



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218
503/377-2765

Roy B. Mason II, *President*

AGENDA

MEETING: REGULAR MONTHLY MEETING OF THE
BOARD OF DIRECTORS

PLACE: Small Business Assistance Center
401-B Main in Tillamook

TIME: 7:30 PM

DATE: February 4, 1985

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- I. Adoption of Agenda
 - II. Introduction of Guests
 - III. Approval of Minutes
 - IV. Budget Report
 - V. Committee Reports - Personnel, Policy, Facilities
 - VI. Appointment of Board Member
 - VII. OCCA Legislative Meeting Report
 - VIII. Parental Leave of Absence
 - IX. Discontinue Senior Tuition Reimbursement - District #9
 - X. Report on SBAC - Jim O'Donnell
 - XI. Budget Committee Membership
 - XII. Swiss Miss Contest

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE SD
January 7, 1985

<u>ITEM</u>	<u>DISCUSSION</u>
Call to Order	The meeting was called to order at 7:30 PM by Chairman Wayne Jensen.
Members Present	Eleanor Dye, Wayne Jensen, Dick Larsen, Laurie Mulder, Elwood Stait
Members Absent	Ron Hays
Others Present	Roy Mason, Cheryl Van Natta
Adoption of Agenda	The agenda was adopted as presented.
Minutes	The minutes were approved as presented.
Budget Report	The budget report was presented by President Mason. He went over the expenditures for the last two months. He stated that there will be an increase in the cost of the catalogue. An estimate of about \$10,000 was given for the cost to produce the catalogue. Part of the cost will be taken out of this years budget and the balance from next year years. There is 64% of the budget remaining.
Committee Reports	No Committee Reports A review of committee membership followed: Policy Committee - Chairman, Elwood Stait - Members, Dick Larsen and Laurie Mulder. Personnel Committee - Chairman, Laurie Mulder - Members, Wayne Jensen and Dick Larsen. Facilities Committee - Chairman, Wayne Jensen - Members, Elwood Stait and Ron Hays. Foundation Committee - Chairman, Ron Hays - and Eleanor Dye, member.
Board Member Resignation	Lynne Wilson, North County Representative on the board has resigned. Lynne and her husband are moving to the Seattle area. The person appointed to this position will have to run for election in the March election.
March Election	The positions that Ron Hays and Elwood Stait hold on the Board of Directors are up for re-election in March. At this time neither has indicated if they will run for the position or not run.
OCCA Report	Laurie Mulder and Roy Mason attended the meeting in Salem of the OCCA Board of Directors. Laurie Mulder gave a brief report on the meeting. The board recommended that the tax base be constitutionally established and tied to the 6% growth. The limitations will be kept on the revenue side and not on the expenditure side. Thus by limiting revenue it automatically limits expenditures. Any exemption to the sales tax should be constitutionally specified.

<u>ITEM</u>	<u>DISCUSSION</u>
Budget Process Report	February 4 - appointment of budget committee members March 4 - first budget committee meeting April 1 - second budget committee meeting May 6 - first budget hearing June 3 - second hearing and adoption of budget Personnel contract renewal dates are April 1st.
Audit Report	The audit has been completed. There were not audit exceptions this year.
Handout from instructional meeting	Wayne Jensen attended the in-service for the instructional staff of TBC. He handed out the information that was given to the instructors at this meeting to each of the board members.
Adjourn	The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

RECEIVED JAN 30 1985

TILLAMOOK PUBLIC SCHOOLS

SCHOOL DISTRICT No. 9
6825 OFFICERS' ROW
TILLAMOOK, OREGON 97141

Office of the Superintendent

(503) 842-2558

January 29, 1985

Roy Mason, President
Tillamook Bay Community College

Dear Roy,

Please be informed that the Tillamook School Board, at its regular meeting of January 28, 1985, voted to discontinue the practice of reimbursing the college for any tuition costs for senior citizens. Specifically, the School Board voted to continue the reimbursement through winter and spring terms of 1985 but to discontinue it thereafter.

Hopefully, this early notice of the School Board's action and intent will allow you the opportunity to adjust in a timely manner.

