



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*

August 31, 1989

Headlight Herald
PO Box 232
Tillamook, OR 97141

LEGAL NOTICE SECTION:

Please publish the following legal notice in the September 6, 1989 edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held on Monday, September 11, 1989 at 7:30 p.m. in the auditorium at 2510 First Street in Tillamook. The public is invited to attend.

Kate Houston
Director
Administrative Services

/kv

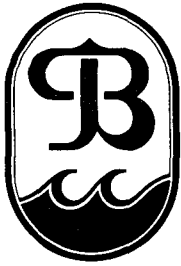
H89-675

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, September 11, 1989 at 7:30 p.m. in the auditorium at 2510 First Street in Tillamook. The public is invited to attend.

Kate Houston
Director
Administrative Services

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TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

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Roy B. Mason II, *President*

TILLAMOOK BAY COMMUNITY COLLEGE S.D.
REGULAR MEETING
BOARD OF DIRECTORS
September 11, 1989
TBCC, 2510 First Street, Tillamook

AGENDA

<u>ITEM</u>		<u>PAGE</u>
I	Adoption of Agenda	
II	Approval of Minutes -August 7, 1989 Regular Meeting -August 7, 1989 Executive Session	II-1 thru II-5 II-6 thru II-7
III	Budget Report -1989-90 Budget Message -Resolutions	enclosed
IV	Personnel Report	V-1
V	Award of Bids -Bay City Roof -Grounds	
VI	Resolution - Faculty Hiring	
 <u>INFORMATIONAL</u>		
VII	South County Computer Laboratory - Bob Pietruszka	
VIII	1989-90 Goals	VIII-1 thru VIII-2
IX	Announcements -Open House - October 2, 1989	

Change

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
REGULAR MEETING - BOARD OF DIRECTORS

September 11, 1989
TBCC, 2510 First Street, Tillamook
7:30 p.m.

- MEMBERS PRESENT Lew Forster, Wayne Jensen, Dick Larsen, Laurie Mulder, Dale Walters, Bill Wustenberg.
- MEMBERS ABSENT Eva Noble (excused).
- STAFF PRESENT Roy Mason, President; Jerry Hallberg, Dean of Instruction; Bob Pietruszka, Director of Computer Services; Kate Houston, Director of Administrative Services.
- CALL TO ORDER Chairman Lew Forster called the meeting to order at 7:30 p.m.
- I AGENDA President Mason added to the agenda:
V. Extermination.
- MOTION Laurie Mulder moved that the agenda be adopted. Second - Dick Larsen. Motion passed 6/0.
- II MINUTES Wayne Jensen moved to approve the August 7, 1989 regular meeting minutes as presented. Second - Laurie Mulder. Motion passed 6/0.
- MOTION Laurie Mulder moved to approve the August 7, 1989 executive session minutes as presented. Second - Dick Larsen. Motion passed 6/0.
- III BUDGET REPORT Kate Houston explained that the 1988-89 year end report would be available at the October meeting, with outstanding charges still anticipated for posting. The approximate cash carryover is at \$70,000.
- The 1989-90 revenues were increased by \$3,000 from additional state FTE funds. A 1989-90 budget report will be available at the October meeting.
- The current cash-flow is tight, with potential short-term borrowing to occur in September or early October, depending on capital outlay expenditures during this time.
- The 1989-90 Budget Message was reviewed. Kate explained that the auditor recommended that new budget figures without the three-year serial levy revenue be adopted by the Board. These figures were reviewed by the Board. Discussion

followed regarding the need for reconvening the Budget Committee. President Mason explained that the auditor advised that this was an option but not required.

MOTION

Dick Larsen moved to adopt the resolution establishing amended 1989-90 adopted budget figures (Resolution #11). Second - Wayne Jensen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

President Mason presented a resolution for the Nehalem Bay Center pool cover and reel fund.

MOTION

Laurie Mulder moved to approve the receipt and expenditure of \$3,000 in Resolution #8. Second-Dick Larsen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

President Mason presented a resolution for the Adult Basic Education grant, explaining that the Board must annually approve application for this grant. Dick Larsen asked for clarification regarding allocations. President Mason explained that approximately \$6,500 of the \$8,000 is for the ABE Grant Director. Bill Wustenberg asked how many FTE are generated by this program. Jerry Hallberg reported that 13.42 FTE were realized this year, with a 4.42 increase over last year due to the Literacy and ESL programs.

MOTION

Wayne Jensen moved to adopt the resolution authorizing the Adult Basic Education grant (Resolution #12). Second - Dick Larsen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

IV PERSONNEL RPT

Kate Houston presented the September 1989 Personnel Report. No action was taken.

V AWARD OF BIDS

President Mason presented the Award of Bid for the roof repair in Bay City.

MOTION

Wayne Jensen moved to accept the Award of Bid for roof repair as presented. Second - Laurie Mulder. Motion passed 6/0.

President Mason ^{reported} that requests for proposals for lawn and grounds maintenance are due September 20, 1989. He explained the need for the contract was due to Larry Klingler's resignation in June. No action taken.

President Mason explained that the carpenter ant/insect problem with the Bay City facility was serious, and recommended that an emergency be declared because of the potential structural damage to the building. He presented Resolution #9 for the Board's approval. Dick Larsen recommended that the work "bid" be changed to "contract". Dale Walters suggested contacting several exterminators about the problem.

