TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

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Jerry Hallberg, *President*

May 21, 1992

Headlight Herald
PO Box Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please advertise the following in the May 27, 1992 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 Monday, June 1, 1992, at 7:30 p.m. at 401-B Main Street in Tillamook. On the agenda is consideration of annual step increases for staff, adoption of annual salary schedule, and the annual evaluation of the President. (An Executive Session will be held in accordance with ORS 192.660(1)(i) for this purpose). The public is invited to atttend.

Kate Houston
Director
Administrative Services

/kh

H-92-427
PUBLIC NOTICE
NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Directors will be held Monday, June 1, 1992, at 7:30 p.m. at 401-B Main Street in Tillamook. On the agenda is consideration of annual step increases for staff, adoption of annual salary schedule, and the annual evaluation of the President. (An Executive Session will be held in accordance with ORS 192.660(1)(i) for this purpose). The public is invited to attend.
Kate Houston
Director
Administrative Services
5/27/92

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

+1 Artis Board Book

NAME	AGENDA 25	MINUTES 19	BOARD PACKET 13	BUDGET	
				GENERAL 20	SPECIAL 19
Joseph Curelo, Superintendent ✓	X	X			
William Molendyke, Superintendent ✓	X	X			
Barbara Murphy ✓	X	X			
Commissioner's Office ✓	X	X			
OCCA ✓	X	X			
Headlight Herald - Ed Langlois ✓			X	X	X
Student Services - Barb ✓			X	X	X
Student Services - Peggy (posting) ✓	X				
Administrative Svcs - Kate ✓			X	X	X
Accounting - Patty ✓			X	X	X
Accounting - Mary Lou ✓	X	X		X	X
Instruction - Dean ✓			X	X	X
Vocational/Technical - Coordinator ✓	X	X		X	X
Records & Registration - Merry ✓	X	X		X	X
Computer Services - Bob ✓	X	X		X	X
SBDC ✓	X	X		X	X
NBC - Victoria ✓	X	X		X	X
Work & Family - Kathy Ellis ✓				X	Work & Family
Veterans -Jim ✓					Veterans
ABE/GED - Fred ✓				X	X
Bookstore - Linda ✓			(8)	Revenue & Bookstore	
President - Jerry ✓			X	2	2
Bill Dahlien ✓			X	X	X
Eva Noble ✓			X	X	X
Dick Spence ✓			X	X	X
Lew Forster ✓			X	X	X
Wayne Jensen (give to Jerry) ✓			X	X	X
Sharon Rees ✓			X	X	X
Dale Walters ✓			X ✓	X	X

REV 05/92

Tillamook Bay Community College Service District
PUBLIC HEARING: 1992-93 BUDGET
7:00 p.m.

REGULAR MEETING: BOARD OF DIRECTORS
7:30 p.m.
June 1, 1992
401-B Main Street, Tillamook

AGENDA

I **Adoption of Agenda**

II **Approval of Minutes**

III **Introduction of Guests**
- A. Merry Whitney, Enrollment Services Coordinator and Enrollment Services Staff

IV **Budget Report**
- A. Current (April)
- B. Resolution
- C. Other Business

V **Personnel Report**
- A. Current
- B. Policy Manual
- C. Sexual Harassment Policy
- D. Annual Step Increases/Contract Renewals
- E. Salary Schedule

VI **Facilities Report**
- A. Facilities Committee Report

VII **EDNET/DISTRICT 9/ESD/TBCC**

VIII **OCCA/OSBA/OCCS CORRESPONDENCE**
- A. Board Member Leadership Institute, June 19
- B. New Board Member / Board Chairman Conference, July 18-19

IX **Announcements**
- A. Next Meeting - June 22, 7:30 p.m., SBDC
- B. Graduation Rehearsal - June 16, 5:30 p.m., Methodist Church
- C. Graduation - June 18, 7:00 p.m., Methodist Church

X **President Evaluation***

XI Adjournment

***Executive Session in accordance with ORS 192.660(1)(i) for this purpose.**

Tillamook Bay Community College Service District
PUBLIC HEARING: 1992-93 BUDGET
7:00 p.m.

REGULAR MEETING: BOARD OF DIRECTORS
7:30 p.m.
June 1, 1992
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** - May 4, 1992 regular meeting. (enclosed)

Action needed: Motion to approve the minutes of the May 4, 1992 regular meeting.

III. **INTRODUCTION OF GUESTS**

Merry Whitney, Coordinator of Enrollment Services, and her Staff will report on comparative FTE and projected growth.

Action needed: Informational

IV. **BUDGET REPORT**

A. Current (April) 1991-92 General Fund and Special Fund reports are enclosed.

Action needed: Informational.

B. Resolutions

Resolution 38 is enclosed.

Action needed: Motion to adopt resolution.

C. Other Business

Kate Houston will report on the Community College Business Officers' Meeting and update the Board on the Displaced Homemakers Grant.

Action needed: Informational.

V. PERSONNEL REPORT

A. The June report is enclosed.

Action needed: Informational.

B. Policy Manual

The Policy Manual revision is being presented for second reading and adoption.

Action needed: Motion to adopt Policy Manual.

C. Sexual Harassment Policy

The enclosed policy revision is being presented for second reading and adoption.

Action needed: Motion to adopt policy.

D. Annual Step Increases / Contract Renewals

The annual 5% performance step increase and administrative contract renewals are presented for Board approval. Step increases are included in the 1992-93 budget, and performance reviews are completed. An Executive Session may be held in accordance with ORS 192.660(1)(i).

Action needed: Motion to approve the 5% step increase for all employees based on individual performance; approve the administrative contracts.

E. Salary Schedules

The 1992-93 Salary Schedules will be presented to the Board for adoption.

Action needed: Motion to adopt Salary Schedules.

VI. FACILITIES REPORT

A. Facilities Committee Report

Wayne Jensen will report on the Facilities Committee meeting held May 12.

Action needed: Informational.

VII. EDNET / DISTRICT 9 / ESD / TBCC

President Hallberg will update the Board on EDNET.

Action needed: Informational.

VIII. **OCCA/OCCS/OSBA COMMUNICATIONS**

President Hallberg will review communications from the agencies listed above.

A. Board Member Leadership Institute, June 19, 1992.

B. New Board Member / Board Chairman Conference, July 18-19, 1992

IX. **ANNOUNCEMENTS**

A. Next Meeting - June 22, 7:30 p.m., SBDC **(NO JULY MEETING)**

B. Graduation Rehearsal, June 16, 5:30 p.m., Methodist Church

C. TBCC Graduation, June 18, 7:00 p.m., Methodist Church

X. **PRESIDENT EVALUATION***

All of the evaluation forms had not been received as of 5/27/92, so the evaluation summary will be handed out Monday night .

ADJOURNMENT

*** Executive Session in accordance with ORS 192.660(1)(i).**

TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
MINUTES - REGULAR MEETING
BOARD OF DIRECTORS
June 1, 1992
Small Business Development Center
401-B Main Street, Tillamook, Oregon

MEMBERS PRESENT	Wayne Jensen, Eva Noble, Bill Dahlien, Sharon Rees, Lew Forster, Dick Spence
MEMBERS ABSENT	Dale Walters
STAFF PRESENT	Jerry Hallberg, Artis van Rassel, Barbara Rice
CALL TO ORDER	Chairman Wayne Jensen called the meeting to order at 7:30 p.m. President Hallberg advised the Board that, because of illness, the scheduled presentation by Merry Whitney, Coordinator of Enrollment Services, will be postponed to the June 22 Board meeting. He also requested that Annual Step Increases / Contract Renewals be moved from its current position in the agenda to after Announcements in order that discussion may be held in Executive Session according to ORS 192.660(1)(i).
ADOPTION OF AGENDA	Sharon Rees moved to adopt the agenda as revised. Second - Eva Noble. Motion passed 6/0.
APPROVAL OF MINUTES	Bill Dahlien moved to approve the minutes of the May 4, 1992 meeting. Second - Lew Forster. Motion passed 6/0.
BUDGET REPORT	In Kate Houston's absence, President Hallberg presented the budget report to the Board. The budget is in good shape; the College anticipates an additional $37,000 in revenue over the next two months. The Supplemental Budget is included in this report. After looking at expenses, it appears that the College will roll over at least $200,000 to next year's budget.
RESOLUTION #38	This resolution accepts $4,090 in funds from the Career Guidance and Counselor Improvement Grant, written by Barbara Rice.
MOTION	Sharon Rees moved to adopt Resolution #38, Career Guidance and Counselor Improvement Grant. Second - Lew Forster. Motion passed 6/0. (A copy of this resolution is attached to these minutes.)

Kate Houston will update the Board regarding the recent Business Officers' Meeting at the June 22nd meeting.

Bobbi Brice, with the assistance of other staff members, has written two grants: the Displaced Homemakers Grant for $100,000 over two years and the Sex Equity Grant for $20,000 over two years. We have been advised "unofficially" that both grants have been funded. Bobbi will administer these grants next year and her position as VOC/TECH Coordinator will be left open while Dan Larios, Dean of Instruction, assesses the College's needs in that area.

PERSONNEL REPORT

Artis van Rassel informed the Board that Sharon Danielson submitted her resignation as Community Education Coordinator for South County, effective 6/30/92. The South County Coordinator position has been advertised and there will be interviews scheduled for later this week.

POLICY MANUAL

The Policy Manual revision was submitted for a second reading and adoption.

MOTION

Bill Dahlien moved to adopt the Policy Manual revision as submitted. Second - Dick Spence. Motion passed 6/0.

SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy was submitted for a second reading and adoption. The most recent revisions were based on the College attorney's and board members' comments.

MOTION

Sharon Rees moved to adopt the Sexual Harassment Policy as submitted. Second - Eva Noble. Motion passed 6/0. (A copy of this policy is attached to these minutes.)

SALARY SCHEDULES

President Hallberg discussed the 1992-93 Salary Schedules with the Board. In referring to the Adjunct Faculty Salary Schedule, he noted the following: Continuing Education Workshop @ $25/hour has been added; Work & Family Seminars @ $15/hour has been added; this is equivalent to the amount paid by the grant; and Computer Aide/Asst and Instructional Aide/Asst have been combined in Computer/Instructional Asst @ $7/hour. (A copy of the 1992-93 Salary Schedule is attached to these minutes.)

MOTION

Eva Noble moved to adopt the 1992-93 Salary Schedules as presented. Second - Lew Forster. Motion passed 6/0.

FACILITIES COMMITTEE MEETING

Chairman Wayne Jensen reported to the Board items discussed at the Facilities Committee meeting. The Building Reserve Fund will be used for some immediate needs, primarily paving of the Tillamook Campus parking lot.

The College has applied for a $5,000 grant from Meyer Trust to cover the creation of a fundraising plan.

Ken Haltiner has been selected as real estate agent for the Bay City property. He has voluntarily dropped his commission from 10% to 6%. In addition, he will represent the College on the sale of the Cape Meares property.

Bill Meyer has been selected to appraise the Bay City property.

The College will have the timber on the George property appraised.

The timeline for the Tillamook Campus renovation will hopefully include completion of Phase 1 by Fall, 1993.

Anthony Stoppiello will incorporate all ADA requirements in the plans for renovation of the Tillamook Campus.

The Bay City gymnasium has been razed, the concrete pushed in and covered with soil. Once the soil is prepared, the area will be seeded.

The Tillamook Campus parking lot will be paved for safety considerations, appearance and to provide the maximum number of spaces.

The Tillamook Campus was sprayed yesterday for carpenter ants.

The College is considering providing a sidewalk in front of the College and the Church of Christ for the safety of our students and employees.

EDNET/DISTRICT 9 /ESD/TBCC

Presently under discussion is a cooperative effort by TBCC, ESD and District #9 to provide Tillamook County with the advantages of EDNET. District #9 will provide a classroom by the old gymnasium at the high school that will accommodate a class of 25 and will be available days, evenings and weekends. TBCC will cover the cost of EDNET, $2,500 per year. All three will provide part-time staffing as needed. Discussions will continue on this matter.

OCCA/OSBA/OCCS CORRESPONDENCE

Board members were reminded of the Board Member Leadership Institute on June 19, 1992 and the New Board Member / Board Chairman Conference July 18-19th.

ANNOUNCEMENTS

Next Board meeting is scheduled for June 22nd.

Graduation rehearsal will be June 16th, 5:30 p.m. at the United Methodist Church. Graduation is scheduled for June 18th, 7:00 p.m. at the United Methodist Church.

President Hallberg shared information with Board regarding statewide tax levies that were successful. Eva Noble noted that the only successful levy in Tillamook County was for Nestucca Rural Fire Department.

EXECUTIVE SESSION

Chairman Wayne Jensen adjourned to Executive Session in accordance with ORS 192.660(1)(i).

The regular meeting reconvened at 9:55 p.m.

MOTION

Lew Forster moved to increase President Hallberg's salary for 1992-93 to $50,500; provide him with a $2,400 annuity, of his choice, per year; and extend his contact for two years. Second - Bill Dahlien. Motion passed 6/0.

MOTION

Dick Spence moved to approve the 5% step increase for all employees based on receiving a satisfactory rating on individual performance reviews, and to approve the administrative contracts with employment ending dates as presented. Second - Bill Dahlien. Motion passed 6/0.

ADJOURNMENT

There being no further business, Sharon Rees moved to adjourn the meeting at 10:00 p.m. Second - Dick Spence. Motion passed 6/0.

