



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2765
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Jerry Hallberg, *President*

September 24, 1993

Headlight Herald
PO Box Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please advertise the following in the September 29, 1993 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, October 4, 1993, at 7:30 p.m. at 401-B Main Street in Tillamook. On the agenda is discussion of the reclassification and wage study, and adoption of the Family Medical Leave policy. The public is invited to attend.

Kate Houston
Director
Administrative Services

/kh

H-93-766

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, October 4, 1993, at 7:30 p.m. at 401-B Main Street in Tillamook. On the agenda is discussion of the reclassification and wage study, and adoption of the Family Medical Leave policy. The public is invited to attend.

Kate Houston, Director
Administrative Services
9/29/93

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

NAME	AGENDA 25/14	MINUTES 24	BOARD PAK 15	BUDGET	
				GENERAL 20	SPECIAL FUNDS 19
Student Services - Peggy (posting) ✓	X				
Joseph Curelo, Superintendent	X	X			
William Molendyke, Superintendent ✓	X	X			
Barbara Murphy	X	X			
Commissioner's Office	X	X			
OCCA ✓	X	X			
Accounting - Mary Lou ✓	X	X			
Computer Services - Bob ✓	X	X		X	X
SBDC - Mike ✓	X	X		X	X
NBC - Alisa ✓	X	X			20, 24, 30
Veterans - Jim					06, 34
Work & Family - Paula				X	03
ABE/GED - Fred				X	X
Bookstore - Linda				Pages 1, 2	
Artis van Rassel				X	X
Accounting - Patty ✓	X	X	X		
Headlight Herald - Sally Ousley ✓	X	X	X	X	X
Enrollment Services - Merry ✓	X	X	X	X	X
Student Services - Bobbi ✓	X	X	X	X	X
Administrative Svcs - Kate ✓	X	X	X	X	X
Instruction - Dan ✓	X	X	X	X	X
Program Developer, Prof/Tech - Alan ✓	X	X	X	X	X
President - Jerry ✓	X	X	X	2	2
Bill Dahlien ✓	X	X	X	X	X
Eva Noble ✓	X	X	X	X	X
Katharine Thayer ✓	X	X	X	X	X
Wayne Jensen (give to Jerry) ✓	X	X	X	X	X
Sharon Rees ✓ <i>gave to Jerry</i>	X	X	X	X	X
Dale Walters ✓	X	X	X	X	X
Robert Weitman ✓	X	X	X	X	X

BOARD OF DIRECTORS REGULAR MEETING

October 4, 1993

7:30 p.m.

401-B Main Street, Tillamook

A G E N D A

- I. ADOPTION OF AGENDA**
- II. APPROVAL OF MINUTES** - September 13, 1993 Regular Meeting
- III. BUDGET REPORT**
 - A. July / August, 1993
 - B. Resolutions
 - C. Transfers
- IV. PERSONNEL REPORT**
 - A. October Report
 - B. Committee Report
 - 1. Reclassification & Wage Study Update
 - 2. COLA
 - C. Article 312.4 (Family Medical Leave)
- V. FACILITIES REPORT**
 - A. Bay City Property (13 acres)
 - 1. Earnest Money
 - 2. Sales Price
- VI. OCCA/OCCS/OSBA CORRESPONDENCE**
 - A. OCCA Annual Meeting, November 4-6, 1993, Lincoln City
 - B. OSBA Regional Meeting, October 19
 - C. Ballot Measure One - Sales Tax for Schools
- VII. ANNOUNCEMENTS**
 - A. Next Regular Meeting: November 1, 1993, 7:30 p.m., SBDC
 - B. Personnel Committee Meeting: October 11, 4:00 p.m., SBDC
 - C. Facilities Committee Meeting: October 26, 12:00 noon, SBDC
 - D. Finance Committee Meeting: October 27, 4:00 p.m., SBDC
- VIII. ADJOURNMENT**

BOARD OF DIRECTORS REGULAR MEETING

October 4, 1993

7:30 p.m.

**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

The September 13, 1993 regular Board meeting minutes are enclosed and presented for approval.

Action needed: Motion to approve the September 13, 1993 regular meeting minutes.

III. BUDGET REPORT

A. July / August, 1993

A summary of July and August, 1993, budget activity will be distributed at the meeting.

Action needed: Informational

B. Resolution 11 is enclosed for review and is being presented for adoption.

Action needed: Motion to adopt resolution.

C. Transfers

The contingency transfers presented herein represent most of this year's "add back" list developed by the President's Budget Steering Committee. These items were cut from the 1993-94 budget for potential restoration when revenues became known. The 1992-93 carryover of approximately \$372,000, a yet unaudited figure, will allow for an "add back" of \$72,000, while still providing adequate working capital.

Action needed: Motions to approve budget transfers.

IV. PERSONNEL REPORT

A. October Personnel Report is enclosed for your review.

Action needed: Informational

B. Committee Report

The Committee met on September 27, 1993 to discuss the Reclassification & Wage Study and a Cost of Living Adjustment (COLA) for staff. The Committee agreed to table recommendation of study results for another month in order to adequately address all of the issues it raises. However, the Committee concurred with President Hallberg's recommendation for a 3% COLA retroactive to July 1, 1993.

