

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Facilities Committee
6/29/87

MEMBERS PRESENT Wayne Jensen, Elwood Stait, Dale Walters.

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

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

DISTRICT 56 BUILDINGS/PROPERTY President Mason reported that District 56's attorney is currently preparing a contract that will donate the Bay City building and property to TBCC, holding the land on a 25 year lease. The land will be accepted near the end of September, when Senate Bill 601 goes into effect. Discussion regarding repair or replacement of the gymnasium roof followed. It was agreed that costs could be reduced by donated labor. President Mason will also investigate grants that may be available for this project. It was also determined that the gym would be kept a "cold weather" facility, as the cost of heating the gym is very high.

President Mason explained that several groups in the Nehalem area are willing to allocate funds to support the Upper Nehalem Elementary Grade School if TBCC agrees to accept the facility. President Mason reported his main concern is the maintenance of the swimming pool, which District 56 and the YMCA have agreed to help support financially. He recommended that the College agree to accept the facility on the condition that it will be closed initially, and opened as groups "buy-in" to the costs of maintenance. He indicated that he felt there was great potential for this facility to serve the residents of North County. Discussion followed regarding the actual costs of maintaining the building. The committee agreed to recommend to the Board that President Mason be authorized to enter into negotiations for acquiring this facility.

BOOKSTORE President Mason explained that the contract with the Driftwood Owl bookstore has been discontinued and a part-time employee will be hired to provide this service to students this fall. The Bookstore would be open more hours and sweatshirts and other supplies will also be sold. The committee discussed the remodeling necessary to accommodate a bookstore at the Tillamook facility and the cost of approximately \$1,000. The committee will recommend to the Board that the \$1,000 be transferred from Board contingency for this purpose.

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June 29, 1897

TAX EXEMPT STATUS The Department of Revenue is still in the process of evaluating TBCC's tax exempt status on property holdings. President Mason will keep the committee apprised of this situation.

There being no further business, the meeting adjourned at 7:25 p.m.

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Personnel Committee
6/24/87

MEMBERS PRESENT Wayne Jensen, Dick Larsen (in Eva Noble's absence),
Laurie Mulder.

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

CALL TO ORDER Laurie Mulder called the meeting to order at 12:10 p.m.

CONTRACT RENEWALS President Mason reported that all performance
evaluations were completed and that he recommended all
employment contracts be renewed. Discussion followed
regarding length of contracts, specific areas of concern
and the grievance procedure. The committee agreed that
employees and instructors be made aware of the formal
channels of communication in the institution.

POSITION RECLASSIFICATION President Mason requested that the custodian/grounds-
keeper position be reclassified to Level I and to a step
which would be comparable to similar positions at the
local school districts. Discussion followed regarding
the reasons for the upgrade and the variety and extent
of duties of that position. The committee reviewed
salary schedules from District 9 and District 56. The
committee agreed that the position should be
reclassified to Level III, Step 7, and will bring this
recommendation to the regular Board meeting on June 29,
1987.

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

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Personnel Committee
5/19/87

MEMBERS PRESENT Laurie Mulder, Eva Noble

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

CALL TO ORDER Laurie Mulder called the meeting to order at 12:00 pm.

PRESIDENT NEGOTIATIONS President Mason submitted his contract negotiations for 1987-88, which included the following:

1. Change from a two year continuing contract to a three year continuing contract, with a specification of salary level for the second year of the contract.
2. Participation in two out-of-state meetings, as the 1986-87 year's budget precluded attendance at the AACJC National Convention in April, 1986.
3. Leave without pay for 14 days (the equivalent of \$2,200) to be subtracted for the President's salary, as a temporary, cost-saving measure.
4. Professional leave of 30 days to complete a doctoral degree program.

The committee clarified that the three year continuing contract does not guarantee a third year salary, but rather a third year of employment. President Mason explained that the two-week leave without pay would be taken at one time with vacation this summer. The committee agreed with the importance of the completion of the doctoral program, and recommended these negotiations for consideration by the Board at the June meeting.

PCC ADJUNCT FACULTY AGREEMENT The committee reviewed a memo from Jim O'Brien at PCC regarding the Adjunct Faculty Agreement. After meeting with President Mason and Jerry Hallberg, PCC agreed that, 1) dependents of TBCC faculty may take classes at PCC without added cost to the contract; 2) PCC staff will not be able to get tuition waivers for TBCC classes; 3) staff qualifying for the insurance program may buy in; and 4) Jerry Hallberg is the authorized designee for supervision and evaluation of TBCC's programs.