Respectfully submitted:

Jerry Hallberg

Jerry Hallberg, Clerk
President

GENERAL FUND: RESOURCES — TILLAMOOK BAY COMMUNITY COLLEGE S.D. — 1991-92

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	RECEIVED APRIL	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND RESOURCES	01-03-XXXXXX-XX					
200000-00	STATE SOURCES						
10000-00	STATE AID OPERATION	$382,561.00	$356,179.00	$96,230.00	$384,920.00	($28,741.00)	-8%
30000-00	MEASURE 5 REPLACEMENT	$0.00	$26,382.00	$10,147.00	$33,487.00	($7,105.00)	-27%
300000-00	LOCAL SOURCES						
10000-00	CURRENT TAXES	$471,918.00	$471,918.00	$3,909.40	$428,495.09	$43,422.91	9%
20000-00	PRIOR YEARS TAXES	$60,000.00	$60,000.00	$2,752.22	$29,712.58	$30,287.42	50%
30000-00	COUNTY TIMBER REVENUE	$50,000.00	$50,000.00		$34,041.96	$15,958.04	32%
400000-00	TUITION AND FEES						
10000-00	TUITION	$133,500.00	$133,500.00	$8,305.00	$143,493.41	($9,993.41)	-7%
10000-03	TUITION - WORK & FAMILY	$500.00	$500.00		$930.00	($430.00)	-86%
10000-05	TUITION - SBDC	$2,000.00	$2,000.00	$630.00	$2,530.00	($530.00)	-27%
20000-00	FEES	$2,400.00	$2,400.00	$348.80	$5,151.60	($2,751.60)	-115%
20000-03	FEES - WORK & FAMILY	$400.00	$400.00		$1,600.92	($1,200.92)	-300%
20000-05	FEES - SBDC	$1,200.00	$1,200.00	$531.40	$1,866.40	($666.40)	-56%
20000-97	FEES - FITNESS CENTER	$2,000.00	$2,000.00	$189.00	$1,644.50	$355.50	18%
20000-99	FEES - NBC	$21,000.00	$21,000.00	$832.00	$22,888.60	($1,888.60)	-9%
500000-00	OTHER REVENUE						
10000-00	SALE OF GOODS/SERVICES	$3,800.00	$3,800.00	$563.83	$5,271.71	($1,471.71)	-39%
10000-99	SALE OF GOODS/SER - NBC	$200.00	$200.00	$11.00	$451.95	($251.95)	-126%
15000-00	BOOKSTORE	$35,000.00	$35,000.00	$4,073.68	$40,202.36	($5,202.36)	-15%
20000-00	INTEREST INCOME	$18,000.00	$18,000.00	$2,606.37	$21,021.50	($3,021.50)	-17%
30000-00	RENTAL INCOME	$1,500.00	$1,500.00	$83.34	$968.34	$531.66	35%
30000-99	RENTAL INCOME - NBC	$3,500.00	$3,500.00	$525.10	$4,563.25	($1,063.25)	-30%
50000-00	MISCELLANEOUS INCOME	$950.00	$950.00	$721.00	$39,603.21	($38,653.21)	-4,069%
50000-99	MISCELLANEOUS INCOME -NBC	$50.00	$50.00		$100.00	($50.00)	-100%
60000-00	OTHER REV-OTHER FUND SOURCE	$300,000.00	$417,000.00		$367,000.00	$50,000.00	12%
40000-00	AVAILABLE WORKING CAPITAL	$175,000.00	$313,753.00		$313,953.00	($200.00)	0%
		$1,665,479.00	$1,921,232.00	$132,459.14	$1,883,897.38	$37,334.62	2%

TILLAMOOK BAY COMMUNITY COLLEGE — BUDGET SUMMARY - APRIL — 1991-92

	ADOPTED BUDGET	REVISED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES						
REVENUE	$1,665,479.00	$1,921,232.00	$132,459.14	$1,883,897.38	$37,334.62	2%
REQUIREMENTS						
INSTRUCTIONAL	$392,243.00	$389,637.00	$48,458.06	$348,821.47	$40,815.53	10%
INSTRUCTIONAL SUPPORT SERVICES	$232,074.00	$207,206.00	$16,766.20	$163,033.47	$44,172.53	21%
STUDENT SERVICES	$161,109.00	$176,825.00	$18,354.18	$148,122.51	$28,702.49	16%
COLLEGE SUPPORT SERVICES	$270,753.00	$298,155.00	$22,924.01	$253,148.36	$45,006.64	15%
PLANT OPERATION & MAINTENANCE	$427,700.00	$547,784.83	$6,669.94	$512,283.36	$35,501.47	6%
COMMUNITY SERVICES	$500.00	$500.00	$107.96	$316.30	$183.70	37%
BOOKSTORE	$35,500.00	$35,500.00	$693.40	$38,148.72	($2,648.72)	-7%
DEBT SERVICE	$45,600.00	$28,121.17	$0.00	$28,121.17	$0.00	0%
BOARD RESERVES	$100,000.00	$237,503.00		$0.00	$237,503.00	100%
CURRENT TOTAL	$1,665,479.00	$1,921,232.00	$113,973.75	$1,491,995.36	$429,236.64	22%

GENERAL FUND: REQUIREMENTS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
04	INSTRUCTION	01-04-XXXXXX-XX					
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$32,102.00	$34,496.00	$2,926.03	$29,019.10	$5,476.90	16%
40000-05	INSTRUCTIONAL PERSONNEL - SBDC	$12,979.00	$12,979.00	$1,178.82	$9,955.21	$3,023.79	23%
40001-00	INST PERSONNEL - FT	$30,500.00	$30,500.00	$2,583.33	$25,833.30	$4,666.70	15%
40002-00	INST PERSONNEL - PT	$149,000.00	$145,400.00	$18,441.66	$127,764.13	$17,635.87	12%
200000-00	OTHER PAYROLL EXPENSES	$12,841.00	$11,441.00	$1,095.12	$10,897.07	$543.93	5%
00000-05	OTHER PAY EXPENSES - SBDC	$5,191.00	$5,191.00	$457.78	$3,458.73	$1,732.27	33%
00001-00	OTHER PAY EXPENSES - FT	$12,200.00	$12,200.00	$1,002.08	$9,787.37	$2,412.63	20%
00002-00	OTHER PAY EXPENSES - PT	$25,330.00	$25,330.00	$3,102.80	$22,181.96	$3,148.04	12%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$3,685.00	$3,685.00	$151.35	$2,813.37	$871.63	24%
01000-02	SUPPLIES - ABE GRANT	$265.00	$265.00	$2.50	$34.49	$230.51	87%
01000-03	SUPPLIES - WORK & FAMILY	$250.00	$250.00	$212.85	$240.96	$9.04	4%
02000-00	TRAVEL - INSTRUCTIONAL	$3,200.00	$3,200.00	$243.84	$3,975.99	($775.99)	-24%
02000-03	TRAVEL - INST. - WORK & FAMILY	$300.00	$300.00		$7.20	$292.80	98%
10000-00	EQUIPMENT RENTAL	$400.00	$400.00		$457.63	($57.63)	-14%
13000-00	INSTRUCTIONAL CONTRACT/PCC	$25,000.00	$25,000.00	$5,266.26	$15,892.68	$9,107.32	36%
14000-00	INST CONTRACT/OTHER	$22,750.00	$22,750.00	$7,356.96	$20,224.29	$2,525.71	11%
14000-99	INST CONT/OTHER - NBC	$26,250.00	$26,250.00	$2,162.64	$21,898.40	$4,351.60	17%
30000-00	TUITION & FEE WAIVERS						
30001-00	WAIVERS - STAFF & DEPENDENTS	$2,250.00	$2,250.00	$243.00	$3,567.00	($1,317.00)	-59%
30002-00	WAIVERS - INSTRUCTORS & DEPEND	$800.00	$800.00	$39.00	$1,433.00	($633.00)	-79%
30003-00	WAIVERS - TBCC CERTIFICATES	$2,000.00	$2,000.00	$66.00	$2,394.00	($394.00)	-20%
30004-00	WAIVERS - TBCC SCHOLARSHIPS	$1,500.00	$1,500.00		$2,196.00	($696.00)	-46%
30005-00	WAIVERS - TALENT AWARDS	$1,500.00	$1,500.00	$883.00	$1,949.00	($449.00)	-30%
30006-00	WAIVERS - OTHER	$950.00	$950.00	$45.00	$2,158.00	($1,208.00)	-127%
400000-00	CAPITAL EQUIPMENT	$0.00	$0.00		$0.00	$0.00	
400000-07	CAPITAL EQUIP-CAP EQUIP FUNDS	$4,719.82	$4,719.82	$209.00	$24,537.52	($19,817.70)	-420%
400000-15	CAPITAL EQUIP-SSAE GRANT	$1,280.18	$1,280.18		$0.00	$1,280.18	100%
600000-00	EQUIPMENT REPAIR REPLACEMENT						
01000-00	REPAIR CONTRACTS	$14,300.00	$14,300.00	$789.04	$5,575.07	$8,724.93	61%
01000-05	REPAIR CONTRACTS - SBDC	$500.00	$500.00		$570.00	($70.00)	-14%
01000-97	REPAIR CONTRACT - FITNESS CENTER	$200.00	$200.00		$0.00	$200.00	100%
	INSTRUCTIONAL TOTAL	$392,243.00	$389,637.00	$48,458.06	$348,821.47	$40,815.53	10%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
05	INSTRUCTIONAL SUPPORT SERVICES	01-05-XXXXXX-XX					
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$70,296.00	$49,750.00	$3,991.44	$37,437.06	$12,312.94	25%
20000-05	ADMINISTRATIVE - SBDC	$1,814.00	$1,814.00	$150.97	$1,510.66	$303.34	17%
20000-97	ADMINISTRATIVE - FITNESS CENTER	$1,500.00	$0.00		$0.00	$0.00	#DIV/0!
20000-99	ADMINISTRATIVE - NBC	$9,095.00	$9,095.00	$757.89	$7,578.90	$1,516.10	17%
30000-00	CLASSIFIED	$31,267.00	$32,616.00	$2,758.44	$27,299.52	$5,316.48	16%
30000-02	CLASSIFIED - ABE GRANT	$1,500.00	$1,500.00	$124.78	$1,251.34	$248.66	17%
30000-05	CLASSIFIED - SBDC PROGRAM	$9,910.00	$9,910.00	$1,169.95	$7,570.18	$2,339.82	24%
30000-97	CLASSIFIED - FITNESS CENTER	$0.00	$1,500.00	$186.50	$678.86	$821.14	55%
200000-00	OTHER PAYROLL EXPENSES	$40,883.00	$36,604.00	$2,640.91	$27,581.67	$9,022.33	25%
00000-02	OTHER PAY EXP - ABE GRANT	$600.00	$600.00	$49.92	$500.54	$99.46	17%
00000-05	OTHER PAY EXP - SBDC GRANT	$4,690.00	$4,690.00	$530.33	$3,771.26	$918.74	20%
00000-97	OTHER PAY EXP - FITNESS CENTER	$195.00	$195.00	$19.67	$79.00	$116.00	59%
00000-99	OTHER PAY EXP - NBC	$2,540.00	$2,540.00	$207.54	$2,167.96	$372.04	15%
	SUB-TOTAL	$174,290.00	$150,814.00	$12,588.34	$117,426.95	$33,387.05	22%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
05	INSTRUCTIONAL SUPPORT SERVICES	01-05-XXXXXX-XX					
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$2,948.00	$2,948.00	$103.83	$2,798.67	$149.33	5%
01000-03	SUPPLIES - WORK & FAMILY	$250.00	$250.00	($189.00)	$228.13	$21.87	9%
01000-05	SUPPLIES - SBDC PROGRAM	$1,500.00	$1,500.00	$176.00	$1,376.74	$123.26	8%
01000-97	SUPPLIES - FITNESS CENTER	$50.00	$50.00		$42.79	$7.21	14%
01000-99	SUPPLIES - NBC	$400.00	$400.00	$289.78	$651.79	($251.79)	-63%
02000-00	TRAVEL	$3,050.00	$3,050.00	$771.43	$4,169.21	($1,119.21)	-37%
02000-03	TRAVEL - WORK & FAMILY	$200.00	$200.00		$230.24	($30.24)	-15%
02000-05	TRAVEL - SBDC PROGRAM	$1,500.00	$1,500.00	$119.52	$1,086.40	$413.60	28%
02000-99	TRAVEL - NBC	$250.00	$250.00		$261.63	($11.63)	-5%
03000-00	TELEPHONE	$2,440.00	$2,440.00	$437.69	$2,963.03	($523.03)	-21%
03000-03	TELEPHONE - WORK & FAMILY	$500.00	$500.00	$41.67	$375.03	$124.97	25%
03000-05	TELEPHONE - SBDC PROGRAM	$2,000.00	$2,000.00	$205.53	$1,328.06	$671.94	34%
03000-97	TELEPHONE - FITNESS CENTER	$160.00	$160.00	$17.13	$118.25	$41.75	26%
03000-99	TELEPHONE - NBC	$900.00	$900.00	$75.32	$706.37	$193.63	22%
04000-00	POSTAGE	$1,750.00	$1,750.00	$317.56	$1,450.69	$299.31	17%
04000-03	POSTAGE - WORK & FAMILY	$500.00	$500.00		$0.00	$500.00	100%
04000-05	POSTAGE - SBDC	$500.00	$500.00		$160.97	$339.03	68%
04000-99	POSTAGE - NBC	$250.00	$250.00		$146.45	$103.55	41%
05110-00	PUBLIC INFO - OTHER CONTRACT SER	$4,000.00	$4,000.00	$666.00	$2,666.00	$1,334.00	33%
05210-00	PUBLIC INFO/SCHEDULE PRODUCTION	$5,850.00	$5,850.00		$4,888.24	$961.76	16%
05210-03	PUBLIC INFO/SCHEDULE PROD - W&F	$400.00	$400.00		$400.00	$0.00	0%
05210-05	PUBLIC INFO/SCHEDULE PROD - SBDC	$250.00	$250.00		$250.00	$0.00	0%
05220-00	PRINTING	$1,000.00	$1,000.00	$25.00	$1,099.60	($99.60)	-10%
05230-00	CATALOG PRODUCTION	$10,236.00	$8,844.00		$6,159.64	$2,684.36	30%
05240-00	PUBLIC INFO/ADVERTISING	$4,825.00	$4,825.00	$408.63	$5,051.33	($226.33)	-5%
05240-05	PUBLIC INFO/ADVERTISING - SBDC	$1,000.00	$1,000.00	$128.00	$723.85	$276.15	28%
05240-97	PUBLIC INFO/AD - FITNESS CENTER	$175.00	$175.00		$52.46	$122.54	70%
08000-00	LIBRARY-DEVELOPMENT	$4,500.00	$4,500.00		$696.25	$3,803.75	85%
08001-00	LIBRARY DEVELOPMENT-PUBLICATIONS	$1,200.00	$1,200.00	$125.20	$1,422.20	($222.20)	-19%
08001-05	LIBRARY DEV-PUBLICATIONS - SBDC	$200.00	$200.00		$338.47	($138.47)	-69%
09000-00	TEXTBOOKS	$500.00	$500.00		$59.36	$440.64	88%
15000-00	STAFF DEVELOPMENT	$1,750.00	$1,750.00	$200.97	$1,272.55	$477.45	27%
15000-05	STAFF DEVELOPMENT - SBDC	$250.00	$250.00		$0.00	$250.00	100%
19000-00	OTHER EXPENSE	$500.00	$500.00	$257.60	$385.24	$114.76	23%
400000-00	CAPITAL EQUIPMENT	$0.00	$0.00		$0.00	$0.00	#DIV/0!
400000-07	CAPITAL EQUIP-CAP EQUIP FUNDS	$2,000.00	$2,000.00		$2,046.88	($46.88)	-2%
	SUB-TOTAL	$57,784.00	$56,392.00	$4,177.86	$45,606.52	$10,785.48	19%
INSTRUCTIONAL SUPPORT TOTAL PG.1 & PG.2		$232,074.00	$207,206.00	$16,766.20	$163,033.47	$44,172.53	21%