MOTION

Dick Larsen moved to declare the insect infestation at the Bay City facility an emergency and to adopt Resolution #9. Second -Laurie Mulder. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

VI FACULTY HIRING

President Mason explained that legislation during the last session gave service districts more autonomy and allowed hiring of faculty members by the service district. He explained that a situation has arisen where he felt it would be advantageous to hire a TBCC faculty member. Laurie Mulder asked how this practice would affect our accreditation status and our relationship with PCC. President Mason explained that the instructors hired by TBCC would need to also be certified by PCC when teaching "PCC" courses. Actual employment issues such as salary and workload would be controlled by TBCC. President Mason explained that the current Director of the SBDC would be the first TBCC faculty member as of October 1, 1989, and would resign from his Director duties at that time. A .25 FTE SBDC Director would then be hired. President Mason added that faculty policies are currently being drafted for Board review.

Discussion followed regarding clarification of the proposed faculty position; the status of the current full-time faculty position in Business Occupations; and the fiscal impact of these proposals. Bill Wustenberg clarified that this resolution would enable the College to utilize the new legislation.

MOTION

Bill Wustenberg moved to adopt the resolution authorizing the hiring of faculty members (Resolution #10). Second - Dale Walters. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

VII SOUTH COUNTY
COMPUTER LAB

Bob Pietruszka discussed the computer lab that he helped to establish at Nestucca Union High School as part of the 2+2 program. Discussion followed regarding the possibility of programs with the other area high schools. No action taken.

VIII 1989-90
GOALS

President Mason reviewed the 1989-90 ^{goals} President Mason. He highlighted the self-study needed for accreditation in 1990. Discussion followed regarding the integration of these goals with those of administrators and staff. No action taken.

IX ANNOUNCEMENTS

An Open House for local area school board members and administrators will be held before the October 2 Board meeting at 6:00 p.m. in the TBCC auditorium.

There being no further business, the meeting adjourned at 8:55 p.m.

Respectfully submitted,



Roy B. Mason, Clerk

/kv



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SERVICE DISTRICT

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Roy B. Mason II, *President*

AWARD OF BID

ROOF REPAIR

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Tillamook Bay Community College Service District has the need for repair of the roof at the Bay City facility; and

WHEREAS, An emergency was declared by the Tillamook Bay Community College Service District Board of Directors on August 7, 1989 regarding the condition of the roof; and

WHEREAS, Bids were advertised and received from two bidders, therefore be it

RESOLVED, That the award be made to the following firm, it being the bidder, price and quality considered, meeting the College's specifications for the service bid.

Allwest Roofing Inc.	\$16,750
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and be it further

RESOLVED, That the charges be made to the following account:

Physical Plant - Repair	\$16,750
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Bid Summary

Allwest Roofing Inc.	\$16,750
P&L Heating & Sheet Metal	\$21,250

Moved by Wayne Jensen; second - Laurie Mulder. Motion passed 6/0.

PERSONNEL REPORT
September 1989

CURRENT STAFF

Roy Mason, President

Administrative Services:

Kate Houston, Director, Administrative Services
Patty Hogevoll, Administrative Assistant, Accounting Specialist
Janet Richards, Administrative Services Assistant
Kathy Kennedy, Administrative Assistant to the President, SRI Grant (.5 FTE)
Linda Ashby, Cary Josi, Shelly Vellinga, Mary Hanback, On-call Secretaries

Instruction:

Jerry Hallberg, Dean of Instruction
Debbie Sandusky, Community Education Coordinator
Sammie Morehouse, Program Assistant
Velma Reid, Instructional Secretary
Sonia Edmunds, Balancing Work & Family Program Coordinator (.3 FTE)
Vicki-Tempey Stoppiello, North County Education Coordinator (.4 FTE)
Angie Lunde, South County Education Coordinator (.15 FTE)
Bob Pietruszka, Director, Computer Services; Dept Chair, Science
Judy Maxwell, VISTA Literacy Volunteer

Student Services:

Barbara Rice, Dean of Students
Peggy Suchy, Student Services Assistant
Merry Babcock, Records and Registration Assistant
Lisa Dickson, Evening Receptionist (.4 FTE)
Shary Mason, Teen Parent Program Outreach Worker

Small Business Development Center:

Jim O'Donnell, Director
Rhonda Ellerbroek, Program Assistant

Other:

Jim Finch, Veterans Service Officer
Mary Hanback, Veterans Services Secretary (.2 FTE)
Don Bacon, Director, Tillamook County Economic Development

SEPTEMBER ACTIVITY

Resignation: Angie Lunde, South County Coordinator
Effective September 30, 1989

Increase in FTE: Vicki Tempey Stoppiello, No County Coord.
.3 FTE to .4 FTE
Effective September 1, 1989

OCTOBER ACTIVITY

Change of Position: Jim O'Donnell
Instructor, SBDC
*Effective October 1, 1989 *pending Board approval

Increase in FTE: Kathy Kennedy
Administrative Assistant to President, SRI Grant
.5 FTE to Full-time, limited duration contract thru 6/30/89
Effective October 1, 1989

**PRESIDENT
GOALS/PROJECTS/ACTIVITIES
1989-90**

ADMINISTRATIVE SERVICES

- A- Develop, analyze and implement tax base campaign.
- B- Initiate the acquisition of the First Street Center and major structural maintenance of the Bay City Center.
- C- Continue refinement of policy manual.
- D- Interpret and evaluate new service district legislation for potential implementation.
- E- Develop institutional self-study for PCC accreditation visit.