LIFE INSURANCE The District was able to obtain a group life insurance policy that accepted employees with pre-existing conditions and increased the value of the policy for administrative employees for a group premium less than that paid under the previous plan. Approval was requested for the following policy change:

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PERSONNEL COMMITTEE
5/19/87

	<u>Current</u>	<u>Proposed</u>
Classified	\$15,000	\$15,000
Administrative	15,000	25,000
Executive	50,000	50,000

The committee approved recommendation of this policy to the full Board. Kate Ventres will draft the corresponding written policy change.

GRIEVANCE POLICY

The committee reviewed the proposed changes to the Grievance Policies (Article 16 and 17), and approved recommendation of the changes to the full Board.

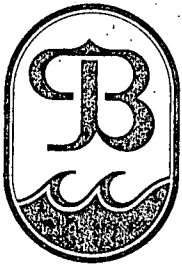
FUTURE BUSINESS

Items to be reviewed at future committee meetings include leave without pay benefits; the affirmative action plan; and the organizational chart.

There being no further business, the meeting adjourned at 1:10 p.m.

Minutes submitted by Kate Ventres.

/kv



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218
503/377-2765

Roy B. Mason II, *President*

AGENDA Personnel Committee 5/19/87

1. President Negotiations
2. PCC Adjunct Faculty Agreement
3. Life Insurance Plan Change
4. Grievance Policy Revision

FOR REVIEW AT JUNE MEETING:

1. Benefits/Leave without Pay
2. Affirmative Action Plan
3. Organizational Chart

- discussion only / Job Share



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

2510 First Street, Tillamook, Oregon 97141

Phone: 503/842-2503

Roy B. Mason II, *President*

19 May 1987

Dear Personnel Committee Members:

The attached contract reflects changes I would like to pursue with the board during the upcoming contract negotiations. The contract draft includes one substantial change over previous contracts, normal changes associated with renewal dates and an addition to the addendum section.

The substantial change involves a change from a two year continuing contract to a three year continuing contract. I would like to request that my contract specify a salary level for the second year of the contract and be valid for a three year period rather than a two year period.

I would also like to request that I be allowed to participate in two out-of-state meetings next year in that this year's budget precluded my attending the AACJC National Convention.

In consideration of the budget restrictions next year I am volunteering to take leave without pay to reduce the cost of my salary to the district. These reduced costs are outlined in the addendum to the contract. It is anticipated that in better economic times the actual salary will be returned to the full level of the contract.

Thank you for your consideration of these requests.

Respectfully,


Roy B. Mason

EMPLOYMENT CONTRACT

This agreement is made between the Tillamook Bay Community College Service District, an Oregon municipal corporation (the College) and the undersigned employee of the College.

RECITALS

1. The College desires to employ a qualified professional person for the position of President for the College.

2. The College and the employee believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the College.

AGREEMENT

Now, in consideration of the mutual promises contained herein, the College agrees to employ employee and employee accepts such employment on the following terms and conditions:

1. Term. The College employs the employee for a period of three years beginning July 1, 1987 and ending on June 30, 1990. This contract may be terminated as hereinafter provided. If the board or the president has not given written notice to the other of termination by June 30 of each year of this contract, then the term of this contract shall automatically be extended for one additional year, so that on any given June 30, three years shall remain in the balance of the term of this contract.

2. Salary. The College shall pay a minimum annual salary rate of \$45,200 for the first twelve months of employment (see addendum). A minimum annual salary of \$47,460 is guaranteed for the second year of this contract commencing July 1, 1988. This annual salary may be increased by mutual agreement of the College's Board of Directors and the employee at any time during the term of this agreement, but is only effective when the agreement is reduced to writing and signed by both parties.

3. Duties. The employee shall perform those duties set forth in the attached position description, and any additional duties provided for by the the President of the College and/or the Board of Directors.

4. This contract does not create, enhance, or continue any privileges, benefits, or rights of the employee that is provided for by Oregon law for Oregon municipal corporation employees concerning civil service, merit system, and collective bargaining. No property rights are created by this agreement. Instead, the terms and conditions of employment are limited solely to the provisions of this agreement.

5. It is further agreed that the employee is an excluded employee for purposes of collective bargaining and occupies a managerial and confidential position within the administration of the College. The employee is unable to join or participate in any labor union representing employees of the College.

6. This agreement expressly incorporates by this reference the provisions of the Administrative Handbook of the College. However, when the terms of this agreement and the Administrative Handbook differ, the terms of this agreement shall control to the exclusion of the conflicting provisions of the Administrative Handbook.

7. No award or assessment of attorney's fees and Court costs to either party shall be made in the event of any controversy or litigation involving this agreement.

8. Applicable Law - This contract shall be interpreted under the laws of the state of Oregon.

9. If any provision of this contract has been held to be illegal or unenforceable by a Court of competent jurisdiction, then all of the remaining provisions of this agreement shall continue in full force and effect.

