

M E E T I N G   N O T I C E

7:00 P.M.  
MONDAY, JUNE 5, 1989  
BUDGET HEARING

7:30 P.M.  
MONDAY, JUNE 5, 1989  
REGULAR MEETING

ALL MEETINGS WILL BE HELD IN THE TBCC AUDITORIUM AT 2510 FIRST ST, TILLAMOOK

\*\*\*There will not be a meeting with the SBDC Advisory Board at 6:30 p.m.\*\*\*  
(see attached correspondence)

TILLAMOOK BAY COMMUNITY COLLEGE S.D.  
MINUTES - PUBLIC HEARING  
June 5, 1989  
TBCC Auditorium, 2510 First Street, Tillamook

MEMBERS PRESENT      Lew Forster, Dick Larsen, Eva Noble, Dale Walters.

MEMBERS ABSENT      Wayne Jensen (excused); Laurie Mulder (excused); Bill  
Wustenberg (excused).

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

CALL TO ORDER      The meeting was called to order at 7:00 p.m. by Vice-  
Chairman Lew Forster.

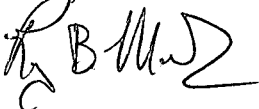
1989-90 BUDGET  
HEARING      There was no testimony on the 1989-90 budget from the  
floor.

ADJOURNMENT      There being no further business, the meeting was adjourned at  
7:30 p.m.

Respectfully submitted,



Roy B. Mason, Clerk



/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*

May 17, 1989

CORRECTED COPY

Headlight Herald  
PO Box 232  
Tillamook, OR 97141

## LEGAL NOTICE SECTION:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, June 5, 1989 at 7:30 p.m. in the auditorium at 2510 First Street in Tillamook. An Executive Session of the Board will be held in accordance with ORS 192.660 for the purpose of evaluating the President.

Kate Ventres  
Director  
Administrative Services

/kv

H-89-442  
**PUBLIC NOTICE**  
NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, June 5, 1989 at 7:30 p.m. at the Auditorium at 2510 1st St. in Tillamook. An Executive Session of the Board will be held in accordance with ORS 192.660 for the purpose of evaluating the President.



TILLAMOOK BAY COMMUNITY COLLEGE  
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218  
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Roy B. Mason II, *President*

May 17, 1989

Headlight Herald  
PO Box 232  
Tillamook, OR 97141

LEGAL NOTICE SECTION:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, June 5, 1989 at 7:30 p.m. at the ~~Small Business Development Center, 401-B Main Street~~ *auditorium at 2510 First Street* in Tillamook. An Executive Session of the Board will be held in accordance with ORS 192.660 for the purpose of evaluating the President.

Kate Ventres  
Director  
Administrative Services

/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*

## 1989-90 BUDGET HEARING

June 5, 1989  
7:00 P.M.

## BOARD OF DIRECTORS MEETING

June 5, 1989  
7:30 PM

Tillamook Bay Community College Auditorium  
2510 First Street, Tillamook

## AGENDA

	<u>ITEM</u>	<u>PAGES</u>
I	Adoption of Agenda	
II	Approval of Minutes	
	- May 1, 1989 Regular Meeting	II-1 thru II-3
	- May 22, 1989 Special Meeting	II-4 thru II-5
III	Budget Report	III-1 thru III-25
IV	Committee Reports	
	- Personnel - 2nd Policy Readings	
V	OCCA Representative Appointment	
VI	Foundation Update	
VII	Legislative Update	VII-1 thru VII-4
VIII	Announcements	
	- June 15 Graduation	
	- June 28 Board Meeting	
IX	*President Evaluation	Enclosed

\*Executive Session in accordance with ORS 192.660

TILLAMOOK BAY COMMUNITY COLLEGE S.D.  
MINUTES - REGULAR MEETING  
BOARD OF DIRECTORS  
June 5, 1989  
TBCC Auditorium, 2510 First Street, Tillamook

MEMBERS PRESENT      Lew Forster, Dick Larsen, Eva Noble, Dale Walters.

MEMBERS ABSENT      Wayne Jensen (excused); Laurie Mulder (excused); Bill  
Wustenberg (excused).

STAFF PRESENT      Roy Mason, President; Jerry Hallberg, Dean of Instruction;  
Kate Ventres, Director Administrative Services; Dick Gammon,  
Director Institutional Development; Jim O'Donnell, Director,  
SBDC.

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

I ADOPTION OF  
AGENDA      Vice-Chairman Lew Forster declared that the agenda  
be adopted.

II APPROVAL OF  
MINUTES      Dale Walters moved that the May 1, 1989 regular  
meeting minutes be approved as presented. Second - Dick  
Larsen. Motion passed 4/0.