GENERAL FUND: REQUIREMENTS — 1991-92 — TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
06	STUDENT SERVICES	01-06-XXXXXX-XX					
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$38,536.00	$48,236.00	$3,996.12	$37,475.02	$10,760.98	22%
20000-98	ADMINISTRATIVE - R&R	$19,730.00	$21,247.00	$1,812.72	$17,621.61	$3,625.39	17%
30000-00	CLASSIFIED	$15,565.00	$15,565.00	$1,297.07	$12,431.91	$3,133.09	20%
30000-98	CLASSIFIED - R&R	$26,890.00	$26,890.00	$3,155.61	$22,737.63	$4,152.37	15%
200000-00	OTHER PAYROLL EXPENSES	$21,640.00	$25,439.00	$2,191.37	$20,931.29	$4,507.71	18%
00000-98	OTHER PAYROLL EXPENSES - R&R	$18,648.00	$18,648.00	$2,077.93	$18,654.56	($6.56)	0%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$1,500.00	$1,500.00	$4.35	$2,190.60	($690.60)	-46%
01001-00	SUPPLIES/GRADUATION	$500.00	$500.00		$0.00	$500.00	100%
01000-98	SUPPLIES - R&R	$2,000.00	$2,000.00	$4.35	$3,202.61	($1,202.61)	-60%
02000-00	TRAVEL	$750.00	$750.00	$119.87	$750.00	$0.00	0%
02000-98	TRAVEL - R&R	$750.00	$750.00	$238.42	$556.89	$193.11	26%
03000-00	TELEPHONE	$3,100.00	$3,100.00	$288.58	$2,796.10	$303.90	10%
04000-00	POSTAGE	$1,500.00	$1,500.00	$250.00	$1,158.48	$341.52	23%
06210-00	STUDENT WORK STUDY/PCC	$2,500.00	$2,500.00	$263.79	$553.34	$1,946.66	78%
06220-00	CAREER DEVELOPMENT MATERIALS	$2,000.00	$2,000.00		$1,400.00	$600.00	30%
15000-00	STAFF DEVELOPMENT	$750.00	$750.00		$754.50	($4.50)	-1%
15000-98	STAFF DEVELOPMENT - R&R	$750.00	$750.00		$736.47	$13.53	2%
17001-00	MAT'LS FOR RESALE/GED TESTING	$1,000.00	$1,700.00	$120.00	$1,637.50	$62.50	4%
17002-00	MAT'LS FOR RESALE/GRADUATION	$500.00	$500.00		$0.00	$500.00	100%
19009-00	KOBE PROGRAM-STUDENT SUPPORT	$500.00	$500.00		$0.00	$500.00	100%
400000-00	CAPITAL EQUIPMENT	$0.00	$0.00		$0.00	$0.00	
400000-07	CAPITAL EQUIPMENT-CAP EQUIP FUND	$2,000.00	$2,000.00	$2,534.00	$2,534.00	($534.00)	-27%
	STUDENT SERVICES TOTAL	$161,109.00	$176,825.00	$18,354.18	$148,122.51	$28,702.49	16%

GENERAL FUND: REQUIREMENTS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
07	COLLEGE SUPPORT SERVICES	01-07-XXXXXX-XX					
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$65,387.00	$65,387.00	$5,642.62	$54,862.01	$10,524.99	16%
20000-02	ADMINISTRATIVE - ABE	$3,500.00	$3,500.00	$86.39	$2,550.72	$949.28	27%
20000-03	ADMINISTRATIVE - WORK & FAMILY	$1,000.00	$1,000.00	$90.88	$829.28	$170.72	17%
20000-05	ADMINISTRATIVE - SBDC	$3,000.00	$3,000.00	$251.22	$2,498.88	$501.12	17%
20000-06	ADMINISTRATIVE - VETERAN'S	$2,000.00	$2,000.00	$169.44	$1,664.61	$335.39	17%
30000-00	CLASSIFIED	$48,138.00	$46,374.00	$3,841.15	$39,741.48	$6,632.52	14%
30000-02	CLASSIFIED - ABE	$1,500.00	$1,500.00	$167.19	$1,168.97	$331.03	22%
30000-03	CLASSIFIED - WORK & FAMILY	$1,000.00	$1,000.00	$83.59	$836.65	$163.35	16%
30000-05	CLASSIFIED - SBDC	$1,000.00	$1,000.00	$83.59	$836.65	$163.35	16%
30000-06	CLASSIFIED - VETERAN'S GRANT	$2,000.00	$2,000.00	$172.95	$1,661.80	$338.20	17%
40000-00	HOURLY	$3,250.00	$12,352.00	$1,456.86	$9,904.39	$2,447.61	20%
40000-05	HOURLY - SBDC	$750.00	$750.00		$188.07	$561.93	75%
200000-00	OTHER PAYROLL EXPENSES	$46,111.00	$47,531.00	$3,844.07	$40,028.38	$7,502.62	16%
00000-02	OTHER PAY EXP - ABE GRANT	$2,000.00	$2,000.00	$205.95	$1,592.39	$407.61	20%
00000-03	OTHER PAY EXP - WORK & FAMILY	$800.00	$800.00	$69.79	$666.39	$133.61	17%
00000-05	OTHER PAY EXP - SBDC	$1,900.00	$1,900.00	$133.93	$1,357.10	$542.90	29%
00000-06	OTHER PAY EXP - VETERAN'S	$1,400.00	$1,400.00	$119.84	$1,164.28	$235.72	17%
	SUB-TOTAL	$184,736.00	$193,494.00	$16,419.46	$161,552.05	$31,941.95	17%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
07	COLLEGE SUPPORT SERVICES	01-07-XXXXXX-XX					
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$6,000.00	$6,000.00	$534.85	$6,095.82	($95.82)	-2%
02000-00	TRAVEL	$5,000.00	$5,000.00	$1,050.96	$5,900.06	($900.06)	-18%
03000-00	TELEPHONE	$2,500.00	$2,500.00	$279.20	$1,960.79	$539.21	22%
04000-00	POSTAGE	$2,000.00	$2,000.00	$13.33	$1,747.14	$252.86	13%
06100-00	PROFESSIONAL SERVICES						
06130-00	LEGAL & AUDIT	$13,000.00	$16,100.00	$406.28	$16,679.91	($579.91)	-4%
06140-00	INSURANCE	$14,500.00	$14,500.00		$13,254.02	$1,245.98	9%
06140-97	INSURANCE - FITNESS CENTER	$500.00	$500.00		$500.00	$0.00	0%
06140-99	INSURANCE - NBC	$2,000.00	$2,000.00		$2,000.00	$0.00	0%
06150-00	ASSOCIATION MEMBERSHIP	$13,890.00	$13,890.00	$62.00	$14,185.45	($295.45)	-2%
06150-05	ASSOCIATION MEMBERSHIP - SBDC	$50.00	$50.00		$0.00	$50.00	100%
06150-99	ASSOCIATION MEMBERSHIP - NBC	$60.00	$60.00		$120.00	($60.00)	-100%
15000-00	STAFF DEVELOPMENT	$2,500.00	$2,500.00	$291.76	$3,416.32	($916.32)	-37%
16000-00	GOVERNING BOARD	$2,000.00	$2,000.00	$17.41	$2,488.93	($488.93)	-24%
16400-00	ELECTIONS	$2,500.00	$2,500.00	$3,665.61	$3,665.61	($1,165.61)	-47%
17000-00	MATERIALS FOR RESALE	$4,000.00	$4,000.00	$257.97	$3,088.76	$911.24	23%
19001-00	OVER & SHORT	$200.00	$200.00	($1.80)	($3.78)	$203.78	102%
19001-99	OVER & SHORT - NBC	$300.00	$300.00	($3.50)	($61.47)	$361.47	120%
40000-00	BANKING EXPENSES	$6,200.00	$1,744.00	$108.48	$1,331.63	$412.37	24%
40020-00	INTEREST EXPENSES	$6,817.00	$6,817.00		$0.00	$6,817.00	100%
400000-00	CAPITAL EQUIPMENT	$0.00	$0.00		$0.00	$0.00	#DIV/0!
400000-07	CAPITAL EQUIP-CAP EQUIP FUNDS	$2,000.00	$22,000.00	($178.00)	$15,227.12	$6,772.88	31%
	SUB-TOTAL	$86,017.00	$104,661.00	$6,504.55	$91,596.31	$13,064.69	12%
	COLLEGE SUPPORT TOTAL	$270,753.00	$298,155.00	$22,924.01	$253,148.36	$45,006.64	15%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
08	PLANT OPERATION & MAINTENANCE	01-08-XXXXXX-XX					
100000-00	PERSONAL SERVICES						
30000-00	CLASSIFIED	$0.00	$3,400.00	$491.28	$3,557.08	($157.08)	-5%
200000-00	OTHER PAYROLL EXPENSES	$0.00	$850.00	$134.53	$501.15	$348.85	41%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$4,000.00	$4,000.00	$648.77	$5,358.64	($1,358.64)	-34%
01000-99	SUPPLIES - NBC	$3,000.00	$3,000.00	$286.67	$3,481.04	($481.04)	-16%
06200-00	OTHER CONTRACTED SERVICES	$22,400.00	$22,400.00	$1,258.89	$21,642.83	$757.17	3%
06200-97	OTHER CONTRACT SER - FITNESS CENTER	$250.00	$250.00	$25.00	$200.00	$50.00	20%
06200-99	OTHER CONTRACTED SERVICES - NBC	$4,850.00	$4,850.00	$495.88	$4,449.68	$400.32	8%
12000-00	CLASSROOM RENTAL	$300.00	$14,764.50	($116.66)	$13,512.84	$1,251.66	8%
12000-06	OFFICE RENT - VETERAN'S GRANT	$1,400.00	$1,400.00	$116.66	$1,166.66	$233.34	17%
400000-00	CAPITAL EQUIPMENT	$500.00	$500.00	$400.00	$973.99	($473.99)	-95%
01000-00	CAPITAL OUTLAY	$300,000.00	$368,356.00		$368,356.00	$0.00	0%
700000-00	PHYSICAL PLANT						
01000-00	UTILITIES	$8,400.00	$8,400.00	$850.81	$7,696.70	$703.30	8%
01000-06	UTILITIES - VETERAN'S	$600.00	$600.00	$50.00	$500.00	$100.00	17%
01000-97	UTILITIES - FITNESS CENTER	$175.00	$175.00	$17.50	$140.00	$35.00	20%
01000-99	UTILITIES - NEHALEM BAY CENTER	$21,825.00	$21,825.00	$2,008.61	$18,323.72	$3,501.28	16%
02000-00	REPAIRS	$6,872.00	$39,886.33	$2.00	$35,381.48	$4,504.85	11%
02000-97	REPAIRS - FITNESS CENTER	$100.00	$100.00		$0.00	$100.00	100%
02000-99	REPAIRS - NBC	$5,028.00	$5,028.00		$5,319.58	($291.58)	-6%
04000-00	BUILDING IMPROVEMENTS	$48,000.00	$48,000.00		$21,721.97	$26,278.03	55%
	PLANT OPER. & MAINT. TOTAL	$427,700.00	$547,784.83	$6,669.94	$512,283.36	$35,501.47	6%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
09	COMMUNITY SERVICES		01-09-XXXXXX-XX				
350000-00	COMMUNITY SERVICE	$500.00	$500.00	$107.96	$316.30	$183.70	37%
	COMMUNITY SERVICE TOTAL	$500.00	$500.00	$107.96	$316.30	$183.70	37%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	EXPENDED TOTAL	BALANCE BUDGET	BUDGET % OF
10	BOOKSTORE	01-10-XXXXXX-XX					
300000-00	MATERIALS AND SERVICES						
04000-00	POSTAGE	$500.00	$500.00		$120.06	$379.94	76%
17000-00	MATERIALS FOR RESALE	$35,000.00	$35,000.00	$693.40	$38,028.66	($3,028.66)	-9%
	BOOKSTORE TOTAL	$35,500.00	$35,500.00	$693.40	$38,148.72	($2,648.72)	-7%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
12	DEBT SERVICE		01-12-XXXXXX-XX				
900000-00	DEBT SERVICE	$45,600.00	$0.00		$0.00	$0.00	#DIV/0!
01000-00	PRINCIPLE/U.S.BANK	$0.00	$17,854.50		$17,854.50	$0.00	0%
02000-00	INTEREST/U.S.BANK/MORTGAGE	$0.00	$10,266.67		$10,266.67	$0.00	0%
	DEBT SERVICE TOTAL	$45,600.00	$28,121.17	$0.00	$28,121.17	$0.00	0%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
11	BOARD RESERVES	01-11-XXXXXX-XX					
801000-00	BOARD CONTINGENCY	$100,000.00	$237,503.00		$0.00	$237,503.00	100%
	TOTAL RESERVES	$100,000.00	$237,503.00	$0.00	$0.00	$237,503.00	100%

SPECIAL FUND RESOURCES — TILLAMOOK BAY COMMUNITY COLLEGE S. D. — 1991-92

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	RECEIVED APRIL	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
100000-00	FEDERAL SOURCES:						
	SBDC/LANE C.C.- 04 (7/91-12/91)	$16,355.60	$17,355.60		$17,355.60	$0.00	0%
	SBDC/LANE C.C.- 04 (1/92-6/92)	$3,644.40	$8,769.40	$3,763.29	$3,763.29	$5,006.11	57%
	TBCC/NBC ENERGY GRANT - 24	$16,788.00	$16,788.00		$0.00	$16,788.00	100%
200000-00	STATE SOURCES:						
	ADULT BASIC EDUCATION - 02	$9,365.00	$11,165.00	$2,791.25	$8,373.75	$2,791.25	25%
	WORK & FAMILY SEMINARS - 03	$11,000.00	$16,000.00	$3,721.36	$12,000.00	$4,000.00	25%
	OREGON ECONOMIC DEV. DEPT.- 05	$23,605.00	$23,000.00		$23,000.00	$0.00	0%
	SBDC ENHANCEMENT FUNDS - 05	$16,945.00	$9,668.00		$9,029.37	$638.63	7%
	VETERAN'S - 06	$12,500.00	$12,500.00	$3,125.00	$9,375.00	$3,125.00	25%
	CAPITAL EQUIPMENT FUNDS - 07	$33,676.00	$50,000.00		$39,107.00	$10,893.00	22%
	STUDENT SERVICES ADAPTIVE EQUIP - 15	$5,566.00	$5,566.00		$0.00	$5,566.00	100%
	CORRECTIONS GRANT - 23	$15,810.00	$16,310.00		$8,327.00	$7,983.00	49%
300000-00	COUNTY SOURCES:						
	COUNTY - VETERAN'S - 06	$30,000.00	$28,000.00	$7,069.19	$20,498.11	$7,501.89	27%
	COUNTY - JUVENILE SERVICES - 21	$0.00	$0.00		$0.00	$0.00	#DIV/0!
	COUNTY - JSC AVAILABLE WORKING CAP	$5,180.85	$5,180.85		$5,180.85	$0.00	0%
	COUNTY - CHILD & YOUTH SER COMM - 25	$14,500.00	$13,500.00	$3,375.00	$10,455.00	$3,045.00	23%
	SUB-TOTAL	$214,935.85	$233,802.85	$23,845.09	$166,464.97	$67,337.88	29%

