



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*

September 26, 1986

Headlight Herald
1902 2nd Street
Tillamook, OR 97141

LEGAL NOTICE SECTION:

Please publish the following information in the legal notice section of the Headlight Herald in the October 1, 1986 edition:

The regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, October 6, at 7:30 p.m., at the Small Business Assistance Center, 401-B Main Street 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-749 PUBLIC NOTICE
The regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, October 6, at 7:30 p.m., at the Small Business Assistance Center, 401-B Main Street in Tillamook.



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Roy B. Mason II, *President*

A G E N D A

Regular Meeting of the Board of Directors
October 6, 1986
7:30 p.m.
Small Business Assistance Center

- I. Adoption of Agenda
- II. Approval of Minutes
- III. Introduction of Guests - Donna Warren
- IV. Budget Report
 1. Budget Resolutions
 - a. Vocational Disadvantaged
 - b. Program Improvement
 2. Budget Transfer
- V. Committee Reports:
 1. Personnel
 - a. Salary schedule addition
 - b. Second reading of salary schedule policy
 - c. Second reading of life insurance policy
 2. Policy
 3. Facilities
 4. High School Ad-Hoc Committee
- VI. Insurance Coverage
 1. Cost breakdown
- VII. Fall Term Update
- VIII. P.C.C. Instructor Pay Rate Increase
- IX. OSBA Regional Meeting - October 22
- X. OSBA Convention - November 7-9

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE S.D.
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 6, 1986
7:30 p.m.

MEMBERS PRESENT Lew Forster, Wayne Jensen (8:30 p.m.), Laurie Mulder, Eva Noble (8:00 p.m.), Elwood Stait, Dale Walters.

MEMBERS ABSENT Dick Larsen (excused).

BY INVITATION Donna Warren.

STAFF PRESENT Roy Mason, President; Jerry Hallberg, Associate Dean of Instruction; Cheryl Van Natta, Business Officer; Kate Ventres, Administrative Assistant.

CALL TO ORDER The meeting was called to order at 7:30 p.m. by Vice-Chairman Dale Walters.

I. ADOPTION OF AGENDA - MOTION Lew Forster moved that the agenda be adopted. Second - Dale Walters. Motion carried 4/0.

II. APPROVAL OF MINUTES - MOTION Elwood Stait moved that the September 8, 1986 and the September 22, 1986 Board meeting minutes be approved as presented. Second - Laurie Mulder. Motion carried 4/0.

III. INTRODUCTION OF GUESTS Donna Warren facilitated an organizational development exercise for Board members, utilizing the knowledge she acquired during summer school at Portland State University. President Mason announced that Donna will be conducting the long-range plan described at the September Board meeting.

(Items VII. and VIII. were advanced in sequence.)

VII. FALL TERM UPDATE Jerry Hallberg reported on fall term activities, including a faculty inservice held in September and plans for expansion of the high school credit program. Enrollment for the second week indicated that headcount was down from last fall term, but FTE had increased by 8. President Mason reported the receipt of an additional \$62,000 in FTE money from last year, bringing the FTE rate to 216.

VIII. PCC INSTRUCTOR PAY INCREASE Jerry Hallberg reported that faculty members received a pay increase of \$1.42/hour for credit instructors, and \$.50/hour for non-credit instructors. A new faculty union has been formed for part-time instructors. Impact of these changes on the budget will be monitored.

IV. BUDGET RESOLUTION President Mason reported the receipt of \$3,787 in Vocational Disadvantaged grant funds and \$4,402 in Program Improvement grant funds. These funds may be added by resolution of the Board.

MOTION Laurie Mulder moved to accept \$3,787 in Vocational Disadvantaged grant funds and \$4,402 in Program Improvement grant funds. Second - Elwood Stait. Motion carried 5/0.

BUDGET REPORT President Mason reviewed the budget report, explaining that budget pages for grants were not included. Reimbursements and revenues are still anticipated and will improve the cash-flow situation.

A budget transfer of \$22,000 to cover insurance increases was recommended at the September Board meeting, but action was never taken. President Mason requested that this transfer be approved. Also at this time Agenda Item VI, Insurance Cost Breakdown, was reviewed.

MOTION Elwood Stait moved to transfer \$22,000 from Board Contingency to Insurance (line item 05-0306104-00). Second - Laurie Mulder. Motion carried 5/0.

Discussion followed regarding insurance coverage for next year and the increased involvement of the Board with this process.

V. COMMITTEE REPORTS Personnel: Laurie Mulder reported that an addition of an unclassified pay scale was made to the salary schedule and recommended adoption of the revised schedule. The first reading of the related policy (10.1) was also covered.

MOTION Lew Forster moved to adopt the revised salary schedule. Second - Elwood Stait. Motion carried 5/0.

President Mason reported that the insurance policy revision was not recommended by the District's attorney based on possible discrimination, and recommended that maximum premium amounts be stated instead. President Mason requested that this issue be taken back to the Personnel Committee for further discussion.

Policy Committee: No report.

Facilities Committee: President Mason reported that the committee conducted a conference call to discuss the office trailer and decided on a purchase price of \$3,600. However, since that meeting he has discovered that the Bay City building may not be available on a lease in the future and recommended that purchase of the trailer be postponed. Discussion followed regarding other options for building sites.

He also reported that the Tillamook Community Foundation has been denied property tax exempt status, and that appeal of this decision is being investigated.

High School Ad-Hoc: Laurie Mulder reported on the national teleconference attended by TBCC staff and local high school administration entitled, "The High School/Community College Connection".

VI. INSURANCE
COST BREAKDOWN

See Agenda Item IV. Budget Report.