Action needed: Motion to approve a 3% COLA for all staff retroactive to July 1, 1993.

C. Personnel Policy, Article 312.4

Revision of Article 312.4 regarding Family Medical Leave is enclosed and is being presented for a second reading and adoption.

Action needed: Motion to adopt policy.

V. FACILITIES REPORT

A. Bay City Property (13 acres)

1. Earnest Money

The earnest money transaction on the Bay City parcel has been resolved. The College received half (\$5,000) as an informal settlement. These funds were deposited in the Building Fund. This now clears the property for new offers.

Action needed: Informational

2. Sales Price

Realtor Ken Haltiner met with the Facilities Committee on September 21, 1993 to recommend a reduction of the sales price on the Bay City parcel from \$475,000 to \$375,000. He felt this figure to be a realistic asking price; the Committee concurred.

Action needed: Motion to change sales price of Bay City parcel to \$375,000.

VI. OCCA/OCCS/OSBA CORRESPONDENCE

President Hallberg will review and discuss correspondence received from OCCA, OCCS, and OSBA.

- A. OCCA Annual Meeting, November 4-6, 1993, Lincoln City (agenda enclosed)
- B. OSBA Regional Meeting, October 19, 1993, Shilo, Seaside
- C. Ballot Measure One - Sales Tax for Schools (enclosures)

Action needed: Informational

VII. ANNOUNCEMENTS

- A. Next Regular Meeting: November 1, 1993, 7:30 p.m., SBDC
- B. Personnel Committee Meeting: October 11, 4:00 p.m., SBDC
- C. Facilities Committee Meeting: October 26, 12:00 noon, SBDC
- D. Finance Committee Meeting: October 27, 4:00 p.m., SBDC

**TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
MINUTES - REGULAR MEETING
BOARD OF DIRECTORS
October 4, 1993
401-B Main Street, Tillamook, Oregon**

MEMBERS PRESENT Wayne Jensen, Bill Dahlien, Dale Walters, Katharine Thayer, Eva Noble, Sharon Rees

MEMBERS ABSENT Bob Weitman

STAFF PRESENT Jerry Hallberg, Dan Larios, Kate Houston, Artis van Rassel

GUESTS Jack Bedwell, NBC Community Advisory Committee Member

CALL TO ORDER Chairperson Sharon Rees called the meeting to order at 7:30 p.m.

ADOPTION OF AGENDA Dale Walters moved to adopt the agenda. Second - Eva Noble. Motion passed unanimously 6/0.

APPROVAL OF MINUTES Wayne Jensen moved to approve the September 13, 1993 regular meeting minutes. Second - Bill Dahlien. Motion passed unanimously 6/0.

BUDGET REPORT Kate Houston advised the Board that the Budget Report will be reformatted in the future to reflect more useful information.

Revenues: There are four "State Sources" this year. The lottery allocation for August has still not arrived. The second quarter payment is due October 15. Tuition is coming in as projected. Taxes will arrive in one month.

Expenditures: As projected. The cash flow is sufficient; the college will not have to borrow.

Other Funds: Special Funds - no report this month.
Building Fund balance is \$59,225.

RESOLUTION #11 Kate Houston advised the Board that this resolution provides a more accurate projection of TBCC Nehalem Bay Center Donation Fund activity.

MOTION

Eva Noble moved to adopt Resolution #11, Nehalem Bay Center Donation Fund. Second - Dale Walters. Motion passed unanimously 6/0. (A copy of this resolution is attached to these minutes.)

TRANSFERS

These transfers represent items that were initially requested for the 1993-94 fiscal year; however, they were placed on an "add-back" list pending the finalization of incoming revenue. All revenues from 1992-93 have been received and the college has been advised of the 1993-94 revenue from state sources. As a result of this information, these transfers are being submitted for approval.

MOTION

Wayne Jensen moved to approve the budget transfers as submitted. Second - Bill Dahlien. Motion passed unanimously 6/0. (A copy of these transfers is attached to these minutes.)

PERSONNEL REPORT

Artis van Rassel advised the Board that Dieter Wassmer was hired as ABE/GED Instructor, Case Manager. Dieter came highly recommended from MTC.

The college has one search in progress: On-Call Secretary. The application deadline was this afternoon at 5:00 p.m. The Hiring Committee will review the applications and proceed with interviews.

COMMITTEE REPORT

Katharine Thayer advised the Board that the Committee met September 27, 1993 to discuss the Reclassification & Wage Study. The Committee agreed to table recommendation of study results for another month in order to address all of the issues the study raises.

However, the Committee concurred with President Hallberg's recommendation for a 3% COLA (Cost of Living Adjustment) for all staff retroactive to July 1, 1993.

MOTION

Katharine Thayer moved to approve a 3% COLA for all staff retroactive to July 1, 1993. Second - Eva Noble. Motion passed unanimously 6/0.

ARTICLE 312.4

The revision of Article 312 was presented to the Board for a second reading and adoption.

MOTION

Wayne Jensen moved to adopt the revision of Article 312. Second - Bill Dahlien. Motion passed unanimously 6/0.