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	RECEIVED APRIL	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
560000-00	OTHER SOURCES:						
	FRED MEYER (TEEN PARENT) - 08	$0.00	$0.00		$0.00	$0.00	#DIV/0!
	FRED MEYER-AVAILABLE WORKING CAP	$5,510.76	$5,510.76		$5,510.76	$0.00	0%
	STUDENT ASSISTANCE - 09	$4,500.00	$4,500.00		$0.00	$4,500.00	100%
	STUDENT ASSIST/TEEN PARENT (1) - 09	$0.00	$0.00	$82.00	$1,026.20	($1,026.20)	#DIV/0!
	STUDENT ASSIST/GED TESTING (2) - 09	$0.00	$0.00		$25.00	($25.00)	#DIV/0!
	STUDENT ASSIST/NBC STUDENTS (3) - 09	$0.00	$0.00		$0.00	$0.00	#DIV/0!
	STUDENT ASSIST/OTHER (4) - 09	$0.00	$0.00	$9.00	$196.80	($196.80)	#DIV/0!
	STU ASSIST-AVAIL WORK CAP (1) - 09	$0.00	$300.00		$300.00	$0.00	0%
	STU ASSIST-AVAIL WORK CAP (2) - 09	$0.00	$144.39		$144.39	$0.00	0%
	STU ASSIST-AVAIL WORK CAP (3) - 09	$0.00	$0.00		$0.00	$0.00	#DIV/0!
	STU ASSIST-AVAIL WORK CAP (4) - 09	$0.00	$480.12		$480.12	$0.00	0%
	KIWANIS TEEN DRUG PREVENTION - 14	$300.00	$300.00		$300.00	$0.00	0%
	KOBE PROGRAM/HOST FAMILY - 16	$29,615.00	$29,615.00		$26,400.00	$3,215.00	11%
	KOBE PROG-AVAILABLE WORKING CAP	$1,859.75	$1,859.75		$1,859.75	$0.00	0%
	NBC DON FUND/POOL-A-THON (1) - 20	$2,000.00	$2,000.00		$2,466.10	($466.10)	-23%
	NBC DON FUND/BUILDING FUND (2) - 20	$6,000.00	$6,000.00		$244.00	$5,756.00	96%
	NBC DON FUND/FITNESS CENTER (3) - 20	$1,000.00	$1,000.00	$650.00	$5,462.05	($4,462.05)	-446%
	NBC DON FUND/DOE MATCH (4) - 20	$0.00	$7,623.00		$6,400.00	$1,223.00	16%
	NBC DON FUND/KITCHEN FUND (5) -20	$0.00	$0.00		$1,850.00	($1,850.00)	#DIV/0!
	NBC DON FUND/AVAIL WORK CAP (1) - 20	$0.00	$85.19		$85.19	$0.00	0%
	NBC DON FUND/AVAIL WORK CAP (2) - 20	$0.00	$1,281.00		$1,281.00	$0.00	0%
	NBC DON FUND/AVAIL WORK CAP (3) - 20	$0.00	$375.11		$375.11	$0.00	0%
	NBC DON FUND/AVAIL WORK CAP (4) - 20	$0.00	$1,223.00		$1,223.00	$0.00	0%
	WELFARE REFORM JOBS PROGRAM - 22	$22,765.00	$48,716.00	$4,732.52	$43,725.18	$4,990.82	10%
	MEYER TRUST LITERACY GRANT - 26	$23,000.00	$23,000.00		$23,000.00	$0.00	0%
	UNITED WAY LITERACY - 27	$750.00	$750.00		$750.00	$0.00	0%
	TEEN PARENT/DISTRICT 9 FUNDS - 28	$15,000.00	$15,000.00		$0.00	$15,000.00	100%
	EVALUATION PLANNING GRANT - 29	$500.00	$500.00		$0.00	$500.00	100%
	OTA/NBC KITCHEN GRANT - 30	$4,000.00	$4,000.00		$0.00	$4,000.00	100%
	REG VOCATIONAL TECHNICAL GRANT - 31	$2,944.00	$2,944.00		$0.00	$2,944.00	100%
	ASSOCIATED STUDENTS/TBCC - 32	$500.00	$500.00		$0.00	$500.00	100%
	TOTAL SPECIAL FUND RESOURCES	$335,180.36	$391,510.17	$29,318.61	$289,569.62	$101,940.55	26%

FUND: 02 ADULT BASIC EDUCATION GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	02-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$0.00	$1,500.00		$0.00	$1,500.00	100%
200000-00	OTHER PAYROLL EXPENSES	$0.00	$500.00		$0.00	$500.00	100%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES - INSTRUCTIONAL	$865.00	$865.00	$8.97	$865.00	$0.00	0%
	INSTRUCTION TOTAL	$865.00	$2,865.00	$8.97	$865.00	$2,000.00	70%
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$5,000.00	$5,000.00	$555.00	$3,885.00	$1,115.00	22%
200000-00	OTHER PAYROLL EXPENSES	$1,700.00	$1,700.00	$234.81	$1,644.32	$55.68	3%
300000-00	MATERIALS AND SERVICES						
02000-00	TRAVEL	$1,200.00	$1,200.00	$36.00	$346.48	$853.52	71%
02000-02	TRAVEL - VISTA	$200.00	$0.00		$0.00	$0.00	#DIV/0!
03000-00	TELEPHONE	$400.00	$400.00	$40.00	$320.00	$80.00	20%
	INSTRUCTIONAL SUPPORT TOTAL	$8,500.00	$8,300.00	$865.81	$6,195.80	$2,104.20	25%
	ABE GRANT TOTAL	$9,365.00	$11,165.00	$874.78	$7,060.80	$4,104.20	44%

FUND: 03 WORK & FAMILY SEMINARS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	03-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INST. PERSONNEL	$798.00	$1,675.00		$1,385.75	$289.25	17%
200000-00	OTHER PAYROLL EXPENSES	$160.00	$325.00		$351.41	($26.41)	-8%
300000-00	MATERIALS AND SERVICES						
06200-00	OTHER CONTRACTED SERVICES	$0.00	$200.00		$0.00	$200.00	100%
	INSTRUCTION TOTAL	$958.00	$2,200.00	$0.00	$1,737.16	$462.84	21%
05	INSTRUCTIONAL SUPPORT SERVICES						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$7,597.00	$10,474.00	$872.41	$8,724.10	$1,749.90	17%
200000-00	OTHER PAYROLL EXPENSES	$2,127.00	$2,901.00	$238.89	$2,487.76	$413.24	14%
300000-00	MATERIALS AND SERVICES						
02000-00	TRAVEL	$318.00	$425.00		$425.00	$0.00	0%
	INSTRUCTIONAL SUPPORT TOTAL	$10,042.00	$13,800.00	$1,111.30	$11,636.86	$2,163.14	16%
	WORK AND FAMILY SEMINAR TOTAL	$11,000.00	$16,000.00	$1,111.30	$13,374.02	$2,625.98	16%

FUND: 04 SBDC FEDERAL GRANT - JULY-DEC. 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	04-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$7,169.00	$8,345.00	$604.55	$7,801.09	$543.91	7%
200000-00	OTHER PAYROLL EXPENSES	$2,868.00	$3,338.00	$241.82	$2,936.14	$401.86	12%
300000-00	MATERIALS & SERVICES						
13000-00	INSTRUCTIONAL CONTRACT	$0.00	$2,489.00		$633.80	$1,855.20	75%
	INSTRUCTION TOTAL	$10,037.00	$14,172.00	$846.37	$11,371.03	$2,800.97	20%
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$1,814.00	$3,628.00	$327.58	$2,972.86	$655.14	18%
30000-00	CLASSIFIED	$4,955.00	$4,955.00	$68.81	$4,817.36	$137.64	3%
200000-00	OTHER PAYROLL EXPENSES	$3,194.00	$2,370.00	$73.55	$2,273.95	$96.05	4%
300000-00	MATERIALS AND SERVICES						
02000-00	TRAVEL	$0.00	$500.00		$500.00	$0.00	0%
08001-00	LIBRARY DEVELOPMENT-PUBLICATIONS	$0.00	$500.00		$500.00	$0.00	0%
	INSTRUCTIONAL SUPPORT TOTAL	$9,963.00	$11,953.00	$469.94	$11,064.17	$888.83	7%
	SBDC FEDERAL GRANT TOTAL	$20,000.00	$26,125.00	$1,316.31	$22,435.20	$3,689.80	18%

FUND: 05 SBDC/STATE — 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	05-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INST. PERSONNEL	$7,169.00	$7,350.00	$634.84	$6,080.32	$1,269.68	17%
200000-00	OTHER PAYROLL EXPENSES	$2,868.00	$2,933.00	$253.94	$2,340.00	$593.00	20%
300000-00	MATERIALS & SERVICES						
13000-00	INSTRUCTIONAL CONTRACT	$2,152.00	$0.00		$0.00	$0.00	#DIV/0!
	INSTRUCTION TOTAL	$12,189.00	$10,283.00	$888.78	$8,420.32	$1,862.68	18%
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$3,628.00	$1,814.00	$126.00	$1,561.98	$252.02	14%
30000-00	CLASSIFIED	$4,955.00	$4,955.00	$412.91	$4,129.16	$825.84	17%
200000-00	OTHER PAYROLL EXPENSES	$2,833.00	$3,004.00	$202.19	$2,061.17	$942.83	31%
	INSTRUCTIONAL SUPPORT TOTAL	$11,416.00	$9,773.00	$741.10	$7,752.31	$2,020.69	21%
08	PLANT OPERATION & MAINTENANCE						
300000-00	MATERIALS & SERVICES						
06200-00	OTHER CONTRACTED SERVICES	$0.00	$1,244.00		$1,244.00	$0.00	0%
700000-00	PHYSICAL PLANT						
01000-00	UTILITIES	$0.00	$1,400.00	$120.60	$1,035.80	$364.20	26%
02000-00	REPAIRS	$0.00	$300.00		$159.70	$140.30	47%
	PLANT OPERATION/MAINT TOTAL	$0.00	$2,944.00	$120.60	$2,439.50	$504.50	17%
	SBDC STATE GRANT TOTAL	$23,605.00	$23,000.00	$1,750.48	$18,612.13	$4,387.87	19%

FUND: 05 SBDC/STATE ENHANCEMENT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	05-XX-XXXXXX-XX						
04	INSTRUCTION						
300000-00	MATERIALS & SERVICES						
13000-00	INSTRUCTIONAL CONTRACT	$4,483.00	$0.00		$0.00	$0.00	#DIV/0!
	INSTRUCTION TOTAL	$4,483.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
08	PLANT OPERATION & MAINTENANCE						
300000-00	MATERIALS & SERVICES						
06200-00	OTHER CONTRACTED SERVICES	$2,100.00	$956.00	$186.11	$583.77	$372.23	39%
12000-00	OFFICE RENT	$8,712.00	$8,712.00	$726.00	$7,260.00	$1,452.00	17%
700000-00	PHYSICAL PLANT						
01000-00	UTILITIES	$1,400.00	$0.00		$0.00	$0.00	#DIV/0!
02000-00	REPAIRS	$250.00	$0.00		$0.00	$0.00	#DIV/0!
	PLANT OPERATION/MAINT TOTAL	$12,462.00	$9,668.00	$912.11	$7,843.77	$1,824.23	19%
	SBDC STATE GRANT TOTAL	$16,945.00	$9,668.00	$912.11	$7,843.77	$1,824.23	19%

FUND: 06 VETERAN'S GRANT REQUIREMENTS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	06-07-XXXXXX-XX						
07	COLLEGE SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$23,984.00	$23,985.00	$1,998.52	$19,985.20	$3,999.80	17%
30000-00	CLASSIFIED	$2,494.00	$1,800.00	$111.06	$811.36	$988.64	55%
200000-00	OTHER PAYROLL EXPENSES	$10,422.00	$9,900.00	$904.83	$8,530.76	$1,369.24	14%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$600.00	$700.00		$75.56	$624.44	89%
02000-00	TRAVEL	$950.00	$950.00	$63.67	$1,186.70	($236.70)	-25%
03000-00	TELEPHONE	$1,750.00	$1,650.00	$130.78	$1,388.29	$261.71	16%
04000-00	POSTAGE	$250.00	$250.00		$204.10	$45.90	18%
05220-00	PRINTING	$250.00	$50.00		$0.00	$50.00	100%
06150-00	ASSOCIATION MEMBERSHIP	$100.00	$100.00		$105.00	($5.00)	-5%
07000-00	PUBLICATIONS	$100.00	$55.00		$45.00	$10.00	18%
400000-00	CAPITAL EQUIPMENT	$0.00	$0.00		$0.00	$0.00	#DIV/0!
600000-00	EQUIPMENT REPAIR/REPLACEMENT						
01000-00	REPAIR CONTRACTS	$100.00	$60.00		$0.00	$60.00	100%
	COLLEGE SUPPORT TOTAL	$41,000.00	$39,500.00	$3,208.86	$32,331.97	$7,168.03	18%
08	PLANT OPERATION & MAINTENANCE						
300000-00	MATERIALS & SERVICES						
12000-00	OFFICE RENT	$1,500.00	$1,000.00	$83.34	$833.34	$166.66	17%
	PLANT OPERATION/MAINT TOTAL	$1,500.00	$1,000.00	$83.34	$833.34	$166.66	17%
	VETERAN'S GRANT TOTAL	$42,500.00	$40,500.00	$3,292.20	$33,165.31	$7,334.69	18%

FUND: 07 CAPITAL EQUIPMENT FUNDS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	07-XX-XXXXXX-XX						
04	INSTRUCTION						
400000-00	CAPITAL EQUIPMENT	$28,676.00	$50,000.00	$800.00	$48,414.90	$1,585.10	3%
05	INSTRUCTIONAL SUPPORT						
400000-00	CAPITAL EQUIPMENT	$5,000.00	$0.00		$0.00	$0.00	#DIV/0!
	CAPITAL EQUIPMENT FUNDS	$33,676.00	$50,000.00	$800.00	$48,414.90	$1,585.10	3%

