

TBCC BOARD OF DIRECTORS

DATE: 7/4/11

TIME: 7:30

LOCATION: SP002

REGULAR MTG EXECUTIVE SESSION SPECIAL MTG BUDGET MTG

	BOARD MEMBERS	PHONE #	YES	NO
1	Eva Noble	392-3550	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Wayne Jensen	842-4553	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Dale Walters	842-8423	<input type="checkbox"/>	<input type="checkbox"/>
4	Lew Forster	842-6515	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Laurie Mulder	842-4529	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Bill Dantien	842-2221	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Dick Hansen	842-7258	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				
9				
10				
11				
12				
13				
14				

OTHERS TO BE NOTIFIED

	NAME	YES	NO
1	HEADLIGHT HERALD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	POSTED @ CAMPUSES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	STEVE SIMPSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4			
5			
6			
7			

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

3-91 Agenda
 2-91 Minutes
 1-91 Budget

NAME	AGENDA	MINUTES	BOARD PACKET	BUDGET	
				GENERAL	SPECIAL
✓ Gary Mark, Superintendent Neah-Kah-Nie District #56 P.O. Box 28 Rockaway Beach, OR 97136	X	X			
✓ William Molendyke, Superintendent Tillamook County ESD 2410 Fifth Street Tillamook, OR 97141	X	X			
✓ Barbara Murphy Portland Community College P.O. Box 19000 - RIC B1 Portland, OR 97219-0990	X	X			
✓ Commissioner's Office Tillamook County Courthouse 201 Laurel Street Tillamook, OR 97141	X	X			
✓ OCCA 1201 Court Street N.E. Salem, OR 97301	X	X			
✓ Student Services - Barb	X	X	X	X	X
✓ Administrative Services - Kate	X	X	X	X	X
✓ Accounting - Patty	X	X			
✓ Instruction - Dean	X	X	X	X	X
✓ Vocational/Technical - Coordinator	X	X		X	X
✓ Records & Registration - Bob & Merry	X	X		X	X
✓ SBDC - Bill	X	X		X	X (SBDC State/Fed)
✓ NBC - Victoria	X	X		X (NBC only)	
✓ Work & Family - Kathy Ellis					X (W & F only)
✓ Veterans - Jim					X (Vets only)
✓ ABE/GED - Fred					X (ABE/GED only)
✓ President - Jerry	X	X	X	X	X

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

NAME	AGENDA	MINUTES	BOARD PACKET	BUDGET	
				GENERAL	SPECIAL
Bill Dahlien			X	X	X
Eva Noble			X	X	X
Laurie Mulder			X	X	X
Lew Forster			X	X	X
Wayne Jensen (give to Jerry)			X	X	X
Dale Walters			X	X	X
Richard Larson			X	X	X



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2765
Fax: 503/377-2219

Jerry Hallberg, *President*

February 22, 1991

Headlight Herald
PO Box 232
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please publish the following legal notice in the February 27, 1991 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, March 4, 1991, at 7:30 p.m. in the Small Business Development Center, 401-B Main Street in Tillamook. The public is invited to attend.

Kate Houston
Director
Administrative Services

/kh

H-91-117
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, March 4, 1991, at
7:30 p.m. in the Small Business
Development Center, 401-B
Main Street in Tillamook. The
public is invited to attend.
Kate Houston
Director
Administrative Services
2/27/91

BOARD OF DIRECTORS REGULAR MEETING

March 4, 1991

7:30 p.m.

**Tillamook Bay Community College
Small Business Development Center
401-B Main Street
Tillamook, Oregon**

A G E N D A

I. ADOPTION OF AGENDA

II. APPROVAL OF MINUTES - February 4, 1991 Regular Meeting

III. BUDGET REPORT

- A. Current (January)
- B. Transfer/Resolutions
- C. OSBA Borrowing Program
- D. 1991-92 Budget Process Update

IV. F.T.E. REPORT/SPRING SCHEDULE - Merry Whitney

V. FACILITIES REPORT - First Street Negotiations Update

VI. KOBE YMCA PROGRAM - Barbara Rice

VII. PERSONNEL REPORT

- A. Personnel Committee Report
- B. Staff Update
- C. Dean Search Update

VIII. ANNOUNCEMENTS

- A. Next meeting: April 1, 1991 - 6:30 p.m. Budget Meeting
7:30 p.m. Regular Meeting
- B. TBCC 10th Anniversary
- C. Women's History Month
- D. March 7 - 8 OCCA Legislative Conference

Executive Session in accordance with ORS 192.660 (1)(a.)

BOARD OF DIRECTORS REGULAR MEETING

March 4, 1991

7:30 p.m.

**Tillamook Bay Community College
Small Business Development Center
401-B Main Street
Tillamook, Oregon**

A G E N D A

I. ADOPTION OF AGENDA

Action needed: motion to approve the agenda

II. APPROVAL OF MINUTES - February 4, 1991 Regular meeting

Action needed: motion to approve the minutes of the February 4 regular meeting.

III. BUDGET REPORT

A. January (enclosed)

Action needed: informational

B. Transfer (enclosed)

The College is still negotiating the purchase of the First Street facility. A transfer of \$3,800 from the Debt Service category to Physical Plant - Classroom Rent is necessary to cover the March rental payment.

Action needed: motion to approve transfer

C. OSBA Borrowing Program Update

Kate Houston will report on the borrowing plans for 1991-92.

Action needed: informational

D. 1991-92 Budget Process Update

Budget sub-committee meetings will be confirmed.

Action needed: informational

IV. FTE REPORT/SPRING SCHEDULE (enclosed)

Merry Whitney will report on current and historical FTE data and will present the 1991 Spring schedule.

Action needed: informational

V. FACILITIES REPORT

President Hallberg will update the Board on the negotiations for the purchase of the First Street facility.

Action needed: informational

VI. KOBE YMCA PROGRAM

Barbara Rice will report on the KOBE YMCA Japanese Student program commencing this month.

Action needed: informational.

VII. PERSONNEL REPORT

A. Personnel Committee Report

The minutes for this meeting are enclosed.

Action needed: informational; confirm next meeting date

B. Staff Update

Action needed: informational

C. Dean Search Update

An Executive Session may be held in accordance with ORS 192.660 (1)(a) for discussion of the hiring of personnel.

