



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*

April 27, 1987

Headlight Herald
1902 2nd Street
Tillamook, OR 97141

CORRECTED LEGAL NOTICE:

Please publish the following information in the legal notice section of the Headlight Herald in the April 29, 1987 edition:

The Budget Committee of Tillamook Bay Community College will meet on Monday, May 4, 1987 at 6:30 p.m. at the Small Business Development Center, 401-B Main in Tillamook. The regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, May 4, 1987 at 7:30 p.m. at the Small Business Development Center, 401-B Main, in Tillamook.

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

Sincerely,

Kate Ventres
Assistant to the President

/kv

H-305 PUBLIC NOTICE
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Kate Ventres
Assistant to the President
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SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

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Roy B. Mason II, *President*

April 23, 1987

Headlight Herald
1902 2nd Street
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LEGAL NOTICE SECTION:

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Sincerely,

Kate Ventres
Assistant to the President

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R E M I N D E R

Budget Meeting begins at 6:30 p.m.

Regular Meeting follows at 7:30 p.m.

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE S.D.
Personnel Committee
August 26, 1986
5:00 p.m.

MEMBERS PRESENT Wayne Jensen, Laurie Mulder.

MEMBERS ABSENT Eva Noble (excused).

STAFF PRESENT Roy Mason, President; Kate Ventres, Administrative Assistant.

CALL TO ORDER The meeting was called to order at 5:15 p.m. by President Mason.

REPORT ON PERSONNEL WORKSHOP Kate Ventres reported that she has attended two workshops on personnel law and summarized those areas that need be addressed in order to comply with federal and state labor laws. Included in this discussion were recordkeeping requirements, exempt vs. non-exempt employee status, and professional service contract requirements.

The Committee recommended that Kate's job description be expanded to include the duties of Personnel Officer and that she begin implementing personnel records management procedures which will aid the college in meeting the applicable legal requirements.

SALARY SCHEDULE The Committee reviewed a proposed salary schedule which corrects arithmetical errors in the calculation of the 5% step increases, accommodates for mid-level managerial positions, and allows for a smooth transition between levels. There would be no impact on the budget for the current year, but would impact next year's budget in the amount of \$2,609 for salary adjustments.

The Committee recommended that the proposed salary schedule be submitted for Board approval.

STAFF POSITION MODIFICATIONS President Mason submitted staff position modifications from staff supervisors based on meritorious performance. Included in merit increase recommendations were Patty Hogevall, Larry Klingler, and Sammie Morehouse; a position reclassification for Rhonda Ellerbroek was recommended by her supervisor. Discussion followed regarding individual requests.

The Committee recommended that the following staff modifications be submitted for Board approval:

Patty Hogevall be increased from Level II, step 6 to Level II, step 7, involving a \$528 transfer of funds.

Larry Klingler be increased from Level I, step 6 to Level I, step 7, involving a \$481 transfer of funds.

PERSONNEL COMMITTEE

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Sammie Morehouse be increased from Level II, step 2 to Level II, step 4. This would not impact the budget, as this increase was anticipated in the development of the 1986-87 budget.

The request to increase Rhonda Ellerbroek from Level II to Administrative Assistant was denied due to the requirements for the AA Level which were not met. These include a job description with 20% or less secretarial responsibilities, and a requirement of an associate degree. The Committee recommended that Rhonda be upgraded from Departmental Secretary, Level II, step 7 to Administrative Secretary, Level III, step 6, involving a \$529 transfer of funds.

POSITION REQUESTS

The Committee reviewed both a part-time temporary secretarial and consultant position request submitted by President Mason. Both positions would serve to institute the development of a long range educational plan for the college, including the collection and compilation of data and the final preparation of the self-study report. President Mason submitted a \$10,000 budget request for the project, estimating \$8,000 for salaries and \$2,000 for other expenses. A transfer of funds involving \$6,000 from board contingency and \$4,000 from capital equipment was requested.

Discussion followed regarding involvement of the Department of Education in the project and the approximate completion date of June, 1987. Also covered was a proposal to provide evening hour coverage at the First Street Campus, staffed by the proposed temporary secretarial position and TBCC administrators.

The Committee recommended that the position requests for the long-range educational plan be submitted for Board approval.

V. POLICY
MODIFICATIONS

The Committee discussed personnel policies in need of revision. The policy in need of immediate revision is the administrator life insurance policy provision for \$50,000. This policy does not address the pre-existing condition of an employee prior to employment with the District.

VI. LIFE
INSURANCE

VII. ADMINISTRATOR
HANDBOOK

The Committee recommended that President Mason revise the policy to limit the extent of the District's responsibility for coverage to what the insurance carrier considers normal risk and to include that the District not be responsible for providing additional coverage in the event that an employee is rejected full benefits from the District's recognized insurance carrier.