FACILITIES REPORT

Dale Walters reported that Ken Haltiner spoke to the Facilities Committee about lowering the sale price of the 13-acre Bay City property to \$375,000 and extending his contract for one year. The committee concurred and recommends that the price be lowered and his contract extended.

MOTION

Bill Dahlien moved to lower the sales price of the 13-acre Bay City parcel to \$375,000 and extend Ken Haltiner's contract for one year. Second - Dale Walters. Motion passed unanimously 6/0.

The Board was also advised that an agreement has been reached with the previous buyer to split the earnest money (\$10,000) equally.

OCCA/OCCS/OSBA CORRESPONDENCE

President Hallberg discussed the OCCA Annual Meeting and the Regional OSBA Meeting with the Board. Board Members advised Artis van Rassel whether or not they will attend and the specifics of their attendance.

A discussion of Ballot Measure 1 - Sales Tax for Schools ensued. The discussion included the potential impact on community colleges. Eva Noble commented that TBCC received the lowest amount of state aid. President Hallberg explained that revenues were based on the 1989-91 biennium FTE formula.

There is a local committee working for sales tax for schools.

ANNOUNCEMENTS

Jack Bedwell, NBC Community Advisory Committee member advised the Board that Mark Beach has been appointed to the NBC Community Advisory Committee.

President Hallberg gave the Board the latest enrollment update: 63 full time students; 150 half time students; and 721 part time students. Addition students will be enrolling during the balance of the term. Several classes have been moved to the auditorium to accommodate the large number of students enrolling.

Next Regular Meeting: November 1, 1993, 7:30 p.m., SBDC

Personnel Committee Meeting: October 11, 4:00 p.m., SBDC

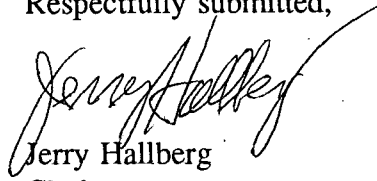
Facilities Committee Meeting: October 26, 12:00 noon, SBDC

Finance Committee Meeting: October 27, 4:00 p.m., SBDC

ADJOURNMENT

There being no further business, Wayne Jensen moved that the meeting be adjourned at 8:00 p.m. Second - Dale Walters. Motion passed unanimously 6/0.

Respectfully submitted,



Jerry Hallberg
Clerk

/av

GENERAL FUND: RESOURCES

1993-94

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	ADOPTED	REVISED	RECEIVED AUGUST	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND RESOURCES	01-03-XXXXXX-XX					
200000-00	STATE SOURCES						
10000-00	GRANT IN-AID ALLOCATION	\$319,484.00	\$167,904.00	\$41,976.00	\$41,976.00	\$125,928.00	75.00%
30000-00	MEASURE 5 REPLACEMENT	\$78,621.00	\$49,349.00	\$16,111.00	\$16,111.00	\$33,238.00	67.35%
40000-00	LOTTERY GRANT IN-AID ALLOCATION	\$0.00	\$133,292.00		\$0.00	\$133,292.00	100.00%
50000-00	LOTTERY BENCHMARK ALLOCATION	\$0.00	\$47,560.00		\$0.00	\$47,560.00	100.00%
300000-00	LOCAL SOURCES						
10000-00	CURRENT TAXES	\$451,625.00	\$451,625.00		\$0.00	\$451,625.00	100.00%
20000-00	PRIOR YEARS TAXES	\$50,000.00	\$50,000.00		\$0.00	\$50,000.00	100.00%
30000-00	COUNTY TIMBER REVENUE	\$50,000.00	\$50,000.00		\$0.00	\$50,000.00	100.00%
400000-00	TUITION AND FEES						
10000-00	TUITION	\$190,000.00	\$190,000.00	\$23,674.50	\$37,546.25	\$152,453.75	80.24%
10000-03	TUITION - WORK & FAMILY	\$500.00	\$500.00		\$0.00	\$500.00	100.00%
10000-05	TUITION - SBDC	\$2,000.00	\$2,000.00		\$0.00	\$2,000.00	100.00%
20000-00	FEES	\$15,500.00	\$15,500.00	\$1,364.05	\$2,397.30	\$13,102.70	84.53%
20000-03	FEES - WORK & FAMILY	\$1,500.00	\$1,500.00		\$0.00	\$1,500.00	100.00%
20000-05	FEES - SBDC	\$3,000.00	\$3,000.00	\$125.00	\$385.00	\$2,615.00	87.17%
20000-97	FEES - FITNESS CENTER	\$3,000.00	\$3,000.00	\$130.00	\$265.00	\$2,735.00	91.17%
20000-99	FEES - NBC POOL	\$21,900.00	\$21,900.00	\$1,003.00	\$2,461.00	\$19,439.00	88.76%
20001-99	FEES - NBC OTHER	\$100.00	\$100.00	\$25.00	\$25.00	\$75.00	75.00%
500000-00	OTHER REVENUE						
10000-00	SALE OF GOODS/SERVICE						
10001-00	SALE OF GOODS/SER - GED TEST	\$3,000.00	\$3,000.00	\$85.00	\$335.00	\$2,665.00	88.83%
10002-00	SALE OF GOODS/SER - COFFEE	\$1,550.00	\$1,550.00	\$25.98	\$69.30	\$1,480.70	95.53%
10003-00	SALE OF GOODS/SER - POP	\$700.00	\$700.00		\$38.80	\$661.20	94.46%
10004-00	SALE OF GOODS/SER - PHONE	\$600.00	\$600.00	\$13.30	\$36.35	\$563.65	93.94%
10005-00	SALE OF GOODS/SER - OTHER	\$1,000.00	\$1,000.00	\$532.00	\$532.00	\$468.00	46.80%
10000-99	SALE OF GOODS/SERVICE - NBC	\$150.00	\$150.00		\$0.00	\$150.00	100.00%
15000-00	BOOKSTORE	\$42,000.00	\$42,000.00	\$879.80	\$1,130.71	\$40,869.29	97.31%
20000-00	INTEREST INCOME	\$27,000.00	\$27,000.00	\$819.19	\$1,645.35	\$25,354.65	93.91%
30000-00	RENTAL INCOME	\$500.00	\$500.00	\$5.00	\$5.00	\$495.00	99.00%
30000-99	RENTAL INCOME - NBC ROOM	\$4,500.00	\$4,500.00	\$24.00	\$259.00	\$4,241.00	94.24%
30001-99	RENTAL INCOME - NBC POOL	\$500.00	\$500.00	\$210.00	\$210.00	\$290.00	58.00%
50000-00	MISCELLANEOUS INCOME	\$1,500.00	\$1,500.00	\$163.00	\$163.00	\$1,337.00	89.13%
50000-99	MISCELLANEOUS INCOME - NBC	\$500.00	\$500.00		\$0.00	\$500.00	100.00%
40000-00	AVAILABLE WORKING CAPITAL	\$200,000.00	\$200,000.00		\$0.00	\$200,000.00	100.00%
RESOURCES TOTAL		\$1,470,730.00	\$1,470,730.00	\$67,365.82	\$105,591.06	\$1,365,138.94	92.82%