VIII. ANNOUNCEMENTS

A. **Next Regular Meeting**

The next regular meeting of the TBCC Board of Directors is scheduled for April 1, 1991 at the Small Business Development Center, beginning at 7:30 p.m.

B. **Budget Committee Meeting**

The next budget committee meeting will be held April 1, 1991, at the Small Business Development Center, beginning at 6:30 p.m.

C. **TBCC 10th Anniversary Celebration**

Board members are invited to attend a program from 2:00 - 5:00 p.m at the TBCC Auditorium. Both past and present Board members will join staff, students and community members, with entertainment provided by the Community Choir and the Community Band. Refreshments will be served.

D. **Women's History Month**

Activities for the month of March will include displays at the Tillamook Campus of biographies and photos of notable women. These displays will be available for viewing during the first week of Spring term (March 25 - 29). Artis vanRussell is coordinating the project.

E. **OCCA Legislative Conference - March 7-8, 1991**

President Hallberg and Board Chairman Wayne Jensen plan to attend this conference.

TILLAMOOK BAY COMMUNITY COLLEGE S.D.
MINUTES - REGULAR MEETING
March 4, 1991
S.B.D.C., 401-B Main Avenue, Tillamook

MEMBERS PRESENT Bill Dahlien, Wayne Jensen, Dick Larsen, Eva Noble, and Dale Walters.

MEMBERS ABSENT Lew Forster, Laurie Mulder.

STAFF PRESENT Jerry Hallberg, Barbara Rice, Bob Pietruszka, Merry Whitney, Kate Houston.

GUESTS Sharon Rees

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

ADOPTION OF AGENDA and APPROVAL OF MINUTES President Hallberg added the following item to the agenda:
III E Tuition Waiver - Operation Desert Storm Vets

MOTION Bill Dahlien moved to adopt the agenda and approve the February 4, 1991 meeting minutes as presented. Second - Dick Larsen. Motion passed 5/0.

BUDGET REPORT Kate Houston presented the January 1991 budget report, reporting that revenues are coming in as expected. She explained that lottery dollars for the Capital Equipment Grant may be short by approximately \$15,000 (or 45%).

TRANSFERS Presented for Board approval was a budget transfer for classroom rental.

MOTION Dick Larsen moved to approve the budget transfer as presented. Second - Bill Dahlien. Motion passed 5/0. (A copy of this transfer is attached to these minutes).

OSBA BORROWING PROGRAM Kate Houston reported that cash flow projections are being analyzed to determine if the College should participate in the OSBA Short Term Borrowing Program for fiscal year 1991-92. The OSBA is still in the process of identifying a financial institution. She will keep the Board posted.

1991-92 BUDGET PROCESS UPDATE Kate Houston distributed Budget sub-committee meeting schedules along with budgets and narratives for each budget cost

center. She reported that all meetings will occur in March with the full Budget Committee meeting on April 1, 1991 at 6:30 p.m. to approve the budget.

TUITION WAIVER

President Hallberg presented a request from Veterans Service Officer Jim Finch requesting two years of free tuition for residents of Tillamook County who have served in Operation Desert Storm. He explained that since only a few county residents have served in the Persian Gulf, the fiscal impact on the College would be minimal. President Hallberg felt the gesture would show TBCC's support for local servicemen. He reported that Southwestern Community College recently passed a similar resolution. The Board discussed imposing a time limit on the benefit, but decided to instead specify the amount of credits involved.

MOTION

Dick Larsen moved to approve free tuition for 90 credit hours (or the equivalent of a two-year degree) for veterans of Operation Desert Storm who resided in the College's service area prior to serving in the Middle East. Second - Bill Dahlien. Motion passed 5/0.

FTE REPORT/SPRING SCHEDULE

Merry Whitney distributed Spring term schedules for Board review and feedback. She announced that plans for the Fall term schedule include additional pages for PR. Dick Larsen suggested the use of photos and white space.

Merry reviewed historical FTE data and fielded questions from the Board. President Hallberg thanked Merry for the data which has proven an invaluable management tool. (A copy of this report is attached to these minutes.)

FACILITIES REPORT

President Hallberg reported that the vacant lot between the Tillamook facility and the Seventh Day Adventist Church is being purchased by the church for our mutual use. The College will help pay for the paving of this lot. Dick Larsen suggested we consult with our attorney prior to this agreement. Discussion followed regarding a similar arrangement with the Church of Christ. President Hallberg added that negotiations with Tom Waud for the purchase of the Tillamook facility have resulted in

a firm purchase price of \$300,000. Financing arrangements are being pursued.

**KOBE YMCA
PROGRAM**

Barbara Rice reported that eleven students (10 female, 1 male) will arrive in Tillamook from Kobe, Japan this month. She distributed budget and student schedule information for Board review. Approximately \$20,000 is generated by this program in addition to the money spent by the students in the community.

**PERSONNEL
REPORT**

Kate Houston distributed an updated staff list and a biography on the new SBDC Instructor/Counselor, Michael Harris.

President Hallberg reported that three finalists had been interviewed for the Dean of Instruction opening, with a fourth finalist postponing an interview due to an illness in the family. President Hallberg indicated the Board will be informed when the candidate is available for interview.

The Board reviewed minutes from the Personnel Committee (attached to these minutes). No changes were made to the vacation buy-out policy. A Personnel Committee meeting was scheduled for April 11 at 12:00 noon at the SBDC, to review personnel policies.

ANNOUNCEMENTS

President Hallberg made the following announcements:

The next regular meeting will be held Monday, April 1, 1991 at 7:30 p.m., Small Business Development Center. The Budget Committee meeting will meet that same evening at 6:30 p.m., followed by the Supplemental Budget Hearing at 7:00 p.m.

TBCC's 10th Anniversary Celebration will be held April 7, 1991 from 4:00 - 6:00 p.m. at the TBCC Auditorium.

Displays for Women's History Month are available for public viewing at the Tillamook campus during the month of March.

The OCCA Legislative Conference will be March 7 & 8 in Salem; President Hallberg and Wayne Jensen will attend.

TBCC Board Meeting
March 4, 1991
page 4

EXECUTIVE SESSION Board Chairman Wayne Jensen adjourned the meeting to Executive Session at 8:40 p.m.

The regular meeting reconvened at 9:10 p.m.

MOTION Dick Larsen moved to adjourn the regular meeting. Second - Dale Walters. Motion passed 5/0.

