



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*

November 22, 1985

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 November 27, 1985:

The monthly meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, December 2, 1985 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-723

PUBLIC NOTICE

The monthly meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, December 2, 1985 at 7:30 p.m. at the Small Business Assistance Center, 401-B Main Street in Tillamook.



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

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Roy B. Mason II, *President*

November 24, 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 November 26, 1986 edition:

The regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, December 1, 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 legal notice, please contact me at 377-2765.

Sincerely,

Kate Ventres
Assistant to the President



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*

TILLAMOOK BAY COMMUNITY COLLEGE

BOARD OF DIRECTORS MEETING

December 1, 1986

Small Business Assistance Center Board Room

AGENDA

<u>ITEM</u>	<u>PAGES</u>
I Adoption of Agenda	
II Approval of Minutes	
-November 3 Board Meeting	II-1 thru II-3
-November 3 Personnel Committee Meeting	II-4
III Budget Report - will be distributed Monday evening	III-1 thru III-15
IV Committee Reports	
Personnel	
- Personnel Policy #1.1 Second Reading	IV-1 thru IV-4
V Kellogg Fellowship	V-1
VI Strategic Planning	
VII Legislative Updates - What they mean to TBCC	
- Plant Maintenance	
- Instructional Equipment	
- Construction Assistance	
- SBDC	
- Targeted Training	
VIII FOCI Conference	
IX CIS - Local Distributor	

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE S.D.
REGULAR MEETING OF THE BOARD OF DIRECTORS
DECEMBER 1, 1986
7:30 p.m.

MEMBERS PRESENT Lew Forster, Wayne Jensen, Dick Larsen, Laurie Mulder,
Dale Walters.

MEMBERS ABSENT Eva Noble (excused), Elwood Stait (excused).

STAFF PRESENT Roy Mason, President; Jerry Hallberg, Associate Dean of
Instruction; Kate Ventres, Administrative Assistant.

CALL TO ORDER The meeting was called to order at 7:30 p.m. by Chairman
Dick Larsen.

I. ADOPTION OF
AGENDA Dick Larsen declared that the agenda be adopted as
presented.

II. APPROVAL OF
MINUTES Dick Larsen declared that the November meeting minutes
and the Personnel Committee meeting minutes be approved
as presented. Dick Larsen also expressed his regrets
that the WINNERS project grant was not selected for
funding.

III. BUDGET REPORT President Mason reported no unusual revenues or
expenditures. The budget format which will integrate
grant funds into the general ledger is not yet
complete. Prior years' taxes, county timber taxes, and
interest income are all exceeding the adopted budget
amounts. Tuition appears to be down, but some tuition
monies are still forthcoming. Rental income is up due
to increased usage of the auditorium. Dick Larsen
commended Larry Klingler and the Tillamook Campus
personnel on their attention to the groups that use this
facility, based on his recent experience there.

IV. COMMITTEE
REPORTS Personnel: The second reading of personnel policy #1.1
took place. Wayne Jensen moved to adopt revised
personnel policy #1.1 as presented. Second - Laurie
Mulder. Motion carried 5/0.

MOTION

V. KELLOGG
FELLOWSHIP President Mason requested permission from the Board to
apply for the 1987 Kellogg Fellowship program. The
three-year program is designed to assist future leaders
in developing skills and competencies which transcend
traditional disciplinary and professional methods of
addressing problems. Fellows spend approximately 25
percent of their time on Fellowship-related activities,
including a self-designed learning plan for personal and
professional development. President Mason explained
that his learning plan involves a Japanese cultural
exchange program and strengthening of the "East-West"
connection. President Mason indicated that nomination
from the Board is necessary for approval of the 25
percent release time for the three year duration of the
program, and that if accepted, the program would

substitute for his year-long sabbatical.

MOTION

Laurie Mulder moved to nominate President Mason for the 1987 Kellogg Fellowship program, and that if accepted, the program will substitute for his year-long sabbatical. Second - Dale Walters. Motion carried 5/0.

Dick Larsen requested that this agreement be made in writing if President Mason is accepted as a Fellow.

VI. STRATEGIC
PLANNING UPDATE

President Mason reported that meetings with Mike Holland at the Department of Education indicated support of our long-term plans for accreditation. Meetings with Bob Hamill as well as planning sessions with Donna Warren will commence in January. One item to be included is District-wide vocational planning.

VII. LEGISLATIVE
UPDATE

President Mason reported on the following proposals to be presented at the legislative session which begins in January:

Plant Maintenance: Requests for funds will be based on state FTE rates and would require no matching funds. An allocation of \$18,000 for TBCC would pave the parking lot at the Tillamook campus and provide a centralized heating system for the building.

Instructional Equipment: Purchase of new office and business computer instructional equipment would require a 35% match for the \$130,000 requested for TBCC.

Construction Assistance: TBCC is second on the list for available funds and are allowed to request equipment in lieu of construction. A 35% match is required for the \$70,000 anticipated allotment.

SBDC: The Network is requesting three million dollars, of which our Center would receive a minimum of \$60,000, without the requirement of matching funds.

Targeted Training: Funds would be available to each community college for training programs to assist new industry and economic growth.

Dick Larsen inquired as to the status of these requests. President Mason explained that all are sponsored by OCCA and the Oregon Department of Education, and were sent to Governor Atiyeh in the DOE budget request.

Laurie Mulder reported that as part of the group that met with Governor Atiyeh, many of their suggestions were met with favorably.

Discussion followed regarding the EDNET proposal and the future of EDNET in Tillamook County.

VIII. FOCI
CONFERENCE

President Mason encouraged Board members to attend the Focus on College Issues conference on February 27 & 28, 1987 at Mt. Hood Community College. President Mason was involved in the planning of the conference as part of his marketing role with OCCA. The focus of the conference is: "Marketing on Purpose - Positioning Community Colleges for the Future". Attendance will be limited to 200.

IX. CIS - LOCAL
DISTRIBUTOR

President Mason reported that TBCC has agreed to act as the local distributor for the Career Information System. Our responsibility will include loading and updating disks and providing yearly training sessions for local school districts that use this system. In return, CIS will offer TBCC discounts in the operation of our own system. Future plans include training sessions for the public.

