

TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

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Jerry Hallberg, *President*

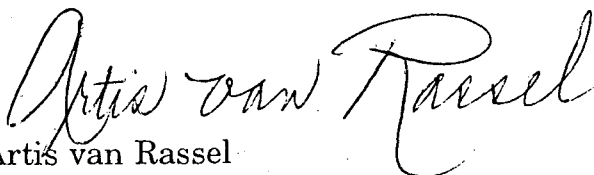
November 23, 1994

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please publish the following in the November 30, 1994 edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Education will be held Monday, December 5, 1994, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street in Tillamook. On the agenda is the selection of candidate for appointment to the Board of Education, representing Zones 2; a report by Shary Mason on the Commission of Children and Families survey; and consideration of a step increase for staff and full-time faculty for 1994-95. The public is invited to attend.


Artis van Rassel
Board of Education Secretary

MEG/VISION

CURRENT 308.80 +
13.50 +
322.30 *

HMO 243.00 +
10.90 +
253.90 *

DIFF/MON 322.30 +
253.90 -
68.40 *

5 ENROLLEES 68.4 x
5 x
0.00 *

SAVINGS/MON 68.4 x
5 x
342. =
116,964.00 +

342. x
12. x
116,964.00 *

..0..

SAVINGS/
YEAR 342. x
12. x
4,104. =
16842,816.00 +

H94-942

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Service District Board of Education will be held Monday, December 5, 1994, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street in Tillamook. On the agenda is the selection of candidate for appointment to the Board of Education, representing Zones 2; a report by Shary Mason on the Commission of Children and Families survey; and consideration of a step increase for staff and full-time faculty for 1994-95. The public is invited to attend.

Artis van Rassel
Board of Education
Secretary
11/30/94

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

53/12 52 12

SENT	NAME	AGENDA 52/11	MINUTES 51	BOARD PAK 11
✓	Student Services - Peggy (posting)	X		
✓	Lavonne Bush, Superintendent	X	X	
✓	William Molendyke, Superintendent	X	X	
✓	Dr. Don McInnis, PCC	X	X	
✓	Commissioner's Office	X	X	
✓	OCCA	X	X	
✓	Headlight Herald - Sally Ousley	X	X	
✓	Instructors - c/o Linda	30	30	
✓	Accounting - Mary Lou	X	X	
✓	Computer Services - Bob	X	X	
✓	SBDC - Mike	X	X	
✓	NBC - Alisa	X	X	
✓	Accounting - Patty	X	X	X
✓	Student Services - Jack	X	X	X
✓	Administrative Svcs - Mark	X	X	X
✓	Instruction - Fred	X	X	X
✓	Program Developer, Prof/Tech - Paula	X	X	X
✓	President - Jerry *	X	X	X
✓	Bill Dahlien	X	X	X
✓	Eva Noble	X	X	X
✓	Ann Swain	X	X	X
✓	Wayne Jensen (give to Jerry)	X	X	X
	vacant	X	X	X
✓	Dale Walters	X	X	X
✓	Robert Weitman	X	X	X

* PRESIDENT HALLBERG RECEIVES AN ADDITIONAL COPY OF THE BUDGET REPORT

REMINDERS:

1

**Luncheon with Karen Garst, OCCA
Monday, December 5, 12:00 noon, Shilo**

2

**Please bring your Policy Manuals to the
Luncheon (for updating)**

BOARD OF EDUCATION REGULAR MEETING
December 5, 1994
7:30 p.m.
401-B Main Street, Tillamook

A G E N D A

- I. **ADOPTION OF AGENDA**
- II. **APPROVAL OF MINUTES** - November 7, 1994 Regular Meeting
- III. **INTRODUCTION OF GUESTS**
 - A. Shary Mason, Commission on Children and Families
- IV. **BUDGET REPORT**
 - A. Current (October)
 - B. 1994-95 Salary Step Increase
- V. **PERSONNEL REPORT**
 - A. December Report
- VI. **CORRESPONDENCE**
- VII. **TBCC FACULTY SENATE CONSTITUTION**
- VIII. **NEW BOARD MEMBER APPOINTMENT**
- IX. **TBCC BOARD MEMBER ELECTION**
- X. *RESOLUTION 15*
- XI. **ANNOUNCEMENTS**
 - A. OCCA Visit Report
 - B. TBCC Holiday Party, December 9, 1994, 7:30 p.m., SBDC
 - C. Next Regular Meeting: January 9, 1995, 7:30 p.m., SBDC
- XII. **ADJOURNMENT**

BOARD OF EDUCATION REGULAR MEETING

December 5, 1994

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 adopt the agenda.

II. APPROVAL OF MINUTES

The November 7, 1994 regular meeting minutes will be presented for approval at the meeting.

Action needed: Motion to approve the November 7, 1994 regular meeting minutes.

III. GUEST

A. Shary Mason, Commission on Children and Families

Shary Mason will address the Board regarding the Commission on Children and Families' recent survey in which TBCC was listed as a "strength in our community." In addition, she will discuss the commission's future plans.

Action needed: Informational

IV. BUDGET REPORT

A. October, 1994

President Hallberg will review October's budget activity with the Board.

Action needed: Informational

B. 1994-95 Salary Step Increase

President Hallberg will discuss his recommendation for a one-step salary increase, retroactive to July 1, 1994, for staff, full-time instructors, instructor/case managers, and administrators with the Board.

Action needed: Motion to approve a one-step salary increase for staff, full-time faculty, instructor/case managers and administrators, retroactive to July 1, 1994.