We look forward to continued cooperation with the college.

Sincerely,



Murl W. Anderson
Superintendent

MWA/bb

RECEIVED JAN 31 1985

January 31, 1985

Roy B. Mason, President
and the Board of Directors
of Tillamook Bay Community College
Service District
6385 Tillamook Avenue
Tillamook, OR 97141

Dear Roy and Board members:

I am requesting a 3 month parental leave of absence beginning May 20th, 1985. This would extend to August 20, 1985. I am also requesting an additional 9 months regular leave of absence, to begin August 21, 1985. My expected date of return would be May 20, 1986.

There is a preferred alternative to this request, contingent upon the Board's approval. I would like to return to my position part-time, after 6 months total leave (3 month parental leave and 3 month regular leave of absence). This would consist of working 2-3 days per week until May 20, 1986, at which time I would resume my position full-time. I would also be available as "fill-in" after the initial 6 month period beginning May 20, 1985 until November 20, 1985.

Thank you for your consideration of this request.

Sincerely,



Debra L. Steinbach
Student Services Secretary

GENERAL FUND: RESOURCES

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE SD.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS JAN.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$230,000.00		\$113,851.00	\$116,149.00	50%
200	GRANTS AND CONTRACTS					
10	ADULT BASIC EDUCATION	\$10,000.00		\$0.00	\$10,000.00	0%
20	HOME ECONOMICS	\$9,500.00		\$0.00	\$9,500.00	0%
30	SMALL BUSINESS CENTER	\$12,000.00	\$13,252.42	\$13,252.42	(\$1,252.42)	110%
40	VOCATIONAL EDUCATION	\$2,800.00		\$0.00	\$2,800.00	0%
2000	LOCAL SOURCES					
100	CURRENT TAXES	\$360,800.00	\$18,498.69	\$37,315.79	\$323,484.21	10%
200	PRIOR YEARS TAXES	\$5,000.00	\$2,741.42	\$10,701.91	(\$5,701.91)	214%
300	COUNTY TIMBER REVENUE	\$55,000.00		\$24,306.88	\$30,693.12	44%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$17,611.90	\$57,975.27	\$20,024.73	74%
200	FEES	\$2,000.00	\$235.00	\$872.00	\$1,128.00	44%
4000	OTHER REVENUE					
100	AVAILABLE CASH ON HAND	\$55,000.00		\$0.00	\$55,000.00	0%
200	SALE OF GOODS/SERVICES	\$5,000.00	\$539.50	\$2,416.59	\$2,583.41	48%
300	INTEREST INCOME	\$10,000.00		\$9,969.22	\$30.78	100%
400	RENTAL INCOME	\$1,000.00	\$345.00	\$2,130.00	(\$1,130.00)	213%
	REVENUE TOTAL	\$836,100.00	\$53,223.93	\$272,791.08	\$563,308.92	33%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000	INSTRUCTION					
100	PERSONAL SERVICES					
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20000.00	\$5026.93	\$5646.93	\$14353.07	72%
20	INSTRUCTIONAL CONTRACT	\$150000.00		\$4365.40	\$145634.60	97%
30	STAFF DEVELOPMENT	\$1000.00	\$100.00	\$100.00	\$900.00	90%
200	OTHER PAYROLL	\$40000.00	\$365.00	\$1309.86	\$38690.14	97%
300	MATERIALS ANMD SERVICES					
10	INSTRUCTIONAL CONTRACT	\$35000.00		\$6132.79	\$28867.21	82%
20	INSTRUCTIONAL SUPPLIES	\$4000.00	\$641.96	\$3729.89	\$270.11	7%
30	LIBRARY DEVELOPMENT	\$2500.00		\$0.00	\$2500.00	100%
40	TEXTBOOKS	\$6000.00	\$260.90	\$7350.15	(\$1350.15)	-23%
50	EQUIPMENT RENTAL	\$1000.00	\$930.10	\$2160.20	(\$1160.20)	-116%
400	CAPITAL EQUIPMENT	\$20000.00		\$30885.06	(\$10885.06)	-54%