ANNOUNCEMENTS

Jerry Hallberg announced that the Winter term schedule will be available on Wednesday, December 3. He also reported that the evening hours at the Tillamook campus have been well received by students.

President Mason reported that the Council for Economic Development sponsored their regional workshop at the Tillamook Campus auditorium on November 18. Generated from the meeting was an economic agenda to be presented to Governor Goldschmidt.

NEXT MEETING

Monday, January 5, 1987 at 7:30 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Roy B. Mason
Clerk

GENERAL FUND: RESOURCES

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS OCT.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	RESOURCES 01-4-01-XXXXXXX-XX					
0200000-00	STATE SOURCES					
10000-00	STATE AID OPERATION	\$260,396.00	\$70,093.00	\$147,802.00	\$112,594.00	43%
0300000-00	LOCAL SOURCES					
10000 00	CURRENT TAXES	\$356,545.00		\$19,152.45	\$337,392.55	95%
20000-00	PRIOR YEARS TAXES	\$18,000.00	\$3,691.81	\$11,753.41	\$6,246.59	35%
30000-00	COUNTY TIMBER REVENUE	\$50,000.00	\$13,042.67	\$33,121.21	\$16,878.79	34%
0400000-00	TUITION AND FEES					
10000-00	TUITION	\$105,000.00	\$6,753.50	\$24,280.42	\$80,719.58	77%
20000-00	FEES	\$2,500.00	\$335.00	\$734.00	\$1,766.00	71%
0500000-00	OTHER REVENUE					
10000-00	SALE OF GOODS/SERVICES	\$4,000.00	\$570.00	\$1,377.40	\$2,622.60	66%
20000-00	INTEREST INCOME	\$8,000.00	\$898.02	\$1,340.39	\$6,659.61	83%
30000-00	RENTAL INCOME	\$2,000.00	\$785.00	\$1,300.00	\$700.00	35%
40000-00	AVAILABLE CASH ON HAND	\$50,000.00		\$0.00	\$50,000.00	100%
REVENUE TOTAL		\$856,441.00	\$96,169.00	\$240,861.28	\$615,579.72	72%

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
02	INSTRUCTION	01-5-02-XXXXXXX-XX				
0100000-00	PERSONAL SERVICES					
44200-00	INSTRUCTIONAL PERSONNEL/TBCC	\$19,000.00	\$4,282.08	\$13,281.07	\$5,718.93	30%
44200-04	INSTRUCTIONAL-SBAC	\$16,605.00		\$0.00	\$16,605.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$12,000.00	\$1,366.02	\$3,673.49	\$8,326.51	69%
0200000-04	OTHER PAYROLL EXPENSES-SBAC	\$3,000.00		\$0.00	\$3,000.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$4,950.00	\$81.45	\$3,224.81	\$1,725.19	35%
01000-06	SUPPLIES-TRAILBREAKER	\$1,050.00		\$0.00	\$1,050.00	100%
02000-00	TRAVEL	\$800.00	\$79.20	\$574.30	\$225.70	28%
02000-06	TRAVEL-TRAILBREAKER	\$200.00		\$0.00	\$200.00	100%
10000-00	EQUIPMENT RENTAL	\$600.00	\$100.00	\$418.50	\$181.50	30%
44200-00	INSTRUCTIONAL CONTRACT/PCC	\$145,000.00		\$0.00	\$145,000.00	100%
14000-00	INSTRUCTIONAL CONTRACT	\$69,000.00		\$4,680.10	\$64,319.90	93%
17000-00	MATERIALS FOR RESALE	\$3,000.00	\$978.66	\$1,146.08	\$1,853.92	62%
0400000-00	CAPITAL EQUIPMENT	\$6,000.00	\$368.95	\$4,223.60	\$1,776.40	30%
0400000-02	CAPITAL EQUIPMENT-ABC	\$0.00		\$0.00	\$0.00	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	\$2,159.95	\$5,939.45	\$60.55	1%
02000-00	REPLACEMENT	\$3,000.00		\$0.00	\$3,000.00	100%
	INSTRUCTIONAL TOTAL	\$292,205.00	\$9,416.31	\$37,161.40	\$255,043.60	87%

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
03	INSTRUCTIONAL SUPPORT SERVICES 01-5-03-XXXX					
0100000-00	PERSONAL SERVICES					
12100-00	ASSOCIATE DEAN	\$25,864.00	\$2,178.50	\$8,714.00	\$17,150.00	66%
12100-06	ASSOC. DEAN-TRAILBREAKER	\$636.00		\$0.00	\$636.00	100%
11200-00	DIRECTOR SP.INST. PROG.	\$17,500.00	\$1,376.29	\$4,569.77	\$12,930.23	74%
11500-02	DIRECTOR-ABE	\$1,410.00		\$0.00	\$1,410.00	100%
11200-06	DIR. SP.INST.-TRAILBREAKER	\$500.00		\$0.00	\$500.00	100%
21100-00	ADMIN. ASST	\$17,500.00	\$1,457.00	\$5,828.00	\$11,672.00	67%
31100-00	INSTRUCTIONAL SECRETARY	\$11,800.00	\$1,067.10	\$3,971.10	\$7,828.90	66%
31100-06	INST.SEC.-TRAILBREAKER	\$1,000.00		\$0.00	\$1,000.00	100%
44100-00	OUTREACH COORDINATORS	\$4,000.00	\$1,600.00	\$1,600.00	\$2,400.00	60%
0200000-00	OTHER PAYROLL EXPENSES	\$23,429.00	\$3,034.59	\$9,997.51	\$13,431.49	57%
0200000-02	OTHER PAYROLL EXPENSES-ABE	\$3,275.00		\$137.42	\$3,137.58	96%
0200000-04	OTHER PAYROLL EXPENSES-SBAC	\$7,745.00	\$220.44	\$220.44	\$7,524.56	97%
0200000-06	OTHER PAY. EXP.-TRAILBREAKER	\$2,446.00		\$0.00	\$2,446.00	100%
	INST. SUPPORT SUB-TOTAL	\$117,105.00	\$10,933.92	\$35,038.24	\$82,066.76	70%

