

TILLAMOOK BAY COMMUNITY COLLEGE  
MINUTES - Personnel Committee  
April 27, 1988  
12:00 p.m.

MEMBERS PRESENT      Lew Forster, Laurie Mulder, Eva Noble

STAFF PRESENT        Roy Mason, President; Kate Ventres, Personnel Officer.

CALL TO ORDER        The meeting was called to order at 12:00 p.m. by Laurie Mulder.

PAY POLICY            Revisions to Article 10 were reviewed and included:

- 1- separation of levels on the Administrative Salary Schedule to distinguish exempt and non-exempt positions;
- 2- elimination of the step increase (percentage) requirement for employees that transfer to a position of higher classification;
- 3- elimination of the one step increase after the introductory period for employees that transfer to a position of higher classification;
- 4- addition of explanation regarding overtime compensation; and
- 5- clarification of the tuition, fee and book waiver policy.

The committee agreed that the policy be recommended for adoption by the Board.

Minutes submitted by Kate Ventres.

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TILLAMOOK BAY COMMUNITY COLLEGE  
MINUTES - Facilities Committee  
March 2, 1988  
12:00 p.m.

MEMBERS PRESENT Wayne Jensen, Dick Larsen.

MEMBERS ABSENT Elwood Stait.

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

CALL TO ORDER The meeting was called to order at 12:00 p.m. by Dick Larsen.

BAY CITY LEASE President Mason reported that he received the lease from District 56's attorney, but that the issue of ownership was not addressed. Rather, the lease provided for ownership of the building in 25 years, with the first right of refusal for the leased property. President Mason explained that immediate ownership of the Bay City building is preferred, as there may be remodeling funds available through the state. The committee also agreed that the lease should make some provision for the College after the 25 year lease expires, e.g., reimbursement of remodeling costs incurred. Section 7.13 which referred to a five-year notice was also questioned; an interpretation will be obtained from TBCC's attorney. President Mason will re-write the lease and present to the full Board on Monday, March 7, 1988, for their approval.

FACILITIES PLANNING President Mason again explained that funds may be available from the state for remodeling projects. Ownership of the Tillamook facility will be pursued, as projects there include: paving of the parking lot; remodeling for the Office of Instruction; and architect's drawings for addition of a wing for classrooms. Bay City projects include replacement of the Fiberglas awning; new roof for the gym; and heating, plumbing and sealing repair for the gym.

Efforts are underway toward totally re-writing laws that govern community college service districts, eliminating the ownership restriction clauses. This idea is based on the premise that local communities should have control over this determination, rather than restrictions set by the state.

There being no further business, the meeting was adjourned at 12:45 p.m.

Minutes submitted by Kate Ventres.

TILLAMOOK BAY COMMUNITY COLLEGE  
MINUTES - Personnel Committee  
November 18, 1987  
Telephone Conference at 11:00 AM

MEMBERS PRESENT Laurie Mulder.

MEMBERS ABSENT Lew Forster (excused); Eva Noble (excused).

STAFF PRESENT Roy Mason, President; Kate Ventres, Personnel Officer.

CALL TO ORDER The meeting was called to order at 11:00 am by Laurie Mulder.

DEFINITION REVISIONS Changes to Article 1 were approved for recommendation to the full Board. The new definitions will accommodate the hiring of limited duration (grant) employees, among other changes including simplification of terms.

VACATION SURVEY Kate Ventres presented a vacation leave survey she conducted among other Oregon community colleges and local public employers. The survey was reviewed for comparison of number of vacation days for exempt and non-exempt employees. A proposed change of policy included:

|                 |                      |                  |
|-----------------|----------------------|------------------|
| Classified:     | first year:          | 10 days          |
|                 | each following year: | 1 additional day |
|                 | maximum:             | 15 days          |
| Administrative: | first year:          | 12 days          |
|                 | each following year: | 1 additional day |
|                 | maximum:             | 17 days          |
| Executive:      | 20 days              |                  |

Also discussed was revision of 11.18, the provision for "cashing out" unused vacation leave.

