

BOARD OF EDUCATION REGULAR MEETING  
Monday, June 5, 1995  
7:30 p.m.  
401-B Main Street, Tillamook

A G E N D A

- I. ADOPTION OF AGENDA
- II. APPROVAL OF MINUTES - May 1, 1995 Regular Meeting
- III. BUDGET REPORT
  - A. April Report
  - B. Transfers
  - C. Resolution
- IV. PERSONNEL REPORT
  - A. Personnel Committee Report
  - B. June Report
  - C. Salary Schedules, 1995-96
- V. FACILITIES REPORT
  - A. Facilities Committee Report
    1. Tillamook Campus
    2. Nehalem Bay Center
- VI. ACCREDITATION UPDATE
- VII. PROCESS FOR THE ANNUAL EVALUATION OF THE PRESIDENT
- VIII. INSURANCE AGENT OF RECORD APPOINTMENT
- IX. OATH OF OFFICE
- X. OCCA/OCCS/OSBA CORRESPONDENCE
  - A. OCCA Annual Convention, Portland, October 26-29, 1995
  - B. OSBA New Board Member/New Chairman Workshop, Beaverton, July 15-16, 1995
  - C. OCCA Board Meeting Report
- XI. ANNOUNCEMENTS
  - A. Next Meeting: June 26, 1995, 7:30 p.m., SBDC
  - B. Personnel Committee Meeting: June 12, 1995, 12:00 noon, SBDC
  - C. Facilities Committee Meeting: To be arranged if necessary
  - D. Finance Committee Meeting: June 13, 1995, 12:00 noon, SBDC
  - E. Graduation Rehearsal: June 8, 1995, 5:00 p.m., United Methodist Church
  - F. Graduation: Saturday, June 10, 1995 at 2:00 p.m., United Methodist Church
- XII. ADJOURNMENT

*POSTED AT ALL  
LOCATIONS 6/2/95*

**TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION**  
**MINUTES - REGULAR MEETING**  
**June 5, 1995**  
**401-B Main Street, Tillamook, Oregon**

**MEMBERS PRESENT**

Wayne Jensen, Dale Walters, Craig Wakefield, Bob Weitman, Ann Swain

**MEMBERS ABSENT**

Bill Dahlien, Eva Noble

**STAFF PRESENT**

Jerry Hallberg, Mark Sybouts, Artis van Rassel, Helen Bonsall

**CALL TO ORDER**

Chairperson Wayne Jensen called the meeting to order at 7:30 p.m.

**ADOPTION OF AGENDA**

Bob Weitman moved to adopt the agenda. Second - Dale Walters. Motion passed unanimously 5/0.

**APPROVAL OF MINUTES**

Ann Swain moved to approve the May 1, 1995 regular meeting minutes. Second - Craig Wakefield. Motion passed unanimously 5/0.

**GUEST**

President Hallberg introduced Helen Bonsall, the college's new Dean of Instruction. Although she officially began June 1, 1995, she attended the employee inservice on May 19.

**BUDGET REPORT**

Mark Sybouts reviewed the budget with the Board. General Fund revenues are moving ahead as expected. All Measure 5 replacement dollars have been received. The total dollars received was lower than anticipated because the college received \$22,852 more in taxes than anticipated. The third quarter timber revenue, \$13,638, has been received. The fourth quarter check will arrive in August; it is usually \$25,000 or more. The last debt service payment has been made.

Dale Walters asked when the remaining lottery dollars will arrive. Mark advised that notification pending receipt was received just last week and therefore they are not reflected on the April report.

The final one-third of property taxes are due in May. The college anticipates receiving approximately \$30,000 in June.

President Hallberg directed the Board's attention to the total resources received which far exceeds the total anticipated.

**TRANSFERS**

Mark Sybouts reviewed the transfers presented to the Board for approval.

**MOTION**

Ann Swain moved to approve the transfers as presented. Second - Bob Weitman. Motion passed unanimously 5/0. (A copy of these transfers is attached to these minutes.)

**RESOLUTION #22**

Mark Sybouts discussed the Tillamook Bay National Estuary Project resolution with the Board. Ann Swain initiated discussion regarding the possibilities for next year in conjunction with the National Estuary Project.

**MOTION**

Ann Swain moved to adopt Resolution #22, Tillamook Bay National Estuary Project. Second - Bob Weitman. Motion passed unanimously 5/0. (A copy of this resolution is attached to these minutes.)

**PERSONNEL REPORT**

Artis van Rassel reviewed the Personnel Report with the Board. The Hiring Committee for the Student Services Counselor held six interviews last week. They will meet this week to review the candidates and present a recommendation to the President.

Not included on the Personnel Report is the ABE/GED/Literacy Program Instructor, Case Manager position which opened with the college's advertisement yesterday in the Oregonian. This is a 25 hour per week position which was formerly held by Dieter Wassmer and is currently being filled with two instructors on temporary assignment, Sandra Johnson and Valerie Greenfield. This opening will close June 26, 1995.

**SALARY SCHEDULES, 1995-96**

The 1995-96 Salary Schedules for staff/administrators, full-time faculty, and instructor/case managers were presented to the Board for approval. There are no changes from the 1994-95 salary schedules.