BUDGET SUMMARY - AUGUST

1993-94

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	\$1,470,730.00	\$1,470,730.00	\$87,365.82	\$105,591.06	\$1,365,138.94	92.82%
REQUIREMENTS:						
INSTRUCTIONAL	\$392,788.00	\$392,788.00	\$21,269.97	\$43,101.24	\$349,686.76	89.03%
INSTRUCTIONAL SUPPORT SERVICES	\$276,098.00	\$276,098.00	\$22,397.73	\$40,278.00	\$235,820.00	85.41%
STUDENT SERVICES	\$211,798.00	\$211,798.00	\$17,008.53	\$32,598.35	\$179,199.65	84.61%
COLLEGE SUPPORT SERVICES	\$287,100.00	\$287,100.00	\$28,210.79	\$56,027.00	\$231,073.00	80.49%
PLANT OPERATION & MAINTENANCE	\$93,953.00	\$93,953.00	\$13,773.30	\$23,063.58	\$70,889.42	75.45%
COMMUNITY SERVICES	\$250.00	\$250.00		\$0.00	\$250.00	100.00%
BOOKSTORE	\$40,000.00	\$40,000.00	\$6,116.77	\$6,308.01	\$33,691.99	84.23%
DEBT SERVICES	\$58,743.00	\$58,743.00		\$0.00	\$58,743.00	100.00%
BOARD RESERVES	\$110,000.00	\$110,000.00		\$0.00	\$110,000.00	100.00%
TRANSFERS	\$0.00	\$0.00		\$0.00	\$0.00	ERR
REQUIREMENTS TOTAL	\$1,470,730.00	\$1,470,730.00	\$108,777.09	\$201,376.18	\$1,269,353.82	86.31%

RESOLUTION 11

Tillamook Bay Community College Service District
Board of Directors
October 4, 1993
Nehalem Bay Center Donation Fund

The President RECOMMENDS adoption of the following resolution:

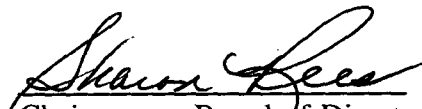
WHEREAS, the 1993-94 budget of Tillamook Bay Community College Service District (TBCC) did not predict the availability of an additional \$2,636.00 in Nehalem Bay Center Donation funds; and

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 \$2,636.00 for the purposes shown below, hereby appropriated as follows:

Plant Operations & Maintenance	\$2,636.00
Total	\$2,636.00

RESOLVED this 4th day of October, 1993, by the Board of Directors, Tillamook Bay Community College Service District.