V. **PERSONNEL REPORT**

A. December Report

Artis van Rassel will review the December personnel report. (enclosed)

Action needed: Informational

VI. **CORRESPONDENCE**

President Hallberg will discuss the enclosed letter from TBCC students with the Board.

Action needed: Informational

VII. **TBCC FACULTY SENATE CONSTITUTION**

The Faculty Senate's Constitution is enclosed for the Board's review.

Action needed: Informational

VIII. **NEW BOARD MEMBER APPOINTMENT**

Board Members will appoint a new Board Member to fill Position 2, vacated by Katharine Thayer. Candidate applications are enclosed.

Action needed: Motion to appoint a Board Member to fill Position 2.

IX. **TBCC BOARD MEMBER ELECTION**

The official election calendar establishes **January 26, 1995** as the deadline for board candidates to file Declaration of Candidacy, and **March 28, 1995** as the Board of Education election date. See enclosure for specifics.

Action needed: Informational

X. **ANNOUNCEMENTS**

- A. OCCA Visit Report
- B. TBCC Holiday Party, December 9, 1994, 7:30 p.m., SBDC
- C. Next Regular Meeting: January 9, 1995, 7:30 p.m., SBDC

XI. **ADJOURNMENT**

**TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
MINUTES - REGULAR MEETING
BOARD OF EDUCATION
December 5, 1994
Small Business Development Center
401-B Main Street, Tillamook, Oregon**

MEMBERS PRESENT Dale Walters, Bill Dahlien, Wayne Jensen, Bob Weitman

MEMBERS ABSENT Eva Noble

STAFF PRESENT Jerry Hallberg, Jack Lutes, Mark Sybouts, Artis van Rassel

GUESTS Shary Mason, Commission on Children & Families

CALL TO ORDER Chairperson Wayne Jensen called the meeting to order at 7:32 p.m.

ADOPTION OF AGENDA President Hallberg requested that "X. RESOLUTION" be added to the agenda. Dale Walters moved to adopt the agenda as amended. Second - Bob Weitman. Motion passed unanimously 4/0.

APPROVAL OF MINUTES Bill Dahlien moved to approve the November 7, 1994 regular meeting minutes. Second - Dale Walters. Motion passed unanimously 4/0.

INTRODUCTION OF GUESTS President Hallberg introduced Shary Mason with the Commission on Children & Families.

Ms. Mason congratulated the Board and TBCC, as the Commission on Children & Families' Community Survey identified TBCC as one of our community's top fifteen strengths.

The commission works for strong families and healthy children. Community mapping was achieved through community surveys. Two surveys were distributed, one to county residents through the newspaper, and the second to community organizations.

The commission's goal is wellness, defined through their mission statement: "To empower the community to create and responsibly maintain a healthy, safe and supportive environment in which each child can achieve his/her full potential."

The Comprehensive Plan was developed from the survey results and was posted for public comment. It is a living document. TBCC has been involved in the planning process; the plan was posted at the community college for public comment. The plan's twelve benchmarks were selected from the Oregon State Benchmarks.

TBCC is identified as a partner in achieving many of the benchmarks including:

1. Increase the percentage of babies whose mothers receive adequate prenatal care through the Teen Parent Program.

2. Decrease the pregnancy rate per 1,000 females ages 10-17 through the Teen Parent Program.

3. Decrease the number of children abused or neglected per 1,000 persons under 18 through the Teen Parent Program.

4. Increase the percentage of children entering kindergarten meeting specific developmental standards for their age; cognitive, language and literacy, physical well being, social/emotional development through the Teen Parent Program.

5. Increase the number of identified child care slots available for every 100 children under age 13 through the Teen Parent Program.

8. Increase the high school graduation rate through the Teen Parent Program.

9. Decrease the juvenile crime rate per 1,000 under age 18 through the Teen Parent, Literacy, and ESL programs.

10. Increase the percent of families living above 100% of the federal poverty line through the Teen Parent, Literacy, ESL, ABE/GED, and New Visions programs.

11. Increase the percent of families able to care for their own children through the Teen Parent and New Visions Programs, and classes offered with the CSD.

The commission currently provides funds for the Teen Parent Program and Ms. Mason encouraged the college to continue to apply for funding. Her presentation is a celebration on the college making such a positive impact on the community.

Ms. Mason closed her remarks by recounting the story of one of TBCC's teen parents. She came to the program at age 15, pregnant, with one child already. She arrived with five high school credits. Not only did she complete high school she continued on at TBCC and received her AA degree. She is now at a four-year college and working as a rape crisis counselor.

BUDGET REPORT

President Hallberg reviewed the October report with the Board. The college received its grant in-aid allocation and Measure 5 replacement dollars. Current taxes are coming in as expected; as of last week the college has received \$280,627 during the month of November. The first quarter timber revenue of \$21,160 was received in November. Expenditures through October were as anticipated.

1994-95 SALARY STEP INCREASE

President Hallberg advised the Board that the field audit has been completed and the audit report will be received in December. In June the cash carryover was \$424,000 plus, now it is \$491,000 plus. \$250,000 of the cash carryover is needed for the 1994-95 budget. With over \$200,000 remaining, the college is in good sound financial condition.

Based on this information, President Hallberg recommended a one-step salary increase for staff, administrators, instructor/case managers, and full-time faculty.

Dale Walters asked what percentage the step increase represented. President Hallberg advised 5% for staff, administrators, instructor/case managers, and approximately 3% for full-time faculty.