Respectfully submitted,



Jerry Hallberg
Clerk

1990-91
BUDGET TRANSFER
March 4, 1991

FROM	TO	AMOUNT	REASON
Debt Service	Physical Plant - Classroom Rent	\$3,800.00	One month rent. Purchase of property not complete.

TUITION WAIVERS
for Tillamook County residents serving in
Operation Desert Storm

Due to a request by Jim Finch, Tillamook County Veterans Service Officer, I recommend that Tillamook Bay Community College offer two years of free tuition for residents of Tillamook County who have served in Operation Desert Storm.

The benefit would be available only to veterans of Operation Desert Storm who were residing within the College's service area prior to joining the military forces in the Middle East. The budgetary impact on the college will be minimal, since only a few county residents have served in the Middle East during the conflict. However, it is a way to show TBCC's support for the persons who have given their service to our country.

Action needed: Motion to approve tuition waivers for Tillamook County residents serving in Operation Desert Storm.

Tillamook Bay Community College
Narrative
Comparative FTE Information
1985-1990

February 4, 1991

- I. Fall term comparative FTE information: These figures represent Full Time Equivalency for enrollment calculated at the end of Fall Term from the beginning of the academic year (Summer term to end of Fall, year to date). The worksheet shows FTE figures for each year from 1985 through 1990, broken down by "reimbursement category" as defined by PCC. The "Developmental Ed" figures were not reported separately for ESL, ABE, and GED in the years '85 through '87, and therefore are subtotaled in subsequent years to provide consistency.
 - A. Graph 1: FTE Comparison by Category Reporting requirements and definitions of reimbursement categories have changed somewhat over the years and tend to influence the appearance of the growth (or decline) of some programs. For instance, many classes which would be considered "Vocational" in the strictest sense, are grouped with "LDC" as they are transferable or "whole number" classes.
 - B. Graph 2: Lower Division Collegiate FTE
 1. This is an expansion on the previous graph. Courses in this reimbursement category are the standard transfer courses (History, Biology, English Comp, etc.) and some of the business and accounting courses (which we might view as "vocational").
 2. Fall of '89 and '90 show quite an increase, some of which is due to increased enrollment of college level students in those courses, but also partially because the dual credit (High School/College) courses became reimbursable in 1989. (Dual credit courses accounted for 8.17 non-reimbursable FTE in the YTD Fall '88 report.)
 - C. Graph 3: Vocational FTE
 1. This also is an expansion on Graph 1. Courses include the Office Skills Lab classes, Computer Lab classes, some basic math classes (DEM), welding, the Small Business Management Program and SBDC seminars, the Alcohol Servers classes, and EMT.
 2. The dip between '86-'87 and subsequent years reflects a change in reporting of the SBM courses. Prior to '88, the FTE for these programs was all reported in Fall term, rather than being spread throughout the year as it is now.

D. Graph 4: Developmental Education FTE

1. Courses include Adult Basic Ed, GED and ESL. The marked rise in the last two years is a result of two factors:
 - a. More students enrolled due to Welfare Reform and
 - b. More accurate tracking of actual hours of student's attendance.
2. This general category may come to include another reimbursement category known as "Post Secondary Remedial", which would include the other College Prep classes and Learning Skills classes taught in the Learning Opportunities Center (room 1). This will impact the total FTE in the Self Improvement and Voc Ed categories.

II. Academic Year End FTE Comparisons: This information more accurately reflects the annual growth of the college in terms of both course offerings and enrollment. The reimbursement categories have been sub-grouped to reflect the four reimbursable categories plus the non-reimbursable classes.

- A. As previously mentioned, the dual credit classes are now reimbursable and the FTE is included in the LDC category. This accounts for the drop in the non-reimbursable line, which is to our advantage. However, the classes for the Japanese Students will remain non-reimbursable and accounted for 8.27 FTE in the 89-90 academic year.
- B. The projected figures for 1990-1991 are based on the percentage difference between Fall Year to Date and End of Year figures for previous years, and applied to the Fall 90 Year to Date figures.

III. Enrollment Comparison for '88-'89 and '89-90:

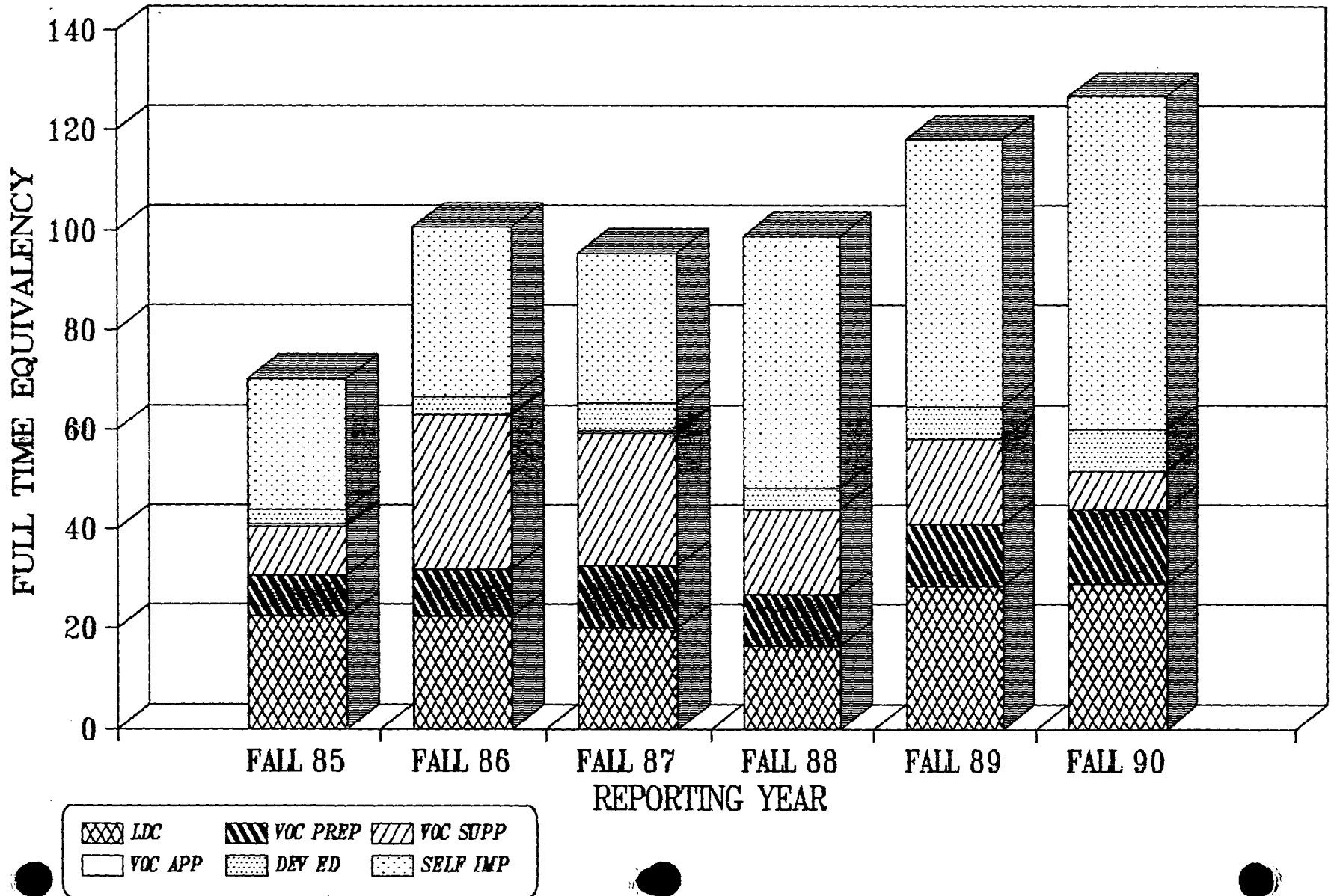
- A. This information is based on reports produced by PCC from their database. I do not consider these figures extremely accurate because of their method of calculating full, half and part time.
- B. We are in the process of establishing our own database for prior years in order to be able to use the information consistently, and will be producing more accurate and relevant reports within the next year.

