrative assistant level.

Long Range
Planning

President Mason discussed the need for the committee to bring recommendations to the board planning session in January and February, 1986. Included may be potential cuts in personnel due to decreased county and state revenues.

Public Opinion
Survey

The committee discussed using a public opinion survey as an evaluation tool for President Mason. This item will be placed on the regular board meeting agenda.

Time Line

October through December	Review contracts
January and February	Recommendations for board planning session
March	Review salary schedule for budget committee

Next Committee
Meeting

The next scheduled Personnel Committee meeting will be held October 24 at 12:00 p.m. in the Small Business Assistance Center board room.

Minutes submitted by Kate Ventres.

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ATTACHMENT 1
Personnel Committee Meeting
September 26, 1985

CONTRACTED

Roy Mason
Dick Minisce
Barbara Rice

Donna Warren
Jim O'Donnell

Cheryl Van Natta
Julie McDonald

STAFF

Debbie Steinbach
Pat Hogevall
Sammie Morehouse
Kate Ventres
Rhonda Ellerbroeck

PART-TIME

Dick Gammon
Cathy Dowrey
Wayne Franks *Instructional
Jim Becraft
John Gerke

PART-TIME

Tracy Hubler
Sharon Reese
Larry Klinger

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00	\$9750.00	\$9750.00	\$29250.00	75%
20	BUSINESS OFFICER	\$16610.00	\$4359.00	\$4359.00	\$12251.00	74%
30	PART-TIME	\$4500.00	\$4630.16	\$4630.16	(\$130.16)	-3%
40	STAFF DEVELOPMENT	\$1000.00	\$109.40	\$109.40	\$890.60	89%
200	OTHER PAYROLL	\$19430.00	\$2284.32	\$6038.96	\$13391.04	69%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$847.93	\$2233.11	\$66.89	3%
20	TELEPHONE	\$2300.00	\$557.38	\$3536.11	(\$1236.11)	-54%
30	POSTAGE	\$600.00		\$40.00	\$560.00	93%
40	TRAVEL	\$5160.00	\$900.69	\$2129.21	\$3030.79	59%
50	PUBLICATIONS	\$550.00	\$20.00	\$204.95	\$345.05	63%
400	CAPITAL EQUIPMENT	\$3600.00		\$4946.34	(\$1346.34)	-37%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00		\$1260.00	\$2240.00	64%
20	LEGAL	\$2400.00		\$175.00	\$2225.00	93%
30	INSURANCE	\$4200.00	\$1084.16	\$1398.16	\$2801.84	67%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$142.00	\$3924.00	\$1446.00	27%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00		\$0.00	\$2300.00	100%
20	TRAVEL	\$2500.00		\$0.00	\$2500.00	100%
30	MEETING EXPENSES	\$800.00		\$34.60	\$765.40	96%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$24685.04	\$44769.00	\$71351.00	61%