This contract is subject to major revision or cancellation by the Board in the event of fiscal exigency.

DATED this ____ day of _____, 19____.

Chairman, Board of Directors
Tillamook Bay Community College
Service District

Employee

Attest:

Secretary for the Board of Directors
Tillamook Bay Community College
Service District

ADDENDUM TO

EMPLOYMENT CONTRACT

THIS ADDENDUM, made and entered into by TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT, hereinafter referred to as DISTRICT,

and Roy B. Mason, hereinafter referred to as PRESIDENT.

1. **DISABILITY OF THE PRESIDENT.** The District will maintain Disability Insurance policy benefits of which will be paid to the PRESIDENT in the event of disability. The minimum face value of the policy shall be \$ 40,000.
2. **PROFESSIONAL ACTIVITIES.**
 - A. The DISTRICT will provide the PRESIDENT with travel expenses for two (2) out-of-state professional meetings for the first year of this contract, and one (1) out-of-state professional meeting for each of the remaining years of this contract.
 - B. The DISTRICT will provide the PRESIDENT with professional leave not to exceed thirty (30) days for the first year of this contract to complete his doctoral degree program.
3. **LEAVE.** The DISTRICT will grant the President fourteen (14) days of leave without pay for the first year of this contract. The \$2,200 equivalent pay will be subtracted from the PRESIDENT'S annual salary.
4. **EVALUATION/APPRaisal SESSION.** At least once each fiscal year, the Board and the PRESIDENT shall meet in closed executive session for the purposes of mutual evaluation of the performance of the Board, the PRESIDENT and administrators, expressing recommendations and observations on how such performance may be continually improved. The time and date of the executive session shall be agreed to by the Board and the PRESIDENT sufficiently in advance of the executive session to permit adequate preparation for a constructive exchange of views.
5. **TERMINATION OF THE EMPLOYMENT CONTRACT.**

Termination of this contract can be initiated by the DISTRICT or the PRESIDENT according to District policies.

A. Termination without President's Concurrence

1. The DISTRICT may suspend, reduce, demote or dismiss the PRESIDENT for misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance or other unfitness to render effective service.
2. The PRESIDENT has a vested property right in his position and is entitled to due process of law during any disciplinary action by the Board. However, such due process is limited to the following:

a. The DISTRICT may immediately suspend the PRESIDENT for a period not greater than 10 days. Such suspension shall be effective only upon written notice to the employee of the factual allegations and grounds for the suspension. Such a suspension may be, in the discretion of the Board, with or without pay. The PRESIDENT may request a hearing before the District Board on such suspension, but the suspension will be effective prior to such hearing, or

b. The DISTRICT may suspend, reduce, demote or dismiss the PRESIDENT by the following:

(1) Provide the PRESIDENT with written notice of the factual allegations and grounds for the disciplinary action.

(2) Such disciplinary action will not be effective until 10 days after such written notice is provided to the PRESIDENT.

c. Procedures:

(1) The PRESIDENT may, during this 10 day period, make written requests to the DISTRICT for a hearing on such disciplinary action. The hearing shall be held not earlier than 10 days after the date of the notice of disciplinary action and not later than 30 days after the notice of disciplinary action.

(2) The hearing shall be conducted in accordance with the procedure of the Oregon Administrative Procedures Act and model rules of the Oregon Attorney General for contested case hearings. The DISTRICT must prove its case against the PRESIDENT by a preponderance of the evidence. The decision of the DISTRICT shall be stated in findings of fact, and ultimate facts, conclusions of law, and an Order.

B. Termination at the Request of the President.

In the event the PRESIDENT intends to act to terminate this employment contract prior to its termination date, the PRESIDENT shall give the DISTRICT 120 days written notice of such intention.

IN WITNESS WHEREOF, the DISTRICT pursuant to the authority of its Board of Directors, by resolution and regularly adopted on this _____ day of _____, 19____, has caused two originals of this addendum to be signed in the name of the DISTRICT by the Chairman of the School Board, and the PRESIDENT and hereunto affixed his hand and seal the day and year above mentioned.

Chairman, Board of Directors
Tillamook Bay Community College
Service District

President
Tillamook Bay Community College
Service District

Attest: _____
Secretary, Board of Directors
Tillamook Bay Community College



Roy

INTER-DEPARTMENT COMMUNICATION

FROM Jim O'Brien

DATE 4-21-87

TO Jerry Hallberg

SUBJECT ADJUNCT FACULTY AGREEMENT

Bud and I enjoyed meeting with you and Roy on April 20, 1987, and felt the meeting was very productive. Some of the questions that came up regarding the Adjunct Faculty Contract, I think, were important. I did spend some time with Bev Hooten and the following came out of that discussion.