MOTION

Dale Walters moved to approve a one-step salary increase for staff, administrators, instructor/case managers, and full-time faculty retroactive to July 1, 1994. Second - Bob Weitman. Motion passed unanimously 4/0.

PERSONNEL REPORT

Artis van Rassel discussed the timetable and process for candidate selection and interviews for the Dean of Instruction position. Interviews are planned for January, the candidates will meet with the Board at scheduled luncheons.

Ms. van Rassel also reported that five employees exercised their option to change to the HMO medical plan effective December 1, 1994. The college will realize a savings of \$4,104 in the next twelve months due to the plan's lower premium rates.

CORRESPONDENCE

President Hallberg reviewed a petition received from a senior citizen group requesting that the Board reconsider its present policy of full tuition for Seniors. Last Spring, the college decided it could no longer afford to subsidize the senior discount. The college is looking at the full impact, including the financial impact. Fall Term, 1994, the college enrolled 46 fewer senior citizens. North County was hit the hardest.

The Marketing Committee may present a recommendation to the Cabinet and the Board asking that a senior discount be reconsidered. At the end of the fourth week, FTEs were up a half point Fall Term, but headcount was down by eleven students.

Bill Dahlien asked what classes had been affected. President Hallberg advised that the decline spread across all classes. Dale Walters asked if the college could require a minimum number of full-paying students in a class. President Hallberg responded that it would be very difficult to track and that many community education classes were composed of all senior citizens. Discussion ensued.

President Hallberg advised the Board that he had received two letters complaining about the cancellation of the senior discount, but noted that most people will not write or call.

TBCC FACULTY SENATE CONSTITUTION

President Hallberg advised the Board that the Faculty Senate ratified their constitution in October. The executive committee was elected and includes: Wayne Franks, President; John Sandusky, Vice-President; and Deb Lamb, Secretary. The Faculty Senate will provide input to discussion on college policy, procedures and budget. The executive committee may present to the Board in the Spring.

NEW BOARD MEMBER APPOINTMENT

President Hallberg advised the Board that Kelly Martin has withdrawn her name from consideration. One new candidate, John Rigterink, submitted his application after the deadline. His application was included in the Board packet.

Discussion ensued.

MOTION

Bob Weitman moved to appoint Craig Wakefield as Board Member to Position 2. Second - Dale Walters. Motion passed unanimously 4/0.

TBCC BOARD MEMBER ELECTION

President Hallberg advised the Board that the official election calendar establishes January 26, 1995 as the deadline for board candidates to file a Declaration of Candidacy, and March 28, 1995 as the Board of Education election date. He directed Board Members to the TBCC Board of Education Positions sheet in their packet for more specific information.

RESOLUTION #15

President Hallberg explained to the Board that this resolution establishes that employees' contributions to PERS will be deducted from pre-tax dollars. Employees' contributions to PERS will be based on their earnings beginning January 1, 1995.

MOTION

Dale Walters moved to adopt Resolution 15. Second - Bill Dahlien. Motion passed unanimously 4/0. (A copy of this resolution is attached to these minutes.)

ANNOUNCEMENTS

President Hallberg reviewed Karen Garst's visit with the Cabinet and Board. She will be busy lobbying, January through August. He encouraged board members to appear at Joan Dukes and Tim Josi's community town hall meetings. He noted that Stan Bunn represents a small portion of Neskowin.


TBCC Holiday Party, December 9, 1994, 7:30 p.m., SBDC

Next Regular Meeting: January 9, 1995, 7:30 p.m., SBDC

ADJOURNMENT

There being no further business, Bill Dahlien moved to adjourn the meeting at 8:22 p.m. Second - Bob Weitman. Motion passed unanimously 4/0.

Respectfully submitted,


Jerry Hallberg
Clerk

/av

PERSONNEL REPORT

December 5, 1994

Search in Progress:

Dean of Instruction

Effective: To be determined

Salary: \$36,001 per year (Grade 12, Step 1)

Status: Regular, full-time

Deadline: November 14, 1994

The hiring committee will begin review of approximately 45 applicant packets 12/5/94