IX. OSBA MEETING

President Mason announced the Oregon School Board Association Regional Meeting to be held at the Victory House on October 22, 1986. Interested Board members should contact their local ESD for reservations.

X. OSBA CONVENTION

President Mason announced the OSBA Annual Convention to be held on November 7 - 9, 1986 at the Portland Marriot. Those interested in attending should contact Kate for reservation information.

ANNOUNCEMENTS

Mike Holland, Executive Director for Community Colleges, will be in attendance at the November Board meeting.

MOTION

There being no further business, Laurie Mulder moved that the meeting be adjourned. Second - Lew Forster. Motion carried 6/0 and meeting adjourned at 9:25 p.m.

Respectfully submitted,



Roy B. Mason
Clerk

BOARD OF DIRECTORS MEETING
October 6, 1986

PRESIDENTIAL EVALUATIONS AND RECOMMENDATIONS

IV. BUDGET REPORT

2. BUDGET TRANSFER

A budget transfer of \$22,000 to cover insurance increases was recommended at the September Board meeting, but action was never taken.

RECOMMENDATION

A motion to transfer \$22,000 from Board Contingency to the Insurance line item to cover the increase in insurance premiums.

BUDGET IMPACT

Will reduce the Board Contingency line item.

V. COMMITTEE REPORTS

1. PERSONNEL

a. SALARY SCHEDULE ADDITION

Two additional levels on the salary schedule are necessary to accommodate part-time unclassified employees who are paid at minimum wage.

RECOMMENDATION

To adopt the Unclassified Employee Salary Schedule and accompanying policy modification.

BUDGET IMPACT

None.

MEMO

TO: Board Members

RE: Budget Report

FROM: Cheryl

If you will notice the budget report is color coded. The green sheets are the revenue portion of the budget. The white sheets are the expenses and the yellow sheet is the general fund summary.

This month again the budget report is incomplete in the respect that you do not have budget expenditure sheets for the various grants. We are in the process of redesigning the format. I found that what we were trying to use was very akward, by the next report period you should have a complete report. Thank you for your patience with this matter.

GENERAL FUND: RESOURCES

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | RECEIPTS ALIG. | TOTAL RECEIVED | BUDGET BALANCE | % OF BUDGET |
|------------|------------------------|--------------|-------------------|-------------------|-------------------|----------------|
| 01 | RESOURCES | | | | | |
| 0200000-00 | STATE SOURCES | | | | | |
| 10000-00 | STATE AID OPERATION | \$260,396.00 | \$65,099.00 | \$77,709.00 | \$182,687.00 | 70% |
| 0300000-00 | LOCAL SOURCES | | | | | |
| 10000-00 | CURRENT TAXES | \$356,545.00 | | \$134.49 | \$356,410.51 | 100% |
| 20000-00 | PRIOR YEARS TAXES | \$18,000.00 | \$4,171.63 | \$4,171.63 | \$13,828.37 | 77% |
| 30000-00 | COUNTY TIMBER REVENUE | \$50,000.00 | | \$0.00 | \$50,000.00 | 100% |
| 0400000-00 | TUITION AND FEES | | | | | |
| 10000-00 | TUITION | \$105,000.00 | \$1,301.50 | \$2,561.92 | \$102,438.08 | 98% |
| 20000-00 | FEES | \$2,500.00 | | \$0.00 | \$2,500.00 | 100% |
| 0500000-00 | OTHER REVENUE | | | | | |
| 10000-00 | SALE OF GOODS/SERVICES | \$4,000.00 | \$328.92 | \$498.97 | \$3,501.03 | 88% |
| 20000-00 | INTEREST INCOME | \$8,000.00 | \$144.90 | \$314.50 | \$7,685.50 | 96% |
| 70000-00 | RENTAL INCOME | \$2,000.00 | \$485.00 | \$515.00 | \$1,485.00 | 74% |
| 40000-00 | AVAILABLE CASH ON HAND | \$50,000.00 | | \$0.00 | \$50,000.00 | 100% |
| | REVENUE TOTAL | \$856,441.00 | \$71,550.95 | \$85,905.51 | \$770,535.49 | 90% |