Kate Ventres will draft a policy incorporating the above for committee review at the meeting on Monday, December 7, 1987 at 6:30 pm.

There being no further business, the meeting was adjourned at 1:00 p.m.

Minutes submitted by Kate Ventres.

1987-88  
 CONFIDENTIAL  
 VACATION LEAVE SURVEY

|             | CLASSIFIED                                |           | ADMINISTRATIVE     | EXECUTIVE         |
|-------------|---|-----------|--------------------|-------------------|
|             | Yrs Svc                                   | Days/Year | Days/Year          | Days/Year         |
| BLUE MTN    | 0-5                                       | 12        | same as classified | 20                |
|             | 5+  | 15        |                    |                   |
|             | 9+  | 18        |                    |                   |
|             | 12+                                       | 20        |                    |                   |
| CENTRAL     | 0-3                                       | 12        | same as executive  | 20                |
|             | 3+  | 15        |                    |                   |
|             | 10+                                       | 18        |                    |                   |
| CHEMEKETA   | 0-2                                       | 5         | same as executive  | 24                |
|             | 2+  | 10        |                    |                   |
|             | 5+  | 20        |                    |                   |
| CLACKAMAS   | 0-2                                       | 11        | same as executive  | 24                |
|             | 2+  | 12        |                    |                   |
|             | 3+  | 13        |                    |                   |
|             | 4+  | 16        |                    |                   |
|             | 8+  | 17        |                    |                   |
|             | 9+  | 18        |                    |                   |
|             | 10+                                       | 21        |                    |                   |
| > CLATSOP   | all                                       | 12        | same as executive  | 22                |
| LANE        | 0-5                                       | 10        | same as executive  | 20 (0-5 yrs svc)  |
|             | 5+  | 20        |                    | 24 (5+ years svc) |
| LINN BENTON | "Paid Leave Days"<br>includes 13 holidays |           | same as executive  | 24                |
|             | 0-1                                       | 21        |                    |                   |
|             | 1+  | 25        |                    |                   |
|             | 5+  | 29        |                    |                   |
|             | 8+  | 30        |                    |                   |
|             | 10+                                       | 32        |                    |                   |
| MT HOOD     | 0-2                                       | 10        | same as executive  | 20 - 35           |
|             | 2+  | 12        |                    |                   |
|             | each year                                 | +1        |                    |                   |
|             | 10+                                       | 20        |                    |                   |

OREGON COAST

data not available

|     |     |    |                   |    |
|-----|-----|----|-------------------|----|
| PCC | 0-2 | 10 | same as executive | 30 |
|     | 2+  | 12 |                   |    |
|     | 5+  | 17 |                   |    |
|     | 10+ | 22 |                   |    |
|     | 15+ | 25 |                   |    |

|       |     |                      |                   |             |
|-------|-----|----------------------|-------------------|-------------|
| ROGUE | 0-2 | 10                   | same as executive | 21 + 5 LWOP |
|       | 2+  | 11                   |                   |             |
|       | 3+  | 12                   |                   |             |
|       | 4+  | 13                   |                   |             |
|       | 5+  | 14                   |                   |             |
|       | 6+  | 15                   |                   |             |
|       | 7+  | 17                   |                   |             |
|       | 10+ | one day each<br>year |                   |             |
|       | 15+ | 22 maximum           |                   |             |

|              |     |    |                   |    |
|--------------|-----|----|-------------------|----|
| SOUTHWESTERN | 0-5 | 10 | same as executive | 20 |
|              | 5+  | 15 |                   |    |
|              | 10+ | 20 |                   |    |

|               |     |    |                   |    |
|---------------|-----|----|-------------------|----|
| TILLAMOOK BAY | 0-2 | 12 | same as executive | 22 |
|               | 2+  | 15 |                   |    |
|               | 5+  | 18 |                   |    |
|               | 10+ | 21 |                   |    |