                            Eva Noble moved that the May 22, 1989 special meeting  
minutes be approved as presented. Second - Dick Larsen.  
Motion passed 4/0.

III BUDGET REPORT      President Mason explained that end-of-year transfers would be  
presented at the June 28, 1989 meeting for the Board's  
action/approval. He reported projected shortfalls in prior year's  
taxes, but expected to receive the remaining \$43,000 in current  
taxes. Discussion followed regarding timber revenues and  
future projections.

IV COMMITTEE  
REPORTS      Articles 8, 11 and 15 were presented for second readings.

MOTION      Dale Walters moved to adopt revisions to Articles 8, 11 and  
15 as presented. Second - Eva Noble. Motion passed 4/0.

V OCCA REP      President Mason explained that the OCCA Representative needs  
to be appointed/re-appointed for the 1989-90 year, and that

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June 5, 1989

Laurie Mulder has served as representative for the last three years. Discussion followed regarding re-appointing Laurie Mulder to this position.

MOTION

Dale Walters moved to appoint Laurie Mulder as 1989-90 OCCA Representative. Second - Lew Forster. Motion passed 4/0. The group asked that Laurie Mulder be contacted regarding this appointment.

VI FOUNDATION  
UPDATE

President Mason reported that the Tillamook Community Foundation is currently in ownership of approximately 15 acres and two city blocks of property in Bay City, as well as a "President's Club" account of \$1,000, all for use by TBCC.

VII LEGISLATIVE  
UPDATE

President Mason reported recent legislation passed during the last legislative session reorganized service districts, allowing greater flexibility with regard to purchases of real property and contracted services. He explained that the Board will need to review contracted services in the near future.

He reported that equipment funds look positive for community colleges and will include \$63,240 for TBCC in the next biennium.

Other legislation affecting TBCC included "2+2" FTE reimbursement for high school students, additional regional vocational education funds, and training funds for welfare recipients.

VIII ANNOUNCEMENTS

Board members were invited to participate in the June 15 Graduation Ceremony.

The next regularly scheduled meeting will be held Wednesday, June 28, 1989 at 7:30 p.m.

MOTION

Eva Noble moved that the Executive Session be open. Second - Dale Walters. Motion passed 4/0.

Executive Session held.

MOTION

Dale Walters moved that the Executive Session be closed. Second-Eva Noble. Motion passed 4/0.

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June 5, 1989

Executive Session closed at 8:45 p.m.

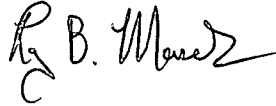
ADJOURNMENT

There being no further business, the meeting adjourned at 8:46 p.m.

Respectfully submitted:



Roy B. Mason, Clerk



/kv



## ARTICLE 8 PERFORMANCE APPRAISALS

### 8.1 INTRODUCTORY PERIOD

- 8.11 Each new employee shall be placed on introductory status for a 6 month period beginning with the first full month of employment.
- 8.12 Not later than the end of the sixth full month of employment, the employee's supervisor will meet with the employee to discuss the employee's performance with particular emphasis on any areas of deficiency that might prevent satisfactory completion of the introductory period. This conference will be documented and shall be signed by both the employee and the supervisor, then forwarded through appropriate administrative channels to the President. A copy will be provided to the employee and placed in the employee's personnel file.
- 8.13 If at any time during the introductory period the employee receives an unsatisfactory rating, the employee may be terminated without recourse to the grievance procedure.
- 8.14 Satisfactory rating upon completion of the introductory period entitles the employee to a salary step increase in accordance with Article 10.4.

### 8.2 ANNUAL EMPLOYEE PERFORMANCE APPRAISAL

Each employee will receive an annual performance appraisal after completion of the introductory period.

- 8.21 The written performance evaluation shall be reviewed and signed by the employee and the employee's supervisor before it is sent through appropriate channels to the President. A copy will be provided to the employee and placed in the employee's personnel file.
- 8.22 A satisfactory rating on the employee's annual performance appraisal will entitle the employee to a salary step increase in accordance with Article 10.5.

### 8.3 PROBATION FOR UNSATISFACTORY WORK PERFORMANCE

- 8.31 An employee who receives an unsatisfactory rating will be placed on a special probationary period up to and including three months.
- 8.32 The annual salary increment will be withheld during the probationary period.

8.33 Before the end of any probationary period, the employee's supervisor shall prepare a written evaluation of the employee's performance.

8.34 The performance evaluation shall be reviewed with the employee, signed by the employee's supervisor and the employee, and forwarded through appropriate administrative channels to the President. A copy will be provided to the employee and placed in the employee's personnel file.