CONTINUED

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$1,685.00	\$787.22	\$1,964.59	(\$279.59)	-17%
01000-02	SUPPLIES-ABE	\$1,015.00		\$0.00	\$1,015.00	100%
01000-03	SUPPLIES-HOME ECONOMICS	\$800.00	\$42.00	\$42.00	\$758.00	95%
01000-04	SUPPLIES-SBAC	\$1,750.00	\$213.36	\$564.70	\$1,185.30	68%
01000-06	SUPPLIES-TRAILBREAKER	\$500.00		\$0.00	\$500.00	100%
02000-00	TRAVEL	\$2,040.00	\$600.51	\$1,063.00	\$977.00	48%
02000-02	TRAVEL-ABE	\$500.00		\$0.00	\$500.00	100%
02000-03	TRAVEL-HOME ECONOMICS	\$600.00	\$64.00	\$64.00	\$536.00	89%
02000-04	TRAVEL-SBAC	\$1,000.00		\$37.20	\$962.80	96%
02000-06	TRAVEL-TRAILBREAKER	\$360.00		\$0.00	\$360.00	100%
03000-00	TELEPHONE	\$2,060.00	\$1,158.31	\$1,676.30	\$383.70	19%
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	\$203.37	\$438.67	\$1,561.33	78%
02000-06	TELEPHONE-TRAILBREAKER	\$940.00		\$0.00	\$940.00	100%
04000-00	POSTAGE	\$2,250.00	\$253.00	\$1,336.67	\$913.33	41%
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	\$1.25	\$1.25	\$498.75	100%
05200-00	ADVERTISING	\$4,200.00	\$387.10	\$979.52	\$3,220.48	77%
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	\$7,500.00	\$2,145.00	\$2,145.00	\$5,355.00	71%
05201-06	SCHEDULE PROD.-TRAILBREAKER	\$500.00		\$0.00	\$500.00	100%
05202-00	PRINTING	\$1,200.00	\$1,010.45	\$1,424.55	(\$224.55)	-19%
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		\$599.65	\$900.35	60%
09000-00	TEXTBOOKS	\$12,000.00	\$1,843.70	\$4,602.13	\$7,397.87	62%
15000-00	STAFF DEVELOPMENT	\$1,650.00	\$110.33	\$1,567.00	\$83.00	5%
15000-02	STAFF DEVELOPMENT-ABE	\$350.00		\$135.75	\$214.25	61%
19000-00	MISCELLANEOUS	\$2,000.00	\$145.99	\$253.30	\$1,746.70	87%
0400000-00	CAPITAL EQUIPMENT	\$3,000.00	\$2,150.00	\$3,842.47	(\$842.47)	-28%
INSTRUCTIONAL SUPPORT PAGE 2		\$54,750.00	\$11,115.59	\$22,737.75	\$32,012.25	58%

GENERAL FUND: REQUIREMENTS

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
03	INSTRUCTIONAL SUPPORT SERVICES01-5-03-XXXXXXX-XX					
	INST. SUP. PAGE 1 TOTAL	\$117,105.00	\$10,933.92	\$35,038.24	\$79,620.76	69%
	INST. SUP. PAGE 2 TOTAL	\$54,750.00	\$11,115.59	\$22,737.75	\$34,312.25	60%
	DEPARTMENT TOTAL	\$171,855.00	\$22,049.51	\$57,775.99	\$113,933.01	66%

GENERAL FUND: REQUIREMENTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
04	STUDENT SERVICES	01-5-04-XXXXXXXX-XX				
0100000-00	PERSONAL SERVICES					
12200-00	ASSOCIATE DEAN	\$17,892.00	\$2,353.00	\$9,412.00	\$8,480.00	47%
12200-06	ASSOC. DEAN-PRO. DIR.-TRAILBREAKER	\$10,958.00		\$0.00	\$10,958.00	100%
32200-00	ADMISSIONS SECRETARY	\$12,520.00	\$1,235.30	\$4,763.30	\$7,756.70	62%
32200-00	ADM. SEC. TRAILBREAKER	\$1,600.00		\$0.00	\$1,600.00	100%
32300-00	STUDENT SERVICES SECRETARY	\$13,230.00	\$1,235.00	\$4,964.05	\$8,265.95	62%
32400-06	ST. SER. SEC. TRAILBREAKER	\$1,600.00		\$0.00	\$1,600.00	100%
42000-00	STUDENT WORK STUDY	\$4,000.00		\$0.00	\$4,000.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$19,303.00	\$2,967.91	\$6,631.74	\$12,671.26	66%
0200000-06	OTHER PAY. EXPENSE-TRAIL.	\$4,927.00		\$0.00	\$4,927.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$1,400.00	\$271.15	\$557.79	\$842.21	60%
02000-00	TRAVEL	\$1,000.00	\$249.70	\$249.70	\$750.30	75%
03000-00	TELEPHONE	\$3,000.00	\$666.66	\$921.04	\$2,078.96	69%
04000-00	POSTAGE	\$1,150.00	\$117.30	\$137.85	\$1,012.15	88%
01500-00	STAFF DEVELOPMENT	\$1,000.00	\$7.67	\$7.67	\$992.33	99%
0400000-00	CAPITAL EQUIPMENT	\$2,600.00		\$1,500.00	\$1,100.00	42%
	STUDENT SERVICES TOTAL	\$96,180.00	\$9,103.69	\$29,145.14	\$67,034.86	70%