GENERAL FUND: RESOURCES

1994-95

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	ADOPTED	REVISED	RECEIVED OCTOBER	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND RESOURCES	01-03-XXXXXX-XX					
200000-00	STATE SOURCES						
10000-00	GRANT IN-AID ALLOCATION	\$167,904.00	\$167,904.00	\$41,976.00	\$83,952.00	\$83,952.00	50.00%
30000-00	MEASURE 5 REPLACEMENT	\$108,263.00	\$108,263.00	\$27,066.00	\$54,132.00	\$54,131.00	50.00%
40000-00	LOTTERY GRANT IN-AID ALLOCATION	\$133,293.00	\$133,293.00		\$33,323.00	\$99,970.00	75.00%
50000-00	LOTTERY BENCHMARK ALLOCATION	\$47,561.00	\$47,561.00		\$11,890.00	\$35,671.00	75.00%
300000-00	LOCAL SOURCES						
10000-00	CURRENT TAXES	\$467,870.00	\$467,870.00	\$14,810.08	\$14,810.08	\$453,059.92	96.83%
20000-00	PRIOR YEARS TAXES	\$50,000.00	\$50,000.00	\$3,880.59	\$8,710.55	\$41,289.45	82.58%
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	\$210,500.00	\$208,500.00	(\$889.67)	\$76,538.33	\$131,961.67	63.29%
10000-05	TUITION - SBDC	\$0.00	\$2,000.00	\$470.00	\$1,030.00	\$970.00	48.50%
20000-00	FEES	\$42,500.00	\$16,400.00	\$264.25	\$6,092.85	\$10,307.15	62.85%
20000-05	FEES - SBDC	\$0.00	\$3,000.00	\$725.00	\$1,955.00	\$1,045.00	34.83%
20000-97	FEES - FITNESS CENTER	\$0.00	\$3,000.00	\$388.51	\$964.24	\$2,035.76	67.86%
20000-99	FEES - NBC POOL	\$0.00	\$20,000.00	\$653.00	\$2,875.50	\$17,124.50	85.62%
20001-99	FEES - NBC OTHER	\$0.00	\$100.00		\$0.00	\$100.00	100.00%
500000-00	OTHER REVENUE						
10000-00	SALE OF GOODS/SERVICE	\$8,500.00	\$0.00		\$0.00	\$0.00	ERR
10001-00	SALE OF GOODS/SER - GED TEST	\$0.00	\$3,500.00	\$250.00	\$775.00	\$2,725.00	77.86%
10002-00	SALE OF GOODS/SER - COFFEE	\$0.00	\$1,500.00	\$107.01	\$195.94	\$1,304.06	86.94%
10003-00	SALE OF GOODS/SER - POP	\$0.00	\$500.00		\$48.00	\$452.00	90.40%
10004-00	SALE OF GOODS/SER - PHONE	\$0.00	\$500.00		\$0.00	\$500.00	100.00%
10005-00	SALE OF GOODS/SER - OTHER	\$0.00	\$2,400.00		\$204.00	\$2,196.00	91.50%
10000-99	SALE OF GOODS/SERVICE - NBC	\$0.00	\$100.00	\$9.05	\$57.53	\$42.47	42.47%
20000-00	INTEREST INCOME	\$20,000.00	\$20,000.00	\$1,734.63	\$6,189.84	\$13,810.16	69.05%
30000-00	RENTAL INCOME	\$6,000.00	\$1,000.00	\$20.00	\$410.00	\$590.00	59.00%
30000-99	RENTAL INCOME - NBC ROOM	\$0.00	\$4,000.00	\$253.00	\$1,862.50	\$2,137.50	53.44%
30001-99	RENTAL INCOME - NBC POOL	\$0.00	\$1,000.00		\$280.00	\$720.00	72.00%
50000-00	MISCELLANEOUS INCOME	\$2,000.00	\$1,950.00	\$50.00	\$2,731.56	(\$781.56)	-40.08%
50000-99	MISCELLANEOUS INCOME - NBC	\$0.00	\$50.00		\$15.00	\$35.00	70.00%
40000-00	AVAILABLE WORKING CAPITAL	\$250,000.00	\$250,000.00		\$0.00	\$250,000.00	100.00%
60000-00	TRANSFER IN	\$0.00	\$0.00		\$2,926.02	(\$2,926.02)	ERR
RESOURCES TOTAL		\$1,564,391.00	\$1,564,391.00	\$91,767.45	\$311,968.94	\$1,252,422.06	80.06%

BUDGET SUMMARY - OCTOBER

1994-95

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	\$1,564,391.00	\$1,564,391.00	\$91,767.45	\$311,968.94	\$1,252,422.06	80.06%
REQUIREMENTS:						
INSTRUCTIONAL	\$424,768.00	\$426,768.00	\$38,151.10	\$99,178.65	\$327,589.35	76.76%
INSTRUCTIONAL SUPPORT SERVICES	\$284,169.00	\$284,169.00	\$14,926.00	\$85,854.62	\$198,314.38	69.79%
STUDENT SERVICES	\$220,251.00	\$220,251.00	\$16,695.54	\$69,583.61	\$150,667.39	68.41%
COLLEGE SUPPORT SERVICES	\$331,329.00	\$331,829.00	\$34,735.88	\$118,574.46	\$213,254.54	64.27%
PLANT OPERATION & MAINTENANCE	\$107,698.00	\$113,198.00	\$7,318.62	\$39,451.54	\$73,746.46	65.15%
COMMUNITY SERVICES	\$350.00	\$350.00		\$0.00	\$350.00	100.00%
FINANCIAL AID	\$24,120.00	\$24,120.00	(\$64.00)	\$7,547.33	\$16,572.67	68.71%
DEBT SERVICES	\$51,706.00	\$51,706.00		\$0.00	\$51,706.00	100.00%
BOARD RESERVES	\$120,000.00	\$112,000.00		\$0.00	\$112,000.00	100.00%
TRANSFERS	\$0.00	\$0.00		\$0.00	\$0.00	ERR
REQUIREMENTS TOTAL	\$1,564,391.00	\$1,564,391.00	\$111,763.14	\$420,190.21	\$1,144,200.79	73.14%

November 1, 1994

President Jerry Hallberg
Tillamook Bay Community College
2510 First Street
Tillamook, Oregon 97141

Dear Mr. Hallberg:

As current students of Tillamook Bay Community College, we would like to request that the Board reconsider its present policy of full tuition for Seniors.

Most older students attending classes are tax-paying residents who become built-in advocates of goodwill in the community. More Seniors should be encouraged to enroll. Their support enhances the need for our Community College.

Some community colleges do not require Senior Citizens to pay tuition at all. Lowering the tuition rates would provide an incentive for more people on fixed incomes to enjoy extending their education and, in turn, be a positive influence for the school.