1. Dependents of TBCC faculty who qualify will be able to take classes at PCC without TBCC having an added cost. We will need to set up a procedure.
2. PCC staff will not be able to get tuition waivers for Tillamook Bay classes. The reason being that it is your program with your funding base.
3. If staff qualify for the insurance program, they may buy in.

I am authorizing you to be a designee through me for PCC in the supervision and evaluation of TBCC's programs. We will need to set down and outline some procedures.

Bud has also talked to Tom Crowder and will get a cost factor on setting up a computer line between TBCC and PCC.

JO:gn

c: B. F. Emery
Bev Hooten

Administrative Rule:

ARTICLE 16 GRIEVANCE

16.1 Definitions

16.11 A "grievance" is a claim by an ~~classified~~ employee, or a group of employees, of a violation of the terms of this Policy ~~statement: their employment.~~

16.111 Allegations or complaints of discrimination based on race, creed, religion, color, national origin, handicap, age, sex, or marital status as protected by federal and state law are excluded from this procedure and shall be processed through College Affirmative Action ~~channels grievance procedures (Article 17)~~ or the appropriate state and federal agencies.

16.12 "Informal grievance" is that stage of a grievance procedure involving the grievant and the ~~immediate management supervisor: person responsible for the alleged grievance.~~

16.13 Formal grievance is that stage of a grievance proceeding other than informal grievance. Formal grievance proceedings commence with the giving of written notice as herein provided.

16.14 "Parties or persons directly involved" means the grievant, the person responsible for the alleged grievance, the Board, any ~~administrator other employee~~ including the President, who has rendered a prior decision in processing the grievance.

16.15 "Day" as used herein refers to a ~~calendar working~~ day.

16.2 The Board agrees that:

16.21 The grievant has the right to be assisted by counsel at all stages of the grievance procedure ~~at the grievant's expense.~~

16.22 The grievant shall be allowed time away from their jobs without loss of pay when required to attend meetings with Management for the purposes of adjusting grievances under the procedures defined herein.

16.23 A grievance may be withdrawn at any time.

16.24 Time limits may be extended by mutual agreement. If either party fails to comply with the established time limits, the grievance shall be declared settled in favor of the other party.

16.25 There shall be no restraint, interference, discrimination, or reprisal against an employee who uses these procedures for resolving a grievance.

16.3 Informal Grievance Procedure

16.31 The Board agrees that every attempt should be made to resolve grievances at the lowest level possible. The grievant and the ~~immediate Management supervisor person responsible for the alleged grievance~~ shall meet to attempt to resolve the grievance on an informal basis. ~~Another Administrative or Executive level employee may be~~

requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.

16.32 The grievant may invoke the formal grievance procedure if the grievance is not resolved during the informal process.

16.4 Formal Grievance Procedure

16.41 The grievant shall submit to the *President Grievance Officer* a written complaint which shall specify the factual details of the violation, and the remedy requested. This statement shall be the basis for any further formal consideration of the grievance and requested remedy and shall not be materially altered when presented for consideration at various steps in the grievance process unless new facts or evidence appear.

16.42 No grievance shall be heard unless it is submitted pursuant to 16.41 within thirty days of the grievant's knowledge of the facts giving rise thereto. If there is more than one grievant, they must all meet this time limit. Any grievant not meeting this time limit shall be dropped from the grievance.

16.43 A meeting between the *Student Services Director Grievance Officer* and the grievant shall occur within seven days of the written complaint.

16.44 The *Director Grievance Officer* shall issue a written decision within seven days of such meeting as to whether or not the facts support the grievant's complaint and the remedy and state the rationale for the decision.

16.45 If the grievant is not satisfied with the written determination of the *Student Services Director Grievance Officer*, the grievant may, within seven days, file a written notification with the President.

16.451 Within seven days of the written notice, the President shall meet with the grievant and discuss the grievance. The grievant may present written or oral evidence in support of the written complaint. A formal record shall be made of these discussions.

16.452 Within seven days of this meeting, the President shall issue a written decision providing copies to the parties directly involved.

16.46 If the grievant is not satisfied with the actions taken by the President, the grievant may, within seven days, submit the grievance to the Personnel Committee of the Board of the College.

16.461 Within fourteen days of receipt of the grievance, the Personnel Committee of the Board shall meet with the grievant and discuss the grievance. The Committee shall, within seven days of this meeting, issue a written decision providing copies to the parties directly involved. *The decision of the Personnel Committee shall be final.*

the claim, or the language of the policy, practice or procedure involved, and list the names and classifications (whenever possible) of all employees involved in the claim.