FUND: 08 FRED MEYER - TEEN PARENT GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	08-06-XXXXXX-XX						
06	STUDENT SERVICES						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$5,510.76	$5,510.76		$5,510.76	$0.00	0%
	FRED MEYER/TEEN PARENT GRANT TOTAL	$5,510.76	$5,510.76	$0.00	$5,510.76	$0.00	0%

FUND: 09 STUDENT ASSISTANCE 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	09-06-XXXXXX-XX						
06	STUDENT SERVICES						
500000-00	STUDENT SUPPORT SERVICES						
02000-00	TEEN PARENTS	$1,500.00	$1,500.00	$82.00	$82.00	$1,418.00	95%
03000-00	GED TESTING	$500.00	$500.00		$25.00	$475.00	95%
04000-00	NEHALEM BAY CENTER STUDENTS	$500.00	$500.00		$0.00	$500.00	100%
05000-00	OTHER	$2,000.00	$2,000.00	$50.85	$637.70	$1,362.30	68%
	STUDENT ASSISTANCE TOTAL	$4,500.00	$4,500.00	$132.85	$744.70	$3,755.30	83%

FUND: 14 KIWANIS TEEN DRUG PREVENTION GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	14-05-XXXXXX-XX						
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$216.00	$216.00	$67.50	$67.50	$148.50	69%
200000-00	OTHER PAYROLL EXPENSES	$84.00	$84.00	$18.49	$18.49	$65.51	78%
	KIWANIS TEEN DRUG PREVENT TOTAL	$300.00	$300.00	$85.99	$85.99	$214.01	71%

FUND: 15 STUDENT SERVICES ADAPTIVE EQUIPMENT GRANT (SSAE) 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	15-XX-XXXXXX-XX						
04	INSTRUCTION						
400000-00	CAPITAL EQUIPMENT	$5,566.00	$5,566.00		$837.11	$4,728.89	85%
	CAPITAL EQUIPMENT FUNDS	$5,566.00	$5,566.00	$0.00	$837.11	$4,728.89	85%

FUND: 16 KOBE PROGRAM/HOST FAMILY 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	16-06-XXXXXX-XX						
06	STUDENT SERVICES						
300000-00	MATERIALS AND SERVICES						
02000-00	TRAVEL	$600.00	$600.00	$110.75	$110.75	$489.25	82%
19000-00	OTHER EXPENSE	$459.75	$459.75		$27.27	$432.48	94%
30000-00	TUITION & FEES	$16,935.00	$16,935.00		$0.00	$16,935.00	100%
500000-00	STUDENT SUPPORT SERVICES	$4,300.00	$4,300.00	$120.86	$2,007.60	$2,292.40	53%
10000-00	HOST FAMILY PAYMENTS	$9,180.00	$9,180.00		$3,690.00	$5,490.00	60%
	KOBE PROGRAM/HOST FAMILY TOTAL	$31,474.75	$31,474.75	$231.61	$5,835.62	$25,639.13	81%

FUND: 20 NBC DONATION FUNDS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	20-08-XXXXXX-XX						
08	PLANT OPERATION & MAINTENANCE						
300000-00	MATERIALS & SERVICES						
01001-00	SUPPLIES - POOL-A-THON	$1,000.00	$1,000.00		$20.11	$979.89	98%
01003-00	SUPPLIES - FITNESS CENTER	$0.00	$0.00	$96.00	$393.24	($393.24)	#DIV/0!
19001-00	OTHER EXPENSES - POOL-A-THON	$1,000.00	$1,000.00		$667.50	$332.50	33%
19003-00	OTHER EXPENSES - FITNESS CENTER	$0.00	$0.00		$583.17	($583.17)	#DIV/0!
400003-00	CAPITAL EQUIP - FITNESS CENTER	$1,000.00	$1,000.00	$650.00	$4,395.00	($3,395.00)	-340%
400005-00	CAPITAL EQUIP - KITCHEN FUND	$0.00	$0.00		$475.08	($475.08)	#DIV/0!
700000-00	PHYSICAL PLANT						
02002-00	REPAIRS - BLDG FUND	$4,000.00	$4,000.00		$0.00	$4,000.00	100%
04002-00	BLDG IMPROVE - BLDG FUND	$2,000.00	$2,000.00		$171.07	$1,828.93	91%
04004-00	BLDG IMPROVE - DOE MATCH	$0.00	$7,623.00	$471.79	$471.79	$7,151.21	94%
	NEHALEM BAY CENTER TOTAL	$9,000.00	$16,623.00	$1,217.79	$7,176.96	$9,446.04	57%

FUND: 21 JUVENILE SERVICES GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	21-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES	$0.00	$0.00		$0.00	$0.00	#DIV/0!
200000-00	OTHER PAYROLL EXPENSES	$405.00	$405.00		$0.00	$405.00	100%
	INSTRUCTION TOTAL	$405.00	$405.00	$0.00	$0.00	$405.00	100%
06	STUDENT SERVICES						
100000-00	PERSONAL SERVICES	$0.00	$0.00		$0.00	$0.00	#DIV/0!
200000-00	OTHER PAYROLL EXPENSES	$2,206.85	$2,206.85		$2,206.85	$0.00	0%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$233.00	$233.00		$191.31	$41.69	18%
02000-00	TRAVEL	$1,200.00	$1,200.00	$28.09	$221.52	$978.48	82%
500000-00	STUDENT SUPPORT SERVICES	$1,136.00	$1,136.00	($698.35)	$1,136.00	$0.00	0%
	STUDENT SERVICE TOTAL	$4,775.85	$4,775.85	($670.26)	$3,755.68	$1,020.17	21%
	JUVENILE SERVICES GRANT TOTAL	$5,180.85	$5,180.85	($670.26)	$3,755.68	$1,425.17	28%

FUND: 22 WELFARE REFORM JOBS PROGRAM 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	22-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$14,415.00	$19,853.00	$1,984.00	$18,750.38	$1,102.62	6%
200000-00	OTHER PAY EXPENSES	$3,915.00	$3,393.00	$490.77	$4,259.46	($866.46)	-26%
300000-00	MATERIALS AND SERVICES						
01001-00	SUPPLIES - ABE/GED	$150.00	$900.00		$900.00	$0.00	0%
01002-00	SUPPLIES - ABE/GED MATERIALS	$250.00	$429.08		$405.31	$23.77	6%
02000-00	TRAVEL	$0.00	$61.92		$61.92	$0.00	0%
15000-00	STAFF DEVELOPMENT	$0.00	$300.00		$242.45	$57.55	19%
	INSTRUCTION TOTAL	$18,730.00	$24,937.00	$2,474.77	$24,619.52	$317.48	1%
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$3,060.00	$4,035.00	$336.25	$3,360.48	$674.52	17%
200000-00	OTHER PAYROLL EXPENSES	$475.00	$1,614.00	$134.50	$1,373.89	$240.11	15%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$100.00	$940.00	$294.75	$546.53	$393.47	42%
02000-00	TRAVEL	$250.00	$201.00		$31.20	$169.80	84%
05220-00	PRINTING	$150.00	$0.00		$0.00	$0.00	#DIV/0!
06200-00	OTHER CONTRACTED SERVICES	$0.00	$1,000.00		$666.66	$333.34	33%
15000-00	STAFF DEVELOPMENT	$0.00	$150.00		$150.00	$0.00	0%
	INSTRUCTIONAL SUPPORT TOTAL	$4,035.00	$7,940.00	$765.50	$6,128.76	$1,811.24	23%
06	STUDENT SERVICES						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$0.00	$11,123.00	$926.92	$9,269.20	$1,853.80	17%
200000-00	OTHER PAYROLL EXPENSES	$0.00	$4,716.00	$370.77	$3,707.70	$1,008.30	21%
	STUDENT SERVICES TOTAL	$0.00	$15,839.00	$1,297.69	$12,976.90	$2,862.10	18%
	WELFARE REFORM JOBS PROG TOTAL	$22,765.00	$48,716.00	$4,537.96	$43,725.18	$4,990.82	10%

FUND: 23 CORRECTIONS GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	23-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$5,000.00	$5,000.00	$396.00	$1,804.00	$3,196.00	64%
200000-00	OTHER PAYROLL EXPENSES	$1,000.00	$1,000.00	$41.77	$199.83	$800.17	80%
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$510.00	$510.00		$405.47	$104.53	20%
02000-00	TRAVEL	$1,300.00	$1,300.00	$216.00	$1,275.79	$24.21	2%
17001-00	GED TESTING	$0.00	$500.00		$0.00	$500.00	100%
19000-00	OTHER EXPENSES	$1,000.00	$1,000.00		$0.00	$1,000.00	100%
	INSTRUCTION TOTAL	$8,810.00	$9,310.00	$653.77	$3,685.09	$5,624.91	60%
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$5,000.00	$5,000.00	$555.00	$4,385.00	$615.00	12%
200000-00	OTHER PAYROLL EXPENSES	$2,000.00	$2,000.00	$234.81	$1,788.10	$211.90	11%
	INSTRUCTIONAL SUPPORT TOTAL	$7,000.00	$7,000.00	$789.81	$6,173.10	$826.90	12%
	CORRECTIONS GRANT TOTAL	$15,810.00	$16,310.00	$1,443.58	$9,858.19	$6,451.81	41%

FUND: 24 TBCC NEHALEM BAY CENTER DEPT OF ENERGY GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	24-08-XXXXXX-XX						
08	PLANT OPERATION & MAINTENANCE						
700000-00	PHYSICAL PLANT						
04000-00	BUILDING IMPROVEMENTS	$16,788.00	$16,788.00		$0.00	$16,788.00	100%
	TBCC NBC DEPT ENGERGY TOTAL	$16,788.00	$16,788.00	$0.00	$0.00	$16,788.00	100%

FUND: 25 TILLAMOOK CO. CHILDREN & YOUTH SERVICE COMMISSION GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	25-XX-XXXXXX-XX						
04	INSTRUCTION						
100000-00	PERSONAL SERVICES						
40000-00	INSTRUCTIONAL PERSONNEL	$513.00	$513.00	$144.00	$1,009.12	($496.12)	-97%
200000-00	OTHER PAYROLL EXPENSES	$221.00	$221.00	$15.20	$123.69	$97.31	44%
	INSTRUCTION TOTAL	$734.00	$734.00	$159.20	$1,132.81	($398.81)	-54%
06	STUDENT SERVICES						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$5,793.00	$5,793.00	$845.58	$5,793.00	$0.00	0%
200000-00	OTHER PAYROLL EXPENSES	$2,509.00	$2,509.00	$330.81	$2,509.00	$0.00	0%
500000-00	STUDENT SUPPORT SERVICES	$5,464.00	$4,464.00	$1,333.07	$1,623.32	$2,840.68	64%
	STUDENT SERVICES TOTAL	$13,766.00	$12,766.00	$2,509.46	$9,925.32	$2,840.68	22%
	TILL CO CHILD & YOUTH GRANT TOTAL	$14,500.00	$13,500.00	$2,668.66	$11,058.13	$2,441.87	18%

FUND: 26 MEYER TRUST LITERACY GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	26-05-XXXXXX-XX						
05	INSTRUCTIONAL SUPPORT						
100000-00	PERSONAL SERVICES						
20000-00	ADMINISTRATIVE	$17,000.00	$17,000.00	$1,420.31	$5,681.24	$11,318.76	67%
200000-00	OTHER PAYROLL EXPENSES	$6,000.00	$6,000.00	$681.88	$2,762.47	$3,237.53	54%
	MEYER TRUST LITERACY GRANT	$23,000.00	$23,000.00	$2,102.19	$8,443.71	$14,556.29	63%

FUND: 27 UNITED WAY LITERACY GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	27-05-XXXXXX-XX						
05	INSTRUCTIONAL SUPPORT						
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$500.00	$500.00	$131.55	$182.23	$317.77	64%
02000-00	TRAVEL	$250.00	$250.00	$21.60	$147.84	$102.16	41%
	UNITED WAY LITERACY GRANT TOTAL	$750.00	$750.00	$153.15	$330.07	$419.93	56%

FUND: 28 TEEN PARENT/DISTRICT 9 FUNDS 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	28-XX-XXXXXX-XX						
06	STUDENT SERVICES						
120000-00	ADMINISTRATIVE	$10,400.00	$10,400.00		$0.00	$10,400.00	100%
200000-00	OTHER PAYROLL EXPENSES	$4,200.00	$4,200.00		$0.00	$4,200.00	100%
300000-00	MATERIALS AND SERVICES						
03000-00	TELEPHONE	$400.00	$400.00	$76.18	$76.18	$323.82	81%
	TEEN PARENT/DISTRICT 9 FUNDS	$15,000.00	$15,000.00	$76.18	$76.18	$14,923.82	99%

FUND: 29 EVALUATION PLANNING GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	29-XX-XXXXXX-XX						
06	STUDENT SERVICES						
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$500.00	$500.00		$0.00	$500.00	100%
	EVALUATION PLANNING GRANT	$500.00	$500.00	$0.00	$0.00	$500.00	100%

FUND: 30 OTA/NBC KITCHEN GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	30-XX-XXXXXX-XX						
08	PLANT OPERATONS & MAINTENANCE						
7000000-00	PHYSICAL PLANT						
04000-00	BUILDING IMPROVEMENTS	$4,000.00	$4,000.00		$0.00	$4,000.00	100%
	OTA/NBC KITCHEN GRANT	$4,000.00	$4,000.00	$0.00	$0.00	$4,000.00	100%

FUND: 31 REG VOCATIONAL TECHNICAL GRANT 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	31-XX-XXXXXX-XX						
04	INSTRUCTION						
4000000-00	CAPITAL EQUIPMENT	$2,944.00	$2,944.00	$1,902.00	$1,902.00	$1,042.00	35%
	REG VOCATIONAL TECHNICAL GRANT	$2,944.00	$2,944.00	$1,902.00	$1,902.00	$1,042.00	35%

FUND: 32 ASSOCIATED STUDENTS OF TBCC FUND — 1991-92 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT	DESCRIPTION	ADOPTED	REVISED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
	32-XX-XXXXXX-XX						
06	STUDENT SERVICES						
300000-00	MATERIALS AND SERVICES						
01000-00	SUPPLIES	$350.00	$350.00		$0.00	$350.00	100%
17000-00	MATERIALS FOR RESALE	$150.00	$150.00		$0.00	$150.00	
	ASSOCIATED STUDENTS OF TBCC FUND	$500.00	$500.00	$0.00	$0.00	$500.00	100%

RESOLUTION 38

Tillamook Bay Community College Service District
Board of Directors
June 1, 1992
Career Guidance and Counselor Improvement Grant

The President RECOMMENDS adoption of the following resolution:

WHEREAS, the 1991-92 budget of Tillamook Bay Community College Service District (TBCC) did not predict the availability of $4,090 in Career Guidance and Counselor Improvement funds; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of TBCC hereby adopts this resolution in the full amount of $4,090 for the purposes shown below, hereby appropriated as follows:

Student Services	$4,090.00
Total	$4,090.00

RESOLVED this 1ST day of June, 1992, by the Board of Directors, Tillamook Bay Community College Service District.