PERSONNEL COMMITTEE

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The Committee agreed to review personnel and administrator policy revisions at the next committee meeting.

Meeting adjourned at 6:45 p.m.

Minutes submitted by Kate Ventres.

/kv

BOARD POSITIONS AND ZONES

Position 1, Zone 1

Helen Myers elected March 1981. Resigned Spring 1983.

Eleanor Dye elected Spring 1983. Position to be held for four years.

Eleanor resigned Spring 1985.

Position vacant.

Eva Noble appointed August 5, 1985. Elected March 25, 1986 for one year unexpired term. Elected March 31, 1987 for four year term.

Term will expire June 30, 1991.

Position 2, Zone 2

Wayne Jensen, Jr., elected March 1981. Position to be held for three years.

Term expired June 30, 1984. Re-elected March, 1984.

Term will expire June 30, 1988.

Position 3, Zone 3

Ronald J. Hays elected March 1980. Position to be held for four years.

Term expired June 30, 1985.

Kathrine Jensen elected March 1985. Kathrine Jensen moved from Zone 3.

Lew Forster elected March 25, 1986 to serve three year unexpired term.

Term will expire June 30, 1989.

Position 4, Zone 4

Elwood V. Stait elected March 1980. Position to be held for four years.

Term expired June 30, 1985. Re-elected March 1985.

Term will expire June 30, 1989.

Position 5, Zone 5

George Hamilton elected Spring 1981. Position to be held for four years.

George Hamilton submitted his resignation Summer 1983.

The Board appointed Patricia Rinehart in October 1983. Term expired June 30, 1986. Patricia Rinehart resigned the position in the early Winter 1984.

Lynn Wilson replaced her and was elected to the position in March 1984 for the unexpired term. Lynn Wilson resigned Winter 1985.

Dale Walters appointed to position. Appointment was not in time to put name on ballot. Dale Walters elected March 25, 1986 for a four year term.

Term will expire June 30, 1990.

Position 6, "At Large"

Joyce Thompson elected March 1981. Resigned in November 1982.

Dick Larsen was appointed to this position. Elected in March 1984 for 4 years.

Term will expire June 30, 1988.

Position 7, "At Large"

Nancy Harris elected March, 1981. Resigned Fall, 1982.

Carl Hensley was appointed to this position in Fall 1982, then was elected in Spring 1983. Carl Hensley resigned in Summer 1983.

Laurie Mulder was appointed to fill the vacancy October 1983. Laurie ran for election for the unexpired term March 1984. Elected March 31, 1987 for four year term.

Term will expire June 30, 1991.

1986-87 COMMITTEE MEMBERSHIP

POLICY

Lew Forster
Dick Larsen
Dale Walters

PERSONNEL

Wayne Jensen
Laurie Mulder
Eva Noble

FACILITIES

Wayne Jensen
Elwood Stait
Dale Walters

HIGH SCHOOL AD-HOC

Dick Larsen
Laurie Mulder
Eva Noble
Elwood Stait

BUDGET COMMITTEE MEMBERSHIP
1986-87

BOARD MEMBER

Elwood Stait (Position 4, Zone 4)
5315 High
Bay City, OR 97107
377-2384 (h)

Lew Forster
1806 6th St.
Tillamook, OR 97141
842-6515 (h)
842-2566 (w)

Wayne Jensen (Position 2, Zone 2)
2250 Nielsen Rosd
Tillamook, OR 97141
842-2250 (h)
842-4553 (w)

Richard Larsen
2605 Old Netarts Road West
Tillamook, OR 97141
842-7258 (h)
842-2535 (w)

Laurie Mulder
801 Ash
Tillamook, OR 97141
842-4529 (h)
842-4444 (w)

Eva Noble
17405 Evergreen Drive
Tillamook, OR 97141
392-3550 (h)

Dale Walters
P.O. Box 143
Garibaldi, OR 97118
355-2988 (h)
842-8423 (w)

COMMUNITY REPRESENTATIVE

Bob Hill
10185 Fifth
Bay City, OR 97107
377-2654 (h)

John Loftis
412 Pacific
Tillamook, OR 97141
842-4300 (h)
842-5583 (w)

Ray Hawkins
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4175 Hwy 101 N.
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842-7008 (h)
842-4481 (w)

Jim Martin
P.O. Box 851
Tillamook, OR 97141
842-5180 (h)
842-2535 (w)

Tom Connaughton
~~1908 First St.~~ 307 Main St.
Tillamook, OR 97141
842-5122 (h)
842-7940 (w)

Bernie Nelson
34650 Brooten Rd
Pacific City, OR 97135
965-6410 (h)

Ann Swain
112 S. Pacific
Rockaway Beach, OR 97136
355-2496 (h)
355-2291 (w)