Chairperson, Board of Directors

Attest:


President, Clerk of Board

NEHALEM BAY CENTER DONATION FUND

DESCRIPTION	ADOPTED 1993-94	REVISED 1993-94
Beginning Fund Balance	\$11,327	\$ 8,636
Donations	3,673	9,000
PLANT OPERATION & MAINTENANCE		
Supplies	2,000	1,950
Repairs	2,000	1,600
Equipment	2,000	1,190
Building Improvements	2,000	11,560
Other	2,000	1,300
TOTAL	10,000	17,636
Ending Fund Balance	\$ 5,000	\$ 36

1993-94
BUDGET TRANSFERS
 October 4, 1993

GENERAL FUND

	FROM	TO	AMOUNT	REASON
1	STUDENT SERVICES - Work Study	STUDENT SERVICES - Classified	\$2,100.00	Temporary clerical assistance
2	STUDENT SERVICES - Work Study	STUDENT SERVICES - Other Payroll Expenses	400.00	Temporary clerical assistance
3	STUDENT SERVICES - Work Study	STUDENT SERVICES - Capital Outlay - Equipment	500.00	Desk top copier
4	STUDENT SERVICES - Administrative	STUDENT SERVICES - Student Support - ADA	4,000.00	Deaf Interpreter
5	BOARD CONTINGENCY	INSTRUCTION - Capital Outlay - Equipment	14,300.00	Copier
6	BOARD CONTINGENCY	INSTRUCTION - Supplies	3,775.00	Anatomy and Physiology supplies, EMT mannequins
7	BOARD CONTINGENCY	INSTRUCTIONAL SUPPORT - Administrative	3,000.00	Accreditation project personnel
8	BOARD CONTINGENCY	INSTRUCTIONAL SUPPORT- Other Payroll Expenses	1,200.00	Accreditation project personnel
9	BOARD CONTINGENCY	STUDENT SERVICES - Classified - ES	2,600.00	Temporary clerical assistance

10	BOARD CONTINGENCY	STUDENT SERVICES - Other Payroll Expenses - ES	400.00	Temporary clerical assistance
11	BOARD CONTINGENCY	COLLEGE SUPPORT - Classified	2,100.00	Temporary clerical assistance
12	BOARD CONTINGENCY	COLLEGE SUPPORT - Other Payroll Expenses	400.00	Temporary clerical assistance
13	BOARD CONTINGENCY	COLLEGE SUPPORT - Hourly	2,100.00	Employees for Tomorrow Student
14	BOARD CONTINGENCY	COLLEGE SUPPORT - Other Payroll Expenses	400.00	Employees for Tomorrow Student
15	BOARD CONTINGENCY	COLLEGE SUPPORT - Staff Development	1,000.00	Staff Workshop training
16	BOARD CONTINGENCY	COLLEGE SUPPORT - Association Membership	1,000.00	Oregon Community College Telecommunication Consortium
17	BOARD CONTINGENCY	PLANT OPERATION AND MAINTENANCE - Other Contracted Services	3,000.00	Architectural Services
18	BOARD CONTINGENCY	PLANT OPERATION AND MAINTENANCE - Repairs	3,100.00	Parking Lots
19	BOARD CONTINGENCY	PLANT OPERATION AND MAINTENANCE - Repairs - NBC	7,600.00	Heat pump, foyer floors

STUDENT SERVICES TRANSFER To line items within that department	\$ 7,000.00
CONTINGENCY TRANSFERS	45,975.00
TOTAL TRANSFERS	\$52,975.00

PERSONNEL REPORT

October 4, 1993

New Assignments:

Dieter Wassmer, ABE/GED Instructor, Case Manager

Effective: September 30, 1993

Salary: \$1,000 per month

Status: Part-time (.5 FTE, approximately 20 hours per week);

Grant Funded

Applicant Flow: 3 male: 3 White
 8 female: 3 White 5 unknown
 11 TOTAL

Search in Progress:

On-Call Secretary

Effective: Immediately

Salary: \$6.00 per hour

Status: Part-time, on-call

Application Deadline: 5:00 p.m., Monday, October 4, 1993

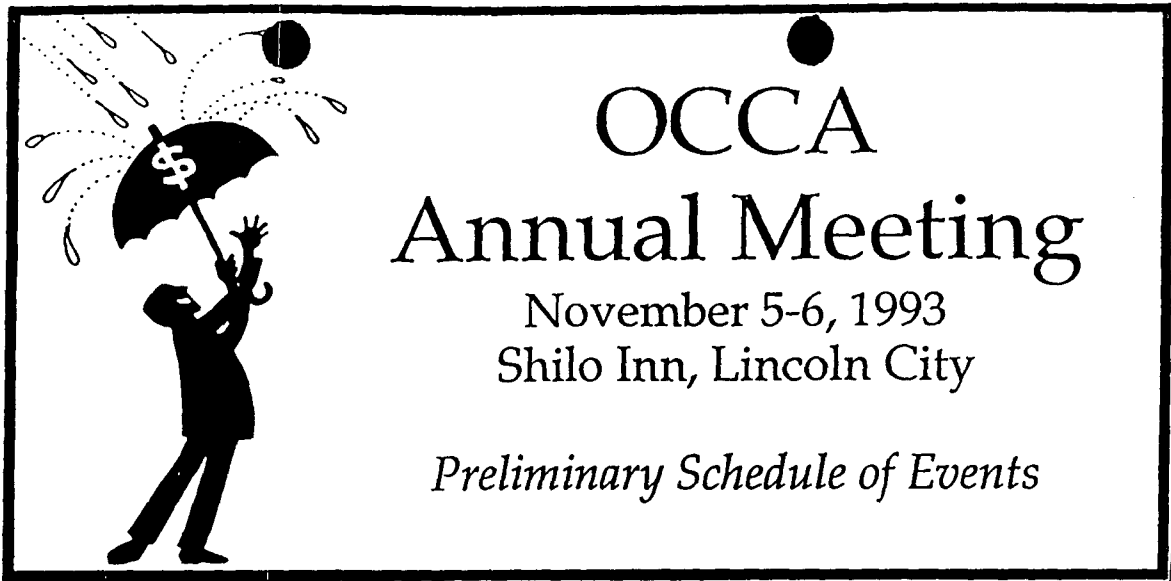
312.4 Unpaid Sick Leave - Family Medical Leave