500	EQUIPMENT REPAIR REPLACEMENT	\$3000.00	\$930.10	\$1641.15	\$1358.85	45%
600	CLASSROOM RENTAL	\$26000.00		\$17080.48	\$8919.52	34%
700	MATERIALS FOR RESALE	\$1000.00		\$764.27	\$235.73	24%
	INSTRUCTION TOTAL	\$309500.00	\$8254.99	\$81166.18	\$228333.82	74%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$31600.00	\$7767.00	\$15534.00	\$16066.00	51%
20	SECRETARY TO THE DEAN	\$14400.00	\$3699.00	\$7398.00	\$7002.00	49%
30	OUTREACH COORDINATORS	\$9900.00	\$1740.00	\$4440.00	\$5460.00	55%
40	STAFF DEVELOPMENT	\$3000.00		\$190.00	\$2810.00	94%
200	OTHER PAYROLL EXPENSES	\$15900.00	\$312.20	\$10512.16	\$5387.84	34%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2000.00		\$2267.71	(\$267.71)	-13%
20	TELEPHONE	\$3000.00	\$4.70	\$4984.17	(\$1984.17)	-66%
30	POSTAGE	\$1800.00		\$109.41	\$1690.59	94%
40	TRAVEL	\$2300.00	\$60.00	\$1338.00	\$962.00	42%
50	ADVERTISING	\$5000.00	\$452.05	\$4416.28	\$1481.52	30%
1	SCHEDULE PRODUCTION	\$5000.00	\$2851.50	\$4710.75	\$289.25	6%
2	PRINTING	\$2000.00		\$0.00	\$2000.00	100%
3	CATALOG PRODUCTION	\$5000.00	\$200.00	\$200.00	\$4800.00	96%
60	OTHER SERVICES	\$6000.00	\$10.00	\$1870.46	\$4129.54	69%
400	CAPITAL EQUIPMENT	\$4000.00	\$1070.67	\$5475.74	\$355.93	9%
	INSTRUCTIONAL SUPPORT TOTAL	\$110900.00	\$18167.12	\$63446.68	\$50182.79	45%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000 STUDENT SERVICES						
100 PERSONAL SERVICES						
10	DIRECTOR	\$25800.00		\$12804.00	\$12996.00	50%
20	STUDENT SERVICES SECRETARY	\$13295.00		\$6720.00	\$6575.00	49%
30	ADMISSIONS SECRETARY	\$12285.00		\$6452.00	\$5833.00	47%
40	STAFF DEVELOPMENT	\$1000.00		\$225.00	\$775.00	78%
50	STUDENT WORK STUDY	\$5000.00	\$29.75	\$1785.13	\$3214.87	64%
				\$0.00		
200	OTHER PAYROLL	\$14986.00	\$2761.04	\$7.00	\$14979.00	100%
				\$0.00		
300	MATERIALS AND SERVICES			\$0.00		
10	SUPPLIES	\$1400.00		\$851.65	\$548.35	39%
20	TELEPHONE	\$1600.00		\$602.95	\$997.05	62%
30	POSTAGE	\$1150.00		\$0.00	\$1150.00	100%
40	TRAVEL	\$2300.00	\$35.60	\$265.70	\$2034.30	88%
				\$0.00		
400	CAPITAL EQUIPMENT	\$3900.00		\$6359.00	(\$2459.00)	-63%
				\$0.00		
STUDENT SERVICES TOTAL		\$82716.00	\$2826.39	\$36072.43	\$46643.57	56%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00	\$9750.00	\$19500.00	\$19500.00	50%
20	BUSINESS OFFICER	\$16610.00	\$4359.00	\$8718.00	\$7892.00	48%
30	PART-TIME	\$4500.00	\$5825.88	\$10456.04	(\$5956.04)	-132%
40	STAFF DEVELOPMENT	\$1000.00	\$292.00	\$401.40	\$598.60	60%
200	OTHER PAYROLL	\$19430.00	\$499.35	\$20862.67	(\$1432.67)	-7%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$15.00	\$2998.87	(\$698.87)	-30%
20	TELEPHONE	\$2300.00	\$361.16	\$3974.92	(\$1674.92)	-73%
30	POSTAGE	\$600.00		\$40.00	\$560.00	93%
40	TRAVEL	\$5160.00	\$400.80	\$3919.10	\$1240.90	24%
50	PUBLICATIONS	\$550.00	\$118.25	\$724.15	(\$174.15)	-32%
400	CAPITAL EQUIPMENT	\$3600.00		\$9385.68	(\$5785.68)	-161%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00	\$2360.00	\$3270.00	\$230.00	7%
20	LEGAL	\$2400.00		\$875.00	\$1525.00	64%
30	INSURANCE	\$4200.00		\$1048.16	\$3151.84	75%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$125.00	\$5218.75	\$151.25	3%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00		\$486.26	\$1813.74	79%
20	TRAVEL	\$2500.00	\$128.10	\$372.82	\$2127.18	85%
