



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*

March 24, 1986

Headlight Herald
1902 2nd Street
Tillamook, OR 97141

PUBLIC NOTICE SECTION:

Please publish the following information in the public notice section of the Headlight Herald on April 2 and 9, 1986:

The monthly meeting of the Tillamook Bay Community College Service District Board of Directors has been changed from April 7 to Monday, April 14, 1986 at 7:30 p.m. at the Small Business Assistance Center, 401-B Main Street in Tillamook.

If there are any questions concerning this public notice, please contact me at 377-2765.

Sincerely,

Kate Ventres
Assistant to the President

/kv

H-210 PUBLIC NOTICE
The monthly meeting of the Tillamook Bay Community College Service District Board of Directors has been changed from April 7 to Monday, April 14, 1986 at 7:30 p.m. at the Small Business Assistance Center, 401-B Main Street in Tillamook.
14-15

H-210 PUBLIC NOTICE
The monthly meeting of the Tillamook Bay Community College Service District Board of Directors has been changed from April 7 to Monday, April 14, 1986 at 7:30 p.m. at the Small Business Assistance Center, 401-B Main Street in Tillamook.
14-15

MINUTES - Tillamook Bay Community College
Special Board Meeting
April 7, 1986
4:00 p.m.
2510 First Street, Tillamook

ITEM

Board Members
Present

Staff Members
Present

Call to Order

Election Results

Motion

DISCUSSION

Wayne Jensen, Dick Larsen, Laurie Mulder, Elwood Stait.

Kate Ventres, Secretary.

The meeting was called to order by Chairman Laurie Mulder.

The Board reviewed the Abstract of Votes for the Special District Election held March 25, 1986.


Elwood Stait moved to accept the election results, being determined as follows:

Position 5, Zone 1	-	Dale Walters
Position 1, Zone 1	-	Eva Noble
Position 3, Zone 3	-	Lew Forster

Second - Wayne Jensen. Motion carried 4/0.

There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted,


Roy B. Mason, Clerk

/kv

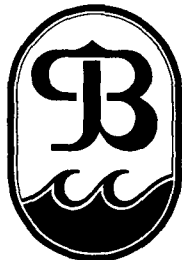
PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, Oregon 97219

AGENDA

April 7, 1986

Sylvania Board Room

- 2:30 p.m. Executive Session for Collective Bargaining
in accordance with ORS 192.660
- 4:30 p.m. Committee of the Whole
- OCCA Budget and Initiatives
- 6:00 p.m. Dinner Meeting in the Sylvania Room with the
Board of Directors of Treaty Oak and Tillamook Bay
- Roger Bassett of OCCA will speak on Governance.



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218
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Roy B. Mason II, *President*

A G E N D A

Monthly Meeting of the Board of Directors

Date: April 14, 1986
Time: 7:30 p.m.
Location: Small Business Assistance Center

- I. Adoption of Agenda
- II. Approval of Minutes
- III. Introduction of Guests
-Paul Hannaman, State Representative
- IV. Governance
- V. Budget Report
- VI. Committee Reports
 1. Personnel
-Sabbatical Leave Policy
 2. Policy
 3. Facilities
- VI. Board Correspondence
- VII. OCCA Convention - April 18-20
 1. OCCA Budget
 2. OCCA Legislative Representative
- VIII. Spring Term Update
- IX. Associate Dean of Instruction Recruitment Update
- X. Insurance Agent of Record Update
- XI. Professional Development Request
- XII. Presidential Evaluation - Executive Session

MINUTES - Tillamook Bay Community College S.D.
April 14, 1986
7:30 p.m.
Small Business Assistance Center

ITEM	DISCUSSION
Board Members Present	Wayne Jensen, Kathrine Jensen, Dick Larsen, Laurie Mulder, Eva Noble, Elwood Stait, Dale Walters.
Guests	Lew Forster, Board Member Elect; Paul Hannaman, State Representative.
Staff Members Present	Roy Mason, President; Cheryl Van Natta, Business Officer; Kate Ventres, Administrative Assistant.
Call to Order	Chairman Laurie Mulder called the meeting to order.
I. Adoption of Agenda	President Mason added the following item to the agenda: XIII. Handicapped Polling Place
Motion	Elwood Stait moved that the agenda be adopted. Second - Eva Noble. Motion carried 7/0.
II. Approval of Minutes Motion	Elwood Stait moved that the March meeting minutes be approved as presented. Second - Eva Noble. Motion carried 7/0.
III. Budget Report	President Mason reviewed the current budget report. Approximately 76% of the total revenues have been received to date. Line items will be readjusted as needed as expenses are received.
IV. Committee Reports	<u>Personnel Committee</u> : Laurie Mulder reported the status of the presidential evaluation to take place later in the meeting. Goals, objectives and activities were reviewed.