17.43 Representation:

17.431 For the purpose of processing complaints filed under this affirmative action program, a party may be represented by legal counsel or any other individual or organization designated by the complainant *at the expense of the complainant.*

17.44 Review Committee:

17.441 When a complaint is filed, the Affirmative Action Officer shall assess the sufficiency of the claim and advise the complainant of grievance procedure. If the complainant seeks a hearing, the Equal Opportunity Compliance Committee shall be convened as a review committee, comprised of the following membership:

- a. Affirmative Action Officer
- b. President
- c. One (1) Classified Employee
- d. *One (1) Administrative Employee*
- e. One Board Member

In cases where several complaints are filed against a single party or a single practice of the District, a review committee will hear these cases collectively.

17.45 Hearing:

Upon receipt of the complaint, the Affirmative Action Officer shall:

17.451 Schedule hearings of the review committee to permit all parties involved in the complaint (or their representatives) to present evidence or interpretations of incidents giving rise to the claim; and

17.452 Make recommendations based on the record to the affected department for resolution of the complaint.

The Affirmative Action Officer shall transmit a report to the President, including a statement of all particulars (i.e. parties involved, statement of facts, etc.) and recommendations for an orderly and expeditious resolution of the complaint within ~~sixty (60)~~ *thirty (30)* calendar days after the complaint is filed, unless such time is extended by the Board of Directors.

ARTICLE 17 AFFIRMATIVE ACTION GRIEVANCE

17.1 Policies

17.11 Separate Affirmative Action Grievance Procedures:

17.111 The procedures described in this plan shall be used only for complaints related to the District's affirmative action and equal opportunity policies. It shall not be employed for grievances on personnel matters which do not involve charges of discrimination.

17.2 Orderly and Timely Process:

17.21 The intent of the procedure described below is to provide an orderly and timely resolution of discrimination complaints, and to provide full opportunity for internal consideration of problems and potential remedies. None of the time limits or procedures outlined in this Plan will be used to deprive a complainant of a fair hearing or appeal.

17.3 Authority:

17.31 Initial responsibility for resolving complaints rests with the complainant and the parties specified in the complaint. Failing such resolution, the President shall have the ultimate authority to decide how an internal affirmative action complaint will be resolved, and the District Board of Directors shall serve as an appeal body. Recommendations pertaining to a particular case made by the Affirmative Action Officer, review committees, or other persons, shall be of an advisory nature.

17.4 Grievance Procedures for Employees and Students

17.41 *Informal Procedure:*

17.411 *The Board agrees that every attempt should be made to resolve the complaint at the lowest level possible. The complainant and the person responsible for the alleged complaint shall meet to attempt to resolve the grievance on an informal basis. Another Administrative or Executive level employee may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.*

17.412 *The complainant may invoke the formal grievance procedure if the complaint is not resolved on an informal basis.*

17.42 Notification:

17.421 The complaint shall be in writing and filed with the Affirmative Action Officer of the District within thirty (30) calendar days of the discovery of the alleged incident. The complaint shall set forth the basis of the claim, identifying the particular policy, procedure, practice or act being challenged, the facts surrounding the incident giving rise to

17.461 The process of filing and hearing complaints will result in findings of fact, conclusions, and recommendations for action by the President of the District. The President shall announce his decision within sixty (60) *thirty* (30) calendar days after the complaint is filed. Said period of time can be extended at the discretion of the Board of Directors. At the time of the action, the President shall notify the complainant, the affected department, and the Affirmative Action Officer in writing of the action or decision.

Appeals:

17.471 Complainants who consider themselves aggrieved by the President's decision may appeal such decision within thirty (30) calendar days of notification of said decision. Written requests for review should be addressed to the chairperson of the Tillamook Bay Community College Service District Board of Directors and state the basis of the grievance and reasons or policies which justify further review of the decision. The Board shall act on the appeal within a reasonable period of time. The decision of the Board shall be final.

17.472 Either before or after pursuing an internal grievance, a complainant shall have full recourse to the Office for Civil Rights and all other legal remedies provided by Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.).

17.473 A complaint against the educational program or activities may be filed with the State Department of Education, Civil Rights, Region X, Arcade Plaza Building 1321 Second Avenue, Seattle, Washington 98101. Complaints related to employment may be referred to the Office for Civil Rights or to the State Department of Labor, 115 Labor and Industries Building, Salem, Oregon 97310.

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Facilities Committee
4/7/87

MEMBERS PRESENT Wayne Jensen, Elwood Stait, Dale Walters.

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

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

OFFICE OF INSTRUCTION RELOCATION The committee discussed the relocation of the Office of Instruction to the Tillamook Campus. President Mason explained that four staff members would be moved to the Tillamook facility and relocated in the space which is currently used as an apartment, as soon as it is vacated this summer. The maximum cost for remodeling (phones, lighting, minor construction) was estimated at \$8,000. Discussion included the need for more classroom space versus the need to relocate the Office of Instruction, and clarification of long and short range plans for the Tillamook facility. Dale Walters and Wayne Jensen agreed that the Office of Instruction be relocated in Tillamook, provided the costs of remodelling do not exceed \$8,000. Elwood Stait abstained.