Unpaid leave for

- A. an employee's own serious health condition, or
- B. care of a family member with a serious health condition

will be treated in accordance with the Federal Family and Medical Leave Act of 1993 and with the State of Oregon Family Medical Leave Law.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.



OCCA Annual Meeting

November 5-6, 1993
Shilo Inn, Lincoln City

Preliminary Schedule of Events

Thursday, November 4

- | | | |
|-----------|-----------|---|
| 1:00-5:30 | Neptune | <i>Presidents' Council</i> |
| 5:45-6:45 | Sandpiper | <i>Dinner for college presidents and State Board of Education members</i> |
| 7:00 PM | Dolphin | <i>Board Member Leadership Institute</i>
Peter Sorenson , Pat Riggs and Cindy Weeldreyer (Lane),
Ethics issues as you have never imagined them... |

Friday, November 5

- | | | |
|------------|---------|--|
| 8:00-10:15 | Dolphin | <i>Board of Education meeting (community college portion)</i>
Open to anyone. Board members will join us for the rest of the convention. Note 8:00 a.m. start time. |
| 9:00-10:15 | Neptune | <i>Sexual harassment face to face</i>
Assistant Attorney General Josephine Hawthorne will lead us through the dos and don'ts of an issue that all colleges face. |
| 9:00-10:15 | Whale | <i>A grant for all seasons</i>
The impact of successful community college grants.
SWOCC: Steve Kridelbaugh/Mike Gaudette;
Chemeketa: Ellen Levine/Barbara Edge. |

- | | | |
|-------------|---------|--|
| 10:30-11:45 | Dolphin | <i>Federal Roundtable</i>
Staff representatives from Oregon's congressional delegation will discuss ways community colleges can benefit from the coming congress. |
| 10:30-11:45 | Neptune | <i>Sexual harassment face to face</i>
Repeats earlier session. |
| 10:30-11:45 | Whale | <i>A grant for all seasons</i>
Repeats earlier session. |

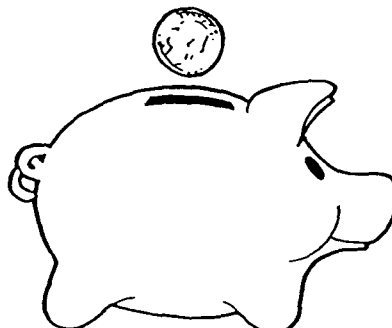
Friday, November 5, continued

- 12:00 Sandpiper *Lunch.*
Roads to Opportunity video will be shown. Ron Paradis from Central Oregon Community College will comment on this remarkable event held last year.
- 1:00-2:00 Sandpiper *GossipNet:*
Unscheduled time for discussions (or naps).

2:15-3:30	Dolphin	<i>Entrepreneurialism and the Community College</i> Colleges that have developed successful "spin-off" activities or funded new centers will present the how and why of such programs. Vicki Berger (formerly of Chemeketa), Craig Smith (Chemeketa), others.
2:15-3:30	Neptune	<i>Fiscal fine-tuning</i> How colleges can make budget cuts without damaging our mission. Jim Kraby, President, Umpqua CC; Jon Carnahan, President, Linn-Benton CC; others.
2:15-3:30	Whale	<i>Foundations and resource development</i> Getting the right people and doing the right things. Mimi Chitty (Clackamas), David Dickson (Clackamas), Betzy Fry, United Way of the Mid-Willamette Valley, others.

3:45-5:00	Dolphin	<i>Entrepreneurialism and the Community College</i> Repeats earlier session.
3:45-5:00	Neptune	<i>Fiscal fine-tuning</i> Repeats earlier session.
3:45-5:00	Whale	<i>Foundations and resource development</i> Repeats earlier session.

- 5:30-6:30 Sandpiper *Reception and GossipNet, no-host bar*
- 6:30-7:20 Sandpiper *Dinner*
- 7:20-7:30 Sandpiper *CCOSAC Award ceremony*
- 7:30-8:30 Sandpiper *Keynote and Video presentation*
Dr. Earl P. "Joe" Johnson, President, Clark College, Washington.
"What comprehensive fundraising can do for your community college."



Saturday, November 6

9:00-10:15	Dolphin	<i>Is the community still the audience?</i> The impact of Measure 5 on college image-building activities. Diane Dann (Lane), Bob Barber & Ron Paradis (Central Oregon), Jan Coulton (Portland).
9:00-10:15	Neptune	TBA
9:00-10:15	Whale	<i>Endowments for the college's future</i> Joe Johnson (Clark College, WA); Bert Glandon (TVCC).