INSTRUCTIONAL SERVICES

- A- Develop faculty policy manual.
- B- Develop 3 year plan for instructional offerings.
- C- Initiate college preparation program at Nestucca Union High School. Explore college preparation program at Neah-Kah-Nie High School.
- D- Initiate the development of a new computer assisted Business Occupations and Computer Application Certificate and Degree.
- E- Initiate computer laboratory at Nestucca Union High School.
- F- Re-organize Adult Basic Education, Literacy Community Education programs.
- G- Re-organize Small Business Development Center.
- H- Establish computer consultant program at SBDC.
- I- Develop AIB and other continuing education course work.
- J- Review library facility access.
- K- Initiate computer-assisted instructional management program.
- L- Evaluate instructional function of District for PCC accreditation visit.

STUDENT SERVICES

- A- Evaluate the effect of increased high school student recruitment and enrollment.
- B- Develop marketing and recruitment of in-high school classes and 2 + 2 programs.
- C- Develop Business/Education partnership at college level.
- D- Establish student advisory committee.
- E- Expand student retention effort.
- F- Continue development and implementation of Japanese program.
- G- Develop work-study training plan.
- H- Explore "Executive Secretary" scholarship.
- I- Initiate computer assisted, "on-line" registration process.
- J- Explore "TBCC" presence on diploma, transcript.
- K- Facilitate student data and information exchange with Office of Instruction.
- L- Evaluate Student Services for PCC Accreditation visit.



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Roy B. Mason II, *President*

RESOLUTION
AUTHORIZING ADULT BASIC EDUCATION GRANT

BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

WHEREAS:

The 1989-90 budget of the Tillamook Bay Community College Service District includes \$8,080 in Adult Basic Education grant funds; and

WHEREAS:

the grant application requires authorization by the Board of Directors of Tillamook Bay Community College Service District; then

BE IT HEREBY RESOLVED:

that the Tillamook Bay Community College Service District Board of Directors hereby adopts this resolution in the full amount of \$8,080 and for the purposes shown below, is hereby appropriated as follows:

Special Fund

Instruction	\$ 500
Instructional Support	\$ 7,580

RESOLVED this 11 day of September, 1989.

Lewis P. Forster
Chairman, Board of Directors

R. B. Mason II
President, Clerk of the Board



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Roy B. Mason II, *President*

RESOLUTION
BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE S.D.

WHEREAS:

The 1989-90 budget of the Tillamook Bay Community College Service District received an unanticipated grant from the City of Nehalem in the amount of \$3,000 for the specific purpose of providing funds for the purchase of a pool cover and reel for the Nehalem Bay Center pool; and

WHEREAS:

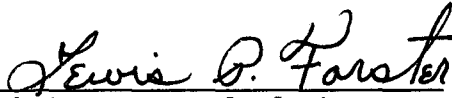
Oregon Local Budget Law, under ORS 294.326(2), provides that money from an unanticipated grant which has been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriation resolution;

BE IT HEREBY RESOLVED:

that the Tillamook Bay Community College Service District Board of Directors hereby adopts this resolution in the full amount of \$3,000 and for the purposes shown below, is hereby appropriated as follows:

	Special Fund
Physical Plant	
Capital Equipment	\$3,000

RESOLVED this 11 day of September, 1989.


Chairman, Board of Directors


President, Clerk of the Board



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RESOLUTION
DECLARATION OF EMERGENCY - EXTERMINATION

BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE S.D.

WHEREAS:

the governing Board of Tillamook Bay Community College Service District is hereby designated as the local contract review board for Tillamook Bay Community College Service District; and

WHEREAS:

there exists an emergency with an insect problem to the structural integrity of the Bay City facility of Tillamook Bay Community College Service District;

BE IT HEREBY RESOLVED:

that in accordance with ORS 279.029 (3), a ^{contract} ~~bid~~ ^{ABM} be awarded for extermination at the soonest possible date.

RESOLVED this 11 day of September, 1989.

Lewis P. Farster
Chairman, Board of Directors

R. B. Mason
President, Clerk of the Board



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RESOLUTION
AUTHORITY TO HIRE TBCC FACULTY MEMBERS

BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE S.D.

WHEREAS:

the 1989 Oregon Legislature approved legislation allowing community college service districts to hire their own faculty members; and

WHEREAS:

the governing Board of Tillamook Bay Community College Service District has the authority to hire all employees of the District and may delegate this authority to authorized staff;

BE IT HEREBY RESOLVED:

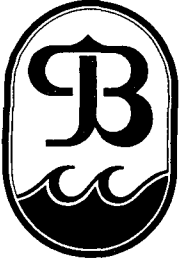
that the President of Tillamook Bay Community College Service District is authorized to hire faculty members for the District.

RESOLVED this 11 day of September, 1989.

Lewis P. Forster
Chairman, Board of Directors

R. B. Mason II
President, Clerk of the Board

/kv
#10



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Roy B. Mason II, *President*

RESOLUTION
ESTABLISHING AMENDED
1989-90 ADOPTED BUDGET

BOARD OF DIRECTORS
TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

WHEREAS:

the loss of three serial levy elections in 1989 created a shortfall in projected 1989-90 budget revenues; and

WHEREAS:

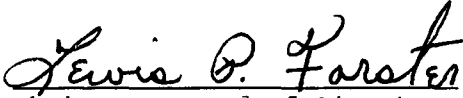
more accurate budget figures are necessary to comply with Oregon Local Budget Law and internal budget management;

BE IT HEREBY RESOLVED:

that the adopted 1989-90 budget figures are changed to reflect the amended amounts as follows and will hereby formalize the new adopted 1989-90 amounts:

(see attached)

RESOLVED this 11 day of September, 1989.