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
05	COLLEGE SUPPORT SERVICES	01-5-05-XXXXXXX-XX				
0100000-00	PERSONAL SERVICES					
14100-00	PRESIDENT	\$41,096.00	\$4,483.33	\$16,133.32	\$24,962.68	61%
14100-06	PRESIDENT-TRAILBREAKER	\$1,954.00		\$0.00	\$1,954.00	100%
22000-00	PROGRAM OFFICER/BUSINESS	\$16,634.00	\$1,602.00	\$6,408.00	\$10,226.00	61%
22100-06	PRO.OFF./BUS.-TRAILBREAKER	\$1,636.00		\$0.00	\$1,636.00	100%
21000-00	ADMINISTRATIVE ASSISTANT	\$13,399.00	\$1,388.67	\$5,554.68	\$7,844.32	59%
21000-06	AD.ASSIT.COUNSELOR-T.B.	\$2,391.00		\$0.00	\$2,391.00	100%
41000-00	PART-TIME	\$10,913.00	\$1,796.72	\$3,886.72	\$7,026.28	64%
41000-02	PART-TIME-ABE	\$300.00		\$0.00	\$300.00	100%
41000-04	PART-TIME-SBAC	\$800.00		\$0.00	\$800.00	100%
41000-06	PART-TIME-TRAILBREAKER	\$477.00		\$0.00	\$477.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$28,688.00	\$3,651.92	\$9,261.05	\$19,426.95	68%
0200000-02	OTHER PAYROLL EXPENSES-ABE	\$50.00		\$0.00	\$50.00	100%
0200000-04	OTHER PAYROLL EXPENSES-SBAC	\$100.00		\$0.00	\$100.00	100%
0200000-06	OTHER PAYROLL EXPENSES-T.B.	\$837.00		\$0.00	\$837.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$3,300.00	\$585.13	\$1,586.69	\$1,713.31	52%
02000-00	TRAVEL	\$5,200.00	\$1,284.77	\$2,587.14	\$2,612.86	50%
03000-00	TELEPHONE	\$3,300.00	\$87.65	\$309.40	\$2,990.60	91%
04000-00	POSTAGE	\$400.00	\$158.00	\$206.47	\$193.53	48%
06102-00	AUDITING	\$4,000.00	\$177.00	\$177.00	\$3,823.00	96%
06103-00	LEGAL	\$2,400.00	\$658.00	\$965.00	\$1,435.00	60%
06104-00	INSURANCE	\$30,000.00	\$6,116.08	\$17,503.03	\$12,496.97	42%
06105-00	ASSOCIATION MEMBERSHIP	\$9,000.00	\$1,412.00	\$5,844.45	\$3,155.55	35%
07000-00	PUBLICATIONS	\$1,000.00	\$172.12	\$466.39	\$533.61	53%
15000-00	STAFF DEVELOPMENT	\$1,000.00	\$307.95	\$807.03	\$192.97	19%
16100-00	MEETING EXPENSES	\$800.00	\$17.28	\$42.82	\$757.18	95%
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%
0400000-00	CAPITAL EQUIPMENT	\$4,000.00		\$7,729.99	(\$3,729.99)	-93%
COLLEGE SUPPORT TOTAL		\$189,675.00	\$23,898.62	\$79,469.18	\$110,205.82	58%

GENERAL FUND: REQUIREMENTS

1985-86

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
06	PLANT OPERATION & MAINTENANCE 01-5-06-XXXX					
010000-00	PERSONAL SERVICES					
31200-00	JANITOR	\$12,835.00	\$1,069.52	\$4,126.52	\$8,708.48	68%
020000-00	OTHER PAYROLL EXPENSES	\$6,200.00	\$912.68	\$2,154.08	\$4,045.92	65%
030000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$3,000.00	\$1,050.49	\$1,893.55	\$1,106.45	37%
06200-00	OTHER CONTRACTED SERVICES	\$7,217.00	\$630.00	\$2,520.00	\$4,697.00	65%
11000-04	OFFICE RENTAL-SBAC	\$800.00		\$0.00	\$800.00	100%
11000-06	OFFICE RENTAL-TRAILBREAKER	\$2,400.00		\$0.00	\$2,400.00	100%
12000-00	CLASSROOM RENTAL	\$38,000.00	\$3,980.00	\$16,780.00	\$21,220.00	56%
12000-04	CLASSROOM RENTAL-SBAC	\$800.00		\$0.00	\$800.00	100%
20000-00	PROPERTY TAX	\$5,000.00		\$0.00	\$5,000.00	100%
040000-00	CAPITAL EQUIPMENT	\$2,000.00	\$556.78	\$556.78	\$1,443.22	72%
070000-00	PHYSICAL PLANT					
01000-00	UTILITIES	\$6,200.00	\$796.56	\$1,647.73	\$4,552.27	73%
01000-06	UTILITIES-TRAILBREAKER	\$1,000.00		\$0.00	\$1,000.00	100%
02000-00	REPAIRS	\$6,300.00	\$48.50	\$5,109.89	\$1,190.11	19%
04000-00	LEASEHOLD IMPROVEMENTS	\$2,000.00		\$0.00	\$2,000.00	100%
	PLANT OPER. & MAINT. TOTAL	\$93,752.00	\$9,044.53	\$34,788.55	\$58,963.45	63%

GENERAL FUND: REQUIREMENTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
07	COMMUNITY SERVICES	01-5-07-XXXX				
0300000-00	MATERIALS AND SERVICES	\$500.00	\$275.35	\$275.35	\$224.65	45%
	COMMUNITY SERVICE TOTAL	\$500.00	\$275.35	\$275.35	\$224.65	45%

GENERAL FUND: REQUIREMENTS

1985-86 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
08	BOARD RESERVES	01-5-08-XXXXXXXX-XX				
0801000-00	BOARD CONTINGENCY		\$12,119.00	\$0.00	\$12,119.00	100%
	TOTAL RESERVES		\$12,119.00	\$0.00	\$12,119.00	100%

BUDGET SUMMARY

	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
<u>RESOURCES</u>					
REVENUE	\$856,441.00	\$96,169.00	\$240,861.28	\$615,579.72	72%
<u>REQUIREMENTS</u>					
INSTRUCTION	\$292,205.00	\$9,416.31	\$37,161.40	\$255,043.60	87%
INSTRUCTIONAL SUPPORT SERVICES	\$171,855.00	\$5,207.56	\$14,604.13	\$157,250.87	92%
STUDENT SERVICES	\$96,180.00	\$9,103.69	\$29,145.14	\$67,034.86	70%
COLLEGE SUPPORT SERVICES	\$189,675.00	\$23,898.62	\$79,469.18	\$110,205.82	58%
PLANT OPERATION & MAINTENANCE	\$93,752.00	\$9,044.53	\$34,788.55	\$58,963.45	63%
COMMUNITY SERVICES	\$500.00	\$275.35	\$275.35	\$224.65	45%
BOARD RESERVES	\$12,119.00	\$0.00	\$0.00	\$12,119.00	100%
<hr/>					
CURRENT TOTAL	\$856,286.00	\$56,946.06	\$195,443.75	\$660,842.25	77%