M Wayne Jensen Jr
Chairman, Board of Directors

Attest:
President, Clerk of Board

CAREER GUIDANCE AND COUNSELOR IMPROVEMENT GRANT

Description	Adopted 1991-92
STATE SOURCES	$4,090.00
STUDENT SERVICES	
Personal Services	
Administrative	200.00
Materials and Services	
Supplies	2,183.00
Travel	1,707.00
CAREER GUIDANCE & COUNSELOR IMPROVEMENT GRANT TOTAL	**$4,090.00**

PERSONNEL REPORT

June 1, 1992

Resignation: Sharon Danielson, Community Education Coordinator, South Tillamook County
Effective: 6/30/92

Search in Progress: Community Education Coordinator, South Tillamook County
Effective: Immediately
Salary: Approximately $3,000 annually
Status: Part-time (.2 FTE, approximately 8 hours per week)

(Proposed)
ARTICLE 322: SEXUAL HARASSMENT POLICY

Tillamook Bay Community College recognizes sexual harassment as a form of sex discrimination under federal and state law.

It is the policy of Tillamook Bay Community College that all employees [and students] enjoy a positive and productive work [and learning] environment, free from all forms of discrimination, including sexual harassment. Any employee found to ***have engaged in sexual harassment*** [be sexually harassing any other employee or student] will be subject to disciplinary action up to and including dismissal.

Definition of Sexual Harassment

Harassment on the basis of sex is a violation of ORS 659.030 and Section 703 of Title VII of the Civil Right Act of 1964. It is discrimination related to or because of an individual's gender. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Such conduct is of such frequency and/or severity that it has the ***purpose or*** effect of unreasonably interfering with an individual's work [or academic] performance [to an objectively unreasonable level] or creating [a] ***an intimidating, hostile or offensive*** work [or learning] environment [that is objectively intimidating, hostile or offensive; [or]

[B. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which s/he has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.]

B[C]. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment [or academic advancement]; [or]

C[D]. Submission to or rejection of such conduct by an individual is used as the basis for [academic or] employment decisions affecting such individual. ***or***

Examples of [conduct that could rise to the level of] sexual harassment [if the standards of A, B, C, or D are met] may include, but are not limited to:

- Verbal harassment or abuse;
- Inappropriate touching, massaging or brushing against;
- Demands and/or subtle pressure for sexual favors;

- Jokes or pranks about sex or gender traits;
- Whistling or obscene gestures;
- A male tells a female ***employee*** she looks "hot";
- A female tells a male he has a nice derriere;
- Discussion in mixed groups of recent sexual exploits;
- Sexually explicit photos in a work [or learning] area.

Employee [Or Student] Action

A report of sexual harassment may be made at any time, but preferably as close in time to the incident as possible. It is recommended that an employee [or student] who feels he/she is subjected to harassment:

A. Tell the offender to stop. Say it firmly, without smiling or apologizing. It is not required that a complaint be made to the alleged harasser.

B. Keep a diary or log of what is happening to you. Include direct quotes, any witnesses, or patterns to the harassment. Save any notes or letters sent to you by the alleged harasser.

C. Report the complaint to Personnel Services. ***Your supervisor will assist you in this process if you so desire.*** [Employees or students may opt to ask their supervisor [or another administrator] for assistance with this process.]

Employees [or students] have the right to file a formal complaint with the Civil Rights Division of the Bureau of Labor and Industries.

District Action

Once a complaint is filed with Personnel Services, ***a prompt and thorough*** [an] investigation will begin, [including]

A. The ***employee*** [complainant] will be interviewed;

B. The alleged harasser will be interviewed;

C. Witnesses ***will*** [may] be contacted as well as others who may have information.

All interviews will be recorded in writing and be conducted individually and confidentially. The College will not tolerate any form of retaliation from the alleged harasser. ***Legal liability to the College may preclude complete confidentiality.*** [The College will keep the information confidential except as otherwise requested by law.]

Once the investigation is completed, written responses to both parties will be drafted stating that:

A. The allegations remain unproven; or

B. Sexual harassment has occurred; the harasser will be subject to corrective and/or disciplinary action up to and including dismissal [or expulsion].

Rev 5/92
Adopted:

TBCC
PERSONAL SERVICES -PERFORMANCE STEP INCREASES
FT INSTRUCTORS/STAFF/ADMINISTRATORS

	CURRENT 91-92	FTE		STEP INC	92-93 GF	92-93 SF**	92-93 TOTAL
INSTRUCTOR, OFFICE OCCUPATIONS	$31,000	1.0		$1,000	$32,000		$32,000
REFERENCE LIBRARIAN	$1,760	.25		N/A	$5,000		$5,000
STAFF							
ADMIN ASSISTANT/INSTRUCTION	$19,776	1.0		$988	$20,764		$20,764
INSTRUCTIONAL SECRETARY	$14,824	1.0		$741	$15,565		$15,565
PROGRAM ASSISTANT, SBDC	$19,820	1.0		$991	$11,151	$9,660	$20,811
STUDENT SERVICES ASSISTANT	$15,565	1.0		$779	$16,344		$16,344
ENROLLMENT SERVICES ASSISTANT	$14,118	1.0		$706	$14,824		$14,824
ENROLLMENT SERVICES ASSISTANT	$12,806	1.0	*	$1,313	$14,118		$14,118
ENROLLMENT SERVICES ASSISTANT	ON-CALL	.6			$8,085		$8,085
NBC SECRETARY	ON-CALL	.2			$2,770		$2,770
NBC FITNESS CENTER SUPERVISOR	$1,163	.15			$2,140		$2,140
ADMIN ASSISTANT - BOOKKEEPER	$23,983	1.0		$1,199	$25,182		$25,182
ACCOUNTING SPECIALIST	$10,871	.7		$543	$11,414		$11,414
COLLEGE SERVICES SECRETARY	$17,122	1.0		$856	$17,978		$17,978
COLLEGE SERVICES CLERICAL	ON-CALL	.4			$5,646		$5,646
VETERANS SERVICES SECRETARY	$1,800	.1		HOURLY		$1,800	$1,800
PLANT OPERATIONS EMPLOYEE	$3,400	.325		HOURLY	$5,236		$5,236

CONTINUED

	CURRENT 91-92	FTE	STEP INC	92-93 GF	92-93 SF**	92-93 TOTAL	PROPOSED CONTRACT ENDING DATE
ADMINISTRATION							
PRESIDENT	$47,250	1.0	$2,500	$49,750		$49,750	6/30/94
DIRECTOR, ADMIN SVCS	$27,637	1.0	$1,251	$28,888		$28,888	6/30/94
DEAN OF INSTRUCTION	VACANT	1.0		$40,463		$40,463	6/30/94
PROF TEC/COUNSELOR	$25,068	1.0 **	$1,253	$19,741	$6,580	$26,321	6/30/93
DIRECTOR, DEV ED	$23,874	1.0 *	$2,447	$17,821	$8,500	$26,321	6/30/93
COORDINATOR, LITERACY	$17,044	1.0 *	$1,747		$18,791	$18,791	6/30/93
DIRECTOR, NBC	$9,095	.4	$455	$9,550		$9,550	6/30/94
COORDINATOR, SOUTH COUNTY	$2,952	.15 *	$304	$3,256		$3,256	6/30/94
DIRECTOR, SBDC	$28,019	1.0 *	$3,829	$11,636	$20,212	$31,848	6/30/94
COORDINATOR, WORK&FAM	$10,474	.45**	$524		$10,998	$10,998	6/30/93
DEAN OF STUDENTS	$38,537	1.0	$1,926	$40,463		$40,463	6/30/93
DIRECTOR, TP PROGRAM	$25,068	1.0	$1,253	$3,600	$22,721	$26,321	6/30/93
ENROLLMENT SVCS COORDINATOR	$21,753	1.0	$1,088	$22,841		$22,841	6/30/94
DIRECTOR, COMPUTER SERVICES	$35,113	1.0	$1,755	$36,868		$36,868	6/30/94
VETERANS SVC OFFICER	$23,983	1.0	$1,199		$25,182	$25,182	6/30/93

*10% (INCLUDES 6 MONTH STEP)
**SOME UNCONFIRMED SOURCES

TBCC JOB CLASSIFICATIONS
for TBCC Salary Schedule

HOURLY

On-Call Secretary

CLASSIFIED

I Secretary I

II Department Secretary
Department Assistant

III Program Assistant
Accounting Specialist
Recreational Supervisor

IV Administrative Assistant I

V Administrative Assistant II

ADMINISTRATIVE

I Program/Educational Coordinator I
Outreach Worker
Program Officer

II Academic Advisor
Program/Educational Coordinator II

III Director I
Counselor
Department Chair

IV Director II

V Director III

VI Assistant/Associate Dean

VII Dean

REV 1992-93

TILLAMOOK BAY COMMUNITY COLLEGE
SALARY SCHEDULE
1992-93

	ANNUAL STEP									
	1	2	3	4	5	6	7	8	9	10
ADMINISTRATIVE										
LEVEL I										
monthly	$1,420.31	$1,491.33	$1,565.89	$1,644.19	$1,726.40	$1,812.72	$1,903.35	$1,998.52	$2,098.44	$2,203.37
annual	$17,043.72	$17,895.91	$18,790.70	$19,730.24	$20,716.75	$21,752.59	$22,840.21	$23,982.23	$25,181.34	$26,440.40
LEVEL II										
monthly	$1,562.34	$1,640.46	$1,722.48	$1,808.61	$1,899.04	$1,993.99	$2,093.69	$2,198.37	$2,308.29	$2,423.70
annual	$18,748.09	$19,685.50	$20,669.77	$21,703.26	$22,788.42	$23,927.84	$25,124.24	$26,380.45	$27,699.47	$29,084.44
LEVEL III										
monthly	$1,718.58	$1,804.50	$1,894.73	$1,989.47	$2,088.94	$2,193.39	$2,303.05	$2,418.21	$2,539.12	$2,666.07
annual	$20,622.90	$21,654.05	$22,736.75	$23,873.59	$25,067.27	$26,320.63	$27,636.66	$29,018.49	$30,469.42	$31,992.89
LEVEL IV										
monthly	$1,890.43	$1,984.95	$2,084.20	$2,188.41	$2,297.83	$2,412.72	$2,533.36	$2,660.03	$2,793.03	$2,932.68
annual	$22,685.19	$23,819.45	$25,010.42	$26,260.94	$27,573.99	$28,952.69	$30,400.33	$31,920.34	$33,516.36	$35,192.18
LEVEL V										
monthly	$2,079.48	$2,183.45	$2,292.62	$2,407.25	$2,527.62	$2,654.00	$2,786.70	$2,926.03	$3,072.33	$3,225.95
annual	$24,953.71	$26,201.40	$27,511.47	$28,887.04	$30,331.39	$31,847.96	$33,440.36	$35,112.38	$36,868.00	$38,711.40
LEVEL VI										
monthly	$2,287.42	$2,401.79	$2,521.88	$2,647.98	$2,780.38	$2,919.40	$3,065.37	$3,218.63	$3,379.57	$3,548.54
annual	$27,449.08	$28,821.54	$30,262.61	$31,775.74	$33,364.53	$35,032.76	$36,784.39	$38,623.61	$40,554.79	$42,582.53
LEVEL VII										
monthly	$2,516.17	$2,641.97	$2,774.07	$2,912.78	$3,058.42	$3,211.34	$3,371.90	$3,540.50	$3,717.52	$3,903.40
annual	$30,193.99	$31,703.69	$33,288.87	$34,953.32	$36,700.98	$38,536.03	$40,462.83	$42,485.98	$44,610.27	$46,840.79

APPENDIX A
TILLAMOOK BAY COMMUNITY COLLEGE
SALARY SCHEDULE
1992-93

HOURLY

	ANNUAL STEP 1	2	3	4	5	6	7	8	9	10
	$4.75	$4.99	$5.24	$5.50	$5.77	$6.06	$6.37	$6.68	$7.02	$7.37

CLASSIFIED

LEVEL I										
monthly	$970.09	$1,018.59	$1,069.52	$1,123.00	$1,179.15	$1,238.11	$1,300.01	$1,365.01	$1,433.26	$1,504.93
annual	$11,641.08	$12,223.13	$12,834.29	$13,476.01	$14,149.81	$14,857.30	$15,600.16	$16,380.17	$17,199.18	$18,059.14
LEVEL II										
monthly	$1,067.10	$1,120.45	$1,176.48	$1,235.30	$1,297.07	$1,361.92	$1,430.01	$1,501.52	$1,576.59	$1,655.42
annual	$12,805.19	$13,445.45	$14,117.72	$14,823.61	$15,564.79	$16,343.03	$17,160.18	$18,018.19	$18,919.09	$19,865.05
LEVEL III										
monthly	$1,173.81	$1,232.50	$1,294.12	$1,358.83	$1,426.77	$1,498.11	$1,573.02	$1,651.67	$1,734.25	$1,820.96
annual	$14,085.71	$14,789.99	$15,529.49	$16,305.97	$17,121.26	$17,977.33	$18,876.19	$19,820.00	$20,811.00	$21,851.55
LEVEL IV										
monthly	$1,291.19	$1,355.75	$1,423.54	$1,494.71	$1,569.45	$1,647.92	$1,730.32	$1,816.83	$1,907.68	$2,003.06
annual	$15,494.28	$16,268.99	$17,082.44	$17,936.56	$18,833.39	$19,775.06	$20,763.81	$21,802.00	$22,892.10	$24,036.71
LEVEL V										
monthly	$1,420.31	$1,491.32	$1,565.89	$1,644.18	$1,726.39	$1,812.71	$1,903.35	$1,998.52	$2,098.44	$2,203.37
annual	$17,043.71	$17,895.89	$18,790.69	$19,730.22	$20,716.73	$21,752.57	$22,840.20	$23,982.20	$25,181.32	$26,440.38

FILLAMOOK BAY COMMUNITY COLLEGE
SALARY SCHEDULE
1992-93

ANNUAL STEP

	1	2	3	4	5	6	7	8	9	10	11	12	13
FULL-TIME FACULTY													
Annual	$24,000.00	$25,000.00	$26,000.00	$27,000.00	$28,000.00	$29,000.00	$30,000.00	$31,000.00	$32,000.00	$33,000.00	$34,000.00	$35,000.00	$36,000.00
monthly	$2,000.00	$2,083.33	$2,166.67	$2,250.00	$2,333.33	$2,416.67	$2,500.00	$2,583.33	$2,666.67	$2,750.00	$2,833.33	$2,916.66	$3,000.00
day	$133.33	$138.89	$144.44	$150.00	$155.56	$161.11	$166.67	$172.22	$177.78	$183.33	$188.89	$194.24	199.8

TILLAMOOK BAY COMMUNITY COLLEGE
SALARY SCHEDULE
1992-93

ADJUNCT (PART-TIME) FACULTY

LECTURE	$324.00 PER CREDIT
	$27.00 PER HOUR
ABE/GED/ESL/LSL	$22.00 PER HOUR
LABORATORY, APPRENTICE	$20.00 PER HOUR
CONTINUING EDUCATION WORKSH	$25.00 PER HOUR
WORK AND FAMILY SEMINARS	$15.00 PER HOUR
COMMUNITY EDUCATION	$11.00 PER HOUR
TUTORS, WRITING BONUS, LIBRARIAN SPECIAL PROJECTS	$11.00 PER HOUR
COMPUTER/INSTRUCTIONAL ASSI	$7.00 PER HOUR

FACILITIES COMMITTEE MEETING

Tuesday, May 12, 1992, 12:00 p.m.