The sabbatical leave policy was presented for the final reading and adoption. Discussion followed regarding the addition of a clause that would obligate the administrator to return to the college for one year after the sabbatical leave; if the administrator did not return after the sabbatical, reimbursement would be made to the college for the cost of the sabbatical. The policy will be returned to the Policy Committee for revision.

Policy Committee: The Policy Committee has not met since the last board meeting.

Facilities Committee: The Facilities Committee has not met since the last board meeting.

V. Governance

Paul Hannaman, State Representative, discussed the issue of governance of community colleges with the board. The following options were discussed in preparation for the OCCA Annual Convention on April 18-20, where a decision will be made:

- 1) Separate state board and chancellor under the current Department of Education.
- 2) Separate state board and chancellor for community colleges.
- 3) No change; status quo.

President Mason conducted a poll of the board regarding the position that each member supported; the vote revealed unanimous support of a separate state board and chancellor for community colleges.

Motion

Dick Larsen moved that the board go on record as supporting the concept of a separate board and chancellor for community colleges, and to direct the OCCA delegates to vote accordingly. Second - Eva Noble.

Discussion followed regarding the delegates' freedom to change their votes in the event of developments during the OCCA Board meeting.

Motion

Laurie Mulder modified the motion as follows: The TBCC board will go on record as supporting the concept of a separate board and chancellor for community colleges. Second - Eva Noble. Motion carried 7/0.

VI. Board
Correspondence

Board correspondence included a thank-you note from Barbara Rice and Roy Mason for flowers received for the birth of their son on March 27, 1986.

VII. OCCA
Convention

President Mason encouraged all board members to attend the OCCA annual convention in Eugene, April 18-20. President Mason recommended that the board support the passage of the proposed OCCA budget.

Motion

Elwood Stait moved that the board instruct OCCA delegates to vote affirmatively on the OCCA budget proposal. Second - Wayne Jensen. Motion carried 7/0.

President Mason discussed the process which will prioritize four or five legislative initiatives that will be presented at the 1987 legislative session.

Motion

Dale Walters moved that the board support the Telecommunications initiative in the ranking process. Second - Kathrine Jensen. Motion carried 7/0.

President Mason requested the board select a member to serve as the OCCA legislative representative. Elwood Stait was selected as TBCC representative on this committee.

XIII. Handicapped Polling Place President Mason reviewed a request from OCCA to adopt a polling place for elderly and/or handicapped persons in Tillamook county. No action was taken on the request at this time.

VIII. Spring Term Update President Mason will present the Spring Term FTE report at the next regular board meeting.

IX. Associate Dean of Instruction President Mason reported that approximately 80 inquiries have been received for the Associate Dean of Instruction position, with 45 applications received to date. It is planned that ten application packets will be selected by the Personnel committee for review at the May board meeting.

X. Insurance Agent of Record President Mason presented a letter from G&M Insurance stating that their company had been blocked from obtaining a bid for the TBCC Insurance Agent of Record. The board discussed their concerns regarding the objectivity of the bid process, and recommended that President Mason investigate the use different criteria in the selection process.

XI. Professional Development Request President Mason presented a request from Donna Warren for a six week leave of absence this summer to pursue her Master's degree at Portland State University. Donna requested three of the weeks with pay, and also requested assistance with tuition. Discussion followed regarding the need for a policy addressing tuition assistance and paid leave for professional development.

President Mason recommended that the board approve three weeks of paid leave and reimbursement of one-half tuition costs for Donna Warren's request, and the development of a policy on professional development to be referred to the Policy committee.

Motion Dale Walters moved to accept President Mason's recommendation. Second - Dick Larsen.

Discussion followed regarding the tuition reimbursement and the need to establish a policy before a precedent is set. Laurie Mulder recommended that the motion be amended to include three weeks of paid leave only, and that a policy covering tuition reimbursement be developed.

Page Four - Minutes
April 14, 1986

Motion Dale Walters moved to approve three weeks of paid leave for Donna Warren to attend Portland State University. Second - Dick Larsen. Motion carried 7/0.

The Policy Committee will meet to discuss the development of a Professional Development policy.

XII. Presidential Evaluation An executive session was called to order to discuss President Mason's evaluation.

The meeting was called back to order and adjourned at 10:55 p.m.