Thank you for your consideration.

Jack Wilson

Lucy Brown

Patricia D. Simonson

Jean Davis

Ellen Noah

Margie F. Cardile

Vera Reed

Grace A. Cook

Catherine Langer

Copies to:
Board of Directors
Faculty Senate

TILLAMOOK BAY COMMUNITY COLLEGE FACULTY SENATE CONSTITUTION

PREAMBLE

In order to have a formal and effective procedure for participation in the formation of college policies concerning academic and professional matters, we the faculty of TBCC establish a representative organization. A clearly defined structure for such participation will contribute to a clearer understanding among faculty, administration, and the Board of Education. This organization, in cooperation with the administration and the Board, shall endeavor to provide quality education for our students.

NAME

The name of the organization shall be Tillamook Bay Community College Faculty Senate, herein called the Senate.

PURPOSE AND DESCRIPTION

The purpose of the Senate shall be to insure a quality educational endeavors and to insure high academic standards by establishing a structured procedure for faculty to provide input to the college administration and to the Board of Education.

The Senate shall not affiliate with any professional association, organization, or group. Nothing in this constitution shall be construed to discourage individual members of the faculty from associating with other groups and organizations and from otherwise expressing their independent views.

MEMBERSHIP

DESCRIPTION: Members of the Faculty Senate shall be defined by the appropriate By Law addressing membership. The President of the College and the Dean of Instruction of the College will not be considered members of the Senate. These administrators may, however, be invited to participate in Senate considerations.

MEMBER RIGHTS: All members have the right to hold office in the Senate. Members have the right to vote in all elections of officers for the Senate. Members have the right to vote upon resolutions brought by the Senate. Members have the right to assign their right to vote upon a resolution to another member; this assignment shall be carried out through an official proxy form. All members have the right to bring forth issues for consideration by the Senate. Members have

the right to attach written dissenting opinions to recommendations, minutes, and resolutions of the Senate.

MEMBER RESPONSIBILITIES: Members are to duly consider issues that the Senate is addressing and to provide an informed response to the Senate.

OFFICERS

DESCRIPTION: The officers of the Senate shall be selected from the membership; the officers shall be President, Vice President, and Secretary/Treasurer. All officers shall be elected for a term of one year, with the term normally beginning September 1 following the election. Each officer shall be elected by a majority of the official ballots cast in the election. An officer may not hold the same office for more than two consecutive years nor for more than three years in within the last five year period. Additionally, no member shall be an officer of the Senate for more than five years of office within the last ten years.

PRESIDENT: The duties of the President are to receive agenda recommendations, to prepare an official agenda for meetings of the Senate, and to preside over the meetings of the Senate.

VICE PRESIDENT: The duties of the Vice President are to assist the President in preparing an official agenda for meeting of the Senate, to act as the President in the absence of the President, and to conduct all officer elections.

SECRETARY/TREASURER: The duties of the Secretary/Treasurer are to record and distribute minutes of meetings of the Senate, to maintain the financial records of the Senate, and to give an accounting of funds of the Senate.

REPLACEMENT OF OFFICERS: In the event that an officer's position becomes vacant prior to a normal election of officers, candidates for the vacant position will be nominated from the floor during a published meeting. An election of the officer shall be subsequently commenced by the Vice President, or in absence of the Vice President by the ranking officer of the Senate.

An officer may be removed by a majority vote of the membership. A recall proceeding requires the collection of a recall petition containing at least 25% of the signatures of the official membership. A special recall election will be conducted if a qualifying petition is presented to the Senate at a published meeting.

AMENDMENTS

This document may be amended by a two-thirds vote of the total membership in an official amendment election. The following procedure shall be followed in amending this Constitution.

- 1) At an official, published meeting, a written notice of intent to propose an amendment shall be presented. This notice will include the rationale offered for adopting the proposed amendment, the essential wording of the proposed amendment, and the name or names of the proposer(s) of the amendment;
- 2) At a subsequent official, published meeting a discussion of the proposed amendment shall be conducted. A resolution of the Senate must be passed in order to present the proposed amendment to the membership in an official amendment election.
- 3) Upon a successful resolution to hold an amendment election, an election will be conducted by the Vice President and shall be completed within four weeks of the adoption of the resolution.

BYLAWS

Bylaws of the Senate will be adopted by a majority vote of official ballots cast in an official Bylaw election. The following procedure shall be followed in adopting Bylaws for the Senate.

- 1) At an official, published meeting, a written notice of intent to propose a Bylaw shall be presented. This notice will include the rationale offered for adopting the proposed Bylaw, the essential wording of the proposed Bylaw, and the name or names of the proposer(s) of the Bylaw;
- 2) At a subsequent official, published meeting a discussion of the proposed Bylaw shall be conducted. A resolution of the Senate must be passed in order to present the proposed Bylaw to the membership in an official Bylaw election.
- 3) Upon adoption of a resolution to conduct a By Law election, the Vice President will conduct an official By Law election to be completed within four weeks of the adoption of the resolution.