30	MEETING EXPENSES	\$800.00		\$284.60	\$515.40	64%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$24234.54	\$92536.42	\$23583.58	20%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000	PLANT OPERATION & MAINTENANCE					
100	PERSONAL SERVICES					
10	JANITOR	\$10500.00	\$1386.00	\$6372.00	\$4128.00	39%
200	OTHER PAYROLL EXPENSES	\$3165.00	\$283.15	\$1967.59	\$1197.41	38%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$3000.00	\$250.36	\$2744.80	\$255.20	9%
400	CAPITAL EQUIPMENT	\$3200.00		\$1160.00	\$2040.00	64%
500	UTILITIES	\$6200.00	\$827.81	\$3295.71	\$2904.29	47%
600	BUILDING REPAIRS	\$7000.00		\$40771.93	(\$33771.93)	-482%
6000	COMMUNITY SERVICES					
300	MATERIALS AND SERVICES	\$800.00		\$50.00	\$750.00	94%
PLANT & COMMUNITY TOTAL		\$33865.00	\$2747.32	\$56362.03	(\$22497.03)	-66%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7000	ADULT BASIC EDUCATION					
100	PERSONAL SERVICES					
10	COORDINATOR	\$4800.00	\$2980.00	\$2980.00	\$1820.00	38%
20	INSTRUCTORS	\$8640.00		\$0.00	\$8640.00	100%
30	PART-TIME	\$900.00		\$0.00	\$900.00	100%
40	STAFF DEVELOPMENT	\$250.00		\$20.00	\$230.00	92%
200	OTHER PAYROLL EXPENSES	\$1500.00		\$591.24	\$908.76	61%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$560.00	\$152.20	\$212.89	\$347.11	62%
20	TELEPHONE	\$300.00	\$20.72	\$300.00	\$0.00	0%
30	POSTAGE	\$100.00		\$0.00	\$100.00	100%
40	TRAVEL	\$300.00		\$0.00	\$300.00	100%
50	PRINTING	\$550.00		\$0.00	\$550.00	100%
400	STUDENT FINANCIAL AID	\$3000.00		\$0.00	\$3000.00	100%
ABE TOTAL		\$20900.00	\$3152.92	\$4104.13	\$16795.87	80%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
8000	SMALL BUSINESS CENTER					
100	PERSONAL SERVICES					
10	DIRECTOR	\$14400.00	\$4573.00	\$14400.00	\$0.00	0%
20	INSTRUCTORS	\$14100.00	\$2534.00	\$2534.00	\$11566.00	82%
30	PROGRAM ASSISTANT	\$13450.00	\$3369.54	\$7029.54	\$6420.46	48%
40	PART-TIME	\$1500.00		\$0.00	\$1500.00	100%
200	OTHER PAYROLL EXPENSES	\$13000.00	\$426.20	\$6303.11	\$6696.89	52%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2500.00	\$77.35	\$719.59	\$1780.41	71%
20	TELEPHONE	\$1000.00	\$194.28	\$1649.78	(\$649.78)	-65%
30	POSTAGE	\$1000.00		\$284.89	\$715.11	72%
40	TRAVEL	\$600.00	\$208.80	\$749.90	(\$149.90)	-25%
50	ADVERTISING	\$600.00		\$7.80	\$592.20	99%
60	OFFICE/CLASSROOM RENTAL	\$4800.00		\$2490.00	\$2310.00	48%
BUSINESS CENTER TOTAL		\$66950.00	\$11383.17	\$36168.61	\$30781.39	46%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$3932.00	\$2286.40	\$5241.60	(\$1309.60)	-33%
20	INSTRUCTOR	\$4126.00	\$186.63	\$186.63	\$3939.37	95%
200	OTHER PAYROLL EXPENSES	\$1949.00		\$404.01	\$1544.99	79%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1120.00	\$414.79	\$632.79	\$487.21	44%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$250.00	\$10.40	\$10.40	\$239.60	96%
40	TRAVEL	\$770.00	\$23.80	\$283.63	\$486.37	63%
50	ADVERTISING	\$430.00		\$12.32	\$417.68	97%
60	INDIRECT COSTS	\$1450.00		\$6.50	\$1443.50	100%
HOME ECONOMICS TOTAL		\$14327.00	\$2922.02	\$7077.88	\$7249.12	51%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JAN.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
10000	RESERVES					
100	BOARD CONTINGENCY	\$79122.00	\$0.00	\$6626.79	\$72495.21	92%