AGENDA

TILLAMOOK CAMPUS

I. Remodelling

a. Funding: Building Reserve Fund
Meyer Trust Grant
Bay City Property Sale/Realtor Selection/Appraisal
Cape Meares Property Sale
George Property Timber Sales

b. Status: Timeframe

c. WORK WITH ARCHITECT

II. Projects

a. East wall painting

b. Extermination

c. American Disabilities Act

d. PARKING LOT PAVING — TILLAMOOK CAMPUS

OTHER

I. Motion Detector/Fire Alarm Systems - Tillamook/Bay City

II. Gymnasium Excavation

TILLAMOOK SCHOOL DISTRICT NO. 9
6825 Officers' Row
Tillamook, Oregon 97141
Telephone 842-4414; FAX 842-6854

Mr. Bruce N. Anderson, *Superintendent*
842-2558
Ms. Lu E. Peterson, *Finance Officer*
842-4416

BOARD BITS
Highlights of 5-4-92 School Board Meeting

MAY COMMENDED EMPLOYEE - Mary Priss, Attendance Educational Assistant at Tillamook High School, was selected as the May Commended Employee. **Mary** has been with the district since February of 1991. **Gary Anderson** and **Judie Marvis** said "**Mary** is an integral part of the attendance program and its success. She is unfailingly efficient, willing to assist in any way possible, and a positive team player who really cares for all kids." **Mary** received a framed certificate, her name on the revolving plaque and dinner for two from Main Street Pizza. Congratulations **Mary!!**

OREGON WRITING FESTIVAL AWARDS PRESENTATION - Jon Dwigans, Coordinator, assisted Board members in distributing the certificates to the winners at each grade level. **Pat Strunk**, is having her Word Processing students type classroom-winning stories and poems in preparation for publishing the 6th Annual Anthology.

MIDDLE SCHOOL BUILDING COMMITTEE UPDATE - Superintendent Anderson said the committee is making progress and hopes to have preliminary drawings and a recommendation to the School Board at the June 1 meeting.

TEACHER APPRECIATION WEEK - The Board adopted a resolution declaring May 5 as Teacher Appreciation Day. Carnations will be distributed to all certified staff.

TEXTBOOK ADOPTION - Textbooks for Social Studies, Art and Music were approved by

LOCATION OF ED-NET - County superintendents and Tillamook Bay Community College would like to have ED-NET available in the county. The college is willing to pay for installation, but a location is necessary. The Board authorized the superintendent to explore the option of having it housed at the high school. ED-NET can be used for distance learning for students, staff development opportunities, as well as community use. Cost for the programs would be paid on a user-fee basis.

PERSONNEL ACTIONS - The Board accepted the resignations of **Rose Hartford** and **Lydia Fetch** at the end of the 1991-92 school year. **Barbara Cohrs** was hired as a Secondary Social Studies instructor for the 1992-93 school year.

COORDINATOR POSITIONS FILLED - Cecilia Dwigans was hired as the Curriculum and Instruction Coordinator and **George Lederer** was hired as the Special Projects Coordinator. Both positions begin in the 1992-93 school year.

RETIREMENT RECEPTION - A reception honoring district retirees will be held June 1 from 5-6 p.m. in the high school library (prior to the budget hearing and board meeting). Retirees include **Don Allen, Tom Gienger, Rose Hartford, Jim Jensen,** and **Dennis Spencer.** Board members **Lynda Willard** and **Leland McMurphy** will also be honored at that time. **All staff is invited to this reception.**

BUDGET HEARING: The 1992-93 Budget Hearing will be Monday, June 1 at 6:00 p.m. in the high school cafeteria. Budget adoption will be

BOARD MEMBER LEADERSHIP INSTITUTE

Oregon's Education Reform Plan and Community Colleges

DATE: Friday, June 19, 1992

PLACE: Shiloh Inn, Salem

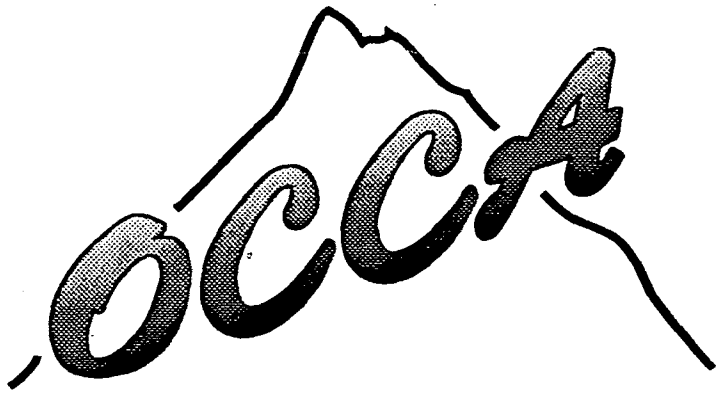
8:00 AM	**Review of Oregon's Educational Act for the 21st Century** Viewing of video tape of presentation at 1991 OCCA Convention by J. D. Hoye, associate superintendent, OPTE; Dale Parnell, community college commissioner; Representative Stan Bunn and Dana Anderson, PCC board member and OCCA president *(Each college has been sent a copy of this video. If you were not at convention and want to sleep in, see the video at the college and come at 9:00.)*
9:00	**Education Reform and the Local Community College** Participants from Chemeketa Community College will discuss how they got started discussing education reform at the local level.
10:15	Break

10:30	**Legislative Viewpoint** A panel of legislators will discuss their views on education reform and what they envision for the 1993 Legislative Session.
NOON	**Lunch** A time to discuss informally issues raised in the morning session.
1:30 PM	**OCCA Board of Directors meeting**

FEE: **$25.00** includes coffee, rolls and lunch. Everyone is welcome.

Please let us know by **June 11** whether you will be attending BMLI workshop on education reform. Call Colleen Levin at 399-9912.

DIRECTIONS: Shiloh Inn is located just west of the Market Street exit off I-5 in Salem. It is just across from the former Chumaree Inn. For hotel reservations call 1-800-222-2244.



OREGON SCHOOL BOARDS ASSOCIATION

WORKSHOP AGENDA

NEW BOARD MEMBER/ BOARD CHAIRMAN WORKSHOP
Greenwood Inn, Beaverton
July 18 - 19, 1992

Saturday, July 18

9:00 a.m. Registration and Coffee
(Ballroom Foyer)

9:30 a.m. to Noon First General Session
(Oak Room)

Greetings
Steve Lewis, President, OSBA; Board Member, Barlow-Gresham

Changing and Challenging Times For Board Members
Dr. C.L. (Larry) Hutchins, Executive Director of the Mid-Continent Regional Education Laboratory

Changing Expectations for Board Members
Chris Dudley, Executive Director, OSBA

Introduction of OSBA Staff

Trouble Ahead: The State Budget and School Funding
John Marshall, Director of Legislative Services, OSBA

Noon Luncheon
(Pine Room)

Presiding: *David Geiger, President-Elect, OSBA; Board Member, Beaverton*

The Changing State of Oregon and its Economy
Paul Warner, State Economist, Salem

2:00 to 5 p.m. Concurrent Sessions

Board Chairmen, Experienced Board Members and Superintendents
(Oak Room)

Presiding: *Steve Lewis*

The Boards Role in Redesigning 21st Century Schools
Dr. C.L. (Larry) Hutchins
Hutchins will help board chairmen and superintendents increase their effectiveness in dealing with the issues of reform and strategic planning. This is a participatory workshop designed to help you develop your leadership skills.

2:00 to 5 p.m. **Newly-Elected Board Members**
(Pine Room)

Presiding: *David Geiger*

Becoming a Successful Board Member — A Three-Part Process
Panelists:
Susan Massey, Member, State Board of Education; Former Board Member, North Bend

Edith Lippert, Board Member, Washington ESD

David Geiger, President-Elect, OSBA; Board Member, Beaverton

P.O. Box 1068 Salem, OR 97308 1201 Court St., N.E. Salem, OR 97301 (503) 588-2800

A New Board Members Guide to Collective Bargaining
OSBA Labor Relations Staff

House Bill 3565, The Katz Bill, or Educational Reform — What is it all About?
Chris Dudley, Executive Director, OSBA
John Marshall, Director of Legislative Services, OSBA
Vickie Totten, Legislative Advocate, OSBA

Board Policies — What Are They?
Gail Perkins, Assistant Director Policy Services, OSBA

5:00 p.m. **Get Acquainted Reception**
(Ballroom Foyer)

All conference participants are invited. Take this opportunity to meet the presenters and board members and superintendents from around the state.

Sunday, July 19

9 a.m. to 12:30 p.m. **Concurrent Sessions**

Newly-Elected Board Members
(Pine Room)

On Board — An Opportunity to Practice Your Decision-Making and Problem-Solving Skills
Pat Fitzwater, Director of Board Development, OSBA

9 a.m. to 12:30 **Board Chairmen, Superintendents and Experienced Board Members**
(Fir Room)

Presiding: *David Geiger*

Understanding Diversity and Social Justice
Morris Jimenez, Consultant, Multicultural Education, Salem

Tips on Leadership — Survival Skills for the Board Chairman
A panel of experienced board leaders

Everything You Ever Wanted to Know About HB 3565 and Didn't Know Who to Ask
A panel of presenters

Let's Discuss the Superintendents Contract
Homer Kearns, Superintendent, Salem-Keizer

Staffing Decisions with Declining Resources
Joe Richards, Attorney, Luvas, Cobb, Richards and Fraser, Eugene

12:30 **Luncheon**
(Oak Room)

Presiding: *Steve Lewis*

Legal Responsibilities of Board Members
Joe Richards, Attorney, Luvas, Cobb, Richards and Fraser, Eugene

Oregon Community College Association
1201 Court St. NE • Salem, Oregon 97301

TO: Presidents and chief PIOs, via fax only

FROM: Alan Contreras

DATE: Wednesday, May 20, 1992

RE: Preliminary election results

Three colleges win tax, bond elections

The following figures are not necessarily the final numbers. They are the most recent numbers provided to OCCA by the colleges on Wednesday morning. As you can see, we did well. This material will appear in the *Pacesetter*, which you will receive by early June.

Chemeketa library and facilities bonds

Yes 33,707
No 35,324

Clackamas tax base

Yes 29,173
No 17,034

Oregon Coast tax base

Yes 6164
No 4348

Portland library and facilities bonds

Yes 90,630
No 72,198

TBCC BOARD OF EDUCATION
Personnel Committee Meeting

May 19, 1992

AGENDA

I. DISCUSSION - NOT NEGOTIATIONS - OF PRESIDENT'S CONTRACT

II. EVALUATION PROCESS / DOCUMENTS / TIMELINES

- Job Description
- College Goals
- Self Evaluation
- Administrative Appraisal
- Student Evaluations
- Board Evaluations of President
- Personnel Committee Meeting with President, May 19, 1992
- Board Evaluation Forms to Kate for Tabulation by May 22, 1992
- Executive Session (Full Board and President), June 1, 1992

III. ISSUES

- Contract Extension
- Annual Salary
- Disability Insurance
- Annual Out-of-State Professional Meetings
- Other

PRESIDENT EVALUATION
1992

1. GENERAL ADMINISTRATIVE DUTIES

Above Adequate:	3
Adequate:	2
Not Adequate:	0

Comments:

Based on competent as opposed to outstanding; based on attending to two jobs. I feel this is a compliment to Jerry's abilities to keep it all together.

Doing a great job considering that additional help is not on board yet.

2. PERSONNEL ADMINISTRATION

Above Adequate:	3
Adequate:	3
Not Adequate:	0

Comments:

I used Employee evaluations for this. Although overall there are 56% that have rated good to outstanding there are those, especially staff (33%), that have rated poor to needs improvement in some categories. I think this is something that needs to be addressed in the coming year. It certainly suggests undercurrents.

Good move, on your part, when you recognize others who do good work.

3. FISCAL RESPONSIBILITIES

Above Adequate:	5
Adequate:	1
Not Adequate:	0

Comments:

I think our financial situation is tight. I wish there was an opportunity for adequate expansion and instructional improvement.

Please see comments under #1, "Based on competent..."

You seem to keep good control of fiscal matters.

4. STUDENT AFFAIRS

Above Adequate:	3
Adequate:	3
Not Adequate:	0

Comments:

A great start to create a feeling among students of "belonging" to the College.

Please see comments under #1, "Based on competent...". Students seem to rate Jerry very high.

I am please to see the students taking an active part in student affairs.

5. INSTRUCTIONAL PROGRAMS

Above Adequate:	3
Adequate:	3
Not Adequate:	0

Comments:

A marked improvement over former curriculum.

There have been great strides made in this area. It can get only better.

We really need to push for more active participation from local high school graduates. I am sure this will come with the new Dean's arrival.

6. COMMUNITY RELATIONS

Above Adequate:	4
Adequate:	2
Not Adequate:	0

Comments:

As far as I am able to observe.

I believe the college has a good standing in the community and I think the President shares much of the responsibility for this.

Jerry is very visible in the community and held in high esteem.

7. STATEWIDE EFFECTIVENESS

Above Adequate:	3
Adequate:	3
Not Adequate:	0

Comments:

Very good considering the size and situation of our college.