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|---------------------|--------------------------------|--------------|------------------|-------------------|-------------------|----------------|
| 02 | INSTRUCTION | 01-5-02-XXXX | | | | |
| 0100000-00 | PERSONAL SERVICES | | | | | |
| 44200-00 | INSTRUCTIONAL PERSONNEL/TBCC | \$7,360.00 | \$8,998.99 | \$8,998.99 | (\$1,638.99) | -22% |
| 44200-02 | INSTRUCTIONAL-ABE | \$8,640.00 | | \$0.00 | \$8,640.00 | 100% |
| 44200-03 | INSTRUCTIONAL-HOME ECONOMICS | \$4,000.00 | | \$0.00 | \$4,000.00 | 100% |
| 44200-04 | INSTRUCTIONAL-SBAC | \$16,605.00 | | \$0.00 | \$16,605.00 | 100% |
| 0200000-00 | OTHER PAYROLL EXPENSES | \$10,700.00 | \$906.69 | \$2,307.47 | \$8,392.53 | 78% |
| 0200000-02 | OTHER PAYROLL EXPENSES-ABE | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 0200000-03 | OTHER PAYROLL EXPENSES-HOME EC | \$300.00 | | \$0.00 | \$300.00 | 100% |
| 0200000-04 | OTHER PAYROLL EXPENSES-SBAC | \$3,000.00 | | \$0.00 | \$3,000.00 | 100% |
| 0300000-00 | MATERIALS AND SERVICES | | | | | |
| 1000-00 | SUPPLIES | \$6,000.00 | \$406.00 | \$816.21 | \$5,183.79 | 86% |
| 2000-00 | TRAVEL | \$1,000.00 | \$447.90 | \$495.10 | \$504.90 | 50% |
| 10000-00 | EQUIPMENT RENTAL | \$600.00 | \$200.00 | \$318.50 | \$281.50 | 47% |
| 44200-00 | INSTRUCTIONAL CONTRACT/PCC | \$145,000.00 | | \$0.00 | \$145,000.00 | 100% |
| 14000-00 | INSTRUCTIONAL CONTRACT | \$69,000.00 | \$3,344.10 | \$4,344.10 | \$64,655.90 | 94% |
| 17000-00 | MATERIALS FOR RESALE | \$3,000.00 | \$134.30 | \$154.30 | \$2,845.70 | 95% |
| 0400000-00 | CAPITAL EQUIPMENT | \$5,000.00 | \$495.00 | \$3,395.00 | \$1,605.00 | 32% |
| 0400000-02 | CAPITAL EQUIPMENT-ABE | \$0.00 | | \$0.00 | \$0.00 | #DIV/0! |
| 0400000-04 | CAPITAL EQUIPMENT-SBAC | \$2,000.00 | | \$0.00 | \$2,000.00 | 100% |
| 0600000-00 | EQUIPMENT REPAIR REPLACEMENT | | | | | |
| 01000-00 | REPAIR CONTRACTS | \$6,000.00 | \$257.70 | \$3,472.70 | \$2,527.30 | 42% |
| 02000-00 | REPLACEMENT | \$3,000.00 | | \$0.00 | \$3,000.00 | 100% |
| INSTRUCTIONAL TOTAL | | \$292,205.00 | \$15,190.68 | \$24,302.37 | \$267,902.63 | 92% |

58,500

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|------------|---|--------------|------------------|-------------------|-------------------|----------------|
| 03 | INSTRUCTIONAL SUPPORT SERVICES 01-5-03-XXXX | | | | | |
| 0100000-00 | PERSONAL SERVICES | | | | | |
| 12100-00 | ASSOCIATE DEAN | \$26,500.00 | \$6,535.50 | \$6,535.50 | \$19,964.50 | 75% |
| 11200-00 | DIRECTOR SP. INST. PROG. | \$18,000.00 | \$3,193.48 | \$3,193.48 | \$14,806.52 | 82% |
| 11500-02 | DIRECTOR-ABE | \$1,410.00 | \$1,127.50 | \$1,127.50 | \$282.50 | 20% |
| 21100-00 | ADMIN. ASST | \$17,500.00 | \$4,371.00 | \$4,371.00 | \$13,129.00 | 75% |
| 31100-00 | INSTRUCTIONAL SECRETARY | \$12,800.00 | \$2,904.00 | \$2,904.00 | \$9,896.00 | 77% |
| 44100-00 | OUTREACH COORDINATORS | \$4,000.00 | | \$0.00 | \$4,000.00 | 100% |
| 0200000-00 | OTHER PAYROLL EXPENSES | \$25,875.00 | \$1,656.67 | \$6,962.92 | \$18,912.08 | 73% |
| 0200000-02 | OTHER PAYROLL EXPENSES-ABE | \$3,275.00 | | \$137.42 | \$3,137.58 | 96% |
| 0200000-04 | OTHER PAYROLL EXPENSES-SBAC | \$7,745.00 | | \$0.00 | \$7,745.00 | 100% |
| | INSTRUCTION SUB-TOTAL | \$117,105.00 | \$19,788.15 | \$25,231.82 | \$91,873.18 | 78% |

CONTINUED

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|------------|------------------------------|--------------|------------------|-------------------|-------------------|----------------|
| 0300000-00 | MATERIALS AND SERVICES | | | | | |
| 01000-00 | SUPPLIES | \$2,185.00 | \$312.00 | \$678.50 | \$1,506.50 | 69% |
| 01000-02 | SUPPLIES-ABE | \$1,015.00 | | \$0.00 | \$1,015.00 | 100% |
| 01000-03 | SUPPLIES-HOME ECONOMICS | \$800.00 | | \$0.00 | \$800.00 | 100% |
| 01000-04 | SUPPLIES-SBAC | \$1,750.00 | 41.25 | \$163.25 | \$1,586.75 | 91% |
| 02000-00 | TRAVEL | \$2,400.00 | \$149.24 | \$149.24 | \$2,250.76 | 94% |
| 02000-02 | TRAVEL-ABE | \$500.00 | | \$0.00 | \$500.00 | 100% |
| 02000-03 | TRAVEL-HOME ECONOMICS | \$600.00 | | \$0.00 | \$600.00 | 100% |
| 02000-04 | TRAVEL-SBAC | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 03000-00 | TELEPHONE | \$3,000.00 | | \$488.84 | \$2,511.16 | 84% |
| 03000-02 | TELEPHONE-ABE | \$300.00 | | \$0.00 | \$300.00 | 100% |
| 03000-03 | TELEPHONE-HOME ECONOMICS | \$200.00 | | \$0.00 | \$200.00 | 100% |
| 03000-04 | TELEPHONE-SBAC | \$2,000.00 | | \$163.88 | \$1,836.12 | 92% |
| 04000-00 | POSTAGE | \$2,250.00 | \$544.54 | \$744.54 | \$1,505.46 | 67% |
| 04000-02 | POSTAGE-ABE | \$100.00 | | \$0.00 | \$100.00 | 100% |
| 04000-03 | POSTAGE-HOME ECONOMICS | \$150.00 | | \$0.00 | \$150.00 | 100% |
| 04000-04 | POSTAGE-SBAC | \$500.00 | | \$0.00 | \$500.00 | 100% |
| 05200-00 | ADVERTISING | \$4,200.00 | \$185.07 | \$369.82 | \$3,830.18 | 91% |
| 05200-03 | ADVERTISING-HOME ECONOMICS | \$400.00 | | \$0.00 | \$400.00 | 100% |
| 05200-04 | ADVERTISING-SBAC | \$400.00 | | \$0.00 | \$400.00 | 100% |
| 05201-00 | SCHEDULE PRODUCTION | \$8,000.00 | | \$0.00 | \$8,000.00 | 100% |
| 05202-00 | PRINTING | \$1,200.00 | | \$0.00 | \$1,200.00 | 100% |
| 05202-02 | PRINTING-ABE | \$300.00 | | \$0.00 | \$300.00 | 100% |
| 05203-00 | CATALOG PRODUCTION | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 08000-00 | LIBRARY DEVELOPMENT | \$1,500.00 | \$400.00 | \$400.00 | \$1,100.00 | 73% |
| 09000-00 | TEXTBOOKS | \$12,000.00 | \$570.23 | \$3,258.63 | \$8,741.37 | 73% |
| 15000-00 | STAFF DEVELOPMENT | \$1,650.00 | | \$1,149.00 | \$501.00 | 30% |
| 15000-02 | STAFF DEVELOPMENT-ABE | \$350.00 | | \$135.75 | \$214.25 | 61% |
| 19000-00 | MISCELLANEOUS | \$2,000.00 | (\$36.04) | (\$36.04) | \$2,036.04 | 102% |
| 0400000-00 | CAPITAL EQUIPMENT | \$3,000.00 | \$1,384.60 | \$1,632.47 | \$1,367.53 | 46% |
| | INSTRUCTIONAL SUPPORT PAGE 2 | \$54,750.00 | \$3,550.89 | \$9,297.88 | \$45,452.12 | 83% |
| | INSTRUCTIONAL SUPPORT PAGE 1 | \$117,105.00 | \$1,656.67 | \$5,306.25 | \$111,798.75 | 95% |
| | INSTRUCTIONAL SUPPORT TOTAL | \$171,855.00 | \$5,207.56 | \$14,604.13 | \$157,250.87 | 92% |