COMPARATIVE FTE CALCULATED AT END OF FALL TERM, YEAR TO DATE

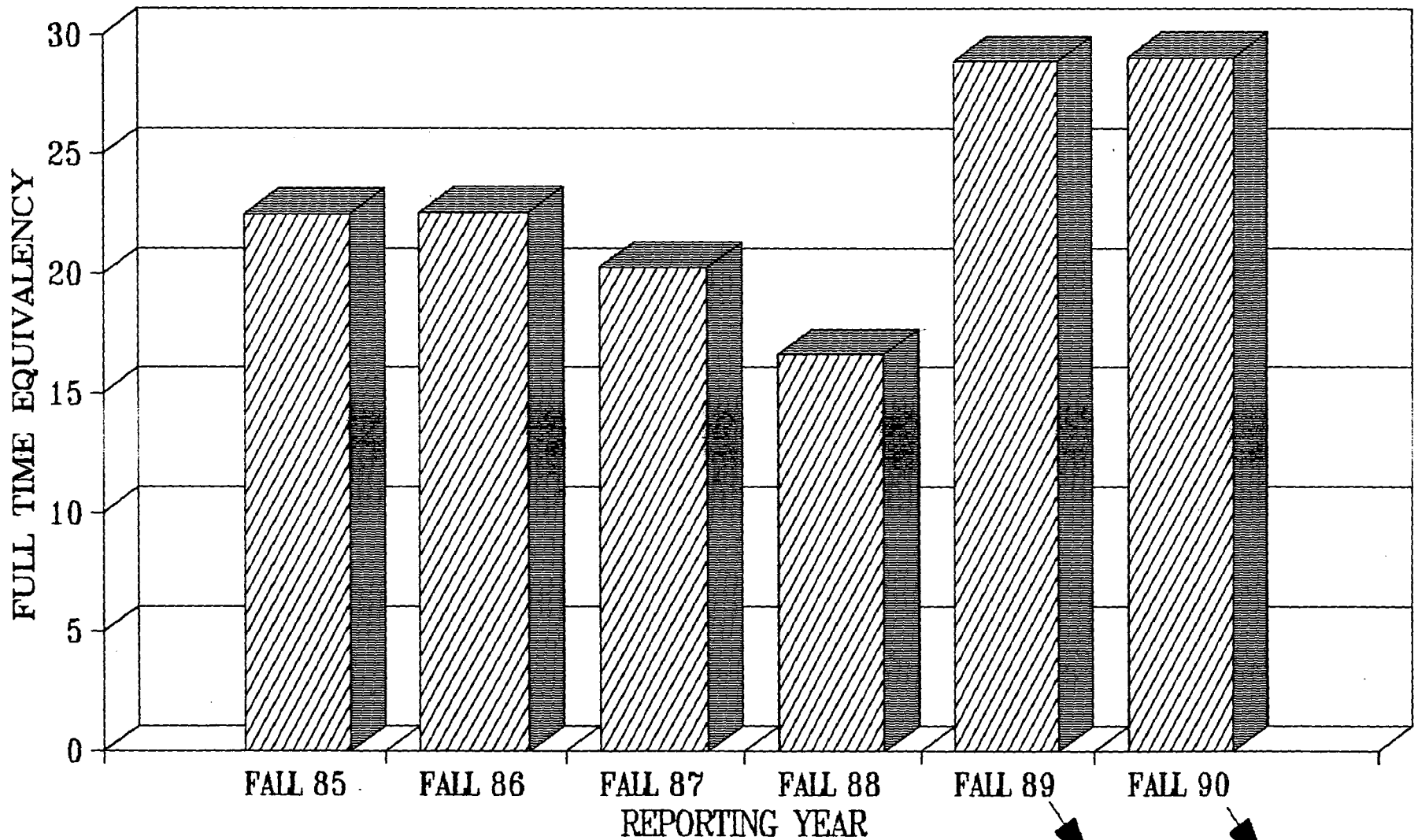
REIMBURSEMENT CATEGORY	FALL 85	FALL 86	FALL 87	FALL 88	FALL 89	FALL 90
..... (4th wk)
Lower Division Collegiate	22.44	22.55	20.23	16.58	28.85	29.05
Vocational Preparatory	8.59	9.81	12.71	10.37	12.57	15.12
Vocational Supplementary	10.13	30.79	26.95	17.47	17.56	8.10
Vocational Apprentice	0.48	0.42	0.42	0.21	0.00	0.00
	+++++	+++++	+++++	+++++	+++++	+++++
English as a Second Language				1.63	1.17	1.61
Adult Basic Education				1.76	2.12	5.79
General Education Development				1.05	3.36	1.17
Post-Secondary Remedial	0.00	0.00	0.00	0.00	0.00	0.00
	+++++	+++++	+++++	+++++	+++++	+++++
TOTAL DEV ED	3.24	3.65	5.67	4.44	6.65	8.57
Self Improvement	26.38	34.15	30.12	50.47	53.64	66.69
<hr/>						
TOTAL REIMBURSABLE	71.26	101.37	96.10	99.54	119.27	127.53
Non-Reimbursable	3.56	7.12	7.86	8.17	4.50	0.00
Separate Contract	5.72	0.00	0.00	0.00	0.00	0.00
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TOTAL	80.54	108.49	103.96	107.71	123.77	127.53