8.35 If the employee fails to achieve a satisfactory performance rating within the specified probationary period, the employee shall be terminated.

8.36 An employee desiring to challenge a performance evaluation rating, may at the time the employee signs the copy, indicate that the employee desires to submit a written response which must be submitted within seven calendar days to the employee's supervisor. The written response shall be forwarded with the performance appraisal through appropriate administrative channels to the President. A copy will be placed in the employee's personnel file.

#### 8.4 INTRODUCTORY PERIOD UPON PROMOTION OR ASSIGNMENT TO A POSITION AT A HIGHER CLASSIFICATION LEVEL

8.41 The employee shall serve a six month introductory period in the new position.

8.42 Should the employee receive an unsatisfactory rating during the introductory period in the new job position, the employee shall revert either to the employee's former position, or to another vacant position for which the employee is determined to be qualified by Management, at the employee's rate of pay previous to the job change. Should the employee's former or another position not be vacant, the employee shall have the same rights of recall as if laid off from the position held prior to promotion.

#### 8.5 PRESIDENT EVALUATION

Evaluation of the President is under the direction of the Board of Directors.

ARTICLE 11 LEAVE

11.1 Paid Vacation Leave

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix A, shall earn paid vacation leave each month according to the following schedule:

		<u>Annual</u>
CLASSIFIED:	FIRST YEAR	10 DAYS
	EACH FOLLOWING YEAR	1 ADDITIONAL DAY
	MAXIMUM	15 DAYS
ADMINISTRATIVE I (LEVELS I, II)	FIRST YEAR	12 DAYS
	EACH FOLLOWING YEAR	1 ADDITIONAL DAY
	MAXIMUM	17 DAYS
ADMINISTRATIVE II (LEVELS III - V)	FIRST YEAR	14 DAYS
	EACH FOLLOWING YEAR	1 ADDITIONAL DAY
	MAXIMUM	19 DAYS
EXECUTIVE		20 DAYS

11.11 Eligibility

- a. Eligible part-time employees shall earn prorated paid vacation leave on the basis of total hours worked each month.
- b. Full-time employees who work less than a full-time schedule will earn prorated paid vacation leave on the basis of total hours worked each month.
- c. Upon receiving a satisfactory evaluation of the introductory period, vacation will be granted to the employee for each calendar month from the date of hire on a prorated basis per paragraph 8.11, retroactive to the first day of employment. Accrued vacation leave may be taken during the introductory period with permission from the employee's supervisor and the President.

11.12 Scheduling

- a. Vacation schedules will be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, with the request of the employee; and shall be scheduled so as to prevent the loss of vacation time earned.
- b. In cases of conflict, the preference of the employee with greater seniority in the department shall have precedence over that of the employee with less seniority.

Administrative Rules

1. Employees must submit a leave request form to their supervisor requesting paid vacation leave before leave is taken.

11.13 Unused Vacation Leave

REGULAR EMPLOYEES:

- a. No more than 80 hours of unused vacation leave shall be carried over from any fiscal year to another. Time accrued beyond this limit will be forfeited. Allowances to this policy include:

1- The employee may submit to the President a proposal for usage of the hours. If the hours are not used as planned, they will be forfeited.

2- The employee may request to convert no more than 40 hours into cash or "cash out" the excess vacation hours. The value of the hours would be based on wages earned at the time the leave was earned. Payment to employee would be made no later than August 31 of the year in which the leave would be forfeited.

LIMITED DURATION EMPLOYEES:

- b. Limited Duration employees may not carry-over unused vacation leave past their ending date of employment, and are not eligible for the vacation "cash-out". Unused vacation leave past the ending date of employment will be forfeited.

Administrative Rules

1. Proposals for usage of excess vacation leave must be submitted in writing to the President before June 30 of the fiscal year in which the leave would be forfeited.
2. "Cash-out" requests must be submitted in writing to the President before March 31 of the fiscal year in which the leave would be forfeited.

11.14 Miscellaneous

- a. When an employee is terminated, the paid vacation leave entitlement will be prorated for the year according to the number of calendar months worked and paid to the employee. If the employee has used more paid vacation leave than is computed by proration, the final paycheck shall be decreased accordingly.

11.2 Holidays

There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

11.21 Eligibility

- a. Eligible employees, as described in the Benefits Chart in Appendix A, shall earn paid holiday leave.
- b. Eligible part-time employees shall earn prorated paid holiday leave on the basis of total hours worked each month.

11.22 Scheduling

- a. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated in accordance with 10.82.
- b. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against vacation leave under Section 11.1 above. If the holiday falls on an employee's scheduled day off, the employee shall be granted an alternate day off as scheduled by Management in lieu of the holiday.