10:30-11:45	Dolphin	<i>Is the community still the audience?</i> Repeats earlier session
10:30-11:45	Neptune	TBA
10:30-11:45	Whale	<i>Endowments for the college's future</i> Repeats earlier session

12:00	Sandpiper	<i>Lunch</i> Congressman Mike Kopetski will talk about creative ways to solve fiscal problems. Kopetski currently serves on the U.S. House Ways and Means Committee. [If Congress is in recess]
1:30-3:30	Whale	<i>OCCA Board meeting</i> Everyone is welcome.
6:00	Sandpiper	<i>Dinner</i> OCCA (indoor) beach party! Appropriate dress and toys strongly encouraged.... Presentation of Howard Cherry Award and service awards. Entertainment

SEP 30 1993

MEMORANDUM



TO: School District, ESD and Community College Board
Members, Superintendents/Presidents and Business Officials
FROM: John Marshall, Director of Legislative Services
SUBJ: OSBA's 1993 Fall Regional Meetings
DATE: September 28, 1993

You are cordially invited to attend OSBA's 1993 Fall Regional Meeting for school officials in Clatsop and Tillamook County.

DATE: Tuesday, October 19, 1993

TIME: Social at 6:00 p.m.
Dinner at 6:30 p.m.

PLACE: Shilo Inn
Seaside

Please have your superintendent/president advise the Clatsop ESD as soon as possible of the number from your district who will be attending.

The agenda for the meeting will include:

- A report from an OSBA officer/director on your Association's recent activities;
- A presentation on and discussion of the sales tax/school finance measure on the Nov. 9, 1993 ballot (Measure 1); and
- A review of other important 1993 legislation affecting public schools.

Please join us and your colleagues for this important meeting.

We hope to see you there!

POSSIBLE COMMUNITY COLLEGE EXPECTATIONS FROM SALES TAX REVENUE

Voters in November will decide whether to approve a constitutional sales tax for Oregon. The measure submitted to them by the legislature dedicates the revenue from a 5% sales tax to public schools – K-12 through community colleges. The amount of revenue estimated to be generated by the sales tax (\$1.948 billion) is substantially less than the state's participation in K-12 and community colleges in 1993-95 (\$3.5 billion). Thus, it is perhaps more helpful to think about the sales tax revenue as another source of money that is at the disposal of the legislature to fund programs.

There are several explanations that accompany the table on the reverse of this sheet. These are an integral part of the table and the table should not be used alone.

- 1) The first column lists each individual college.
- 2) The second column lists the amount of money each college will receive from the Community College Support Fund (formerly Grant-in-Aid fund) in 1993-95.
- 3) The third column is what each college will receive in replacement revenue in 1993-95.
- 4) Column four combines columns two and three.
- 5) Column five figures the current service level for 1995-97. This takes column four and rolls-up an inflation factor of 6.9%. This is part of the formal Executive Department budget process. It does not account for losses from 1991-93.
- 6) Column six is a rough projection of replacement revenue requirements for 1995-97. Measure 5 does not require replacement revenue beyond 1995-96.
- 7) Column seven combines columns five and six. This is the total money needed to maintain current services for the colleges in 1995-97.
- 8) Column eight takes column seven and cuts it by 15%. This is a rough projection of cuts assuming no new revenue source is in place.
- 9) Column nine takes the net revenue estimated to be generated by the sales tax in 1995-97 (\$1.948 billion) and multiplies it by the 1989-91 community college percentage of state General Fund revenues (3.03%).

No estimate has been made of tuition revenues that might be raised if no new revenue source is available in 1995-97.