Chairman, Board of Directors


President, Clerk of the Board

/kv
#11

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
01	GENERAL FUND RESOURCES	238 FTE	250 FTE	238 FTE
0200000-00	STATE SOURCES			
	**STATE AID OPERATION	\$336,500	\$349,768	\$352,519
0300000-00	LOCAL SOURCES			
10000-00	CURRENT TAXES	\$400,786	\$798,987	\$423,873
20000-00	PRIOR YEARS TAXES	\$55,000	\$50,000	\$46,000
30000-00	COUNTY TIMBER REVENUE	\$55,000	\$55,000	\$50,000
0400000-00	TUITION AND FEES			
10000-00	TUITION	\$122,000	\$121,000	\$123,000
20000-00	FEES	\$2,500	\$23,000	\$23,000
0500000-00	OTHER REVENUE			
10000-00	SALE OF GOODS/SERVICES	\$10,000	\$4,000	\$4,000
15000-00	BOOKSTORE	\$40,000	\$37,000	\$37,000
20000-00	INTEREST INCOME	\$10,000	\$15,000	\$15,000
30000-00	RENTAL INCOME	\$5,000	\$6,000	\$6,000
40000-00	AVAILABLE WORKING CAPITAL	\$50,000	\$50,000	\$70,000
50000-00	MISCELLANEOUS	\$1,000	\$1,000	\$1,000
	TRANSFER OF RESIDUAL EQUITY			
	FUND BALANCE	\$0	\$0	\$0
	RESOURCES TOTAL	\$1,087,786	\$1,510,755	\$1,151,392
	COST PER FTE	\$4,571	\$5,379	\$4,838

**STATE FTE \$1617; 238 FTE @ 91.0598%=\$349768

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
02	INSTRUCTION			
0100000-00	PERSONAL SERVICES			
40000-00	INSTRUCTIONAL PERSONNEL	\$20,200	\$38,200	\$31,953
0200000-00	OTHER PAYROLL EXPENSES	\$6,900	\$15,280	\$12,782
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$6,500	\$8,400	\$6,400
02000-00	TRAVEL-INSTRUCTIONAL	\$5,000	\$6,000	\$4,000
10000-00	EQUIPMENT RENTAL	\$600	\$1,000	\$0
13000-00	INST CONTRACT (PCC)	\$180,000	\$260,000	\$250,000
14000-00	INST CONTRACT/MAT & SVCS	\$65,000	\$0	\$0
14000-00	OTHER INST. CONTRACT	\$0	\$35,000	\$23,000
17000-00	MATERIALS FOR RESALE	\$0	\$500	\$0
30000-00	TUITION WAIVERS	\$7,000	\$8,000	\$6,000
0400000-00	CAPITAL EQUIPMENT	\$5,000	\$12,000	\$8,000
0600000-00	EQUIPMENT REPAIR REPLACEMENT			
01000-00	REPAIR	\$4,000	\$6,000	\$8,000
02000-00	REPLACEMENT	\$1,000	\$5,000	\$0
INSTRUCTION TOTAL		\$301,200	\$395,380	\$350,135

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
03 INSTRUCTIONAL SUPPORT SERVICES				
010000-00 PERSONAL SERVICES				
10000-00	EXECUTIVE	\$33,300	\$34,965	\$33,940
20000-00	ADMINISTRATIVE	\$34,500	\$56,800	\$29,584
30000-00	CLASSIFIED	\$64,700	\$47,100	\$38,111
40000-00	UNCLASSIFIED	\$1,500	\$4,000	\$2,500
020000-00 OTHER PAYROLL EXPENSES				
		\$48,000	\$61,140	\$45,448
030000-00 MATERIALS AND SERVICES				
01000-00	SUPPLIES	\$8,000	\$8,400	\$8,000
02000-00	TRAVEL	\$6,500	\$7,000	\$5,000
03000-00	TELEPHONE	\$7,000	\$6,449	\$7,000
04000-00	POSTAGE	\$3,000	\$4,500	\$3,500
05200-00	ADVERTISING	\$5,000	\$7,500	\$5,000
05210-00	SCHEDULE PRODUCTION	\$8,000	\$8,400	\$6,400
05220-00	PRINTING	\$2,500	\$2,625	\$1,000
05230-00	CATALOG PRODUCTION	\$0	\$15,000	\$2,500
08000-00	LIBRARY DEVELOPMENT	\$1,500	\$1,575	\$0
09000-00	TEXTBOOKS	\$2,000	\$2,000	\$1,000
15000-00	STAFF DEVELOPMENT	\$2,000	\$3,000	\$2,000
19000-00	OTHER EXPENSES	\$1,000	\$1,000	\$500
040000-00 CAPITAL EQUIPMENT				
		\$2,000	\$6,000	\$3,000
INSTRUCTIONAL SUPPORT TOTAL		\$230,500	\$277,454	\$194,483

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
04	STUDENT SERVICES			
0100000-00	PERSONAL SERVICES			
10000-00	EXECUTIVE	\$35,000	\$36,750	\$34,955
20000-00	ADMINISTRATIVE			
30000-00	CLASSIFIED	\$32,500	\$39,861	\$33,444
40000-00	UNCLASSIFIED	\$3,500	\$4,000	\$2,865
0200000-00	OTHER PAYROLL EXPENSES	\$31,311	\$32,244	\$26,368
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$3,500	\$4,000	\$5,500
02000-00	TRAVEL	\$1,500	\$1,600	\$1,500
03000-00	TELEPHONE	\$3,000	\$5,000	\$3,000
04000-00	POSTAGE	\$1,500	\$2,000	\$1,500
15000-00	STAFF DEVELOPMENT	\$1,500	\$2,500	\$2,000
06210-00	STUDENT WORK STUDY/PCC	\$2,500	\$3,000	\$2,111
06220-00	CIS	\$0	\$2,000	\$2,000
19300-00	COMMUNITY SERVICE	\$500	\$1,000	\$0
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$2,000	\$2,000
0501000-00	STUDENT GOVERNMENT	\$0	\$3,000	\$0
	STUDENT SERVICES TOTAL	\$117,311	\$138,955	\$117,243