Respectfully submitted,

Roy B. Mason

Roy B. Mason
Clerk

/kv

GENERAL FUND: RESOURCES

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

Kate

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS FEB.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$237,000.00	\$95,309.00	\$228,369.00	\$8,631.00	4%
200	GRANTS AND CONTRACTS					
10	ADULT BASIC EDUCATION	\$10,000.00		\$0.00	\$10,000.00	100%
20	HOME ECONOMICS	\$9,500.00		\$0.00	\$9,500.00	100%
30	SMALL BUSINESS CENTER	\$30,000.00	\$6,964.00	\$10,724.25	\$19,275.75	64%
40	VOCATIONAL EDUCATION	\$9,000.00		\$0.00	\$9,000.00	100%
2000	LOCAL SOURCES					
100	CURRENT TAXES	\$382,448.00	\$3,156.79	\$256,048.33	\$126,399.67	33%
200	PRIOR YEARS TAXES	\$12,000.00	(\$2,382.94)	\$21,444.22	(\$9,444.22)	-79%
300	COUNTY TIMBER REVENUE	\$50,000.00	\$15,872.01	\$32,870.75	\$17,129.25	34%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$4,102.33	\$78,736.23	(\$736.23)	-1%
200	FEES	\$1,500.00	\$25.00	\$1,954.50	(\$454.50)	-30%
4000	OTHER REVENUE					
100	AVAILABLE CASH ON HAND	\$60,000.00		\$88,155.00	(\$28,155.00)	-47%
200	SALE OF GOODS/SERVICES	\$2,500.00	\$812.52	\$6,476.91	(\$3,976.91)	-159%
300	INTEREST INCOME	\$12,000.00	\$1,492.08	\$4,404.71	\$7,595.29	63%
400	RENTAL INCOME	\$2,000.00	\$295.00	\$2,165.00	(\$165.00)	-8%
	REVENUE SUB-TOTAL	\$895,948.00	\$125,645.79	\$731,348.90	\$164,599.10	18%