TILLAMOOK BAY COMMUNITY COLLEGE
FACULTY SENATE
BY LAWS

- 1.1 A. All individuals who have a current instructional contract with TBCC will be considered members of the Senate.
- B. All individuals who have received a Notice of Teaching Assignment at Tillamook Bay Community College during the current academic year or who have received a Notice of Teaching Assignment at Tillamook Bay Community College during the previous academic year will be considered members of the Senate.
- a) "Academic year" is to be defined as the Fiscal Year common to academic institutions, normally July 1 through June 30.
- 1.2 An Executive Committee shall be constituted of the President, Vice President, and Secretary/Treasurer. The purpose of this committee is to:
- a) maintain an orderly conduct of business for the Senate,
b) plan work for the Senate, and
c) to appoint committees to conduct work for the Senate.
- 1.3 The Executive Committee shall be responsible for the meeting schedule for the Senate.
- a) The Executive Committee shall publish a proposed schedule of meetings for the Senate for the upcoming year by September 30.
- b) The annual meeting schedule of the Senate should include at least one meeting during fall term, at least one meeting during winter term, and at least one meeting during spring term.
- c) Additional meetings may be added to the proposed annual meeting schedule if the Executive committee deems it necessary.
- d) Additional meetings beyond the published annual schedule may be called by the Executive Committee by publishing a notice to all members at least two weeks prior to the proposed meeting.
- 1.4 The Senate may adopt resolutions it deems relevant to its goals and interests.
- a) Resolutions will be adopted by a majority vote of members in attendance at an officially published meeting of the Senate.
- b) For the purpose of resolution adoption, members may, upon written specifications, assign their vote to another member who is called a proxy.
- b.1) An assigned vote may be a specific yea or nay upon a resolution, or
b.2) an assignation requiring the proxy to exercise good judgement on behalf of the assignor in casting a vote.
- c) Members may elect to have their views represented at a meeting by submitting a signed written statement of their views to any member of the Senate to be read to the Senate during a published meeting.

- 1.5 A. Meetings shall be conducted in an orderly fashion following the published agenda. Each published agenda must provide an appropriate time for unscheduled items from the members.
- B. In the event of disagreement regarding meeting procedures, the most recent edition of "Roberts Rules of Order" shall prevail.
- 1.6 Resolutions adopted by the Senate shall be forwarded to relevant parties.
 - a) The Secretary/Treasurer shall publish all resolutions adopted by the Senate within five business days of the adoption of the resolution,
 - b) the Secretary/Treasurer will forward a copy of all resolutions to the Dean of Instruction at TBCC, and
 - c) the Secretary/Treasurer will forward a copy of resolutions to any parties identified as relevant by the Senate during its adoption of the resolution.

Tillamook Bay Community College
Board of Education Applicant Information Sheet

BUTLER JAMES A.
Name: (Last) (First) (Middle)

Business Address: N/A

Business Telephone: N/A

Home Address: P.O. BOX 132, OCEANSIDE, OR 97134

Home Telephone: 842-2873 Number of Years in District: 9 1/4

EDUCATIONAL BACKGROUND:

(Schools Attended; Last Grade Completed; Degree(s)) OREGON STATE COLLEGE - VANPORT

PORTLAND STATE COLLEGE · LEWIS & CLARK COLLEGE BS SOCIOLOGY

NORTHWESTERN COLLEGE OF LAW - PORTLAND STATE COLLEGE -

SOUTHERN OREGON COLLEGE - UNIVERSITY OF OREGON - UNIVERSITY OF

ALASKA - SE. KETCHIKAN COMMUNITY COLLEGE (MORE ON REVERSE) SEE #3

OCCUPATIONAL BACKGROUND:

(Present, Previous) RETIRED SAFETY & CLAIMS MGR HOYBROS FISH & CRAB 87-94

1957-1985 - VARIOUS POSITIONS w/ USDA - FOREST SERVICE.

Relevant experience: EMPLOYEE DEVELOPMENT SPECIALIST

(TRAINING OFFICER) FOR ALASKA REGION. 1971-1975

MANPOWER DEVELOPMENT SPECIALIST - YOUNG ADULT

CONSERVATION CORPS - WASHINGTON, DC - ASST. TO NATIONAL DIRECTOR
GOVERNMENTAL (MORE ON REVERSE) SEE #2

PRIOR GOVERNMENTAL/COMMUNITY SERVICE EXPERIENCE:

1983-1985 - PRESIDENT JUNEAU ALCOHOLISM ADVISORY BOARD

MEMBER B.D. OF DIRECTORS GASTINEAU COUNCIL ON ALCOHOLISM
OPERATED 2 - HALFWAY HOUSES - 1 FOR SUBSTANCE ABUSE &

1 - FOR CONVICTS. 1971-1975 BD OF DIRECTORS GASTINEAU COUNCIL ON ALC.
CHAIRMAN - MAYOR'S ADVISORY BD.

(MORE ON REVERSE) SEE #1

Please return to: Tillamook Bay Community College
6385 Tillamook Avenue
Bay City, Oregon 97107.

- ① 1974 - PRESIDENT GLACIER VALLEY PTA - JUNEAU, AK
1961-1964 - ACTIVE W/ MEDFORD JAYCEES & CRATER LIONS CLUB
1985 - OCEANSIDE VOLUNTEER FIRE DEPT.
1988-1994 CHURCH CHORUS

- ② ORGANIZATION DEVELOPMENT & TEAM BUILDING SPECIALIST FOR ALASKA REGION USDA
PUBLIC PARTICIPATION SPECIALIST - DESIGNED (W/ COLLEAGUES) THE FIRST EFFECTIVE PUBLIC PARTICIPATION PROGRAM IN THE ALASKA REGION. - TAUGHT THESE METHODS TO A GROUP OF EDUCATORS AT A SEMINAR AT U. OF ALASKA FAIRBANKS & TO THE PLANNING DEPT. OF THE ANCHORAGE GATEWAY BOROUGH.