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
05	COLLEGE SUPPORT SERVICES			
0100000-00	PERSONAL SERVICES			
10000-00	EXECUTIVE	\$47,250	\$49,612	\$47,250
20000-00	ADMINISTRATIVE	\$45,626	\$23,900	\$23,174
30000-00	CLASSIFIED	\$35,374	\$52,008	\$41,367
40000-00	UNCLASSIFIED	\$4,000	\$4,000	\$2,500
0200000-00	OTHER PAYROLL EXPENSES	\$52,500	\$51,068	\$45,668
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$7,500	\$7,000	\$6,500
02000-00	TRAVEL	\$7,000	\$9,000	\$6,000
03000-00	TELEPHONE	\$3,500	\$4,000	\$3,000
04000-00	POSTAGE	\$500	\$1,000	\$1,000
06130-00	LEGAL & AUDITING SVCS	\$9,900	\$10,000	\$10,000
06140-00	INSURANCE	\$18,000	\$20,000	\$20,000
06150-00	ASSOCIATION MEMBERSHIP	\$14,500	\$15,000	\$15,000
07000-00	PUBLICATIONS	\$1,500	\$2,000	\$2,000
15000-00	STAFF DEVELOPMENT	\$2,000	\$3,000	\$4,000
40100-00	BANKING EXPENSES	\$1,000	\$250	\$250
40200-00	INTEREST EXPENSE	\$0	\$1,000	\$1,000
16000-00	GOVERNING BOARD	\$5,500	\$4,500	\$2,948
16400-00	ELECTIONS	\$3,500	\$3,500	\$3,500
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$6,000	\$6,000
	COLLEGE SUPPORT TOTAL	\$260,150	\$266,838	\$241,157

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
06	PLANT OPERATION AND MAINTENANCE			
0100000-00	PERSONAL SERVICES			
30000-00	CLASSIFIED	\$17,125	\$18,837	\$2,500
0200000-00	OTHER PAYROLL EXPENSES	\$6,200	\$8,665	\$625
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$4,500	\$8,000	\$8,000
06200-00	OTHER CONTRACTED SVCS	\$9,400	\$13,900	\$27,277
12000-00	CLASSROOM RENTAL	\$53,500	\$58,000	\$58,000
20000-00	PROPERTY TAX	\$0	\$7,300	\$9,000
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$10,000	\$1,000
0700000-00	PHYSICAL PLANT			
01000-00	UTILITIES	\$7,000	\$27,000	\$29,000
02000-00	REPAIRS	\$2,000	\$10,000	\$25,000
04000-00	LEASEHOLD IMPROVEMENTS	\$6,000	\$8,000	\$2,000
	PLANT OPERATION AND MAINTENANCE TOTAL	\$106,725	\$169,702	\$162,402

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
07	BOOKSTORE			
0100000-00	PERSONAL SERVICES			
30000-00	CLASSIFIED	\$5,500	\$6,112	\$0
0200000-00	OTHER PAYROLL EXPENSES	\$1,900	\$2,438	\$0
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$500	\$500	\$200
02000-00	TRAVEL	\$500	\$500	\$204
04000-00	POSTAGE	\$1,000	\$1,000	\$1,000
17000-00	MATERIALS FOR RESALE	\$30,000	\$35,000	\$34,568
0400000-00	CAPITAL EQUIPMENT	\$0	\$0	\$0
	BOOKSTORE TOTAL	\$39,400	\$45,550	\$35,972

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
08	RESERVES			
0801000-00	BOARD CONTINGENCY	\$32,500	\$50,000	\$50,000
	TOTAL RESERVES	\$32,500	\$50,000	\$50,000

GENERAL FUND: SUMMARY SHEET I

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
01	RESOURCES TOTAL	\$1,087,786	\$1,510,755	\$1,151,392
	EXPENDITURES			
02	INSTRUCTIONAL TOTAL	\$301,200	\$395,380	\$350,135
03	INSTRUCTIONAL SUPPORT TOTAL	\$230,500	\$277,454	\$194,483
04	STUDENT SERVICES TOTAL	\$117,311	\$138,955	\$117,243
05	COLLEGE SUPPORT TOTAL	\$260,150	\$266,838	\$241,157
06	PLANT OPERATIONS TOTAL	\$106,725	\$169,702	\$162,402
07	BOOKSTORE TOTAL	\$39,400	\$45,550	\$35,972
08	RESERVES TOTAL	\$32,500	\$50,000	\$50,000
	DEBT SERVICE	\$0	\$0	\$0
	ENDING FUND BALANCE	\$0	\$0	\$0
	UNAPPROPRIATED ENDING FUND BAL	\$0	\$166,876	\$0
	GENERAL FUND TOTAL	\$1,087,786	\$1,510,756	\$1,151,392