FUND: RESOURCES - GRANTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS OCTOBER	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
02	RESOURCES ADULT BASIC EDUCATION	02-4-01-XXXXXXX-XX				
020000-00	STATE SOURCES					
20000-00	ADULT BASIC EDUCATION FUND	\$9,500.00		\$0.00	\$9,500.00	100%
03	RESOURCES HOME ECONOMICS	03-4-01-XXXXXXX-XX				
020000-00	STATE SOURCES					
20000-00	HOME ECONOMICS FUND	\$9,008.00		\$0.00	\$9,008.00	100%
	RESOURCES SBDC PROGRAM	00-4-01-XXXXXXX-XX				
010000-00	FEDERAL SOURCES					
20000-00	SBDC GRANT - FEDERAL	\$17,864.00		\$0.00	\$17,864.00	100%
020000-00	STATE SOURCES					
20000-00	SBDC GRANT - STATE	\$12,280.00		\$0.00	\$12,280.00	100%
20000-00	LOTTERY GRANT	\$33,873.13		\$0.00	\$33,873.13	100%
06	RESOURCES TRAILBREAKER	06-4-01-XXXXXXX-XX				
020000-00	STATE SOURCES					
20000-00	TRAILBREAKER FUND 1985-86	\$14,178.69		\$0.00	\$14,178.69	100%
20000-00	TRAILBREAKER FUND 1986-87	\$60,000.00		\$0.00	\$60,000.00	100%
	REVENUE TOTAL - GRANTS	\$156,703.82		\$0.00	\$156,703.82	100%

FUND: 02 ADULT BASIC EDUCATION

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSE OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
02-5-XX-XXXXXXXX-XX						
03 0100000-00 11500-00	INSTRUCTIONAL SUPPORT PERSONAL SERVICES DIRECTOR	\$5,355.00	\$563.75	\$1,691.25	\$3,663.75	68%
02 0300000-00 01000-00	INSTRUCTION MATERIALS AND SERVICES SUPPLIES	\$645.00	(\$40.00)	(\$46.82)	\$691.82	107%
03 0300000-00 02000-00	INSTRUCTIONAL SUPPORT MATERIALS AND SERVICES TRAVEL	\$500.00	\$119.20	\$155.20	\$344.80	69%
04 05000-00	STUDENT SERVICES STUDENT SUPPORT SER.	\$3,000.00		\$0.00	\$3,000.00	100%
ABE GRANT TOTAL		\$9,500.00	\$642.95	\$1,799.63	\$7,700.37	81%

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSE OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	01-5-XX-XXXXXXX-02	GENERAL FUND EXPENSE FOR ABE GRANT				
02	INSTRUCTION					
0100000-00	PERSONAL SERVICES					
44200-02	INSTRUCTIONAL	\$8,640.00		\$0.00	\$8,640.00	100%
0200000-02	OTHER PAYROLL EXPENSES	\$1,000.00		\$0.00	\$1,000.00	100%
05	COLLEGE SUPPORT SERVICES					
0100000-00	PERSONAL SERVICES					
44000-02	PART-TIME	\$300.00		\$0.00	\$300.00	100%
0200000-02	OTHER PAYROLL EXPENSES	\$50.00		\$0.00	\$50.00	100%
03	INSTRUCTIONAL SUPPORT					
0100000-00	PERSONAL SERVICES					
11500-02	DIRECTOR	\$1,410.00		\$0.00	\$1,410.00	100%
0200000-02	OTHER PAYROLL EXPENSES	\$2,225.00		\$0.00	\$2,225.00	100%
03	INSTRUCTIONAL SUPPORT					
0300000-00	MATERIALS AND SERVICES					
01000-02	SUPPLIES	\$1,015.00		\$0.00	\$1,015.00	100%
02000-02	TRAVEL	\$500.00		\$0.00	\$500.00	100%
03000-02	TELEPHONE	\$300.00		\$0.00	\$300.00	100%
04000-02	POSTAGE	\$100.00		\$0.00	\$100.00	100%
05202-02	PRINTING	\$300.00		\$0.00	\$300.00	100%
15000-02	STAFF DEVELOPMENT	\$350.00		\$0.00	\$350.00	100%
02	INSTRUCTION					
0400000-02	CAPITAL EQUIPMENT	\$2,000.00		\$0.00	\$2,000.00	100%
04	STUDENT SERVICES					
0500000-02	STUDENT SUPPORT SER.	\$3,000.00		\$0.00	\$3,000.00	100%
	GENERAL FUND TOTAL	\$21,190.00	\$0.00	\$0.00	\$21,190.00	100%
	ABE GRANT FUND TOTAL	\$9,500.00	\$642.95	\$1,799.63	\$7,700.37	81%
	UNRECORDED TOTAL	\$30,690.00	\$642.95	\$1,799.63	\$28,890.37	94%

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	03-5-XX-XXXXXXX-XX					
02 0100000-00 44200-00	INSTRUCTION PERSONAL SERVICES INSTRCTIONAL	\$2,326.00	\$750.00	\$750.00	\$1,576.00	68%
0200000-00	OTHER PAYROLL EXPENSES	\$600.00	\$53.63	\$53.63	\$546.37	91%
03 0100000-00 44200-00	INSTRUCTIONAL SUPPORT PERSONAL SERVICES DIRECTOR	\$4,232.00		\$0.00	\$4,232.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$1,850.00		\$0.00	\$1,850.00	100%
	GRANT TOTAL	\$9,008.00	\$803.63	\$803.63	\$8,204.37	91%