HOSPITAL TRAILER With the relocation of the Office of Instruction, the decreased need for space provided by the trailer and the costs associated with the maintenance of the trailer, the committee agreed that the hospital be requested to remove the trailer from the Bay City premises. Discussion included the possibility of the hospital donating the trailer to TBCC, and the possible sale of the trailer by TBCC. The committee agreed to request that the hospital remove the trailer from its Bay City location.

DISTRICT 56 BUILDINGS/PROPERTY The committee discussed acceptance of the Bay City property and building, and the proposal for Upper Nehalem Elementary. The committee agreed that District 56 be informed that the Bay City building be accepted as a gift; the Bay City land be accepted on a lease arrangement with the length of the lease to be negotiated; and the feasibility study on Upper Nehalem Elementary be continued.

INSURANCE REVIEW The committee confirmed that they would like Jeff Hurliman to present an insurance quote review to the Board before renewals are made.

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

Minutes submitted by Kate Ventres.

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Personnel Committee
4/2/87

MEMBERS PRESENT Wayne Jensen, Laurie Mulder, Eva Noble

GUESTS PRESENT Ray Hawkins

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

CALL TO ORDER Laurie Mulder called the meeting to order at 12:10 pm.

SALARY & BENEFIT REVIEW
REVIEW

The committee discussed the current salary schedule and proposals for cost-of-living and yearly step increases for employees. Also reviewed were current employee benefits, in particular the health insurance package. The committee agreed that the District adopt a new health and dental plan that will save the District \$7000/year. Among the differences between the two plans include a \$50 deductible per person for office visits, and the first \$550 of major medical expenses paid by the employee. The committee discussed an employer paid deductible commitment, which would reimburse an employee for their expenses incurred by the \$50 deductible. This would cost the District an additional \$1,350, reducing the total savings to \$5,649. The committee agreed that the District adopt the new health plan through their regular carrier (Blue Cross), and that the deductible commitment policy be pursued.

The committee reviewed proposals for salary increases for employees. After a thorough review of the proposals, the committee recommended to grant a 5% yearly step increase for District employees.

POSITION RECLASSIFICATIONS

President Mason explained that the Associate Dean of Instruction position was "downgraded" from the Dean level last year during the hiring process in order to evaluate the individual hired into that position. Since that time Jerry Hallberg has performed well and has proven that he is qualified for a "Dean" level position, as is the Associate Dean of Students, Barbara Rice. President Mason recommended that both positions be reinstated to the "Dean" level and be reclassified to Executive Level Three.

Discussion regarding budget resources for the increase in salaries followed. It was recommended to bring this matter to the April Board meeting for discussion.

4/2/87

PRESIDENT
EVALUATION

President Mason will submit a self-evaluation of goals and objectives accomplished for the 1986-87 evaluation period, as well as goals for 1987-88, for Board review at the May meeting. An evaluation form will be provided for Board members to complete in May for an evaluation and executive session at the June Board meeting.

FUTURE BUSINESS

Kate Ventres will draft policies for committee consideration on the following topics: full-time temporary employee benefits; personal/emergency leave policy revision; tuition assistance policy; and grievance procedure policy.

There being no further business, the meeting adjourned at 1:30 p.m.

Minutes submitted by Kate Ventres.

/kv

PERSONNEL ISSUES AND RECOMMENDATIONS
1987-87 BUDGET YEAR

I. BENEFITS

The Personnel Committee asked that a review of the benefit package be undertaken for consideration in the new budget with special emphasis on health and life insurance. The College provides employees with a benefit package that includes:

- a. 12 days per year sick leave
- b. 12-22 days per year vacation leave
- c. 11 paid holidays per year
- d. 5 days bereavement leave (included in sick leave)
- e. 3 days emergency leave (included in sick leave)
- g. Health insurance for employee and dependents
- h. Dental insurance for employee
- i. \$15,000-\$50,000 life insurance
- j. Employer paid PERS
- k. Long-term disability
- l. TBCC tuition waiver

It was also suggested by a budget committee member that the board may want to review the policy of annual step increases for employees in view of the economic difficulties facing the county.

CONSIDERATIONS

Health and life insurance benefits are two areas which would provide direct cost savings to the district. I will present some possible alternatives at the meeting.

A uniform salary schedule with annual step increases was initiated five years ago to remove individual employees from the bargaining process and to compensate employees for increased skills and knowledge gained by continued employment with the district.