**MOTION**

Dale Walters moved to approve the 1995-96 Salary Schedules as presented. Second - Ann Swain. Motion passed unanimously 5/0. (A copy of these salary schedules are attached to these minutes.)

**FACILITIES REPORT**

President Hallberg reviewed the May 23 Facilities Committee meeting with the Board.

Mark Sybouts advised the Board that the electricians are placing conduit in classrooms and from the transformer to the breaker box. The original electrical change order was \$13,000; as a result of discussions with the electrical engineer and the electrician the cost may be lowered, hopefully there will be resolution on Wednesday.

The contractor is taking care of the standing water as a result of the rain we have had. The roofer will be here this week to replace the dry rot in the auditorium roof. The dry rot will be paid from the general fund, repairs.

The contractor has received their first draw of \$56,000. The second draw will probably be less, \$30,000 - \$40,000. The third draw will be approximately \$90,000. The contractor hopes to be finished by mid-August. Ann Swain asked if a percentage of payment is held. Mark advised that 5% retainage was held. President Hallberg noted that the contractors are anxious to go on to other projects. A discussion ensued regarding the Certificate of Occupancy.

President Hallberg advised the Board that progress is being made on Nehalem Bay Center with the City of Nehalem and District #56 regarding the future subletting of the facility by the nonprofit organization, Nehalem Bay Communities Center, Inc. The final phase of the NBC Technical Study, community outreach, is in progress. President Hallberg distributed copies of the Nehalem Bay Tidings produced by the Nehalem Bay Communities Center, Inc. (NBCC) group.

Ann Swain shared suggestions received at meetings regarding the future of Nehalem Bay Center. Suggestions included surveys to determine educational needs of residents and local teachers. President Hallberg noted that surveys have been conducted in the past to determine the needs of residents, but NBCC may wish to contract with consultants for additional surveys. President Hallberg said that the college's primary focus will return to education when these facility issues are resolved.

## **ACCREDITATION UPDATE**

President Hallberg advised the Board that the accreditation team used all corrections and other suggestions that were given on the draft report. He will join the other two contracting colleges' presidents and Dan Moriarity on June 24, 1995 in Eugene for the presentation of the full PCC accreditation report to the entire commission. He stated that it is a good report and will provide TBCC a road map for the future.

**PROCESS FOR THE ANNUAL  
EVALUATION OF THE  
PRESIDENT**

President Hallberg reviewed the process for his evaluation with the Board and discussed the contents of the packet distributed at the meeting.

**INSURANCE AGENT OF  
RECORD APPOINTMENT**

Mark Sybouts discussed the summary of information received from the two proposals submitted. The college's primary concerns are: experience, accessibility, and quality of recommended insurance companies.

Jeff Hurliman has a couple of more years of experience with public agencies. Sedgewick & James is based in Portland and Jeff Hurliman is located in Tillamook. Claims are handled by Jeff Hurliman himself, and members of the claims office with Sedgewick & James. Mark advised the Board that he had reviewed the local entities they serve and the insurance companies they represent. All of the insurance companies are top rated.

Discussion ensued regarding a risk pool. Both offer similar liabilities and payment methods. The decision methodology was discussed.

President Hallberg and Mark Sybouts recommended Jeff Hurliman to the Board.

**MOTION**

Bob Weitman moved to appoint Jeff Hurliman the Insurance Agent of Record. Second - Ann Swain. Motion pass unanimously 5/0.

**OATHS OF OFFICE**

Wayne Jensen gave the Oath of Office to Ann Swain, Craig Wakefield, and Bob Weitman.

**OCCA/OCCS/OSBA  
CORRESPONDENCE**

President Hallberg discussed the following correspondence with the Board: the annual OCCA Convention in Portland, October 26-29 and the Summer Board Conference in Beaverton, July 15-16. Craig Wakefield asked if the Summer Board Conference was important. President Hallberg discussed the value of the conference with Board members.

President Hallberg reviewed the OCCA Board meeting report with the Board.

**ANNOUNCEMENTS**

President Hallberg discussed Bill Dahlien's resignation with the Board. He asked board members to contact him regarding recommendations for individuals for appointment.

Next Meeting: June 26, 1995, 7:30 p.m., SBDC

Personnel Committee Meeting: June 12, 1995, 12:00 noon,  
SBDC

Finance Committee Meeting: June 13, 1995, 12:00 noon,  
SBDC

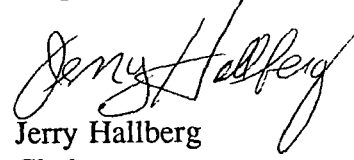
Graduation Rehearsal: June 8, 1995, 5:00 p.m., United  
Methodist Church

Graduation: Saturday, June 10, 1995 at 2:00 p.m., United  
Methodist Church

## ADJOURNMENT

There being no further business, Ann Swain moved to  
adjourn the meeting at 8:15 p.m. Second - Dale Walters.  
Motion passed unanimously 5/0.

Respectfully submitted,



Jerry Hallberg  
Clerk