BUDGET SUMMARY NOVEMBER

RESOURCES	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET

REVENUE	\$836,100.00	\$53,223.93	\$272,791.08	\$563,308.92	33%
CURRENT TOTAL					
REQUIREMENTS					

INSTRUCTION	\$309,500.00	\$8,254.99	\$81,166.18	\$228,333.82	74%
INSTRUCTIONAL SUPPORT	\$110,900.00	\$18,167.12	\$63,446.68	\$50,182.79	45%
STUDENT SERVICES	\$82,716.00	\$2,826.39	\$36,072.43	\$46,643.57	56%
COLLEGE SERVICES	\$116,120.00	\$24,234.54	\$92,536.42	\$23,583.58	20%
PLANT SERVICES	\$33,865.00	\$2,747.32	\$56,362.03	(\$22,497.03)	-66%
ADULT BASIC ED.	\$20,900.00	\$3,152.92	\$4,104.13	\$16,795.87	80%
BUSINESS CENTER	\$66,950.00	\$11,383.17	\$36,168.61	\$30,781.39	46%
HOME ECONOMICS	\$14,327.00	\$2,922.02	\$7,077.88	\$7,249.12	51%
BOARD CONTINGENCY	\$79,122.00	\$0.00	\$6,626.79	\$72,495.21	92%

CURRENT TOTAL	\$834,400.00	\$73,688.47	\$383,561.15	\$453,568.32	54%

TILLAMOOK BAY COMMUNITY COLLEGE
SMALL BUSINESS ASSISTANCE CENTER
(SMALL BUSINESS DEVELOPMENT CENTER)

DIRECTOR'S REPORT
1984 ACTIVITY

Submitted by: James M. O'Donnell, Director

January 14, 1985

Tillamook Bay Community College's Small Business Assistance Center officially opened for business on January 3, 1984. From the first month the center was opened, activity exceeded all preliminary estimates by wide margins. The brisk pace of activity continued throughout the entire year except for vacation periods when services were curtailed. During these vacation periods arrangements were made to handle requests for assistance. To the best of our knowledge we did not turn down any requests for help during the entire year.

The center's reason for being is to assist small businesses in Tillamook County in any way available. The major services offered are as follows: Short term and long term individual personalized counseling, a long term Small Business Management Program, short term workshops and seminars, degree programs and business classes, as well as the college's regular programs. Also offered through the Center are, meeting rooms and class rooms, a reference library, a computer resource area, and information gathering service.

A report on each of these areas is listed below:

INDIVIDUAL COUNSELING:

During the year 232 individual counseling sessions of one hour each, or more were held. Included in these 232 sessions were 64 individuals who are operating businesses, and 101 individuals who are planning to go into business.

Of the 232 total sessions, 171 were held at the Center, and 62 of the contacts were made in the field.

We feel that the number of people who responded to our offer for counseling was outstanding.