8. LEADERSHIP ABILITY

Above Adequate:	2
Adequate:	3
Not Adequate:	0

Comments:

I have no way of knowing.

Does a good job without being too dictatorial. Could be a bit more dynamic.

Based on staff reviews and their expectations (whether real or perceived), there may be some areas to look at.

Does a good job of leading others.

9. PERSONAL/PROFESSIONAL STYLE

Very Appropriate:	4
Appropriate:	2
Not Appropriate:	0

Comments:

Doesn't try to be someone he isn't. His style suits him fine.

I have never seen Jerry act in other than a professional manner.

10. WHAT DO YOU LIKE BEST ABOUT THE PRESIDENT'S PERFORMANCE?

Works very hard to improve TBCC.

His ability to get the job done.

That he is organized - willing to present bad with good. Plans - available.

Positive Attitude

I like the easy way he deals with others.

Personal/professional style.

11. WHAT DO YOU LIKE LEAST ABOUT THE PRESIDENT'S PERFORMANCE?

Needs to set specific goals for the future. A need for short term and long term goals with specific objectives and timetable.

There isn't anything I like "least" - if I were to choose any area for improvement, it would be to become more concise in his verbal presentations.

I have trouble dealing with his response when I suggest some ideas I think are somewhat new.

ADDITIONAL COMMENTS:

Jerry has done a good job. Unfortunately decisions are going to become more difficult considering the budget restraints and the need for progress.

The college has made great strides and shown definite improvement under Jerry's leadership. It can only get better.

BOARD COMMUNICATIONS AND RELATIONS

1. Is adequate information available to the Board on a regular basis?

Yes (6)

As far as I know. The information we do receive is thorough and complete and well-done.

Please see comments under #4, "I believe a board retreat...".

2. What areas of information or communication need more attention?

At times I wonder if we are informed of problems or potential problems. (perhaps we're better off not knowing or not being involved)

Would like staff updates - such things as teambuilding efforts, in-services and results, etc.

Keep plugging away -- paper, radio. etc.

Adequate

3. Were directives from the Board concerning District policy adequately carried out by the President?

Yes (6)

To the best of my knowledge they were.

So far as I know.

4. Did the President keep the Board apprised of all progress and conditions of the District, including matters of controversy?

Yes (6)

As far as I know.

I think we were apprised of most situations.

I believe a board retreat every 2nd or 3rd year for 2 days of reviewing where we have been, where we are and in what direction the college and community is headed would benefit the community, the college and the Board.

5. Are Board meetings well planned? Are presentations condensed with consideration to the expediency of Board meetings? What could be done to improve Board meetings?

Yes (6)

Very well planned and presented.

I am satisfied with the planning, information, and procedure at board meetings.

Board meetings are well planned. Most information is concise. I would like to see the board more involved in the meeting, i.e., topic put up for discussions and have the "board" actually conduct the discussion with some input from each member.

Adequate.

ADDITIONAL COMMENTS:

I would like to see this evaluation form changed. Personally, I would not like to be rated as adequate nor do I like rating someone else with that term.

According to Webster "adequate" means barely sufficient and may imply barely meeting a requirement. Therefore, if rated "above adequate" it would follow that one is above barely meeting a requirement. Somehow that doesn't seem to be saying much about a professional.

Maybe competent would be a good alternative. Outstanding, instead of above adequate and improvement needed as opposed to not adequate. I think a person can more than meet a requirement and still need improvement in certain areas.

The words are only suggestions. Maybe there are better ones, but please let's change them!

For continuity on this evaluation, I have used your terms and they do not necessarily reflect my true opinions of Jerry's performance. I would say that he certainly exceeds "meeting the bare requirements".

COMMUNITY COLLEGE PRESIDENTS' SALARY COMPARISON

COMMUNITY COLLEGE	90-91	91-92	%
Blue Mountain	68,900	71,656	4
Central Oregon	77,500	83,775	8.1
Chemeketa	87,000	95,610	9.9
Clackamas	78,040	80,708	3.4
Clatsop	62,000	62,000	-
Columbia Gorge *	58,424	58,424	-
Lane	73,500	77,200	5
Linn-Benton	68,000	69,320	1.9
Mount Hood	89,377	93,193	4.3
Oregon Coast	40,000	50,289	25.7
Portland	97,200	102,980	5.9
Rogue	64,718	67,427	4.2
Southwestern Oregon	65,875	** 65,875	-
Tillamook Bay	45,000	47,250	5
Treasure Valley	66,960	70,700	5.6
Umpqua	68,900	72,680	5.5

* As of January, 1992: all salaries frozen pending outcome of labor negotiations with faculty and classified units.

** As of January, 1992: not yet settled for 1991-92. These are 1990-91 figures.

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 two years beginning July 1, 1991 and ending on June 30, 1993. This contract may be terminated as hereinafter provided. The Board of Directors will meet in June of each year of the contract to evaluate the President and to consider extending the contract for an additional year.

2. Salary. The college shall pay a minimum salary of $47,250.00 for the first year of this contract. 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 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 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 the 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 college policy manual. However, when the terms of this agreement and the college policy manual differ, the terms of this agreement shall control to the exclusion of the conflicting provisions of the college policy manual.

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.

10. Breach of Agreement. Intentional misrepresentation of employment qualifications or failure by the employee to fulfill the obligations set forth in this agreement shall be considered a breech of contract.

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

DATED this 3RD day of June, 1991.

Chair, Board of Directors
Tillamook Bay Community College
Service District

Employee
Tillamook Bay Community College
Service District

Attest:

Secretary for the Board of Directors, TBCC

ADDENDUM TO EMPLOYMENT CONTRACT

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

and Jerry Hallberg, hereinafter referred to as PRESIDENT.

1. DISABILITY OF THE PRESIDENT. The District will provide disability insurance policy benefits for the President. The minimum face value of the policy shall be $40.000.

2. PROFESSIONAL ACTIVITIES. The DISTRICT will provide the PRESIDENT with travel expenses for one (1) out-of-state professional meeting for each year of this contract.

3. EVALUATION/APPRAISAL SESSION. At least once each fiscal year, the Board and the PRESIDENT shall meet in closed executive session for the purposes of evaluation of the performance of the PRESIDENT, 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 interchange.

4. 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 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.

b. 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.

3. 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 3rd day of June, 1991, has caused two originals of this addendum to be signed in the name of the DISTRICT by the Chairman of the Board of Education, 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
Service District

POSITION DESCRIPTION

TITLE: President

RESPONSIBLE TO: Tillamook Bay Community College Service District Board of Directors

GENERAL STATEMENT OF RESPONSIBILITIES:

The President is the chief executive officer of the District and is directly responsible to the Board of Directors. The President is responsible for carrying out all directives of the Board. The President shall have primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting said policy. The President shall have complete freedom to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in his judgment best serves the District. The responsibility for all personnel matters, including selection, assignment, and transfer of personnel shall be vested in the President subject to approval by the Board. The President is responsible for developing, coordinating, evaluating and supervising the total instructional and non-instructional operations of the District. The President is also responsible for overseeing the fiscal considerations of the operation of the District.

GENERAL ADMINISTRATIVE DUTIES:

The President of the District has the following responsibilities and duties and assists the Board of Directors by:

1. Carrying out the general policies of the District and evaluating the effectiveness of all District policies, rules and procedures.

2. Administering the planning, development and maintenance of a positive educational program in conformity with the adopted policies of the Board.

3. Recommending for the Board's consideration, policies on organization, finance, instruction, school plant and other functions of the District program.

4. Initiating the contract for instructional services with an existing accredited college or colleges.

5. Studying the requirements of the District for new facilities and recommending needs to the Board.

6. Keeping the Board continuously informed of the progress and conditions of the District.

7. Upholding the high standards of instruction set by the Board of Directors, and the State of Oregon.

8. Representing the District in instructional and curricular affairs with the Oregon State System of Higher Education, State Department of Education, labor, business, industry, other colleges and universities, appropriate state and federal agencies, and community organizations.

9. Serving as official host/hostess for all District functions and official visitors.

10. Organizing and overseeing a Citizens Advisory Board.

11. Directing and supervising all District educational programs.

12. Performing other duties as assigned by the Board of Directors.

ADMINISTRATIVE RESPONSIBILITIES:

The President is responsible for:

1. Preparing all agendas for meetings of the Board or delegating this responsibility in the event of his absence.

2. Attending all meetings of the Board and participating in all of its deliberations.

3. Developing and putting into action administrative policies and procedures consistent with Board policy.

4. Nominating to the Board the appointment of all personnel, defining the duties of and assigning the work to all personnel.

5. Evaluating all District employees as provided for by Oregon law and Board policy.

6. Suspending from duty any employee of the District when deemed necessary.

7. Conducting continuous studies of the development and needs of the District and keeping the District Board and public informed.

8. Supervising the preparation of the annual budget and presenting it to the Board with recommendations for adoption.

9. Representing the District at meetings, conferences, and public events deemed to be of value to the District.

10. Judging and rendering administrative decisions in all matters of controversies affecting District affairs. (It is incumbent on the President to inform the Board at once of controversies which may be injurious to the District. The Board will act as a court of appeals for administrative decisions.)

11. Delegating duties and responsibilities within the administrative organization; such delegation does not relieve the President of final responsibility for actions.

12. Supervising the activities of all administrative staff.

FISCAL RESPONSIBILITIES:

The President shall perform studies and prepare reports for the Board of Directors on all District business and financial affairs. The President shall plan, organize, direct and review all fiscal considerations, meet with other administrators, faculty, staff, and the general public, and establish effective business procedures and working relationships.

The President is responsible for directing the:

1. Preparation of the budget of the District for review by the District Budget Committee.

2. Preparation of financial and statistical reports as required to keep the Board, administrators and staff currently informed on District affairs.

3. Processing of inquiries and reports pertaining to District financial matters.

4. Maintenance of up-to-date and accurate accounting records on all District financial matters.

5. Approval of all District purchases making sure that items are budgeted and over-expenditures do not occur.

STUDENT AFFAIRS

The President is responsible for directing the:

1. Development, implementation, supervision and evaluation of admissions policies and procedures.

2. Supervision of programs related to student admissions, registration, student records, and related services.

3. Supervision of academic counseling for all students and prospective students who seek such assistance.

4. Coordination of activities with federal and state agencies which are potential sources of students.

5. Preparation and certification of enrollment reports to the State Department of Education.

6. Processing of periodic reports to the Federal Government, and the Board of Directors.

7. Programs of institutional research.

INSTRUCTIONAL PROGRAMS:

The President is responsible for directing the:

1. Development, coordination, supervision and evaluation of all instructional programs offered by the District.

2. Program of recruitment of instructional personnel for recommendation to the Board for consideration and employment.

3. Recruitment, interviewing and evaluation of staff personnel for consideration of employment or retention.

4. Supervision of orientation, evaluation and professional improvement programs for instructional and classified staff.

5. Liaison of students, staff and the public concerned with the instructional and non-instructional programs of the District.

6. Development and evaluation of long term plans for the utilization of on and off-campus facilities.

7. Development of alternative instructional techniques and programs.

8. Preparation of the catalog and instructionally related special brochures.

9. Preparation of the master schedule of classes.

10. Supervision of the establishment of standards for passing courses for graduation and for special honors in cooperation with the contracting college or colleges.

11. Development of the total instructional budget with the Board of Directors.

12. Supervision of the administration of the total instructional budget.

13. Instruction of at least one course per academic year.

AFFIRMATIVE ACTION

The President is responsible for overseeing the:

1. Development of policy statements, affirmative action and equal opportunity programs to insure equal opportunity of access to all district programs and employment opportunities.

2. Assistance to the Board in the identification of problem areas.

3. Periodic review to insure that all facilities and District sponsored educational and training programs are equally available to females and minority employees.

4. Liaison between the District and enforcement agencies.

ADDITIONAL REQUIREMENTS:

1. The President is required to maintain the highest degree of academic attainment possible. This requirement includes the pursuit of a doctoral degree and other academic training of benefit to the District.

2. The President is required to provide his/her own transportation to all District related functions. The District will reimburse the President in accordance with established district policy.

American Association of
Community and Junior Colleges
National Center for Higher Education
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RECOMMENDED CODE OF ETHICS FOR COMMUNITY, TECHNICAL, AND JUNIOR COLLEGE CHIEF EXECUTIVE OFFICERS

PREAMBLE

The chief executive officers (CEOs) of community, technical, and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership.

Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community.

To achieve these goals, CEOs should support active moral reflection, dialogue, and principled conduct among themselves, their boards of directors, administrators, faculty, staff, students, and the community at large.

While no code of ethics alone can guarantee ethical behavior, the values set forth in this code are intended to guide CEOs in carrying out these duties.

VALUES

To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal which should permeate the institution and become for CEOs a primary responsibility to uphold and honor.

These values should include:

1. Trust and respect for all persons within and without the college.
2. Honesty in actions and utterances.
3. Fairness and justice in the treatment of all.
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
   a. to intellectual and moral development
   b. to quality
   c. to individual empowerment
   d. to the community college philosophy
   e. to college above self.
6. Openness in communication.
7. Belief in diversity within an environment of collegiality and professionalism.

RESPONSIBILITIES TO BOARD MEMBERS

1. To insure that all board members have equal access to complete information in a timely manner.
2. To avoid not only conflict of interest, but also the appearance of it.
3. To represent accurately positions of the board in public statements.
4. To foster teamwork and common purpose.
5. To carry out board policies in a conscientious and timely manner.

RESPONSIBILITIES TO ADMINISTRATION, FACULTY, AND STAFF

1. To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators, faculty, and staff.
3. To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
4. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
5. To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
6. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

RESPONSIBILITIES TO STUDENTS

1. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
2. To provide quality education and equal access to educational opportunities for all students.
3. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
4. To seek and respect contributions of students to college decisions.
5. To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

RESPONSIBILITIES TO OTHER EDUCATIONAL INSTITUTIONS

1. To keep informed about developments at all levels of education, particularly with respect to community, technical, and junior colleges.
2. To be honest in reporting college operations and needs.
3. To honor agreements and to maintain confidential information.
4. To respect the integrity of programs offered by other institutions and to promote collaboration.

RESPONSIBILITIES TO BUSINESS, CIVIC GROUPS, AND THE COMMUNITY AT LARGE

1. To ensure that the college responsibly meets changing needs in its state and communities.
2. To promise only what is realistic and keep promises that have been made.
3. To ensure that all interested parties have an opportunity to express their views regarding college policies.
4. To ensure equal opportunities for all groups to take part in college programs.
5. To avoid conflict of interest in contracts, services, and sharing of information.
6. To honor all laws pertaining to the college.

RIGHTS OF CHIEF EXECUTIVE OFFICERS

A CEO should have the right:

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

Adopted April 1991