11.3 Paid Sick Leave

11.31 Eligibility

- a. Eligible employees, as described in the Benefits Chart in Appendix A, shall earn paid sick leave each month.
- b. Eligible part-time employees shall earn prorated sick leave on the basis of total hours worked each month.
- c. Full-time employees who work less than a full-time schedule (unpaid leave) will earn prorated sick leave on the basis of total hours worked.

11.32 Scheduling

- a. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on a sick leave form upon the employee's return to work and shall be applied against any unused sick leave.
- b. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of Management, the three day period may be extended in exceptional circumstances. For the purposes of this policy statement, "immediate family" shall mean husband, wife, parent, step-parent, grandparent, brother, sister, son, daughter, grandchild, in-law, or other person residing in the employee's household.

- c. If an illness or injury exhausts unused sick leave, vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the District as determined by Management.

11.33 Miscellaneous

- a. Unused sick leave accruals are carried from one fiscal year to the next and are not subject to limitations.
- b. Unused sick leave accruals are not compensable upon termination. However, this balance may be applied toward PERS retirement benefits if employee retires within the PERS system.
- c. Absence due to illness or injury compensated through SAIF (State Accident Insurance Fund) may be taken as unpaid leave as provided in Article 12.2.
- d. Absence due to pregnancy shall be treated no differently from any other illness that would be covered by unused paid sick leave, provided that the use of sick leave does not apply under conditions specified in 12.211 (Parental Leave).

ARTICLE 15 RESIGNATION, DISCHARGE AND DISCIPLINARY ACTIONS

15.1 RESIGNATION

- 15.11 To resign in good standing, an employee will give at least two weeks written notice.
- 15.12 Written resignations shall be submitted to the employee's supervisor and forwarded through appropriate administrative channels to the President's office.

15.2 DISCHARGE AND OTHER DISCIPLINARY ACTIONS

15.21 Employees can be disciplined or discharged for:

- (a) an intentional failure to abide by lawful rules and regulations of the College or of instructions given by his/her supervisor;
- (b) conviction of a state or federal felony or acts which if prosecuted would constitute such, the nature or cause of which act would substantially interfere with the performance of his/her duties at the College;
- (c) circumstances where continued employment would cause the college substantial loss of confidence to the citizens of the District;
- (d) failure to carry out duties at the appropriate level of quantity and quality as outlined in the position description or as required by the employee's supervisor
- (e) willful insubordination or intentional improper interference with the administrative processes of the College;
- (f) circumstances where continued employment would present a clear danger to the safety or security of other employees, the public, or College property;
- (g) failure to meet the established standards of attendance, performance or conduct.

15.22 The authorized disciplinary actions for any of the above circumstances shall be verbal reprimand, written reprimand, and termination. Suspension with or without pay may be exercised at the President's discretion.

15.23 Verbal Reprimand or Warning

Because a verbal reprimand or warning may benefit the employee and will sometimes be given spontaneously and under varying circumstances there shall be no right of appeal from one.

15.24 Written reprimand or warning shall clearly be labeled as such and delivered to the employee who shall initial a copy to acknowledge receipt prior to its being placed in the employee's personnel file.

15.25 Suspension

The supervisor, with the President's approval, may suspend an employee with or without pay, for a period not to exceed seven calendar days. A suspension shall be effected by written notice to the employee specifying the reason for it and the beginning and ending dates.

15.26 Employees shall be given not less than two weeks written notice of dismissal, except in those cases where, in the judgment of the President, the welfare of the College demands immediate dismissal. The employee shall be advised in writing of such pending discharge, the reason therefore, and that the employee's employment with the College shall be deemed terminated at the end of such period. The final paycheck shall include payment for any accrued unused vacation days and unused compensatory time.

15.3 GRIEVANCE PROCEDURE

An employee who has satisfactorily completed the introductory period may appeal the discharge with the grievance procedure provided in Article 16 at any time within thirty calendar days after the issuance of the written notice.

15.4 REDUCTION IN FORCE

15.41 Management recognizes the need of maintaining an efficient work force. In matters involving reduction of forces, elimination of positions, layoff, or recall, maintenance of College affirmative action plans and goals, seniority of the employees, and skill, ability, and efficiency shall all be taken into consideration. Affected employees shall be given at least thirty days notice of layoff.

15.42 Only employees who have completed the introductory period and who occupy a regular position shall have seniority. Seniority is determined by the length of the employee's service and computed in years, months, and days from the first day of employment.

15.43 Skills, ability and efficiency will be determined by the affected position requirements and the employee's previous performance appraisals.

15.44 Temporary Reductions in Working Hours

Employees must be given at least a thirty day written notice of reductions in working hours.