The promotion of the counseling service was limited to one radio appearance, several newspaper announcements and a number of speaking engagements at various local civic group meetings. Most of these promotions were done during the first quarter of the year. A majority of the people coming for help come as a result of a reference from someone who has used the service, or has heard about it from another person who has used it.

To put the performance of the Center into perspective, we can look at the figures for the State Network of 15 Community College Business Centers for the first three quarters of the 1984 year. The entire Network reported 1136 individual counseling sessions for this period, we reported 132 of these sessions in Tillamook County, or 11% of the total. Needless to say we do not represent 11% of the State's population in Tillamook County.

Because of the confidential nature of the counseling sessions, we must limit the report on performance to numbers of sessions. Unfortunately, the many positive results that come from the counseling sessions must go untold.

SMALL BUSINESS MANAGEMENT PROGRAM:

The Small Business Assistance Center program actually was an outgrowth of the Small Business Management Program. The SBM program began at the University of Minnesota, and later was adopted by two year colleges throughout the northwest, as well as the rest of the country.

In this program the business enrolls for three years; the instructor visits the owners place of business once per month, and a class meeting is held once per month for all businesses enrolled.

The SBM program is financed by the State Department of Education just as a college transfer course would be. An enrolled business is considered three-quarter's of a full-time student and financed through the full-time equivalent (FTE) program. Because Tillamook Bay Community College is limited in the number of FTE's that the state will finance, we have had to limit this program to fifteen businesses.

During the three school terms of 1984, we have always had a full compliment of 15 businesses enrolled in the program, as well as a waiting list. Occasionally an opening occurs when a business withdraws for one reason or another.

The SBM program accounted for 150 individual counseling sessions and 10 SBM classes.

The major goal of the SBM program is to make the owners of the business in the program better managers. As with the other counseling program, confidentiality prevents us from reporting the qualitative results that take place.

We hope that an increased allotment of FTE's by the State will allow us to increase our enrollment in this program next year.

SEMINARS:

Fourteen seminars were held during the 1984 year with a total attendance of 202. Naturally, some of the people attended more than one seminar. The breakdown shows that there were 155 individuals and 140 businesses represented at the various seminars.

The topics of the seminars were as follows:

**ADVERTISING FOR THE SMALL BUSINESS
BUYING A SMALL COMPUTER FOR YOUR BUSINESS OR HOME**

SEMINARS (cont).

SOFTWARE FOR MICROCOMPUTERS—ELECTRONIC SPREADSHEET
SOFTWARE FOR MICROCOMPUTERS—FINANCIAL PLANNING & MANGEMENT
SOFTWARE FOR MICROCOMPUTERS—WORD PROCESSING PROGRAMS
SOFTWARE FOR MICROCOMPUTERS—BUSINESS ACCOUNT REPORTING
SOFTWARE FOR MICROCOMPUTERS—FILING SYSTEMS AND DATA
BASE MANAGEMENT
UP YOUR IMAGE
STARTING & MANAGING YOUR OWN SMALL BUSINESS
CHRISTMAS JOY FOR RETAIL MERCHANTS
MANAGING STRESS
THE TELEPHONE, YOUR SILENT BUSINESS PARTNER
WOMEN IN BUSINESS
TAX PLANNING FOR THE SMALL BUSINESS

A regular promotion of each seminar was carried out during the two weeks before the seminar.

REFERENCE LIBRARY, COMPUTER RESOURCE AREA, INFORMATION SERVICES:

A total of 603 telephone calls and 510 "walk-in" visits were made to the Center for various reasons, including the seeking of special information, inquiring about center services, making individual appointments and registering students for seminars, which brings the total to 1113 contacts for the 1984 year.

DEGREE PROGRAMS, TRANSFER COURSES AND BUSINESS CLASSES:

An increased number of offerings of business courses were made during 1984. These courses are taken by students with two year certificates or four year degree objectives, but are also taken by small business people on an individual basis.