GENERAL FUND: REQUIREMENTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|------------------------|----------------------------|--------------|------------------|-------------------|-------------------|----------------|
| 04 | STUDENT SERVICES | 01-5-04-XXXX | | | | |
| 0100000-00 | PERSONAL SERVICES | | | | | |
| 12200-00 | ASSOCIATE DEAN | \$28,850.00 | \$7,059.00 | \$7,059.00 | \$21,791.00 | 76% |
| 32200-00 | ADMISSIONS SECRETARY | \$14,120.00 | \$3,528.00 | \$3,528.00 | \$10,592.00 | 75% |
| 32300-00 | STUDENT SERVICES SECRETARY | \$14,830.00 | \$3,729.05 | \$3,729.05 | \$11,100.95 | 75% |
| 42000-00 | STUDENT WORK STUDY | \$4,000.00 | | \$0.00 | \$4,000.00 | 100% |
| 0200000-00 | OTHER PAYROLL EXPENSES | \$24,230.00 | \$1,921.35 | \$4,479.78 | \$19,750.22 | 82% |
| 0300000-00 | MATERIALS AND SERVICES | | | | | |
| 01000-00 | SUPPLIES | \$1,400.00 | \$195.79 | \$239.93 | \$1,160.07 | 83% |
| 02000-00 | TRAVEL | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 03000-00 | TELEPHONE | \$3,000.00 | | \$237.60 | \$2,762.40 | 92% |
| 04000-00 | POSTAGE | \$1,150.00 | | \$0.00 | \$1,150.00 | 100% |
| 01500-00 | STAFF DEVELOPMENT | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 0400000-00 | CAPITAL EQUIPMENT | \$2,600.00 | | \$0.00 | \$2,600.00 | 100% |
| STUDENT SERVICES TOTAL | | \$96,180.00 | \$16,433.19 | \$19,273.36 | \$76,906.64 | 80% |