Projected Revenue 1995-97

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9
	1993-95	1993-95	1993-95	1995-97	1995-97	1995-97	1995-97	1995-97
COLLEGE	CSSF*	Replacement	TOTAL	Current Service Level CSSF**	Replacement	Total Needed	CSSF + Replacement No New Revenue	Projected Net Sales Tax Revenue#
Blue Mt.	\$3,749,353	\$5,623,288	\$9,372,639	\$4,008,058	\$8,654,438	\$12,662,494	\$10,763,120	\$1,770,732
Central	\$4,842,565	\$2,428,545	\$7,269,110	\$5,176,702	\$7,957,374	\$13,134,078	\$11,163,965	\$2,290,147
Chemeketa	\$15,168,986	\$14,052,110	\$29,221,098	\$16,215,646	\$25,263,560	\$41,479,208	\$35,257,325	\$7,171,465
Clackamas	\$9,328,193	\$9,945,529	\$19,273,722	\$9,971,838	\$18,668,250	\$28,638,088	\$24,342,375	\$4,409,123
Clatsop	\$2,631,999	\$1,350,230	\$3,982,229	\$2,813,607	\$3,722,860	\$6,536,467	\$5,555,097	\$1,245,415
Columbia Gorge	\$1,370,373	\$922,208	\$2,292,579	\$1,484,920	\$1,365,242	\$2,830,171	\$2,405,645	\$649,268
Lane	\$17,172,074	\$22,653,425	\$39,825,499	\$18,356,947	\$36,612,453	\$54,969,400	\$46,723,990	\$8,121,757
Linn-Benton	\$10,109,816	\$8,908,385	\$19,018,201	\$10,807,393	\$14,729,450	\$25,536,843	\$21,708,317	\$4,780,976
Mt. Hood	\$13,145,592	\$11,264,488	\$24,410,080	\$14,052,638	\$19,490,221	\$33,542,859	\$28,511,430	\$6,215,269
Oregon Coast	\$1,142,480	\$0	\$1,142,480	\$1,221,311	\$263,568	\$1,484,879	\$1,262,147	\$643,024
Portland	\$28,563,614	\$27,214,565	\$55,778,179	\$30,534,503	\$49,140,994	\$79,675,497	\$67,724,173	\$13,510,685
Rogue	\$4,263,987	\$549,618	\$4,813,603	\$4,558,202	\$3,002,458	\$7,560,660	\$6,428,561	\$2,018,634
SWOCC	\$3,872,639	\$4,735,888	\$8,608,527	\$4,130,851	\$7,816,988	\$11,958,839	\$10,163,313	\$1,629,756
Tillamook Bay	\$697,514	\$172,704	\$870,218	\$745,642	\$533,291	\$1,278,933	\$1,087,093	\$330,537
Treasure Valley	\$3,160,435	\$5,384,811	\$8,545,246	\$3,378,506	\$7,414,572	\$10,793,077	\$9,174,115	\$1,493,317
Umpqua	\$5,588,404	\$2,380,192	\$7,968,596	\$5,971,866	\$4,659,874	\$10,631,740	\$9,036,979	\$2,644,293
OOD	\$2,649,202		\$2,649,202	\$2,831,997	\$0	\$2,831,997	\$2,407,197	\$0
	\$127,455,226	\$117,583,980	\$245,039,206	\$136,249,637	\$209,203,591	\$345,543,228	\$293,711,743	\$59,024,400
*Includes lottery								
**Increased by biennial rollup of 6.9%								
#net revenue								

OCCS REVISED 9/23/93

WHAT CAN AN ELECTED OR APPOINTED OFFICIAL DO TO SUPPORT OR OPPOSE A BALLOT MEASURE*

The following guidelines state some general legal principles found in case and statutory law. Community college board members are encouraged to consult with the Oregon Community College Association or their college attorney when specific questions arise. Whenever the guidelines refer to "public resources" it means college funds, community college employees during their working hours, college vehicles or travel allowances, or college facilities and equipment.

1. Community colleges are subject to the general rules prohibiting the use of public resources to advocate a position on a ballot measure. For example: college personnel cannot be used to do research or write speeches designed to advocate a particular position on a ballot measure; it would be improper for a college to pay travel expenses for college personnel to promote a campaign position.
2. Board members may use public resources to develop and distribute objective material on the effects of a ballot measure. Such material must be "informational", providing the public with a "fair presentation" of relevant facts and may not advocate a particular position. Careful consideration needs to be given to such factors as style, tenor and timing. Providing the information at a time that would create controversy immediately prior to the election should be avoided. For example, college personnel can be asked to do research and prepare information that fairly assesses the effects of the measure on the college and the community. Board members can use such information in meeting with individuals, organizations, the press, newspaper editors, legislators, civic legislators, civic and special interest groups and others, to explain objectively the measure's impact. Measure proponents or opponents can also use the information. The distinction between legitimate research/information efforts and impermissible campaign advocacy may be difficult to apply in specific instances.
3. Elected board members may fully campaign for or against a ballot measure if they do not use public resources. The courts have recognized the right, if not the duty of elected officials to speak out on major issues, particularly on matters that affect the college they serve. In doing so, they may use the objective information prepared by the college or OCCA or other material prepared by advocates or interest groups. Thus, when a board member speaks on a ballot measure, the content of the talk will be determined if public resources should be involved. A board member can speak without restriction as long as public resources are not involved in any way. The use of information from staff-prepared fact sheets in a speech or campaign literature does not make the speech or literature staff-prepared. If public resources are involved, board members should limit themselves to an informational presentation.

4. Community college boards can take a position on a ballot measure provided public resources are not used to advocate that position or have it distributed.
5. Community college employees can campaign in their individual capacity outside of their hours of employment and without the expenditure of public funds. However, college employees must not be required nor coerced to aid a campaign. Staff can say, "Here are the facts; please vote." They cannot say, "Vote yes", at least not while on college time. A community college's ability to restrain the speech of its employees is limited. It may limit employees' right to express themselves on a matter of public concern when there is a clear interest in efficiency and discipline in the work place that outweighs society's interest in protecting the right of free speech. "Speech" may take many forms including talking, wearing campaign buttons or clothing, bumper stickers, posters or signs.
6. Provided a community college conducts itself fairly and impartially, it may provide at public expense a forum in which the opponents and proponents may present their views. For example, a voter's pamphlet, or a newsletter or a public gathering place for a public debate, in which all opponents and proponents have an opportunity to present their positions.

*Document Source
League of Oregon Cities