- ③ HUNDREDS OF CLASSROOM & PRACTICUM HOURS WITH:
- (a) National Training Laboratory of the National Education Assn.
 - (b) A.K. RICE INSTITUTE
 - (c) CENTER FOR THE STUDY OF THE PERSON
 - (d) USDA FOREST SERVICE
 - (e) UNITED STATES CIVIL SERVICE COMMISSION
 - (f) US DEPT. OF AGRICULTURE - OFFICE OF THE INSPECTOR GENERAL

Tillamook Bay Community College
Board of Education Applicant Information Sheet

OCT 19 1994

MASON SHARY KAY
Name: (Last) (First) (Middle)

Business Address: 123 NE 3rd ST STE 280 PORTLAND, OR 97214

Business Telephone: 731-3007

Home Address: 5630 3rd ST NW TILLAMOOK, OR 97141 (CAPE METRES)

Home Telephone: 842-2595 Number of Years in District: 8

EDUCATIONAL BACKGROUND:

(Schools Attended; Last Grade Completed; Degree(s)) UNIVERSITY OF OREGON

BACHELOR OF SCIENCE PSYCHOLOGY; RIVERSIDE CITY

COLLEGE, ASSOCIATE OF ARTS GENERAL STUDIES

OCCUPATIONAL BACKGROUND:

(Present, Previous) DEPUTY ADMINISTRATOR, OREGON JUDICIAL DEPT

CITIZEN REVIEW BOARD; TILLAMOOK BAY COMMUNITY COLLEGE

DIRECTOR TEEN PARENT PROGRAM; VOLUNTEER SUPERVISOR,

DEPARTMENT OF HUMAN RESOURCES; DIRECTOR, WILLAMETTE VALLE

CENTER, EUGENE CHAMBER OF COMMERCE; MANAGER,

BULL SHED RESTAURANT, EUGENE

PRIOR GOVERNMENTAL/COMMUNITY SERVICE EXPERIENCE:

OREGON COMMISSION ON CHILDREN & FAMILIES; CHILDREN AND

YOUTH SERVICES COMMISSION; JUVENILE SERVICES COMMISSION;

CITIZEN REVIEW BOARD STATE ADVISORY COUNCIL; PRESIDENT

BOARD OF DIRECTORS; UNITY CHURCH - PTA, BOY SCOUT

Please return to: Tillamook Bay Community College

6385 Tillamook Avenue

Bay City, Oregon 97107.

4H, ETC

Tillamook Bay Community College
Board of Education Applicant Information Sheet

NOV 17 1994

Rigterink, John Walter
Name: _____ (Last) _____ (First) _____ (Middle)

Business Address: _____

Business Telephone: _____

Home Address: 9085 Fawcett Creek Road, Tillamook, Oregon 97141

Home Telephone: 842-1426 Number of Years in District: 2½

EDUCATIONAL BACKGROUND:

(Schools Attended; Last Grade Completed; Degree(s)) _____

U. S. Naval Academy B. S. General Engineering

Stanford University M. S. Statistics

OCCUPATIONAL BACKGROUND:

(Present, Previous) 1. Retired

2. 29 years in various management positions with IBM.

3. 8 years in the U. S. Air Force.

PRIOR GOVERNMENTAL/COMMUNITY SERVICE EXPERIENCE:

1. 15 years in Boy Scouting activities.

2. Numerous activities including treasurer in church our family attends.

Please return to: Tillamook Bay Community College
6385 Tillamook Avenue
Bay City, Oregon 97107.

Tillamook Bay Community College
Board of Education Applicant Information Sheet

Name: Wakefield (Last) Craig (First) L. (Middle)

Business Address: 201 Laurel Ave Tillamook

Business Telephone: 842 1815

Home Address: 1615 South Lane, Oceanside

Home Telephone: 842 9689 Number of Years in District: 1

EDUCATIONAL BACKGROUND:

(Schools Attended; Last Grade Completed; Degree(s)) Associate Degree,

Applied sciences, Building Inspection Tech.

Chemeketa Community College

OCCUPATIONAL BACKGROUND:

(Present, Previous) Present; Building Inspector

Previous; Brick Mason/Contractor for 22 years

PRIOR GOVERNMENTAL/COMMUNITY SERVICE EXPERIENCE:

Present; Board Member and spokesman for Non-profit Corporation "Art Access" Community Arts Organization

Please return to: Tillamook Bay Community College
6385 Tillamook Avenue
Bay City, Oregon 97107.

October 31, 1994

Board of Education

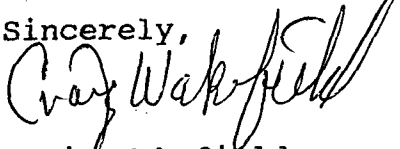
RE: Position on Board of Education
Tillamook Bay Community College

I am submitting my application for the vacant position on the Board of Education. My name is Craig Wakefield and I am a resident of Oceanside. Currently I am a Building Inspector for Tillamook County. As a recent graduate of Chemeketa Community College I fully understand the benefits of community college for the returning adult student. After thirteen years as a mason contractor the physical demands of the work began to get the best of me. At the age of forty three I decided to go back to school and start a new career. This has turned out to be the best decision I have ever made. Right out of school my degree from Chemeketa was acknowledge by the City of Portland and was instrumental in getting a position as a housing inspector. I had previously performed twelve weeks of cooperative work experience at Tillamook County during my two years at Chemeketa and fell in love with the people and the area, so when an opening for a building inspector became available I applied. Once again my degree paved the way for my present position as Building Inspector for Tillamook County.