GENERAL FUND: REQUIREMENTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|-----------|-----------------------------|-----------------|------------------|-------------------|-------------------|----------------|
| 05 | COLLEGE SUPPORT SERVICES | 01-5-05-XXXX-XX | | | | |
| 010000-00 | PERSONAL SERVICES | | | | | |
| 14100-00 | PRESIDENT | \$43,050.00 | \$11,649.99 | \$11,649.99 | \$31,400.01 | 73% |
| 22000-00 | PROGRAM OFFICER/BUSINESS | \$18,270.00 | \$4,806.00 | \$4,806.00 | \$13,464.00 | 74% |
| 21000-00 | ADMINISTRATIVE ASSISTANT | \$16,485.00 | \$4,166.01 | \$4,166.01 | \$12,318.99 | 75% |
| 41000-00 | PART-TIME | \$2,700.00 | | \$0.00 | \$2,700.00 | 100% |
| 41000-02 | PART-TIME-ABE | \$300.00 | | \$0.00 | \$300.00 | 100% |
| 41000-04 | PART-TIME-SBAC | \$800.00 | | \$0.00 | \$800.00 | 100% |
| 020000-00 | OTHER PAYROLL EXPENSES | \$27,675.00 | \$2,019.39 | \$4,353.25 | \$23,321.75 | 84% |
| 020000-02 | OTHER PAYROLL EXPENSES-ABE | \$50.00 | | \$0.00 | \$50.00 | 100% |
| 020000-04 | OTHER PAYROLL EXPENSES-SBAC | \$100.00 | | \$0.00 | \$100.00 | 100% |
| 030000-00 | MATERIALS AND SERVICES | | | | | |
| 01000-00 | SUPPLIES | \$3,300.00 | \$666.27 | \$708.59 | \$2,591.41 | 79% |
| 02000-00 | TRAVEL | \$5,200.00 | \$289.80 | \$982.58 | \$4,217.42 | 81% |
| 03000-00 | TELEPHONE | \$3,300.00 | \$152.16 | \$152.16 | \$3,147.84 | 95% |
| 04000-00 | POSTAGE | \$400.00 | \$36.13 | \$36.13 | \$363.87 | 91% |
| 06102-00 | AUDITING | \$4,000.00 | | \$0.00 | \$4,000.00 | 100% |
| 06103-00 | LEGAL | \$2,400.00 | | \$0.00 | \$2,400.00 | 100% |
| 06104-00 | INSURANCE | \$8,000.00 | \$8,597.97 | \$11,386.95 | (\$3,386.95) | -42% |
| 06105-00 | ASSOCIATION MEMBERSHIP | \$9,000.00 | \$130.00 | \$4,432.45 | \$4,567.55 | 51% |
| 07000-00 | PUBLICATIONS | \$1,000.00 | \$57.67 | \$152.27 | \$847.73 | 85% |
| 15000-00 | STAFF DEVELOPMENT | \$1,000.00 | \$168.70 | \$333.70 | \$666.30 | 67% |
| 16100-00 | MEETING EXPENSES | \$800.00 | | \$0.00 | \$800.00 | 100% |
| 16200-00 | TRAVEL | \$3,000.00 | | \$0.00 | \$3,000.00 | 100% |
| 16300-00 | ADVISORY COMMITTEES | \$1,000.00 | | \$0.00 | \$1,000.00 | 100% |
| 16400-00 | ELECTIONS | \$2,000.00 | | \$0.00 | \$2,000.00 | 100% |
| 040000-00 | CAPITAL EQUIPMENT | \$4,000.00 | \$3,295.99 | \$7,729.99 | (\$3,729.99) | -93% |
| | COLLEGE SUPPORT TOTAL | \$157,830.00 | \$36,036.08 | \$50,890.07 | \$106,939.93 | 68% |

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES ALIG. | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|------------|--|-------------|-------------------|-------------------|-------------------|----------------|
| 06 | PLANT OPERATION & MAINTENANCE 01-5-06-XXXX | | | | | |
| 0100000-00 | PERSONAL SERVICES | | | | | |
| 31200-00 | JANITOR | \$12,835.00 | \$3,057.00 | \$3,057.00 | \$9,778.00 | 76% |
| 0200000-00 | OTHER PAYROLL EXPENSES | \$6,200.00 | \$505.88 | \$1,241.40 | \$4,958.60 | 80% |
| 0300000-00 | MATERIALS AND SERVICES | | | | | |
| 01000-00 | SUPPLIES | \$3,000.00 | \$371.85 | \$575.87 | \$2,424.13 | 81% |
| 06200-00 | OTHER CONTRACTED SERVICES | \$7,217.00 | \$630.00 | \$1,260.00 | \$5,957.00 | 83% |
| 11000-04 | OFFICE RENTAL-SBAC | \$800.00 | | \$0.00 | \$800.00 | 100% |
| 12000-00 | CLASSROOM RENTAL | \$40,400.00 | \$3,200.00 | \$9,860.00 | \$30,540.00 | 76% |
| 12000-04 | CLASSROOM RENTAL-SBAC | \$800.00 | | | | |
| 20000-00 | PROPERTY TAX | \$5,000.00 | | \$0.00 | \$5,000.00 | 100% |
| 0400000-00 | CAPITAL EQUIPMENT | \$2,000.00 | | \$0.00 | \$2,000.00 | 100% |
| 0700000-00 | PHYSICAL PLANT | | | | | |
| 01000-00 | UTILITIES | \$7,200.00 | \$309.61 | \$415.11 | \$6,784.89 | 94% |
| 02000-00 | REPAIRS | \$6,300.00 | \$5,011.00 | \$5,061.39 | \$1,238.61 | 20% |
| 04000-00 | LEASEHOLD IMPROVEMENTS | \$2,000.00 | | \$0.00 | \$2,000.00 | 100% |
| | PLANT OPER. & MAINT. TOTAL | \$93,752.00 | \$13,085.34 | \$21,470.77 | \$72,281.23 | 77% |

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUGUST | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|------------|-------------------------|---------------------|--------------------|-------------------|-------------------|----------------|
| 07 | COMMUNITY SERVICES | 01-5-07-XXXXXXXX-XX | | | | |
| 0300000-00 | MATERIALS AND SERVICES | | \$500.00 | \$0.00 | \$500.00 | 100% |
| | COMMUNITY SERVICE TOTAL | | \$500.00 | \$0.00 | \$500.00 | 100% |

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | EXPENSES AUGUST | TOTAL EXPENDED | BUDGET BALANCE | % OF BUDGET |
|----------|-------------------|--------------------|--------------------|-------------------|-------------------|----------------|
| 08 | BOARD RESERVES | 01-5-08-XXXXXXX-XX | | | | |
| 10 252 | BOARD CONTINGENCY | \$34119.00 | | \$0.00 | \$34119.00 | 100% |
| | TOTAL RESERVES | \$34119.00 | \$0.00 | \$0.00 | \$34119.00 | 100% |