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	01-5-XX-XXXXXXX-03	GENERAL FUND EXPENSE				
02	INSTRUCTION					
0100000-03	PERSONAL SERVICES					
44200-03	INSTRUCTIONAL	\$4,000.00		\$0.00	\$4,000.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$300.00		\$0.00	\$300.00	100%
03	INSTRUCTIONAL SUPPORT					
0300000-03	MATERIALS AND SERVICES					
01000-03	SUPPLIES	\$800.00	\$42.00	\$42.00	\$758.00	95%
02000-03	TRAVEL	\$600.00	\$64.00	\$64.00	\$536.00	89%
03000-03	TELEPHONE	\$200.00		\$0.00	\$200.00	100%
04000-03	POSTAGE	\$150.00		\$0.00	\$150.00	100%
05200-03	ADVERTISING	\$400.00		\$0.00	\$400.00	100%
18000-00	INDIRECT COSTS	\$3,450.00		\$0.00	\$3,450.00	100%
	GENERAL FUND TOTAL	\$9,900.00	\$106.00	\$106.00	\$9,794.00	99%
	HOME EC. GRANT FUND TOTAL	\$7,008.00	\$803.63	\$803.63	\$8,204.37	91%
	PROGRAM TOTAL	\$18,908.00	\$909.63	\$909.63	\$17,998.37	95%

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
06-5-XX-XXXXXXX-XX						
02	INSTRUCTION					
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$525.00		\$0.00	\$525.00	100%
02000-00	TRAVEL	\$800.00		\$0.00	\$800.00	100%
44200-00	INSTRUCTIONAL CONTRACT/PCC	\$9,480.00		\$0.00	\$9,480.00	100%
03	INSTRUCTIONAL SUPPORT SERVICES					
0100000-00	PERSONAL SERVICES					
44000-00	PROJECT SPECIALIST	\$3,500.00	\$700.00	\$700.00	\$2,800.00	80%
44000-00	PROJECT SECRETARY	\$6,552.00	\$1,759.80	\$1,759.80	\$4,792.20	73%
0200000-00	OTHER PAYROLL EXPENSES	\$3,505.00		\$0.00	\$3,505.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$250.00		\$0.00	\$250.00	100%
02000-00	TRAVEL	\$694.00	\$125.94	\$125.94	\$568.06	82%
03000-00	TELEPHONE	\$1,000.00	\$64.86	\$64.86	\$935.14	94%
05200-00	ADVERTISING	\$155.00		\$0.00	\$155.00	100%
04	STUDENT SERVICES					
0100000-00	PERSONAL SERVICES					
44000-00	PROJECT ASSISTANT	\$3,018.00		\$0.00	\$3,018.00	100%
0500000-00	OTHER PAYROLL EXPENSES	\$1,056.00		\$0.00	\$1,056.00	100%
0300000-00	STUDENT SUPPORT SERVICES	\$25,521.00	\$4,087.17	\$4,087.17	\$21,433.83	84%
05	COLLEGE SUPPORT SERVICES					
0100000-00	PERSONAL SERVICES					
21000-00	ADM. ASST.-CAREER DEV. SPEC.	\$2,319.00				
0200000-00	OTHER PAYROLL EXPENSES	\$825.00				
06	PLANT OPERATION & MAINTENANCE					
01700000-00	PHYSICAL PLANT					
01000-00	UTILITIES	\$800.00		\$0.00	\$800.00	100%
GRANT TOTAL		\$60,000.00	\$6,737.77	\$6,737.77	\$53,262.23	89%

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
		06-5-XX-XXXXX-XX	GENERAL FUND EXPENSE			
02	INSTRUCTION					
0300000-00	MATERIALS AND SERVICES					
01000-06	SUPPLIES		\$1,050.00	\$0.00	\$1,050.00	100%
02000-06	TRAVEL		\$200.00	\$0.00	\$200.00	100%
44200-00	INSTRUCTIONAL CONTRACT/PCC		\$5,878.00	\$0.00	\$5,878.00	
03	INSTRUCTIONAL SUPPORT SERVICES					
0100000-00	PERSONAL SERVICES					
12100-06	ASSOCIATE DEAN		\$636.00	\$0.00	\$636.00	100%
11200-06	DIRECTOR SP. INST. PROG.		\$500.00	\$0.00	\$500.00	100%
31100 06	INSTRUCTIONAL SECRETARY		\$1,000.00	\$0.00	\$1,000.00	100%
0200000-06	OTHER PAYROLL EXPENSES		\$517.00	\$0.00	\$517.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-06	SUPPLIES		\$500.00	\$0.00	\$500.00	100%
02000-06	TRAVEL		\$360.00	\$0.00	\$360.00	100%
03000-06	TELEPHONE		\$940.00	\$0.00	\$940.00	100%
05201-06	SCHEDULE PRODUCTION		\$500.00	\$0.00	\$500.00	100%
04	STUDENT SERVICES					
0100000-00	PERSONAL SERVICES					
44000-06	PROJ. DIR. ST. SER. ASSOC. DEAN		\$10,958.00	\$0.00	\$10,958.00	100%
32300-06	STUDENT SERVICES SECRETARY		\$1,600.00	\$0.00	\$1,600.00	100%
32200-06	ADMISSIONS SECRETARY		\$1,600.00	\$0.00	\$1,600.00	100%
11301-06	DIR. SBDC - CONSULTANT-BUSINESS		\$770.00	\$0.00	\$770.00	100%
0200000-06	OTHER PAYROLL EXPENSES		\$4,927.00	\$0.00	\$4,927.00	100%
0500000-06	STUDENT SUPPORT SERVICES		\$6,950.00	\$0.00	\$6,950.00	100%
TOTAL PAGE 2			\$38,886.00	\$0.00	\$38,886.00	100%