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
01	GENERAL FUND RESOURCES	238 FTE	250 FTE	238 FTE
0200000-00	STATE SOURCES			
	**STATE AID OPERATION	\$336,500	\$349,768	\$352,519
0300000-00	LOCAL SOURCES			
10000-00	CURRENT TAXES	\$400,786	\$798,987	\$423,873
20000-00	PRIOR YEARS TAXES	\$55,000	\$50,000	\$46,000
30000-00	COUNTY TIMBER REVENUE	\$55,000	\$55,000	\$50,000
0400000-00	TUITION AND FEES			
10000-00	TUITION	\$122,000	\$121,000	\$123,000
20000-00	FEES	\$2,500	\$23,000	\$23,000
0500000-00	OTHER REVENUE			
10000-00	SALE OF GOODS/SERVICES	\$10,000	\$4,000	\$4,000
15000-00	BOOKSTORE	\$40,000	\$37,000	\$37,000
20000-00	INTEREST INCOME	\$10,000	\$15,000	\$15,000
30000-00	RENTAL INCOME	\$5,000	\$6,000	\$6,000
40000-00	AVAILABLE WORKING CAPITAL	\$50,000	\$50,000	\$70,000
50000-00	MISCELLANEOUS	\$1,000	\$1,000	\$1,000
	TRANSFER OF RESIDUAL EQUITY			
	FUND BALANCE	\$0	\$0	\$0
	RESOURCES TOTAL	\$1,087,786	\$1,510,755	\$1,151,392
	COST PER FTE	\$4,571	\$5,379	\$4,838

**STATE FTE \$1617; 238 FTE @ 91.0598%=\$349768

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
02	INSTRUCTION			
010000-00	PERSONAL SERVICES			
40000-00	INSTRUCTIONAL PERSONNEL	\$20,200	\$38,200	\$31,953
020000-00	OTHER PAYROLL EXPENSES	\$6,900	\$15,280	\$12,782
030000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$6,500	\$8,400	\$6,400
02000-00	TRAVEL-INSTRUCTIONAL	\$5,000	\$6,000	\$4,000
10000-00	EQUIPMENT RENTAL	\$600	\$1,000	\$0
13000-00	INST CONTRACT (PCC)	\$180,000	\$260,000	\$250,000
14000-00	INST CONTRACT/MAT & SVCS	\$65,000	\$0	\$0
14000-00	OTHER INST. CONTRACT	\$0	\$35,000	\$23,000
17000-00	MATERIALS FOR RESALE	\$0	\$500	\$0
30000-00	TUITION WAIVERS	\$7,000	\$8,000	\$6,000
040000-00	CAPITAL EQUIPMENT	\$5,000	\$12,000	\$8,000
060000-00	EQUIPMENT REPAIR REPLACEMENT			
01000-00	REPAIR	\$4,000	\$6,000	\$8,000
02000-00	REPLACEMENT	\$1,000	\$5,000	\$0
INSTRUCTION TOTAL		\$301,200	\$395,380	\$350,135

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
<hr/>				
03	INSTRUCTIONAL SUPPORT SERVICES			
<hr/>				
010000-00	PERSONAL SERVICES			
10000-00	EXECUTIVE	\$33,300	\$34,965	\$33,940
20000-00	ADMINISTRATIVE	\$34,500	\$56,800	\$29,584
30000-00	CLASSIFIED	\$64,700	\$47,100	\$38,111
40000-00	UNCLASSIFIED	\$1,500	\$4,000	\$2,500
020000-00	OTHER PAYROLL EXPENSES	\$48,000	\$61,140	\$45,448
030000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$8,000	\$8,400	\$8,000
02000-00	TRAVEL	\$6,500	\$7,000	\$5,000
03000-00	TELEPHONE	\$7,000	\$6,449	\$7,000
04000-00	POSTAGE	\$3,000	\$4,500	\$3,500
05200-00	ADVERTISING	\$5,000	\$7,500	\$5,000
05210-00	SCHEDULE PRODUCTION	\$8,000	\$8,400	\$6,400
05220-00	PRINTING	\$2,500	\$2,625	\$1,000
05230-00	CATALOG PRODUCTION	\$0	\$15,000	\$2,500
08000-00	LIBRARY DEVELOPMENT	\$1,500	\$1,575	\$0
09000-00	TEXTBOOKS	\$2,000	\$2,000	\$1,000
15000-00	STAFF DEVELOPMENT	\$2,000	\$3,000	\$2,000
19000-00	OTHER EXPENSES	\$1,000	\$1,000	\$500
040000-00	CAPITAL EQUIPMENT	\$2,000	\$6,000	\$3,000
<hr/>				
	INSTRUCTIONAL SUPPORT TOTAL	\$230,500	\$277,454	\$194,483

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
04	STUDENT SERVICES			
0100000-00	PERSONAL SERVICES			
10000-00	EXECUTIVE	\$35,000	\$36,750	\$34,955
20000-00	ADMINISTRATIVE			
30000-00	CLASSIFIED	\$32,500	\$39,861	\$33,444
40000-00	UNCLASSIFIED	\$3,500	\$4,000	\$2,865
0200000-00	OTHER PAYROLL EXPENSES	\$31,311	\$32,244	\$26,368
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$3,500	\$4,000	\$5,500
02000-00	TRAVEL	\$1,500	\$1,600	\$1,500
03000-00	TELEPHONE	\$3,000	\$5,000	\$3,000
04000-00	POSTAGE	\$1,500	\$2,000	\$1,500
15000-00	STAFF DEVELOPMENT	\$1,500	\$2,500	\$2,000
06210-00	STUDENT WORK STUDY/PCC	\$2,500	\$3,000	\$2,111
06220-00	CIS	\$0	\$2,000	\$2,000
19300-00	COMMUNITY SERVICE	\$500	\$1,000	\$0
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$2,000	\$2,000
0501000-00	STUDENT GOVERNMENT	\$0	\$3,000	\$0
	STUDENT SERVICES TOTAL	\$117,311	\$138,955	\$117,243