It is my goal to do what I can to see that others receive the same opportunity to bring about a change for the better in there lives, and I believe that community colleges afford the most accessible way to achieve that goal. I would like the opportunity to serve on the board of education as a way to affect those changes. What I would bring to the position is a willingness to address problems and deal with them head on. Enthusiasm, and communication are my strong suits.

Your careful consideration will be appreciated.

Sincerely,



Craig Wakefield

**TBCC BOARD OF EDUCATION POSITIONS
1994-95**

<u>ZONE</u>	<u>BOARD MEMBER</u>	<u>STATUS</u>	<u>TERM ENDS</u>
1	Eva Noble	Elected	6-30-95
2	to be appointed	Appointed (if elected)	6-30-95 6-30-96)
3	Wayne Jensen	Elected	6-30-97
4	Bill Dahlien	Elected	6-30-97
5	Ann Swain	Appointed (if elected)	6-30-95 6-30-98)
6	Dale Walters	Elected	6-30-96
7	Robert Weitman	Elected	6-30-95

Zone 1: Beaver, Carnahan, Cloverdale, Hebo, Neskowin, and Union.
 Zone 2: Fairview, Netarts, Oceanside, South Prairie, and Westside.
 Zone 3: City of Tillamook (Precincts 1-6), Eastside, and Trask.
 Zone 4: Bay, Garibaldi, Kilchis, Maple Leaf, and Foley.
 Zone 5: Nehalem, Pine Grove, Rockaway Beach, and Wheeler.
 Zone 6: At Large.
 Zone 7: At Large.

ELECTION CYCLE

1995	Positions:	Zone 1	Eva Noble	(4 years)
		Zone 2	to be appointed	(1 year)
		Zone 5	Ann Swain	(3 years)
		Zone 7	Robert Weitman	(4 years)
1996	Positions:	Zone 2	to be appointed	(4 years)
		Zone 6	Dale Walters	(4 years)
1997	Positions:	Zone 3	Wayne Jensen	(4 years)
		Zone 4	Bill Dahlien	(4 years)
1998	Position:	Zone 5	Ann Swain	(4 years)

DECEMBER 19, 1994: Declaration of Candidacy forms and instructions available at the office of the Tillamook County Clerk

JANUARY 26, 1995: Deadline to file Declaration of Candidacy

MARCH 26, 1995: Election date for Board of Education

RESOLUTION 15

Tillamook Bay Community College Service District
Board of Education
December 5, 1994

WHEREAS, the passage of Ballot Measure 8 precludes the College from paying or assuming the required 6 percent salary contribution on behalf of employees; and

WHEREAS, the employees' contributions to the Public Employees Retirement System (PERS) are required by Oregon statute to be paid by the employee; and

WHEREAS, 26 USC Section 414(h)(2) allows an employer to "pick-up" employees' contributions to a retirement plan sponsored by a governmental unit; and

WHEREAS, Ballot Measure 8 does not disallow an employer from designating the required employee contributions as "picked-up" for purposes of 26 USC Section 414(h)(2); and

WHEREAS, the Attorney General for the State of Oregon, in a November 21, 1994 opinion, indicates that it is possible to exclude the public employees' six percent (6%) contribution from employees' taxable income pursuant to 26 USC Section 414(h)(2), and

WHEREAS, the employees' shall not have the option of receiving the 6 percent of salary and directly making the contribution in accordance with 26 USC Section 414(h)(2), and

WHEREAS, the employees' reported salary for tax purposes shall be reduced by the amount of the contributions in accordance with 26 USC Section 414(h)(2), and

WHEREAS, the College's action in designating employee contributions as "picked-up" pursuant to 26 USC Section 414(h)(2) allows the required 6 percent contribution to be made with pretax dollars,

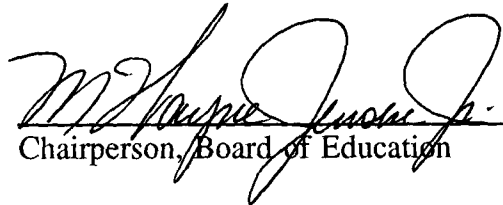
NOW THEREFORE, BE IT RESOLVED:

1. That the required employee 6 percent contribution to the Public Employees Retirement System (PERS) is deemed to be "picked-up" for purposes of 26 USC Section 414(h)(2).
2. That the employees of the College do not have the option of receiving the 6 percent salary contribution as salary, and paying the PERS employee contribution directly.
3. That the employees' reported salaries on the W-2 form for tax purposes will be reduced by the amount of the employees' 6 percent contributions but will not be reduced by that amount for purposes of computing FICA contributions or FUTA taxes.

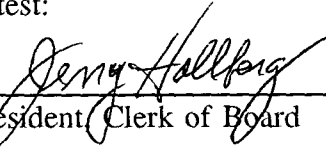
4. That the President, or his designee, of Tillamook Bay Community College shall take all actions as are necessary to implement this policy in conformance with the requirements of 26 USC Section 414(h)(2), and PERS requirements.

5. That this policy shall become effective and shall be implemented effective as of January 1, 1995.

RESOLVED this 5th day of December, 1994, by the Board of Education, Tillamook Bay Community College Service District.


Chairperson, Board of Education

Attest:


President (Clerk of Board)