ACCOUNT #	DESCRIPTION	ADOPTED	EXPENSES SEPTEMBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
05	COLLEGE SUPPORT					
0100000-00	PERSONAL SERVICES					
14100-06	PRESIDENT	\$1,954.00		\$0.00	\$1,954.00	100%
22000-06	PROGRAM OFFICER/BUSINESS	\$1,636.00		\$0.00	\$1,636.00	100%
21000-06	ADMIN. ASS. - COUNSELOR	\$2,391.00		\$0.00	\$2,391.00	100%
41000-06	PART-TIME	\$477.00		\$0.00	\$477.00	100%
0200000-06	OTHER PAYROLL EXPENSES	\$837.00		\$0.00	\$837.00	100%
06	PLANT OPERATION & MAINTENANCE					
0300000-00	MATERIALS AND SERVICES					
11000-06	OFFICE RENTAL	\$2,400.00		\$0.00	\$2,400.00	100%
0700000-00	PHYSICAL PLANT					
01000-06	UTILITIES	\$1,000.00		\$0.00	\$1,000.00	100%
TOTAL PAGE 3		\$10,695.00		\$0.00	\$10,695.00	100%
PAGE 1 GRANT TOTAL		\$60,000.00	\$4,277.97	\$4,277.97	\$55,722.03	93%
PAGE 2 GENERAL FUND TOTAL		\$38,886.00		\$0.00	\$38,886.00	100%
PAGE 3 GENERAL FUND TOTAL		\$10,695.00		\$0.00	\$8,162.50	100%
PROGRAM TOTAL		\$109,581.00		\$4,277.97	\$102,770.53	100%

FUND: 04-STATE GRANT

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSE OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
04-5-XX-XXXXXXX-XX - SBDC						
03	INSTRUCTIONAL SUPPORT					
100000-00	PERSONAL SERVICES					
11301-00	DIRECTOR	\$6,000.00		\$0.00	\$6,000.00	100%
32201-00	PROGRAM ASSISTANT	\$3,000.00		\$0.00	\$3,000.00	100%
700000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$280.00		\$0.00	\$280.00	100%
12000-00	CLASSROOM RENTAL	\$3,000.00		\$0.00	\$3,000.00	100%
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	STATE TOTAL	\$12,280.00		\$0.00	\$12,280.00	100%

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSE OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
08-5-XX-XXXXXXX-XX - SBDC						
05	COLLEGE SUPPORT					
0100000-00	PERSONAL SERVICES					
	SALARIES	\$3,573.07		\$0.00	\$3,573.07	100%
41000-00	PART-TIME	\$800.00		\$0.00	\$800.00	100%
0200000-00	OTHER PAYROLL EXPENSES	\$1,269.00		\$0.00	\$1,269.00	100%
0300000-00	MATERIALS AND SERVICES					
01000-00	SUPPLIES	\$400.00		\$0.00	\$400.00	100%
02000-00	TRAVEL	\$1,600.00	\$653.00	\$1,330.50	\$269.50	17%
03000-00	TELEPHONE	\$955.00		\$0.00	\$955.00	100%
04000-00	POSTAGE	\$500.00		\$0.00	\$500.00	100%
05000-00	ADVERTISING	\$400.00		\$0.00	\$400.00	100%
06020-00	OTHER CONTRACTED SERVICES	\$17,880.06	\$1,674.78	\$3,421.37	\$14,458.69	81%
11000-00	OFFICE RENTAL	\$936.00		\$0.00	\$936.00	100%
0400000-00	CAPITAL EQUIPMENT	\$5,560.00	\$2,503.00	\$4,432.99	\$1,127.01	20%
LOTTERY TOTAL		\$33,873.13	\$4,830.78	\$9,184.86	\$24,688.27	73%

FUND: 13 SBDC FEDERAL GRANT

1986-87

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
13-5-XX-XXXXXXXX-XX - SBDC						
03	INSTRUCTIONAL SUPPORT					
0100000-00	PERSONAL SERVICES					
11301-00	DIRECTOR	\$8,000.00		\$0.00	\$8,000.00	100%
32201-00	PROGRAM ASSISTANT	\$4,000.00		\$0.00		
0200000-00	OTHER PAYROLL EXPENSES	\$4,000.00		\$0.00	\$4,000.00	100%
0300000-00	MATERIALS AND SERVICES					
11000-00	OFFICE RENTAL	\$1,864.00		\$0.00	\$1,864.00	100%
FEDERAL GRANT TOTAL		\$17,864.00		\$0.00	\$17,864.00	100%

ACCOUNT #	DESCRIPTION	TOTAL ADOPTED	EXPENSES OCTOBER	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
01-5-XX-XXXXXXX-04 GENERAL FUND EXPENSE FOR SBDC GRANT						
07	INSTRUCTION					
0100000-04	PERSONAL SERVICES					
44200-04	INSTRUCTION	\$25,605.00		\$0.00	\$25,605.00	100%
0200000-04	OTHER PAYROLL EXPENSES	\$3,000.00		\$0.00	\$3,000.00	100%
0400000-04	CAPITAL EQUIPMENT	\$2,000.00		\$0.00	\$2,000.00	100%
03	INSTRUCTIONAL SUPPORT					
0100000-04	PERSONAL SERVICES					
0200000-04	OTHER PAYROLL EXPENSES	\$7,745.00	\$220.44	\$220.44	\$7,524.56	97%
0300000-04	MATERIALS AND SERVICES					
01000-04	SUPPLIES	\$1,750.00	\$213.36	\$401.45	\$1,348.55	77%
02000-04	TRAVEL	\$1,000.00		\$37.20	\$962.80	96%
03000-04	TELEPHONE	\$2,000.00	\$203.37	\$274.79	\$1,725.21	86%
04000-04	POSTAGE	\$500.00	\$1.25	\$1.25	\$498.75	100%
05200-04	ADVERTISING	\$400.00		\$0.00	\$400.00	100%
05	COLLEGE SUPPORT SERVICE					
0100000-04	PERSONAL SERVICES					
41000-04	PART-TIME	\$800.00		\$0.00	\$800.00	100%
0200000-04	OTHER PAYROLL EXPENSES	\$100.00		\$0.00	\$100.00	100%
06	PLANT OPER. & MAINTEN.					
11000-04	OFFICE RENTAL	\$800.00		\$0.00	\$800.00	100%
12000-04	CLASSROOM RENTAL	\$800.00		\$0.00	\$800.00	100%
GENERAL FUND TOTAL		\$46,500.00	\$638.42	\$935.13	\$45,564.87	98%