GENERAL FUND: RESOURCES

1985-86

TILLAMOOK BAY COMMUNITY COLLEGE S.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS FEB.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
5000	TRAILBREAKERS GRANT	\$60,000.00	\$4,320.48	\$4,320.48	\$55,679.52	93%
6000	TELEVIDEO GRANT	\$6,000.00	\$2,000.00	\$2,000.00	\$4,000.00	67%
7000	SBAC LOTTERY GRANT	\$7,500.00	\$6,506.03	\$6,506.03	\$993.97	13%
8000	EMT ACCREDITATION GRANT	\$6,000.00		\$0.00	\$6,000.00	100%
9000	VOC. ED. PLANNING GRANT	\$1,800.00		\$0.00	\$1,800.00	100%
SUB-TOTAL		\$81,300.00	\$12,826.51	\$12,826.51	\$68,473.49	84%
SUB-TOTAL PAGE 1		\$895,948.00	\$125,645.79	\$731,348.90	\$164,599.10	18%
REVENUE TOTAL		\$977,248.00	\$138,472.30	\$744,175.41	\$233,072.59	24%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000 INSTRUCTION						
100 PERSONAL SERVICES						
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20,000.00		\$11,587.98	\$8,412.02	42%
20	INSTRUCTIONAL CONTRACT	\$144,000.00	\$36,570.21	\$55,597.61	\$88,402.39	61%
30	STAFF DEVELOPMENT	\$1,000.00	\$180.00	\$253.00	\$747.00	75%
200	OTHER PAYROLL	\$37,000.00	\$6,693.87	\$12,941.47	\$24,058.53	65%
300 MATERIALS AND SERVICES						
10	INSTRUCTIONAL CONTRACT	\$35,000.00	\$19,670.00	\$46,205.58	(\$11,205.58)	-32%
20	INSTRUCTIONAL SUPPLIES	\$9,000.00	\$303.89	\$6,677.00	\$2,323.00	26%
30	LIBRARY DEVELOPMENT	\$2,500.00	\$628.54	\$1,228.54	\$1,271.46	51%
40	TEXTBOOKS	\$10,000.00	\$1,087.46	\$10,158.92	(\$158.92)	-2%
50	EQUIPMENT RENTAL	\$2,000.00	\$161.25	\$1,214.99	\$785.01	39%
400	CAPITAL EQUIPMENT	\$15,000.00	\$763.77	\$8,253.62	\$6,746.38	45%
500 EQUIPMENT REPAIR REPLACEMENT						
10	REPAIR CONTRACTS	\$9,000.00	\$176.15	\$7,692.13	\$1,307.87	15%
20	REPLACEMENT	\$3,000.00		\$1,495.00	\$1,505.00	50%
600	CLASSROOM RENTAL	\$30,000.00	\$2,916.20	\$27,028.03	\$2,971.97	10%
700	MATERIALS FOR RESALE	\$1,500.00	275.5	\$1,664.71	(\$164.71)	-11%
INSTRUCTION TOTAL		\$319,000.00	\$69,426.84	\$191,998.58	\$127,001.42	40%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$32,616.00		\$16,431.14	\$16,184.86	50%
11	DIRECTOR SP. INST. PROG.	\$16,020.00		\$6,426.00	\$9,594.00	60%
12	ADMIN. ASST	\$16,644.00		\$8,322.00	\$8,322.00	50%
20	SECRETARY TO THE DEAN	\$11,088.00		\$5,544.00	\$5,544.00	50%
30	OUTREACH COORDINATORS	\$5,000.00		\$1,740.00	\$3,260.00	65%
40	STAFF DEVELOPMENT	\$1,880.00	\$13.50	\$1,636.05	\$243.95	13%
200	OTHER PAYROLL EXPENSES	\$19,500.00	\$4,221.42	\$21,670.03	(\$2,170.03)	-11%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2,426.00	\$1,046.93	\$3,044.56	(\$618.56)	-25%
20	TELEPHONE	\$2,500.00	\$921.30	\$2,969.89	(\$469.89)	-19%
30	POSTAGE	\$1,800.00		\$1,759.74	\$40.26	2%
40	TRAVEL	\$2,500.00	\$77.60	\$2,395.81	\$104.19	4%
50	ADVERTISING	\$3,000.00	(\$0.15)	\$1,821.56	\$1,178.44	39%
1	SCHEDULE PRODUCTION	\$7,000.00		\$6,062.55	\$937.45	13%
2	PRINTING	\$1,000.00		\$655.80	\$344.20	34%
3	CATALOG PRODUCTION	\$13,000.00	\$75.00	\$12,920.98	\$79.02	1%
60	OTHER SERVICES	\$3,077.00	\$13.62	\$2,810.65	\$266.35	9%
400	CAPITAL EQUIPMENT	\$3,000.00		\$2,677.97	\$322.03	11%
	INSTRUCTIONAL SUPPORT TOTAL	\$142,051.00	\$6,369.22	\$98,888.73	\$43,162.27	30%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000 STUDENT SERVICES						
100 PERSONAL SERVICES						
10	DIRECTOR	\$26,892.00		\$13,446.00	\$13,446.00	50%
20	STUDENT SERVICES SSECRETARY	\$14,112.00		\$5,611.26	\$8,500.74	60%
30	ADMISSIONS SECRETARY	\$13,440.00		\$6,720.00	\$6,720.00	50%
40	STAFF DEVELOPMENT	\$1,500.00		\$852.50	\$647.50	43%
50	STUDENT WORK STUDY	\$3,500.00	\$136.29	\$814.24	\$2,685.76	77%
200	OTHER PAYROLL	\$15,700.00	\$2,955.89	\$15,092.95	\$607.05	4%
300 MATERIALS AND SERVICES						
10	SUPPLIES	\$1,400.00	\$47.40	\$1,189.51	\$210.49	15%
20	TELEPHONE	\$2,700.00	\$407.32	\$2,788.81	(\$88.81)	-3%
30	POSTAGE	\$1,150.00	(\$150.00)	\$921.00	\$229.00	20%
40	TRAVEL	\$1,000.00	\$148.00	\$526.90	\$473.10	47%
400	CAPITAL EQUIPMENT	\$2,400.00	\$773.67	\$2,904.73	(\$504.73)	-21%
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STUDENT SERVICES TOTAL		\$83,794.00	\$4,318.57	\$50,867.90	\$32,926.10	39%