FTE COMPARISON BY CATEGORY

YEAR TO DATE AT END OF FALL TERM



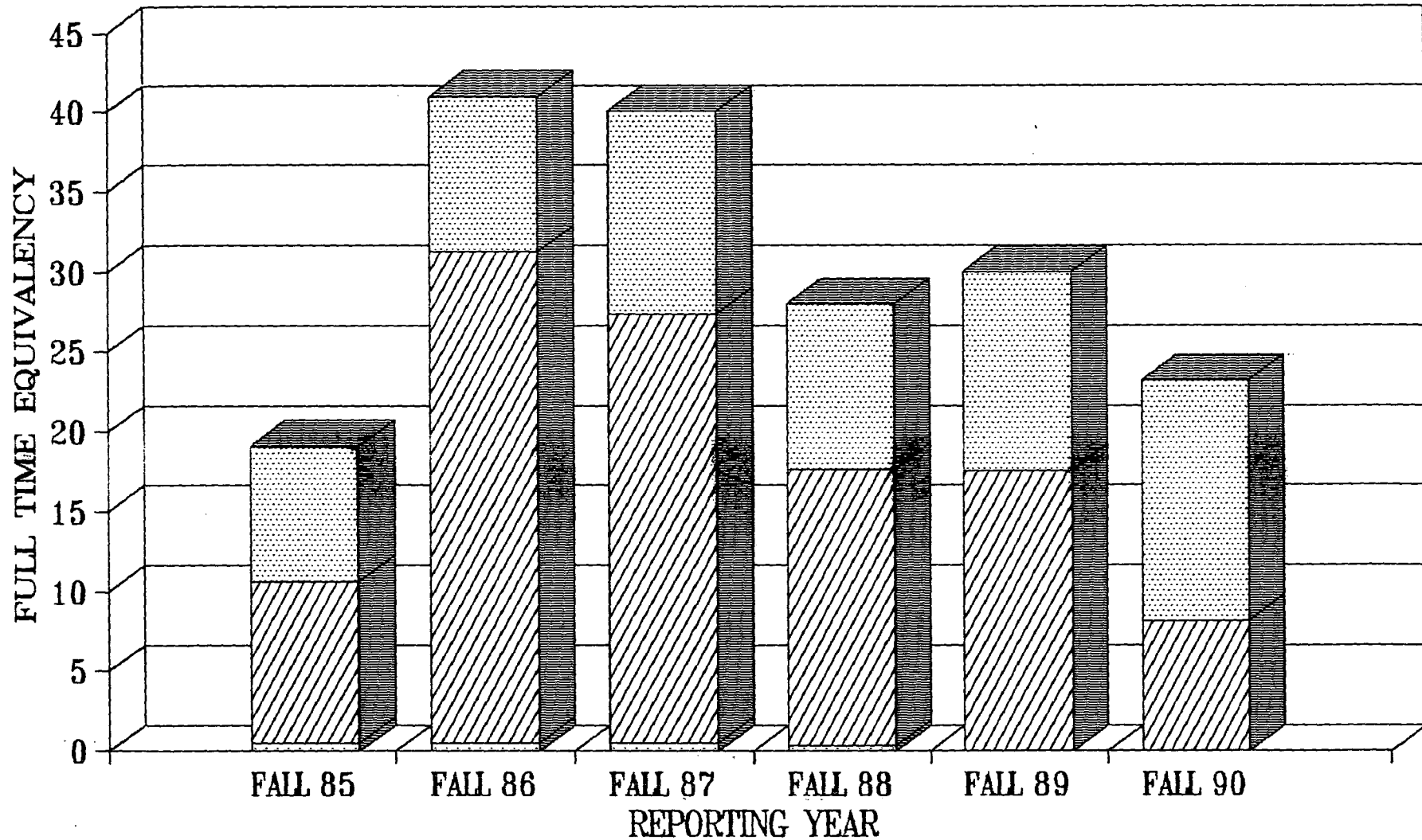
LOWER DIVISION COLLEGIATE FTE YEAR TO DATE AT END OF FALL TERM



↓ ↓
Dual Credit classes became reimbursable

VOCATIONAL FTE YEAR TO DATE AT END OF FALL TERM

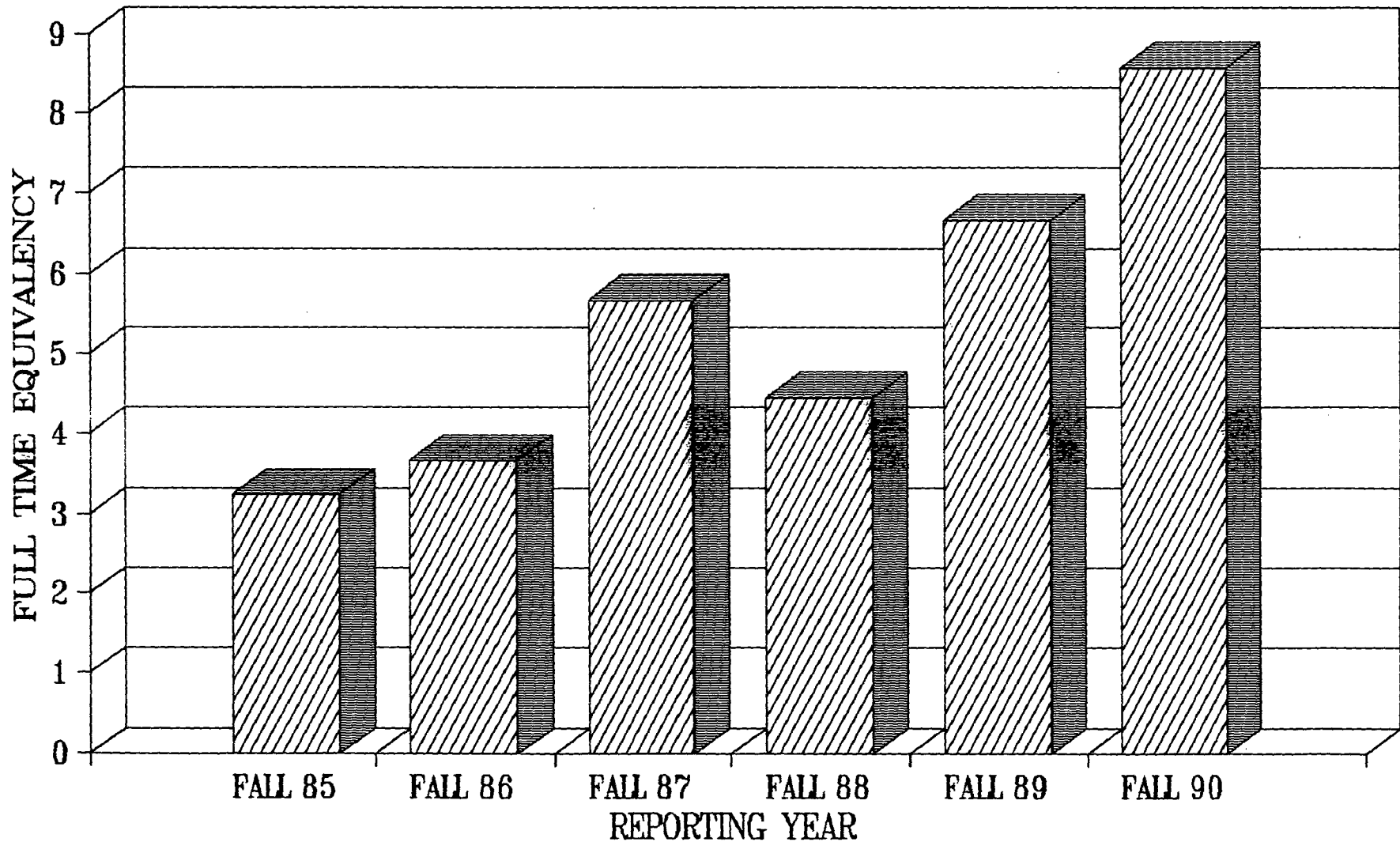
FTE for SBM program all in Fall term 86-87



Voc Apprenticeship Voc Supplementary Voc Preparatory

DEVELOPMENTAL EDUCATION - ABE, GED, ESL

YEAR TO DATE AT END OF FALL TERM

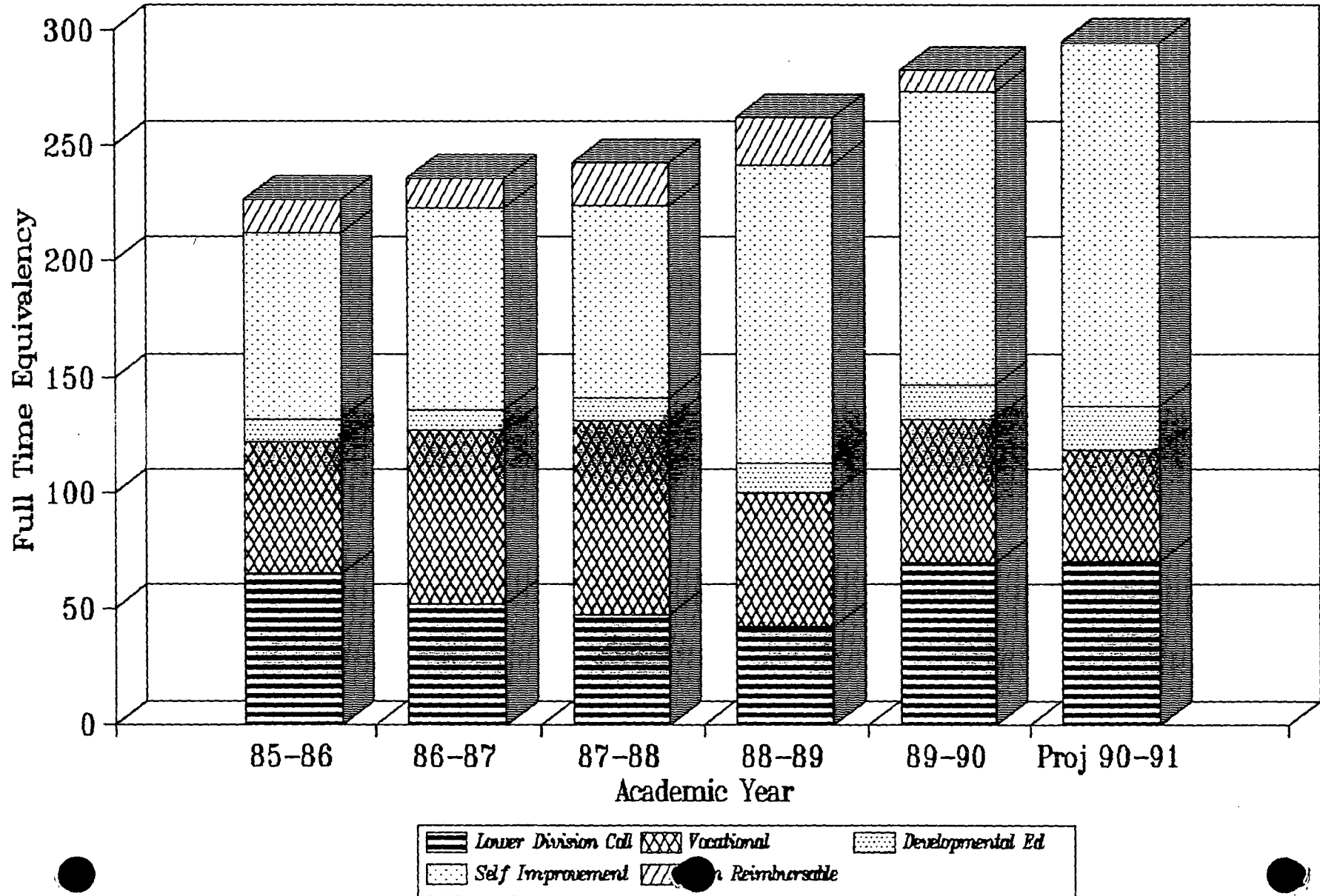


ACADEMIC YEAR-END FTE COMPARISONS

	85-86	86-87	87-88	88-89	89-90	Proj 90-91
Lower Division Collegiate	65.31	51.76	47.26	42.38	69.77	70.25
Vocational (Supp-Prep-App)	57.64	75.56	83.91	57.97	62.37	48.07
Developmental Ed. (ABE-GED-ESL)	10.27	8.86	10.15	13.42	14.80	19.07
Self Improvement (CED-DE)	80.47	87.50	82.94	128.90	126.64	157.45
<hr/>						
Total: Reimbursable	213.69	223.68	224.26	242.66	273.57	294.84
Non Reimbursable	14.44	12.93	18.79	20.91	9.33	0.00 <i>Japanese</i>
<hr/>						
TOTAL FTE REPORTED	228.13	236.61	243.05	263.57	282.91	294.84