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
05	COLLEGE SUPPORT SERVICES			
0100000-00	PERSONAL SERVICES			
10000-00	EXECUTIVE	\$47,250	\$49,612	\$47,250
20000-00	ADMINISTRATIVE	\$45,626	\$23,900	\$23,174
30000-00	CLASSIFIED	\$35,374	\$52,008	\$41,367
40000-00	UNCLASSIFIED	\$4,000	\$4,000	\$2,500
0200000-00	OTHER PAYROLL EXPENSES	\$52,500	\$51,068	\$45,668
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$7,500	\$7,000	\$6,500
02000-00	TRAVEL	\$7,000	\$9,000	\$6,000
03000-00	TELEPHONE	\$3,500	\$4,000	\$3,000
04000-00	POSTAGE	\$500	\$1,000	\$1,000
06130-00	LEGAL & AUDITING SVCS	\$9,900	\$10,000	\$10,000
06140-00	INSURANCE	\$18,000	\$20,000	\$20,000
06150-00	ASSOCIATION MEMBERSHIP	\$14,500	\$15,000	\$15,000
07000-00	PUBLICATIONS	\$1,500	\$2,000	\$2,000
15000-00	STAFF DEVELOPMENT	\$2,000	\$3,000	\$4,000
40100-00	BANKING EXPENSES	\$1,000	\$250	\$250
40200-00	INTEREST EXPENSE	\$0	\$1,000	\$1,000
16000-00	GOVERNING BOARD	\$5,500	\$4,500	\$2,948
16400-00	ELECTIONS	\$3,500	\$3,500	\$3,500
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$6,000	\$6,000
	COLLEGE SUPPORT TOTAL	\$260,150	\$266,838	\$241,157

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
06	PLANT OPERATION AND MAINTENANCE			
0100000-00	PERSONAL SERVICES			
30000-00	CLASSIFIED	\$17,125	\$18,837	\$2,500
0200000-00	OTHER PAYROLL EXPENSES	\$6,200	\$8,665	\$625
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$4,500	\$8,000	\$8,000
06200-00	OTHER CONTRACTED SVCS	\$9,400	\$13,900	\$27,277
12000-00	CLASSROOM RENTAL	\$53,500	\$58,000	\$58,000
20000-00	PROPERTY TAX	\$0	\$7,300	\$9,000
0400000-00	CAPITAL EQUIPMENT	\$1,000	\$10,000	\$1,000
0700000-00	PHYSICAL PLANT			
01000-00	UTILITIES	\$7,000	\$27,000	\$29,000
02000-00	REPAIRS	\$2,000	\$10,000	\$25,000
04000-00	LEASEHOLD IMPROVEMENTS	\$6,000	\$8,000	\$2,000
	PLANT OPERATION AND MAINTENANCE TOTAL	\$106,725	\$169,702	\$162,402

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
07	BOOKSTORE			
0100000-00	PERSONAL SERVICES			
30000-00	CLASSIFIED	\$5,500	\$6,112	\$0
0200000-00	OTHER PAYROLL EXPENSES	\$1,900	\$2,438	\$0
0300000-00	MATERIALS AND SERVICES			
01000-00	SUPPLIES	\$500	\$500	\$200
02000-00	TRAVEL	\$500	\$500	\$204
04000-00	POSTAGE	\$1,000	\$1,000	\$1,000
17000-00	MATERIALS FOR RESALE	\$30,000	\$35,000	\$34,568
0400000-00	CAPITAL EQUIPMENT	\$0	\$0	\$0
	BOOKSTORE TOTAL	\$39,400	\$45,550	\$35,972

GENERAL FUND: REQUIREMENTS

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
08	RESERVES			
0801000-00	BOARD CONTINGENCY	\$32,500	\$50,000	\$50,000
	TOTAL RESERVES	\$32,500	\$50,000	\$50,000

GENERAL FUND: SUMMARY SHEET I

ACCOUNT #	DESCRIPTION	ADOPTED 1988-89	ADOPTED 1989-90	REVISED ADOPTED 89-90
01	RESOURCES TOTAL	\$1,087,786	\$1,510,755	\$1,151,392
EXPENDITURES				
02	INSTRUCTIONAL TOTAL	\$301,200	\$395,380	\$350,135
03	INSTRUCTIONAL SUPPORT TOTAL	\$230,500	\$277,454	\$194,483
04	STUDENT SERVICES TOTAL	\$117,311	\$138,955	\$117,243
05	COLLEGE SUPPORT TOTAL	\$260,150	\$266,838	\$241,157
06	PLANT OPERATIONS TOTAL	\$106,725	\$169,702	\$162,402
07	BOOKSTORE TOTAL	\$39,400	\$45,550	\$35,972
08	RESERVES TOTAL	\$32,500	\$50,000	\$50,000
	DEBT SERVICE	\$0	\$0	\$0
	ENDING FUND BALANCE	\$0	\$0	\$0
	UNAPPROPRIATED ENDING FUND BAL	\$0	\$166,876	\$0
GENERAL FUND TOTAL		\$1,087,786	\$1,510,756	\$1,151,392

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
REGULAR MEETING - BOARD OF DIRECTORS

September 11, 1989

TBCC, 2510 First Street, Tillamook

7:30 p.m.