GENERAL FUND: REQUIREMENTS

1986-87 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
SBDC PAGE TOTALS						
	TOTAL - STATE GRANT	\$12,280.00		\$0.00	\$12,280.00	100%
	TOTAL - LOTTERY GRANT	\$33,873.13		\$0.00	\$33,873.13	100%
	TOTAL - FEDERAL GRANT	\$17,864.00		\$0.00	\$17,864.00	100%
	TOTAL - GENERAL FUND EXPENSE	\$46,500.00		\$0.00	\$46,500.00	100%
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	PROGRAM TOTAL	\$110,517.13		\$0.00	\$110,517.13	100%

SECTION III - GENERAL POLICIES AND PROCEDURES - PERSONNEL

FULL/PART-TIME-CLASSIFIED; -SUPERVISORY; -ADMINISTRATIVE-AND-EXECUTIVE
EMPLOYEES

Employee Rights - Introduction

It is the philosophy of the Tillamook Bay Community College Service District, Board of Directors, and Administration, to provide within the limits of available time, finances and facilities to its employees:

Continuous and regular employment in a safe healthful environment, and under pleasant working conditions;

A workload of reasonable proportions;

Availability of training and educational opportunity for those persons interested in improving their employment related competencies;

An equitable policy governing leaves of absence, vacation privileges, and overtime work;

An opportunity for advancement from within the system whenever vacancies occur, for employees who possess the necessary skills and competencies;

Treatment without discrimination.

ARTICLE 1 Definitions and Miscellaneous Provisions

1.1 For the purpose of this Policy statement only, the following definitions shall apply:

1.101 "Board" shall mean the Board of Directors of Tillamook Bay Community College Service District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College Service District.

1.102 The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.

1.103 "President" shall mean the President of Tillamook Bay Community College Service District.

1.104 "Classified Employee" shall mean each person hired under a job specification designated as "Classified: 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.

1.105 "Administrative Employee" and "Program Officer" shall mean an employee who is so designated by Management and 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 judgment; 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.

1.1051 Program Officer: Employee with primary responsibility for a centralized service of the College.

1.106 "Executive Employee" shall mean an employee who is so designated by Management and defined by the following (Must qualify in all six categories listed):

1) Management of an enterprise or a customarily recognized department or subdivision; and 2) Customarily and regularly directs work of two or more employees; and 3) Has authority to hire or fire employees, or whose recommendations are given particular weight; and 4) Customarily and regularly exercises discretionary powers; and 5) Devotes no more than 20% of weekly hours to work not closely related to above; and 6) Regularly paid on a salary basis not subject to reduction for quality and quantity of work.

1.107 "Regularly Budgeted Position": shall mean classified and supervisory positions established and included in the College annual budget. This definition shall exclude all other classified positions: Regular Employee" shall mean classified, administrative, program officer and executive positions established and included in the College annual budget.

1.105 "Full-time Employee" shall mean a person employed in a regularly budgeted position *regular employee* scheduled to work for nine (9) or more months and a minimum of 1500 hours on a monthly basis and who is not designated as a confidential or supervisory employee in Sections 1.109 or 1.110: *the equivalent of 40 hours per week for nine or more months per year.*

1.106 "Part-time Employee" shall mean any person hired to a regularly budgeted position on an annual basis a *regular employee* working a minimum of 1000 but less than 1500 hours per fiscal year; is paid on an hourly rate basis; and who is not designated as a confidential or supervisory employee in Sections 1.109 or 1.110: *scheduled to work the equivalent of at least 20 hours but not more than 40 hours per week for nine or more months per year, and is paid on an hourly basis.*

1.110 "On-Call Employee" shall mean any person that works on an as-needed basis only and is not eligible for benefits and privileges of regular employees.

1.111 "Temporary Employee" shall mean any person hired for a specified period of time only and who is not eligible for benefits and privileges of regular employees.

1.112 "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.

1.109 "Supervisory Employee" shall mean any employee of the College who is so designated by Management unless otherwise in accordance with ORS 243:650; (14):

1.113 "Probationary Employee" (New Employee) shall mean an employee on probationary status for the first six months of employment, as provided in Article 8 herein. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 15 herein.

1.114 "Exempt" shall apply to executive employees, administrative employees or program officers as defined herein and exempt from overtime requirements of the Fair Labor Standards Act.

1.115 "Non-Exempt" shall apply to employees whose positions do not meet the exemption tests as defined in sections 1.105 and 1.106 and are paid one and one-half their regular rate of pay for any hours worked in excess of 40 per week, computed at an hourly rate.

1.110 1.116 "Supervisor" shall mean any employee of the College who directly supervises the work of an individual classified employee.

1.111 "Management Official" shall include:

1.1111 President: The management official with primary responsibility for a group of related centralized services of the College:

1-1112 Dean: The management official with primary responsibility for a campus/center; its departments; programs; and services.

1-1113 Director: The management official with primary responsibility for a centralized service of the College. Reports to President.

1-112 1.117 "College" shall mean the institution of Tillamook Bay Community College Service District, which includes students, faculty, classified employees; and management; *and employees.*

1-113 1.118 "Campus" shall mean a comprehensive college center operated and maintained by the College that includes lower division collegiate, vocational education, community and student services.

1-114 1.119 "Center" shall mean an educational service center operated and maintained by the College to meet the needs of the district and local residents by providing specialized vocational-technical education, general education, and community and student service activities.

1-115 1.120 "Other facilities" shall mean all other locations used by the College to supplement its campus and center environments to make education accessible to all residents of the districts.

1-116 1.121 "Department" shall mean an organizational unit of either central administrative services or of a campus/center which groups together related services and/or instructional programs.

1-117 1.122 "Job Classification" shall mean an individual position or group of positions with a single job title assigned by Management to a level on the classified salary schedule.

1-118 1.123 "Salary Classification" shall mean the level on the classified salary schedule to which a given job title is assigned by Management.

1-119 1.124 "Job Position Description" shall mean a statement which has been prepared by Management and is on file in the Personnel Services Department that outlines the general function, duties, responsibilities, and qualifications for each job title within the job classification system adopted by Management.

1.2 Miscellaneous Provisions

1.21 All references herein to employees or other persons include both sexes and shall be construed to include both female and male persons.

1.22 The word "shall" is mandatory and the word "may" is permissive.

1.23 The singular number shall include the plural where appropriate in the contract.

1.24 The College fiscal year extends from July 1 through June 30.