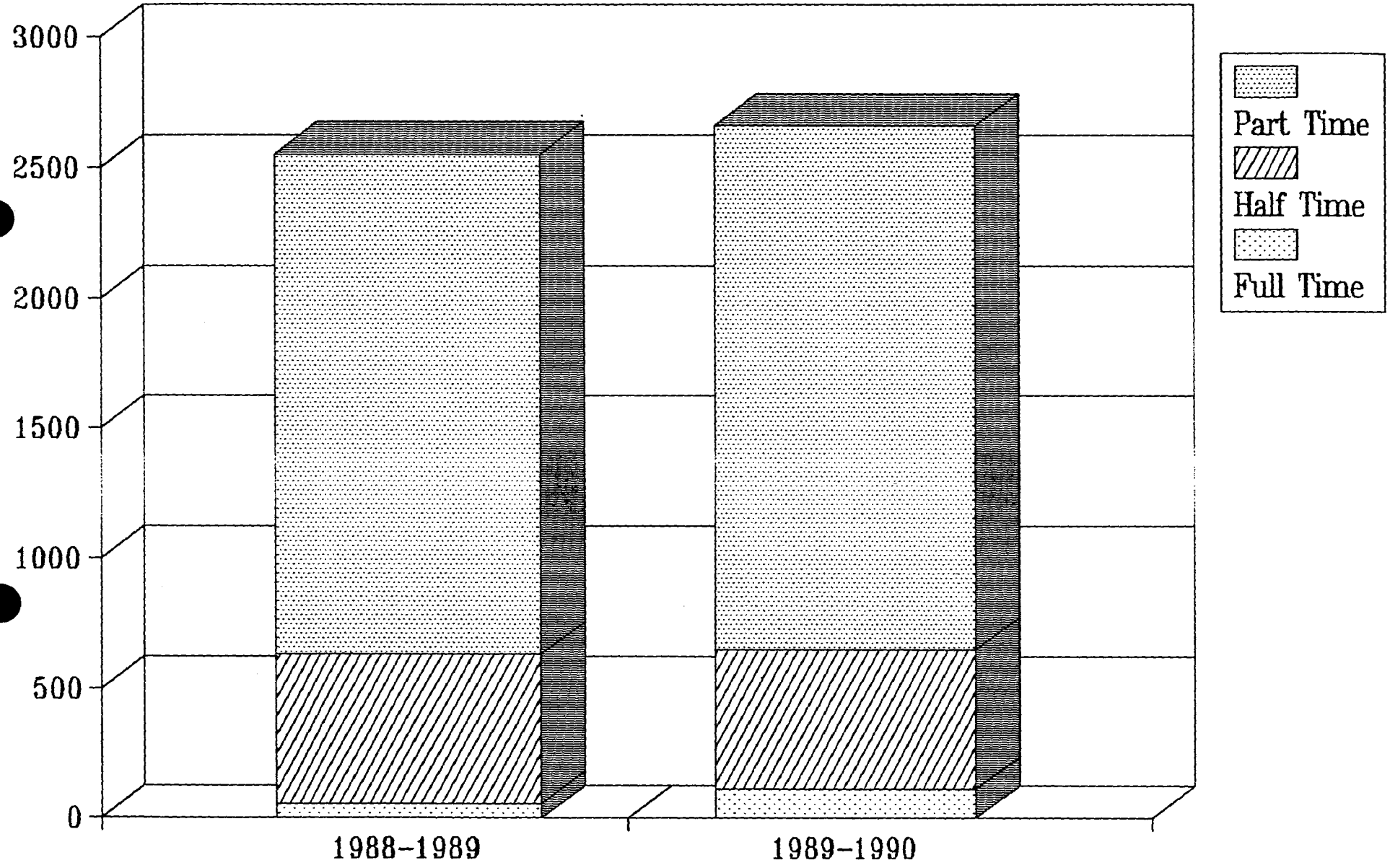
FTE Growth per Academic Year

Showing Instructional Area Comparison



Enrollment Comparison for 88-89 & 89-90

Full Time, Half Time, Part Time Student



Full Time = 12+CR or 16+ Clock, Half Time = 6-11 CR or 8-14 Clock, Part Time = Less than 6 CR or 8 Clock

TILLAMOOK BAY COMMUNITY COLLEGE STAFF

DEPARTMENT	NAME	TITLE
College Support	Jerry Hallberg	President
	Kate Houston	Director, Administrative Services
	Patty Hogevoll	Administrative Assistant, Accounting Specialist
	Mary Lou Tierney	Administrative Services Assistant (Job Share)
	Debbie Klumph	Administrative Services Assistant (Job Share)
	Linda Ashby	College Support Secretary
	Jim Finch	Veterans Services Officer
	Mary Hanback	Veterans Services Secretary/On-Call Secretary
	Micci Meredith	Employees for Tomorrow Secretary
	Dona Rumelhart	On-Call Secretary
	Cary Josi	On-Call Secretary
Instruction		Dean of Instruction
	Kathy Kennedy	Coordinator, Vocational/Technical Instruction
	Sammie Morehouse	Program Assistant
	Artis vanRassel	Instructional Secretary (Job Share)
	Linda Ashby	Instructional Secretary (Job Share)
	Victoria Stoppiello	North County Coordinator/Nehalem Bay Center Director
	Lois Colton	South County Coordinator
	Wayne Franks	Business Instructor
	Ruth Nelson	VISTA Literacy Volunteer
	Fred Bennett	ABE Coordinator
	Opal Yule	Basic Skills Instructor/Welfare Reform
Student Services	Barbara Rice	Dean of Students
	Peggy Suchy	Student Services Assistant
	Shary Mason	Teen Parent Program Outreach Worker
	Bobbi Brice	Special Needs Counselor
Records, Registration and Computer Services	Bob Pietruszka	Director
	Merry Whitney	Department Manager
	Nancy Horstman	Evening Receptionist/Registration Assistant
	Sheila Fitch	Receptionist/Registration Clerk
SBDC	Bill Geiger	Director
		Instructor/Counselor
	Kathy Ellis	Work & Family Program Coordinator
	Rhonda Ellerbroek	Program Assistant