The courses offered at the center during the winter, spring, summer, and fall term in 1984 were:

WINTER TERM 1984

ASSERTIVENESS TRAINING
THINK SLIM, BE SLIM
BA 238, SALES
RE 290, COMMERCIAL APPRAISAL
ABE/GED

SPRING TERM 1984

BA 111, COMPUTERS IN BUSINESS
EDP 2.137, DATA BASE MANAGEMENT
CD 142, PERSONAL ASSESSMENT & CAREER EXPLORATION
ABE/GED

SUMMER TERM 1984

BI 234, MICRO BIOLOGY
ABE/GED

FALL TERM 1984

BA 101, INTRODUCTION TO BUSINESS
BA 211, INTRODUCTION TO ACCOUNTING
BA 244, INTRODUCTION TO RECORDS MANAGEMENT

MEETING ROOMS AND CLASS ROOMS:

The conference room, located in the downstairs portion of the Center, was used as follows:

SBM CLASSES -	21 HOURS
TILLAMOOK BUSINESS USE -	44 HOURS
OTHER TBCC ACTIVITIES -	52 HOURS
OTHER GROUP USE -	46 HOURS

The class room, located in the upstairs portion of the Center, was used as follows:

TBCC CLASSES -	306 HOURS
BUSINESS CENTER SEMINARS -	47 HOURS
SBM CLASSES -	6 HOURS
TILLAMOOK BUSINESS GROUPS -	3 HOURS
OTHER GROUP USE -	10 HOURS

COMBINED RESULTS:

The total number of individual contacts for the year of 1984, including counseling, seminars, SBM Program, telephone contacts, and unscheduled visits, was 1390.

The number of businesses that used the Center for counseling, SBM Program, seminars, and all other reasons, was 204.

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
BOARD OF DIRECTORS

STATEMENT OF PURPOSE

INTRODUCTION

We, the Board of Directors of Tillamook Bay Community College Service District believe that learning, the acquisition of knowledge and the pursuit of wisdom, is a lifelong enterprise. We accept our chartered responsibility to provide a wide range of learning opportunities to all adult residents of Tillamook County, as directed by the local electorate. We believe that these opportunities should be accessible, in terms of time, place, and cost. We believe we must be flexible in the provision of these opportunities and responsive to the diversity of the needs of our students.

VOCATIONAL EDUCATION

We realize that as the character of our community changes, traditional sources of employment change as well. We believe it is our responsibility to develop a diversified program of vocational education. This program should provide initial entry job skills, retraining of displaced workers, cross training of skilled workers, and professional education. The college will offer career guidance and counseling to support this diverse vocational education program.

ADULT BASIC EDUCATION

We realize that nearly 1/3 of the adult population of Tillamook County has not completed a high school education. We pledge ourselves to making available basic education in reading, writing, and computation. We will continue to foster programs whereby skilled adults may receive academic credit for their life and employment experiences.

LOWER DIVISION COLLEGIATE

We believe that Tillamook County residents should be able to complete the first two years of a baccalaureate degree program without undue expense or physical dislocation. We shall provide a complete curriculum of lower division transfer courses leading to the Associate of Arts degree.

COMMUNITY EDUCATION

We believe that education serves personal as well as practical ends, and that our curriculum must include opportunities for adults of all ages to encounter new ideas, to develop new interests, and to acquire new skills.

COMMUNITY COOPERATION

We believe that an institution of higher education is an important community resource. It should facilitate or, when necessary, initiate creative and efficient collaboration between itself, and other institutions as well as other agencies within the community. We pledge continuing participation in the cultural and economic enrichment of Tillamook County.

STANDARDS OF EXCELLENCE

Finally, we believe that learning depends on a cooperative teacher student partnership, to which both parties contribute their best efforts. Tillamook Bay Community College Service District will continue to pursue and should exemplify the highest standards of academic excellence, personal integrity, human dignity, and community citizenship.