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$41,000.00		\$20,434.68	\$20,565.32	50%
20	BUSINESS OFFICER	\$17,436.00		\$9,156.00	\$8,280.00	47%
21	SEC. TO PRES.	\$15,528.00		\$7,044.00	\$8,484.00	55%
30	PART-TIME	\$3,000.00	(\$905.00)	\$1,205.40	\$1,794.60	60%
40	STAFF DEVELOPMENT	\$1,100.00	\$147.25	\$955.76	\$144.24	13%
200	OTHER PAYROLL	\$26,464.00	\$3,403.32	\$17,234.29	\$9,229.71	35%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$4,462.00	\$240.00	\$3,819.71	\$642.29	14%
20	TELEPHONE	\$3,300.00		\$2,472.60	\$827.40	25%
30	POSTAGE	\$400.00	(\$97.60)	\$183.72	\$216.28	54%
40	TRAVEL	\$5,200.00	\$448.82	\$3,988.89	\$1,211.11	23%
50	PUBLICATIONS	\$800.00	\$48.00	\$461.32	\$338.68	42%
400	CAPITAL EQUIPMENT	\$7,500.00		\$7,103.67	\$396.33	5%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$5,200.00	\$173.00	\$3,808.80	\$1,391.20	27%
20	LEGAL	\$2,400.00		\$1,300.00	\$1,100.00	46%
30	INSURANCE	\$4,800.00	\$1,766.00	\$3,847.71	\$952.29	20%
40	ASSOCIATION MEMBERSHIP	\$6,000.00	\$45.00	\$5,154.00	\$846.00	14%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2,700.00	\$246.59	\$844.33	\$1,855.67	69%
20	TRAVEL	\$3,000.00	\$102.73	\$2,552.81	\$447.19	15%
30	MEETING EXPENSES	\$800.00	\$11.00	\$148.21	\$651.79	81%
	COLLEGE SUPPORT TOTAL	\$151,090.00	\$5,629.11	\$91,715.90	\$59,374.10	39%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000 PLANT OPERATION & MAINTENANCE						
100 PERSONAL SERVICES						
10	JANITOR	\$17,500.00	\$600.00	\$10,620.00	\$6,880.00	39%
200	OTHER PAYROLL EXPENSES	\$5,300.00	\$783.95	\$5,003.69	\$296.31	6%
300 MATERIALS AND SERVICES						
10	SUPPLIES	\$3,000.00	\$805.69	\$2,437.97	\$562.03	19%
400	CAPITAL EQUIPMENT	\$2,200.00		\$0.00	\$2,200.00	100%
500	UTILITIES	\$6,500.00	\$806.61	\$4,571.21	\$1,928.79	30%
600 BUILDING REPAIRS						
10	REPAIRS	\$13,500.00	(\$336.20)	\$12,645.30	\$854.70	6%
20	REMODELING	\$13,000.00		\$12,429.32	\$570.68	4%
6000 COMMUNITY SERVICES						
300	MATERIALS AND SERVICES	\$500.00		\$77.35	\$422.65	85%
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PLANT & COMMUNITY TOTAL		\$61,500.00	\$2,660.05	\$47,784.84	\$13,715.16	22%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7000	ADULT BASIC EDUCATION					
100	PERSONAL SERVICES					
10	COORDINATOR	\$5100.00		\$2550.00	\$2550.00	50%
20	INSTRUCTORS	\$8640.00		\$2112.00	\$6528.00	76%
30	PART-TIME	\$600.00	\$600.00	\$600.00	\$0.00	0%
40	STAFF DEVELOPMENT	\$250.00		\$55.00	\$195.00	78%
200	OTHER PAYROLL EXPENSES	\$1500.00		\$750.00	\$750.00	50%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$610.00	\$94.65	\$658.08	(\$48.08)	-8%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$100.00	\$97.60	\$100.00	\$0.00	0%
40	TRAVEL	\$500.00	\$147.11	\$519.39	(\$19.39)	-4%
50	PRINTING	\$300.00	\$43.63	\$54.29	\$245.71	82%
400	STUDENT FINANCIAL AID	\$3000.00		\$2000.00	\$1000.00	33%
ABE TOTAL		\$20900.00	\$982.99	\$9698.76	\$11201.24	54%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
8000	SMALL BUSINESS CENTER					
100	PERSONAL SERVICES					
10	DIRECTOR	\$14,862.00		\$14,862.00	\$0.00	0%
20	INSTRUCTORS	\$14,862.00		\$102.00	\$14,760.00	99%
30	PROGRAM ASSISTANT	\$14,122.00		\$7,201.58	\$6,920.42	49%
40	PART-TIME	\$500.00	\$305.00	\$500.00	\$0.00	0%
200	OTHER PAYROLL EXPENSES	\$13,780.00	\$2,246.48	\$12,272.61	\$1,507.39	11%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1,500.00	\$18.00	\$1,108.85	\$391.15	26%
20	TELEPHONE	\$2,000.00	\$343.79	\$1,331.05	\$668.95	33%
30	POSTAGE	\$500.00		\$412.41	\$87.59	18%
40	TRAVEL	\$2,000.00	\$303.84	\$1,883.97	\$116.03	6%
50	ADVERTISING	\$400.00	\$32.00	\$320.00	\$80.00	20%
60	OFFICE/CLASSROOM RENTAL	\$6,800.00	\$400.00	\$4,760.00	\$2,040.00	30%
BUSINESS CENTER TOTAL		\$71,326.00	\$3,649.11	\$44,754.47	\$26,571.53	37%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$4,232.00		\$2,962.88	\$1,269.12	30%
20	INSTRUCTOR	\$4,326.00		\$90.00	\$4,236.00	98%
200	OTHER PAYROLL EXPENSES	\$2,049.00	\$109.13	\$384.88	\$1,664.12	81%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$820.00	\$131.84	\$735.82	\$84.18	10%
20	TELEPHONE	\$200.00		\$200.00	\$0.00	0%
30	POSTAGE	\$150.00	\$150.00	\$150.00	\$0.00	0%
40	TRAVEL	\$670.00	\$164.10	\$471.68	\$198.32	30%
50	ADVERTISING	\$430.00	\$202.48	\$202.48	\$227.52	53%
60	INDIRECT COSTS	\$1,450.00	\$77.80	\$802.80	\$647.20	45%
	HOME ECONOMICS TOTAL	\$14,327.00	\$835.35	\$6,000.54	\$8,326.46	58%
10000	RESERVES					
100	BOARD CONTINGENCY	\$33,960.00			\$33,960.00	100%