BUDGET SUMMARY

| | ADOPTED BUDGET | EXPENDED OR RECEIVED | TOTAL EXPENDED/ RECEIVED | BUDGET BALANCE | % OF BUDGET |
|--------------------------------|-------------------|----------------------------|--------------------------------|-------------------|----------------|
| RESOURCES | | | | | |
| ----- | | | | | |
| REVENUE | \$856,441.00 | \$71,550.95 | \$85,905.51 | \$770,535.49 | 90% |
| REQUIREMENTS | | | | | |
| ----- | | | | | |
| INSTRUCTION | \$292,205.00 | \$15,190.68 | \$24,302.37 | \$267,902.63 | 92% |
| INSTRUCTIONAL SUPPORT SERVICES | \$171,855.00 | \$5,207.56 | \$14,604.13 | \$157,250.87 | 92% |
| STUDENT SERVICES | \$96,180.00 | \$16,433.19 | \$19,273.36 | \$76,906.64 | 80% |
| COLLEGE SUPPORT SERVICES | \$157,830.00 | \$36,036.08 | \$50,890.07 | \$106,939.93 | 68% |
| PLANT OPERATION & MAINTENANCE | \$93,752.00 | \$13,085.34 | \$21,470.77 | \$72,281.23 | 77% |
| COMMUNITY SERVICES | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100% |
| BOARD RESERVES | \$34,119.00 | \$0.00 | \$0.00 | \$34,119.00 | 100% |
| ----- | | | | | |
| CURRENT TOTAL | \$846,441.00 | \$85,952.85 | \$130,540.70 | \$715,900.30 | 85% |

FUND: RESOURCES

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

| ACCOUNT# | DESCRIPTION | ADOPTED | RECEIPTS AUG. | TOTAL RECEIVED | BUDGET BALANCE | % OF BUDGET |
|------------------------|---|-------------|------------------|-------------------|-------------------|----------------|
| 02 | RESOURCES ADULT BASIC EDUCATION | | | | | |
| 0200000-00 20000-00 | STATE SOURCES ADULT BASIC EDUCATION FUND | \$9,500.00 | | | \$9,500.00 | 100% |
| 03 | RESOURCES HOME ECONOMICS | | | | | |
| 0200000-00 20000-00 | STATE SOURCES HOME ECONOMICS FUND | \$9,008.00 | | | \$9,008.00 | 100% |
| 04 | RESOURCES SBDC | | | | | |
| 0200000-00 20000-00 | STATE SOURCES SBDC GRANT FUND | \$48,904.00 | | | \$48,904.00 | 100% |
| REVENUE TOTAL | | \$67,412.00 | \$0.00 | \$0.00 | \$67,412.00 | 100% |



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*

RESOLUTION
BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

#103

WHEREAS:

the 1986-87 budget of the Tillamook Bay Community College Service District did not predict the availability of an additional \$3,787.00 in Vocational Education Disadvantaged grant funds;

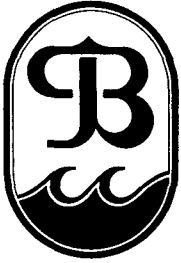
BE IT HEREBY RESOLVED:

that in accordance with ORS 294.326(2) the 1986-87 budget is increased to show the receipt and expenditure of \$3,787.00 as specified in the grant application.

Resolved this 6 day of October 1986, by the Board of Directors, Tillamook Bay Community College Service District.

Vice-Chairman, Board of Directors

President, Clerk of the Board



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*

RESOLUTION
BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

#104

WHEREAS:

the 1986-87 budget of the Tillamook Bay Community College Service District did not predict the availability of an additional \$4,402.00 in Program Improvement grant funds;

BE IT HEREBY RESOLVED:

that in accordance with ORS 294.326(2) the 1986-87 budget is increased to show the receipt and expenditure of \$4,402.00 as specified in the grant application.

Resolved this 6 day of October 1986, by the Board of Directors, Tillamook Bay Community College Service District.



Vice-Chairman, Board of Directors



President, Clerk of the Board

V. COMMITTEE REPORTS

- 1.a. SALARY SCHEDULE
- b. SALARY SCHEDULE POLICY
- c. INSURANCE POLICY

SALARY SCHEDULE 1986-87
 ADMINISTRATIVE/PROGRAM OFFICER - EXEMPT

| | ANNUAL STEP | | | | | | | | | |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| LEVEL I | | | | | | | | | | |
| monthly | \$1,115.38 | \$1,171.15 | \$1,229.71 | \$1,291.19 | \$1,355.75 | \$1,423.54 | \$1,494.72 | \$1,569.45 | \$1,647.92 | \$1,730.32 |
| annual | \$13,384.56 | \$14,053.79 | \$14,756.48 | \$15,494.30 | \$16,269.02 | \$17,082.47 | \$17,936.59 | \$18,833.42 | \$19,775.09 | \$20,763.85 |
| LEVEL II | | | | | | | | | | |
| monthly | \$1,226.92 | \$1,288.26 | \$1,352.68 | \$1,420.31 | \$1,491.33 | \$1,565.89 | \$1,644.19 | \$1,726.40 | \$1,812.72 | \$1,903.35 |
| annual | \$14,723.02 | \$15,459.17 | \$16,232.13 | \$17,043.73 | \$17,895.92 | \$18,790.71 | \$19,730.25 | \$20,716.76 | \$21,752.60 | \$22,840.23 |
| LEVEL III | | | | | | | | | | |
| monthly | \$1,349.61 | \$1,417.09 | \$1,487.94 | \$1,562.34 | \$1,640.46 | \$1,722.48 | \$1,808.61 | \$1,899.04 | \$1,993.99 | \$2,093.69 |
| annual | \$16,195.32 | \$17,005.08 | \$17,855.34 | \$18,748.10 | \$19,685.51 | \$20,669.79 | \$21,703.27 | \$22,788.44 | \$23,927.86 | \$25,124.25 |
| LEVEL IV | | | | | | | | | | |
| monthly | \$1,484.57 | \$1,558.80 | \$1,636.74 | \$1,718.58 | \$1,804.51 | \$1,894.73 | \$1,989.47 | \$2,088.94 | \$2,193.39 | \$2,303.06 |
| annual | \$17,814.85 | \$18,705.59 | \$19,640.87 | \$20,622.91 | \$21,654.06 | \$22,736.76 | \$23,873.60 | \$25,067.28 | \$26,320.65 | \$27,636.68 |
| LEVEL V | | | | | | | | | | |
| monthly | \$1,633.03 | \$1,714.68 | \$1,800.41 | \$1,890.43 | \$1,984.96 | \$2,084.20 | \$2,188.41 | \$2,297.83 | \$2,412.73 | \$2,533.36 |
| annual | \$19,596.33 | \$20,576.15 | \$21,604.96 | \$22,685.21 | \$23,819.47 | \$25,010.44 | \$26,260.96 | \$27,574.01 | \$28,952.71 | \$30,400.35 |