It was the intent of the board that the schedule be readjusted annually on the basis of cost-of-living, but that individual salaries not be included in the readjustment. No cost-of-living increase has been granted during the last four years due to the economic decline in the county. The salary schedule is currently based on a county wide survey taken in 1982-83.

II. Position Reclassifications

It has been administrative policy to review employee position classifications on an annual basis. Three classified positions were upgraded last year and two administrative positions and one executive position were downgraded last year.

CONSIDERATIONS

I would like the committee to consider reinstating the Associate Dean of Instruction position to Dean and upgrading the Associate Dean of Students position to Dean.

III. Presidential Evaluation

It is that time of year again when the Board must evaluate the president. I would like to explore options for doing the evaluation with the committee prior to presentation to the board.

1987-88 SALARY SCHEDULE
REVIEW

Current Total Payroll (per year) \$308,734

Proposals

3.5% cost-of-living X 4 years 351,956
(base \$838 - \$955)

3.5% cost-of-living X 2 years 330,345
(base \$838 - \$896)

3.5% cost-of-living; 5% step increase 334,976

No cost-of-living; 5% step increase 324,170

SUMMARY OF EMPLOYEE BENEFITS

TYPE OF EMPLOYEE	HEALTH		DENTAL		LTD	LIFE	SICK days/year	VACATION days/year	PAID HOLIDAYS per year	BEREAV LEAVE days/year	EMERG LEAVE days per year	TBCC TUITION WAIVER (per term)	PERS
	EMP+DEP	EMP ONLY, SELF PAY DEP	EMP ONLY	SELF PAY									
FT CLASSIFIED	X		X		X	15,000	12	12-22	11	5	3	6 cr emp + dep	X
PT MANAGEMENT	X		X		X	50,000	12	22	11	5	3	6 cr emp + dep	X
PT CLASSIFIED		X		X		Self-pay	X*	X*	X*	X*	X*	3 cr employee only	X
PT MANAGEMENT		X		X		Self-pay	6	11	X*	X*	X*	3 cr employee only	X
TEMPORARY OR ON-CALL												by petition only	X

*Prorated on actual hours or days worked.

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
PCC Contract Review Committee
March 19, 1987

MEMBERS PRESENT Dick Larsen, Elwood Stait, Dale Walters.

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

CALL TO ORDER President Mason called the meeting to order at 12:15 p.m.

CONTRACT The committee reviewed the revised contract between PCC and TBCC, noting the additions and changes made to areas involving worker's compensation and provisions in the Faculty Agreement. President Mason expressed his desire to ensure all conditions of the contract remain consistent with PCC acting as the employer, in accordance with Oregon law. The committee agreed that TBCC should not act as the employer with the instructional staff.

PROCEDURE Dick Larsen requested that TBCC's legal council review the contract before it is signed. President Mason explained that both PCC and TBCC attorneys will review the contract after it is finalized. Jerry Hallberg reported that PCC representatives Jim O'Brien and Bud Emery are willing to discuss changes to the contract at our convenience. Jerry will arrange for this meeting to occur in April. The committee will be kept informed of the changes that are made to the contract.

The meeting adjourned at 1:00 p.m.

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
PCC Contract Review Committee
January 20, 1987

MEMBERS PRESENT Dick Larsen, Elwood Stait, Dale Walters.

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

CALL TO ORDER Dick Larsen called the meeting to order at 4:30 p.m.

PCC CONTRACT BID Discussion opened with the history of the bid process that TBCC experienced in its formation.

FACULTY
AGREEMENT

The committee discussed the employer-employee relationship between PCC and the TBCC instructors, and PCC's obligation to abide by the provisions in the faculty union agreement. This obligation was acknowledged as being unclear and not stated in the agreement or the contract. The possibility of PCC billing TBCC for the cost of liability for these provisions was discussed. Also discussed was the lack of input by TBCC administration and faculty into the agreement, and TBCC's "right of refusal". The committee agreed to review the union agreement before the next committee with emphasis on the following areas:

- 1- Tuition waivers for faculty
-credit/non-credit
- 2- Full-time teaching load
- 3- Full-time pay
- 4- Non-paid faculty (high school)

The committee will also review the option of developing an addendum to this agreement, or a statement which releases TBCC from the provisions in the union agreement.

CONTRACT

The committee reviewed the contract between PCC and TBCC, agreed on the need to reevaluate its contents and to avoid unnecessary "detailing" of its provisions. The committee will review the contract before the next meeting as well.

TIMELINE

The following timeline was established:

Jan/Feb Committee meetings
March Complete written document
Meetings with PCC
April Sign contract

The meeting adjourned at 5:30 p.m.

Minutes submitted by Kate Ventres.