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
BOARD OF DIRECTORS

STATEMENT OF GOALS

As our Nation and the world enters into the age of information our schools become producers of the primary material for an information-based economy. Our schools are as much producers in the information age as are farmers and factories, and their productivity is perhaps more crucial. Much of what we now consider expenditure of social overhead is actually capital investment and should be devoted to producing a high return.(Drucker, 1985)

To this end, we the Board of Directors of Tillamook Bay Community College Service District set forth the following goals for our institution:

1. To provide a wide range of learning opportunities for adult residents of Tillamook County including: lower division colligate, vocational education, adult basic education and community education programs.
2. To provide these services such that they are accessible in terms of time, place and cost.
3. To insure that these services are available to all residents regardless of age, sex, race, religion, handicapping condition, or place of origin.
4. To provide these services in the most efficient, effective manner possible utilizing the existing resources of our community.

**FACILITIES USE COMMITTEE
PROPOSED FACILITY NEEDS FOR 1985-86**

Bay City Facility

It is recommended that the Bay City facility continue to be used as the administrative offices of the President, Dean of Instruction, Business Officer and support staff as well as the continuation of its use for non-credit program classrooms and limited credit programs classrooms when necessary.

Facility Modifications

New roof - District #56 will be including a new roof for the Bay City facility in the district's 1985-86 budget.

Painting - Interior and exterior painting as necessary particularly southern exposure of building including application of non-slip surface on concrete walkway and steps.

Plumbing - Repair of two restroom facilities, installation of hot water heater and repair of shower facilities in the gymnasium.

Remodeling - Expansion of administrative office space including the building of a conference room and separate office space for the Business Officer.

Grounds - Additional landscaping and application of asphalt sealer.

Equipment - Purchase of audiovisual equipment, two computer terminals and three new blackboards. Purchase of two bookcases, additional secretarial station and conference room furnishings, and a letter quality printer.

Utilities - Installation of a programable thermostat for heaters. Installation of an additional telephone line.

Small Business Assistance Center

It is recommended that the Small Business Assistance Center continue to be used for business consultation, meeting, library and classroom facilities. It is also recommended that the computer facilities of the Center be expanded.

Facility Modifications

Painting - Interior touchup painting as needed.

Remodeling - Development of library area. This would include building a large bookshelf and adding two small tables.

Small Business Assistance Center cont.

Equipment - Purchase of one IBM compatible computer and appropriate software, one Altos compatible terminal, one letter quality printer. Purchase of audiovisual equipment to include videocassete player and monitor, overhead projector and film projector. Purchase of one blackboard.

Tillamook City Campus

It is recommended that the Tillamook City Campus continue to be the primary site for credit classes and student service administrative operations. It is also recommended that negotiations take place to secure the second "apartment" and convert such to classroom space.

Facilities modifications

As most of the new campus was recently remodeled no major projects are planned. In order to make the auditorium a more functional classroom and lecture facility, it is suggested that a means of attaching writing trays to the first three rows of pews be explored. It is also suggested that an audiovisual equipment booth be added to the rear of the auditorium with controls terminating at the front of the auditorium. Additional modifications will be necessary to convert the remaining apartment to classroom space if that portion of the facility is used next year. It is also recommended that each classroom be connected for use with instructional cable TV programming.

Equipment - Purchase of audiovisual equipment including two videocassete player/recorder and two monitors, as well as a projection TV to be used in the auditorium. Additional audiovisual equipment may include an overhead projector and slide projector. Additional instructional equipment including a chemical exhaust hood, triple beam balance, and two additional computer terminals are necessary.

Utilities - Central heater control device is recommended, as well as one additional telephone line and one dedicated long distance telephone line. It is also recommended that additional restroom space be considered.

Grounds - Paving of the parking lot area is recommended.

<u>POSITION</u>	<u>CURRENT FUNDING</u> (Month/Year)	<u>BUDGET</u> (year)
Admin. Asst. to the Dean Supervisory - Level I, Step 6	\$1,387/\$16,644	\$1,116
Secretary to the Dean Classified - Level I, Step 3	\$924/\$1,088	\$3,588
Secretary to the President Classified - Level III, Step 6	\$1,294/\$15,528	\$15,528
Director of Special Ed. Program Administrative - Level I, Step 2	\$1,848/\$18,480	\$4,780
Custodian Classified Level I, Step 4	\$970/\$11,640	\$5,512

.5FTE to 1.0FTE