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3-2	TRAILBREAKERS					
1000	INSTRUCTION					
100	SALARIES	\$2610.00		\$0.00	\$2610.00	100%
200	EMPLOYEE BENEFITS	\$561.00	\$35.12	\$35.12	\$525.88	94%
300	TRAVEL	\$200.00		\$0.00	\$200.00	100%
10	OTHER PURCHASED SERVICES	\$500.00		\$36.19	\$463.81	93%
400	SUPPLIES	\$200.00	\$439.30	\$620.95	(\$420.95)	-210%
2100	SUPPORT SERVICES-STUDENTS	\$34135.00	\$3461.73	\$7718.23	\$26416.77	77%
2210	IMPROVEMENT OF INSTRUCTIONAL SERVICES					
100	SALARIES	\$16317.00	\$1157.89	\$6838.84	\$9478.16	58%
200	BENEFITS	\$3508.00	\$286.71	\$954.22	\$2553.78	73%
300	TRAVEL AND OTHER PURCHASED SERVICES	\$1080.00	\$74.83	\$662.67	\$417.33	39%
2220	EDUCATIONAL MEDIA SERVICES					
300	PRUCHASED SERVICES	\$150.00		\$0.00	\$150.00	100%
400	SUPPLIES	\$250.00		\$29.49	\$220.51	88%
2500	SUPPORT SERVICES BUSINESS	\$489.00		\$0.00	\$489.00	100%
	TRAILBREAKERS TOTAL	\$60000.00	\$5455.58	\$16895.71	\$43104.29	72%

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES MAR.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
4-2	TELEVIDEO GRANT					
	2220 EDUCATIONAL MEDIA					
100	SALARIES	\$570.00		\$0.00	\$570.00	100%
200	BENEFITS	\$150.00		\$0.00	\$150.00	100%
300	PURCHASED SERVICES					
10	VIDEO PRODUCTION	\$4000.00		\$0.00	\$4000.00	100%
20	SCRIPT	\$530.00		\$35.70	\$494.30	93%
30	TRAVEL	\$490.00	\$36.00	\$301.40	\$188.60	38%
400	SUPPLIES	\$160.00		\$0.00	\$160.00	100%
10	POSTAGE	\$100.00		\$17.23	\$82.77	83%
	VIDEO TOTAL	\$6000.00	\$36.00	\$708.66	\$5291.34	88%

GENERAL FUND: REQUIREMENT

1985-86 TILBROOK BAY COMMUNITY COLLEG

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5-2-	SBAC LOTTERY					
-1000	INSTRUCTION					
-140	PART-TIME/CONSULTANTS	\$1000.00		\$0.00	\$1000.00	100%
-200	OTHER PAYROLL EXPENSES	\$400.00		\$0.00	\$400.00	100%
-300	TRAVEL & OTHER SERVICES	\$1000.00	\$294.30	\$294.30	\$705.70	71%
-400	SUPPLIES/CAPITAL EQUIPMENT	\$4700.00	\$3175.00	\$5305.00	(\$605.00)	-13%
-2500	SUPPORT SERVICE	\$400.00		\$0.00	\$400.00	100%
	GRAND TOTAL	\$7500.00	\$3469.30	\$5599.30	\$1900.70	25%