Administrative employee/program officer is defined by the following: (Must qualify in categories 1,2,4 and 5 and one item in 3)

- 1- Performs office or non-manual field work directly related to management policies or general business operations; and
- 2- Customarily and regularly exercises discretion and independent judgement; and
- 3- Regularly and directly assists an employee in a bona fide executive or administrative capacity; or
 - Performs specialized or technical work requiring special training, experience or knowledge under only general supervision; or
 - Executes special assignments and tasks under only general supervision; and
- 4- Devotes no more than 20% of weekly hours to work not directly or closely related to above; and
- 5- Regularly paid on a salary basis not subject to reduction for quality or quantity of work.

LEVELS I, II = ASSOCIATE DEGREE
 LEVELS III, IV, V = BACHELOR DEGREE

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
 SALARY SCHEDULE 1986-87
 PART-TIME UNCLASSIFIED EMPLOYEE

| | ANNUAL STEP | | | | | | | | | |
|----------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| LEVEL I | | | | | | | | | | |
| hourly | \$3.35 | \$3.52 | \$3.69 | \$3.88 | \$4.07 | \$4.28 | \$4.49 | \$4.71 | \$4.95 | \$5.20 |
| LEVEL II | | | | | | | | | | |
| hourly | \$3.65 | \$3.83 | \$4.02 | \$4.23 | \$4.44 | \$4.66 | \$4.89 | \$5.14 | \$5.39 | \$5.66 |

SALARY SCHEDULE - 1986-87
 CLASSIFIED EMPLOYEE

| | ANNUAL STEP | | | | | | | | | |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| LEVEL I | | | | | | | | | | |
| monthly | \$838.00 | \$879.90 | \$923.90 | \$970.09 | \$1,018.59 | \$1,069.52 | \$1,123.00 | \$1,179.15 | \$1,238.11 | \$1,300.01 |
| annual | \$10,056.00 | \$10,558.80 | \$11,086.74 | \$11,641.08 | \$12,223.13 | \$12,834.29 | \$13,476.00 | \$14,149.80 | \$14,857.29 | \$15,600.16 |
| LEVEL II | | | | | | | | | | |
| monthly | \$921.80 | \$967.89 | \$1,016.28 | \$1,067.10 | \$1,120.45 | \$1,176.48 | \$1,235.30 | \$1,297.07 | \$1,361.92 | \$1,430.01 |
| annual | \$11,061.60 | \$11,614.68 | \$12,195.41 | \$12,805.18 | \$13,445.44 | \$14,117.72 | \$14,823.60 | \$15,564.78 | \$16,343.02 | \$17,160.17 |
| LEVEL III | | | | | | | | | | |
| monthly | \$1,013.98 | \$1,064.68 | \$1,117.91 | \$1,173.81 | \$1,232.50 | \$1,294.12 | \$1,358.83 | \$1,426.77 | \$1,498.11 | \$1,573.02 |
| annual | \$12,167.76 | \$12,776.15 | \$13,414.96 | \$14,085.70 | \$14,789.99 | \$15,529.49 | \$16,305.96 | \$17,121.26 | \$17,977.32 | \$18,876.19 |

Classified employee is defined as a person hired to fill a position in the classified (support) service of the college, and who is not designated by management as an administrative employee, program officer or executive employee.

- LEVEL I = GENERAL SECRETARY
- LEVEL II = DEPARTMENTAL SECRETARY
- LEVEL III = ADMINISTRATIVE SECRETARY

SALARY SCHEDULE - 1986-87
 EXECUTIVE - EXEMPT

ANNUAL STEP

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| LEVEL I | | | | | | | | | | |
| monthly | \$1,796.33 | \$1,886.15 | \$1,980.45 | \$2,079.48 | \$2,183.45 | \$2,292.62 | \$2,407.25 | \$2,527.62 | \$2,654.00 | \$2,786.70 |
| annual | \$21,555.96 | \$22,633.76 | \$23,765.45 | \$24,953.72 | \$26,201.40 | \$27,511.47 | \$28,867.05 | \$30,331.40 | \$31,847.97 | \$33,440.37 |
| LEVEL II | | | | | | | | | | |
| monthly | \$1,975.96 | \$2,074.76 | \$2,178.50 | \$2,287.42 | \$2,401.80 | \$2,521.89 | \$2,647.98 | \$2,780.38 | \$2,919.40 | \$3,065.37 |
| annual | \$23,711.56 | \$24,897.13 | \$26,141.99 | \$27,449.09 | \$28,821.54 | \$30,262.62 | \$31,775.75 | \$33,364.54 | \$35,032.77 | \$36,784.41 |
| LEVEL III | | | | | | | | | | |
| monthly | \$2,173.56 | \$2,282.24 | \$2,396.35 | \$2,516.17 | \$2,641.97 | \$2,774.07 | \$2,912.78 | \$3,058.42 | \$3,211.34 | \$3,371.90 |
| annual | \$26,082.71 | \$27,386.85 | \$28,756.19 | \$30,194.00 | \$31,703.70 | \$33,288.88 | \$34,953.33 | \$36,700.99 | \$38,536.04 | \$40,462.85 |

Executive employee is defined by the following:
 (Must qualify in all six categories listed below)

- Management of an enterprise or a customarily recognized department or subdivision; and
- Customarily and regularly directs work of two or more employees; and
- Has authority to hire or fire employees, or whose recommendations are given particular weight; and
- Customarily and regularly exercises discretionary powers; and
- Devotes no more than 20% of weekly hours to work not closely related to above; and
- Regularly paid on a salary basis not subject to reduction for quality or quantity of work.