TREASURE VALLEY data not available

TREATY OAK same as Portland Community College

|        |     |    |                   |    |
|--------|-----|----|-------------------|----|
| UMPQUA | 0-5 | 10 | same as executive | 20 |
|        | 5+  | 15 |                   |    |
|        | 11+ | 20 |                   |    |

|            |           |    |                        |  |
|------------|-----------|----|------------------------|--|
| DISTRICT 9 | 0-5       | 10 | contracted school year |  |
|            | Each year | +1 |                        |  |
|            | Maximum   | 25 |                        |  |

|     |     |                      |                    |  |
|-----|-----|----------------------|--------------------|--|
| PUD | 0-5 | 10                   | same as classified |  |
|     | 5+  | 15                   |                    |  |
|     | 10+ | 20                   |                    |  |
|     | 20+ | one day<br>each year |                    |  |

|        |     |    |     |    |
|--------|-----|----|-----|----|
| COUNTY | 0-5 | 10 | 0-5 | 12 |
|        | 5+  | 12 | 5+  | 14 |
|        | 10+ | 15 | 10+ | 17 |
|        | 15+ | 17 | 15+ | 18 |
|        | 20+ | 22 | 20+ | 22 |

TILLAMOOK BAY COMMUNITY COLLEGE  
MINUTES - Facilities Committee  
November 2, 1987  
6:30 p.m.

MEMBERS PRESENT Wayne Jensen, Elwood Stait.

MEMBERS ABSENT Dick Larsen.

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

CALL TO ORDER The meeting was called to order at 6:30 p.m. by Elwood Stait.

BAY CITY FACILITY still in President Mason reported that District counsels were in the process of preparing a 25 year lease for the Bay City facility. Repair of the gym roof was discussed.

UPPER NEHALEM GRADE SCHOOL President Mason explained that plans for Upper Nehalem Grade School have been delayed until next year, when District 56 plans to move classrooms to their other building. The local committee continues to meet regarding acquisition of the building.

TILLAMOOK FACILITY President Mason requested that the funds previously approved for the move of the Office of Instruction be reappropriated for the remodeling of the shop at the Tillamook campus to accommodate a new computer lab. He explained that Room 3 would be converted into a badly needed classroom. Discussion included anticipated costs for the project and the possibility of obtaining a bond for the Tillamook facility. President Mason expects the total for the project to be about \$5,000. The move of the Office of Instruction is planned for the summer of 1988. The committee approved this request for recommendation to the full Board.

There being no further business, the meeting was adjourned at 7:00 p.m.

Minutes submitted by Kate Ventres.

TILLAMOOK BAY COMMUNITY COLLEGE  
MINUTES - Personnel Committee  
October 5, 1987  
6:30 p.m.

MEMBERS PRESENT Laurie Mulder, Eva Noble.

MEMBERS ABSENT Wayne Jensen.

STAFF PRESENT Roy Mason, President; Kate Ventres, Personnel Officer.

CALL TO ORDER The meeting was called to order at 6:30 p.m. by Laurie Mulder.

VACATION LEAVE The committee reviewed vacation leave accrual rates for classified, administrative and executive level employees. After some discussion, it was decided to conduct a survey of other community colleges, local schools, the county and the PUD to determine the average vacation rates. Kate Ventres will bring this information to the next committee meeting.

DEFINITIONS There was considerable discussion regarding Article I, concerning definitions of regular, part-time and temporary employees. The category of "limited duration" employee was recommended for grant employees to allow for more flexibility in determining benefits. The committee discussed the consistency needed in granting benefits to employees in similar categories. The issue was not resolved and will be on the next meeting's agenda.

The meeting was adjourned at 7:30 p.m.

Minutes submitted by Kate Ventres.

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## 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.



NOTE-KINDLY EXECUTE THIS OATH OF OFFICE BEFORE A NOTARY PUBLIC

STATE OF OREGON

# OATH OF OFFICE

STATE OF OREGON,

County of \_\_\_\_\_

I do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, and that I will faithfully discharge the duties of \_\_\_\_\_

\_\_\_\_\_ according to the best of my ability, so help me God.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public for Oregon

My commission expires \_\_\_\_\_