Michael Harris

Residence	4812 SE 28th Street Portland OR
Employment History	Present: Business Consultant Portland OR
	Sales, Operations Manager, Kool Pak Distributors Inc. Portland OR Administration, finance, personnel, distribution and logistics, market research, strategic planning, contract negotiation.
	Dept Chair, Business Faculty, Bassist College Portland OR Curriculum and instruction of undergraduate business courses.
	Television Producer/Director, CB&S Advertising Development and production of television advertising for Fred Meyer retail stores.
Educational Background	1984 MBA (Management). University of Portland Portland OR
	1983 BBA (Management). University of Portland Portland OR
	Practicum: Management Consultant, US Small Business Administration

Estimated Expenses/Revenue
Kobe YMCA College/TBCC Program - Spring 1991

NOT FOR PUBLICATION

TOTAL REVENUE + \$20,537
TOTAL EXPENDITURES - \$20,537

Tuition Revenue + \$ 9,900

TUITION EXPENDITURES

Instructor Costs - \$ 2,013

Anita Townsend (\$1287)
Writing Skills III
(33 hours x \$39/hr)

Jill Hake (\$ 726)
Intercultural Awareness
(33 x \$22/hr)

(Balance + \$ 7,887)

Instructor In-kind Services - \$ 2,475

Wayne and Bob (\$ 1650)
Computer instruction
5 hours @ \$25 hour

Wayne (\$ 825)
Office Skills Update
33 hours @ \$25

Administrative In-kind Services - \$ 5,412
Barb, Patty, etc. (\$ 5412)
Program Coordination
216 50 hours @ \$25

Balance \$ 0

Textbook and Student
Support Revenue + \$ 4,169

EXPENDITURES - \$ 4,169

Cindy Perkins (\$ 1000)
lost Family Coordinator

Textbooks (\$ 1265)

Fee for computer courses (\$ 132)

Fees for Graduation (\$ 275)

Travel, food, other (\$ 1497)

Balance \$ 0

Host Family Revenue + \$ 6,468

EXPENDITURES - \$ 6,468

lost Family Payments (\$ 6468)

Balance \$ 0

Estimated Expenses/Revenue
Kobe YMCA College/TBCC Program - Spring 1991

SUMMARY

REVENUE

TUITION: \$ 9900 = 12 credits x \$75 (\$900) x 11 students

HOST FAMILY REIMBURSEMENT: \$ 6468 = 98 days x \$6 (\$588) x 11 students

OTHER: \$ 4169

Textbooks: \$ 1265 = \$115 X 11 Students

Fees: \$ 132 = \$12 X 11 students

Other: \$ 2772 = \$252

TOTAL REVENUE: \$20537 = \$1867 x 11 students

TOTAL FIXED EXPENDITURES: \$12,650

BALANCE: \$ 7,887

Kobe YMCA/TBCC Student Schedule
 Spring Term 1991
 March 25, 1991 through June 6, 1991
 Graduation Ceremony June 13, 1991

DEW 076730	Basic Writing Skills III	3 credits
SIS 109	Introduction to TBCC Computer Systems	1 credit
BT 2.172	Wordprocessing, Introduction	1 credit
BT 2.177	Spreadsheets on Microcomputers	1 credit
BT 9.701	Office Skills Update	2 credits
PE 35	Physical Education	1 credit
CEU 90300	Developing Intercultural Communications	3 credits

MONDAY

8:30 - 10:00	Computers: ROOM 6 Introduction to TBCC Computer Systems Beginning Micro Word Processing (WordPerfect) Beginning Spreadsheets (Lotus 1-2-3) Wayne Franks and Bob Pietruszka
10:15 - 11:30 3/18, 4/1, 4/15, 4/29, 5/13, 5/27	Intercultural Communication Meetings with Cindy Perkins ROOM 2
10:15 - 11:30 3/25, 4/8, 4/22, 5/6, 5/20, 6/3	Office Skills Update Wayne Franks ROOM 2
11:30 - 1:00	Lunch
1:00 - 3:00	Study Time
3:00 - 5:00	Computer Lab Time (optional) Study Time, or Free Time

TUESDAY

8:30 - 10:00	Computers: ROOM 6 Introduction to TBCC Computer System Beginning Micro Word Processing (WordPerfect) Beginning Spreadsheets (Lotus 1-2-3)
10:15 - 12:15	Intercultural Communication ROOM 7 Jill Hake
12:15 - 1:00	Lunch
1:00 - 2:00	Literature ROOM 4 Jill Hake
2:00 - 5:00	Study Time or Free Time

WEDNESDAY

8:30 - 10:00 Computers: ROOM 6
Introduction to TBCC Computer System
Beginning Micro Word Processing (WordPerfect)
Beginning Spreadsheets (Lotus 1-2-3)

10:00 - 12:30 Study time, Lunch

12:30 - 3:30 Writing Skills III
Anita Townsend

3:30 - 5:00 Computer Lab Time (optional),
Study Time, or
Free Time

THURSDAY

8:30 - 10:00 Computers: ROOM 6
Introduction to TBCC Computer System
Beginning Micro Word Processing (WordPerfect)
Beginning Spreadsheets (Lotus 1-2-3)

10:15 - 12:00 Office Skills Update ROOM 2
Wayne Franks

12:00 - 1:00 Lunch

1:00 - 3:00 Physical Education YMCA

3:00 - 5:00 Study Time or Free Time

NOTES

1 hour additional physical education needs to be scheduled by the students during their free time.

Work experience will begin in late April. This will be a few hours a week, during the afternoons. The schedule will be individualized and set up at a later date after students' interests and skills are determined.

Two or three field trips to Portland will be planned for Fridays. Dates are not yet available.



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