GENERAL FUND: REQUIREMENT

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
6-2-	EMT ACCREDITATION GRANT					
-2210	IMPROVEMENT OF INSTRUCTIONAL SERVICES					
-100	SALARIES	\$3600.00		\$0.00	\$3600.00	100%
-200	EMPLOYEE BENEFITS	\$1000.00		\$0.00	\$1000.00	100%
-300	TRAVEL					
	OTHER PURCHASED SERVICES	\$1000.00	\$300.48	\$300.48	\$699.52	70%
-2500/ 2600	SUPPORT SERVICES BUSINESS/CENTRAL INDIRECT COST @7.1%					
		\$400.00		\$0.00	\$400.00	100%
	TOTAL	\$6000.00	\$300.48	\$300.48	\$5699.52	95%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES FEB.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7-2-	REGIONAL COOPERATIVE VOCATIONAL EDUCATION PLANNING GRANT					
-2210	INSTRUCTIONAL SUPPORT					
-300	TRAVEL	\$600.00				
	OTHER PURCHASED SERVICES	\$1200.00				
<hr/>						
	TOTAL	\$1800.00		\$0.00	\$1800.00	100%

BUDGET SUMMARY

RESOURCES	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
REVENUE	\$977,248.00	\$138,472.30	\$744,175.41	\$233,072.59	24%
REQUIREMENTS					
INSTRUCTION	\$319,000.00	\$69,426.84	\$191,998.58	\$127,001.42	40%
INSTRUCTIONAL SUPPORT SERVICES	\$142,051.00	\$6,369.22	\$98,888.73	\$43,162.27	30%
STUDENT SERVICES	\$83,794.00	\$4,318.57	\$50,867.90	\$32,926.10	39%
COLLEGE SUPPORT SERVICES	\$151,090.00	\$5,629.11	\$91,715.90	\$59,374.10	39%
PLANT OPERATION & MAINTENANCE	\$61,500.00	\$2,660.05	\$47,784.84	\$13,715.16	22%
ADULT BASIC EDUCATION	\$20,900.00	\$982.99	\$9,698.76	\$11,201.24	54%
SMALL BUSINESS CENTER	\$71,326.00	\$3,649.11	\$44,754.47	\$26,571.53	37%
HOME ECONOMICS PROGRAM	\$14,327.00	\$835.35	\$6,000.54	\$8,326.46	58%
BOARD CONTINGENCY	\$33,960.00			\$33,960.00	100%
TRAILBREAKERS GRANT	\$60,000.00	\$5,455.58	\$16,895.71	\$43,104.29	72%
TELEVIDEO GRANT	\$6,000.00	\$36.00	\$708.66	\$5,291.34	88%
SBAC LOTTERY GRANT	\$7,500.00	\$3,469.30	\$5,599.30	\$1,900.70	25%
EMT ACCREDITATION GRANT	\$6,000.00	\$300.48	\$300.48	\$5,699.52	95%
VOC. ED. PLANNING GRANT	\$1,800.00		\$0.00	\$1,800.00	100%
CURRENT TOTAL	\$979,248.00	\$103,132.60	\$565,213.87	\$414,034.13	42%

Sabbatical Leave

- a. Each administrator, upon serving consecutively at Tillamook Bay Community College Service District for a period of at least five (5) years, may, on the recommendation of the president, be granted sabbatical leave not exceeding one (1) year by the Board of Education.
- b. Sabbatical leave may be granted upon recommendation of the president and approval by the Board of Education for the purpose of enhancing the administrator's ability to fulfill the objectives of the District. Leave must be requested prior to the development of the budget for the year in which leave is being requested.

AGENDA X

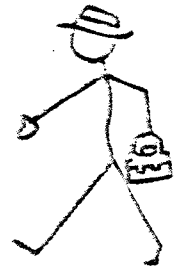
G & M INSURANCE

1806 FRONT STREET
P. O. BOX 679

TILLAMOOK, OREGON 97141

(503) 842-8213

SERVICE



March 19, 1986

Tillamook Bay Community College Service District
Roy Mason, President
6385 Tillamook Avenue
Tillamook, OR 97107

Subj: Insurance Agent of Record

Dear Roy,

In our attempt to gain a bid for TBCC we learned that the company we were going to use, Great American, had been blocked effective March 7, 1986 by another agent through Tromp & McKinley. G & M has attempted to get all the information from TBCC necessary to obtain the best possible quote from the Great American Insurance Company.