LEVELS I, II, III = MASTER'S DEGREE

POLICY CHANGE PROPOSAL:
9/8/86

Current:

ARTICLE 10 Pay Policies

10.1 Classified Pay Guide

10.11 The base pay schedule for full-time employees commencing June 30, 1983 shall be the current Classified Salary schedule increased at the "monthly" rate of pay for each level and step as determined by the Board. The current Classified Salary Schedule shall remain in effect until revised by the Board.

10.12 The new salary schedule at Appendix A shall be effective July 1, 1983 for all full-time and part-time employees.

First Proposed Revision:

ARTICLE 10 Pay Policies

10.1 Salary Schedule

10.11 The salary schedule for all employees exclusive of the President shall consist of the following classifications and requirements:

- a. Classified Employee (Non-Exempt) Salary Schedule
- b. Administrative/Program Officer (Exempt) Salary Schedule
- c. Executive Employee (Exempt) Salary Schedule

Exempt and non-exempt employee status are as defined herein.

10.12 The salary schedule contained in Appendix A shall be effective commencing September 8, 1986 and shall remain in effect until revised by the Board.

Second Proposed Revision:

ARTICLE 10 Pay Policies

10.1 Salary Schedule

10.11 The salary schedule for all employees exclusive of the President shall consist of the following classifications and requirements:

- a. Part-time Unclassified Employee (Non-Exempt) Salary Schedule
- b. Classified Employee (Non-Exempt) Salary Schedule
- c. Administrative/Program Officer (Exempt) Salary Schedule
- d. Executive Employee (Exempt) Salary Schedule

Exempt and non-exempt employee status are as defined herein.

10.12 The salary schedule contained in Appendix A shall be effective commencing September 8, 1986 and shall remain in effect until revised by the Board.

POLICY CHANGE PROPOSAL:
9/8/86

Current:

G. Employee Benefits - Administrator Handbook

The District shall provide free of premium cost to the administrator the following insurance coverage:

- a) \$50,000 Group Life Insurance. The policy includes double indemnity and a schedule of dismemberment benefits.
- b) Blue Cross/Clue Shield medical/hospital insurance for the administrator and all eligible dependents at a level to be determined annually.
- c) Oregon Dental Service insurance for the administrator.

Proposed:

G. Employee Benefits - Administrator Handbook

The District shall provide free of premium cost to Executive and other exempt level employees the following insurance coverage:

- a) \$50,000 or maximum permitted by pre-existing conditions, group life insurance for Executive level employees.
- b) \$25,000 or maximum permitted by pre-existing conditions, group life insurance for other exempt employees.
- c) Health insurance/medical/hospital insurance for the employee and all eligible dependents.
- d) Dental insurance for the employee.

| TYPE | COVERAGE AMOUNT | MONTHLY PREMIUM AMOUNT | YEARLY PREMIUM AMOUNT |
|--|------------------|------------------------|-----------------------|
| 3. Inland Marine | | | |
| Includes: | | | |
| Electronic Data Processing Equip | | | |
| Hardware | \$93,149 | | \$548.00 |
| Media | \$15,000 | | |
| All risk form- \$250 deductible | | | |
| Fine arts floater | \$10,000 | | \$150.00 |
| All risk form- \$100 deductible | | | |
| 4. Crime | | | |
| Public Official Bond | \$10,000 | | \$743.00 |
| Insuring Agreement 3 | | | |
| (Faithful performance) | | | |
| Broad Form Money & Securities | | | \$120.00 |
| In/out | \$1,000 | | |
| 8 days during registration | \$100,000 | | |
| 5. Garage Liability | | | \$1,129.00 |
| Garagekeepers (Direct Form) | \$35,000 | | |
| Comprehensive deductible-\$100 | | | |
| Collision deductible-\$100 | | | |
| 6. Umbrella Liability | \$1,000,000 | | \$6,184.00 |
| Coverage in excess of underlying | | | |
| policies including school errors | | | |
| and omissions form | | | |
| Following form endorsement | | | |
| 7. School Leaders Errors and Omissions | \$500,000 | | \$7,735.00 |
| GENERAL LIABILITY INSURANCE SUB-TOTAL, INCLUDING FINANCE CHARGES:..... | | | \$29,610.82 |
| 8. Group Health | \$1,000,000 | \$2,467.40 | \$29,608.80 |
| | per employee | | |
| 9. Group Dental | \$1,500 | \$491.30 | \$5,895.60 |
| | per employee | | |
| 10. Group Life | \$15,000 and | | |
| | \$50,000 per | \$118.65 | \$1,423.80 |
| | employee | | |
| 11. Group Disability | 66.6% of monthly | \$140.00 | \$1,680.00 |
| | earnings per | | |
| | employee | | |
| TOTAL..... | | | \$68,219.02 |

* Unemployment .2% of payroll

* SAIL Based on payroll

*Premium amounts based on October, 1986 data; subject to increases.