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

MEMBERS ABSENT Eva Noble (excused).

STAFF PRESENT Roy Mason, President; Jerry Hallberg, Dean of Instruction; Bob Pietruszka, Director of Computer Services; Kate Houston, Director of Administrative Services.

CALL TO ORDER Chairman Lew Forster called the meeting to order at 7:30 p.m.

I AGENDA President Mason added to the agenda:
V. Extermination.

MOTION Laurie Mulder moved that the agenda be adopted. Second - Dick Larsen. Motion passed 6/0.

II MINUTES Wayne Jensen moved to approve the August 7, 1989 regular meeting minutes as presented. Second - Laurie Mulder. Motion passed 6/0.

MOTION Laurie Mulder moved to approve the August 7, 1989 executive session minutes as presented. Second - Dick Larsen. Motion passed 6/0.

III BUDGET REPORT Kate Houston explained that the 1988-89 year end report would available at the October meeting, with outstanding charges still anticipated for posting. The approximate cash carryover is at \$70,000.

The 1989-90 revenues were increased by \$3,000 from additional state FTE funds. A 1989-90 budget report will be available at the October meeting.

The current cash-flow is tight, with potential short-term borrowing to occur in September or early October, depending on capital outlay expenditures during this time.

The 1989-90 Budget Message was reviewed. Kate explained that the auditor recommended that new budget figures without the three-year serial levy revenue be adopted by the Board. These figures were reviewed by the Board. Discussion

followed regarding the need for reconvening the Budget Committee. President Mason explained that the auditor advised that this was an option but not required.

MOTION

Dick Larsen moved to adopt the resolution establishing amended 1989-90 adopted budget figures (Resolution #11). Second - Wayne Jensen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

President Mason presented a resolution for the Nehalem Bay Center pool cover and reel fund.

MOTION

Laurie Mulder moved to approve the receipt and expenditure of \$3,000 in Resolution #8. Second-Dick Larsen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

President Mason presented a resolution for the Adult Basic Education grant, explaining that the Board must annually approve application for this grant. Dick Larsen asked for clarification regarding allocations. President Mason explained that approximately \$6,500 of the \$8,000 is for the ABE Grant Director. Bill Wustenberg asked how many FTE are generated by this program. Jerry Hallberg reported that 13.42 FTE were realized this year, with a 4.42 increase over last year due to the Literacy and ESL programs.

MOTION

Wayne Jensen moved to adopt the resolution authorizing the Adult Basic Education grant (Resolution #12). Second - Dick Larsen. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

IV PERSONNEL RPT

Kate Houston presented the September 1989 Personnel Report. No action was taken.

V AWARD OF BIDS

President Mason presented the Award of Bid for the roof repair in Bay City.

MOTION

Wayne Jensen moved to accept the Award of Bid for roof repair as presented. Second - Laurie Mulder. Motion passed 6/0.

President Mason that requests for proposals for lawn and grounds maintenance are due September 20, 1989. He explained the need for the contract was due to Larry Klingler's resignation in June. No action taken.

President Mason explained that the carpenter ant/insect problem with the Bay City facility was serious, and recommended that an emergency be declared because of the potential structural damage to the building. He presented Resolution #9 for the Board's approval. Dick Larsen recommended that the work "bid" be changed to "contract". Dale Walters suggested contacting several exterminators about the problem.

MOTION

Dick Larsen moved to declare the insect infestation at the Bay City facility and emergency and to adopt Resolution #9. Second -Laurie Mulder. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

VI FACULTY HIRING

President Mason explained that legislation during the last session gave service districts more autonomy and allowed hiring of faculty members by the service district. He explained that a situation has arisen where he felt it would be advantageous to hire a TBCC faculty member. Laurie Mulder asked how this practice would affect our accreditation status and our relationship with PCC. President Mason explained that the instructors hired by TBCC would need to also be certified by PCC when teaching "PCC" courses. Actual employment issues such as salary and workload would be controlled by TBCC. President Mason explained that the current Director of the SBDC would be the first TBCC faculty member as of October 1, 1989, and would resign from his Director duties at that time. A .25 FTE SBDC Director would then be hired. President Mason added that faculty policies are currently being drafted for Board review.

Discussion followed regarding clarification of the proposed faculty position; the status of the current full-time faculty position in Business Occupations; and the fiscal impact of these proposals. Bill Wustenberg clarified that this resolution would enable the College to utilize the new legislation.

MOTION

Bill Wustenberg moved to adopt the resolution authorizing the hiring of faculty members (Resolution #10). Second - Dale Walters. Motion passed 6/0. (A copy of this resolution is attached to these minutes).

VII SOUTH COUNTY
COMPUTER LAB

Bob Pietruszka discussed the computer lab that he helped to establish at Nestucca Union High School as part of the 2+2 program. Discussion followed regarding the possibility of programs with the other area high schools. No action taken.

PAGE FOUR - MINUTES
September 11, 1989

VIII 1989-90
GOALS

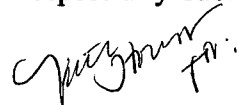

President Mason reviewed the 1989-90 President Mason. He highlighted the self-study needed for accreditation in 1990. Discussion followed regarding the integration of these goals with those of administrators and staff. No action taken.

IX ANNOUNCEMENTS

An Open House for local area school board members and administrators will be held before the October 2 Board meeting at 6:00 p.m. in the TBCC auditorium.

There being no further business, the meeting adjourned at 8:55 p.m.

Respectfully submitted,


Roy B. Mason, Clerk 

/kv