We feel that TBCC should look at the method of selecting an Insurance Agent of Record and rather than selecting one on bid, select the agent on the ability to provide the service required by the district. To select an Agent of Record on bid requires TBCC to determine if all required coverages have been handled properly. We feel we have the staff available locally with the experience to serve the District's insurance needs.

Sincerely,

Mark K. Mulder

MKM/mkm



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 XI

M E M O R A N D U M

TO: Roy Mason

DATE: April 10, 1986

FROM: Donna Warren *DX*

RE: Request for Leave

I would like to request a six week leave of absence this summer in order to pursue my Masters program at Portland State University. I am interested in a Master of Science in Education with an emphasis upon management, staff development and higher education. If I took a hyperion with me, I could work on the fall term schedule input in Portland. As I would be working one to two days a week in Tillamook as well as on the computer on weekends, the total time off would be less than the requested six weeks. Therefore, I would like to suggest splitting the difference with the college and being paid for three of the six weeks.

Also, any help with tuition would be greatly appreciated. The tuition for summer session will run between \$850-\$1045, depending upon whether I take twelve or fifteen credits. Books will be additional. Attached is a list of some of my accomplishments in the last two years. I appreciate your consideration of this request.

A QUICK LOOK BACK AT THE PAST TWO YEARS...

Job Title: Director of Special Instructional Programs

August 1984-July 1985 1/2 time position

Community Education

Setup 138 Central County Community Education Courses (four terms)

Layout and input of 269 Community Education Courses into schedule (four terms)

Set-up regular meeting (1-2 per term) schedule with North, and South county Recreational coordinators.

GED/Developmental Education

Set-up computer in GED program, previewed and purchased software, trained instructors.

Taught GED, one class per term (four terms).

Tutored at the Tillamook County jail on a regular basis

Developed evaluation form and set-up formal evaluation of GED program, this included 10 visitations of classrooms (four terms) with follow-up meeting for each visitation.

Formed a GED Advisory Board made up of nine members from the community, held an orientation meeting

Served on the state 310 grant committee (as a GED director)

Wrote a successful \$6000 marketing grant to create three public service announcements to recruit GED students in the State of Oregon (this will be completed by May 1 and distributed to the five commercial tv stations and to all 15 community colleges/service districts for distribution on local cable)

Member of state legislative, peer review and Region X summer conference planning committees (OSU staff development for Developmental Education/GED staff in the Pacific Northwest)

Other Programs

Designed, promoted and set-up TBCC's first Artist's Gallery with reception.

Coordinated the Writer's of the Pacific Northwest conference, which drew 18 full-time students and over 100 "walk-in" participants from around the state.

General

Promoted Community Education, GED, and all special programs, participated in Mildred Davy's "It's A Woman's World" at least once per term.

Represented TBCC at four GED conferences around the state, the OCCTC (telecommunications consortium), OCEA spring convention (community education), Tillamook Cable Advisory Board

July 1985-April 1986 fulltime

Community Education

Set-up of 149 Community Education Courses (three terms)

Layout and input of 289 Community Education Courses into the schedule (three terms)

Supervised production of the spring term schedule (1986)

Managed Office of Instruction in Dean's absence (Feb.-April)

Increased FTE- from winter term/1985-20.92 to winter term/1986-26.11

Designed and implemented pre-registration procedure for community education courses.

Designed evaluation form and facilitated student evaluation of community education program (three terms) for use in long-range planning

Volunteer coast tour leader for NCEA (national community education conference held in Portland in December)

Wrote several articles promoting TBCC for the OCEA regional newsletter

GED/Developmental Program

Hired three new GED teachers, facilitated orientation

Facilitated needs assessment and provided two in-services, bringing in outside consultants in the areas of learning styles and working with ESL and non-reading students

Conducted 12 formal evaluations with follow-up meetings as well as one coordination meeting per term.

Served as member of the state Peer Review committee (as GED director)

Held Fall Advisory Board meeting

Designed, coordinated GED on TV course with Northland Cable, instructor

Represented TBCC at four GED state conferences, two OCEA conventions

Staff Development

Planned and facilitated fall in-service for all instructors

Did needs assessment, organized two "all staff" in-services on learning styles

Telecommunications

Organized and facilitated four teleconferences

Facilitated telecourse cablecasting as liaison with Northland Cable and coordinated on-campus viewing (two to three per term)