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Personnel Committee
January 23, 1987

MEMBERS PRESENT Wayne Jensen, 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.
PART-TIME EMPLOYEE BENEFITS The committee reviewed part-time employee benefits of other organizations.

The need to define "part-time" and "temporary" employee was apparent before benefits could be determined.

The following definitions were established:

On-Call: Work only when called; does not work a regular schedule.

Temporary Part-time: An employee who works less than 20 hours/week; or
An employee who works more than 20 hours/week and less than 40 hours/week for an undefined period of time.

Regular Part-time: An employee who works more than 20 hours/week and less than 40 hours/week for a defined period of time that exceeds 3 months.

The committee felt these definitions would allow more flexibility in the hiring of grant employees.

On-call and temporary employees would receive no benefits; part-time employees would receive the following:

- 1-employee only health with the option to self-pay for dependents;
- 2-self-pay dental insurance;
- 3-self-pay life insurance;
- 4-sick, vacation and emergency leave accrual for actual hours worked;
- 5-paid holiday leave if scheduled to work on holiday;
- 6-3 credit, employee only tuition waiver;
- 7-PERS over 600 hours

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The committee will present this proposal at the next regular Board meeting.

GRIEVANCE
POLICY

The committee will review the Grievance policies for discussion at the next committee meeting.

The meeting adjourned at 1:30 p.m.

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Policy Committee
January 27, 1987

MEMBERS PRESENT Dick Larsen, Lew Forster.

MEMBERS ABSENT Dale Walters (excused).

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

CALL TO ORDER Roy Mason called the meeting to order at 4:35 p.m.

TUITION WAIVER POLICY The committee reviewed a proposed policy 2.053, General Tuition Waivers/Discounts, to which several revisions were made. The committee will submit the proposed policy to the general Board meeting for first reading.

NEW FORMAT Incorporated in the above policy was a new format to include an "administrative rules" section. The committee agreed that policy should continue to be set by the Board, while administrative rules may be determined by administration.

The meeting adjourned at 5:10 p.m.

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE
Personnel Committee
November 3, 1986

MEMBERS PRESENT Laurie Mulder, Eva Noble.

MEMBERS ABSENT Wayne Jensen (excused).

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

CALL TO ORDER The meeting was called to order at 7:00 p.m. by Laurie Mulder.

LIFE INSURANCE POLICY President Mason reported that further investigation into the life insurance policy issue revealed that there may be some companies that will insure individuals with pre-existing conditions for \$50,000 in a group of over 10 employees. President Mason recommended that revision of the policy be postponed until it is determined if a change is necessary.

POLICY REVISION Kate Ventres explained that policy #1.1, Definitions and Miscellaneous Provisions, needed revision before further personnel policy revisions could be made. The committee reviewed the recommended changes and approved the policy for first reading by the full Board.

PART-TIME EMPLOYEE BENIFITS The committee discussed part-time employee benefits, including health, dental and life insurance, as well as vacation, sick and holiday leave. The committee requested that President Mason's office produce a draft of recommended part-time employee policies for committee review, and that part-time employee policies from other institutions be surveyed.

The meeting adjourned at 7:25 p.m.

Minutes submitted by Kate Ventres.

/kv

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE S.D.

Personnel Committee

October 21, 1986

MEMBERS PRESENT Laurie Mulder, Eva Noble.

MEMBERS ABSENT Wayne Jensen (excused).

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

CALL TO ORDER The meeting was called to order at 4:00 p.m. by Laurie Mulder.

PRE-EXISTING LIFE
INSURANCE POLICY

The committee discussed the revision of the administrator life insurance policy provision of \$50,000, which currently does not address the pre-existing condition of an employee prior to employment with the District. The revision was not recommended by the District's attorney because of possible discriminatory language, and he recommended that maximum premium amounts be stated instead. Another option explored was lowering the life insurance benefit for all administrators to \$15,000, offering employees the option to pay the extra premium for a policy of greater value. President Mason will investigate this matter further before revising the policy. President Mason will provide a \$50,000 for the employee who is immediately affected by this policy, exploring with the employee options for lower premium costs based on existing insurance policies that the employee may already have.

HEALTH INSURANCE-
CAFETERIA PLAN

Cafeteria plan health insurance options were discussed. It was indicated that the District may not be eligible for this plan due to the number of employees necessary to obtain the group rate, but President Mason will explore classification options with other companies. Blue Cross Health Plans were compared for savings, but the committee concluded that unless the quality of the program can be preserved at a savings to the District, no change will be made at this time.

POLICY REVISION

Policies for part-time employees were briefly discussed. Committee members were given a hand-out to review for the next scheduled meeting on November 3 at 7:00 p.m.

Meeting adjourned at 5:15 p.m.

Minutes submitted by Kate Ventres.

/kv