



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

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

Jerry Hallberg, *President*

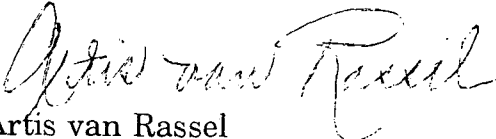
December 18, 1996

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please publish the following in the January 1, 1997 edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that the regular meeting of the Tillamook Bay Community College Board of Education will be held Monday, January 6, 1997, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street in Tillamook. The public is invited to attend. The 1997-98 Budget Calendar will be reviewed and Budget Committee Membership Appointments will be approved. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765.


Artis van Rassel
Board of Education Secretary

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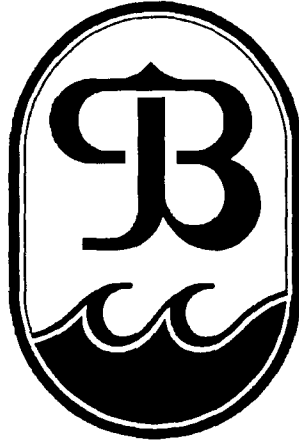
<p>H97-002 PUBLIC MEETING NOTICE</p> <p>Notice is hereby given, that the regular meeting of the Tillamook Bay Community College Board of Education will be held Monday, January 6, 1997, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street in Tillamook. The public is invited to attend. The 1997-98 Budget Calendar will be reviewed and Budget Committee Membership Appointments will be approved. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765.</p> <p>1/1/97</p>

DISTRIBUTION OF MINUTES/PACKETS/BUDGET

SENT	NAME	54 SHORT AGENDA	13 LONG AGENDA	53 MINUTES	13 BOARD PACKET
✓	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	X
✓	Student Services - Jack	X	X	X	X
✓	Administrative Svcs - Mark	X	X	X	X
✓	Instruction - Helen	X	X	X	X
✓	Program Developer, Prof/Tech - Paula	X	X	X	X
✓	President - Jerry *	X	X	X	X
✓	Kathrine Jensen	X	X	X	X
✓	Eva Noble	X	X	X	X
✓	Ann Swain	X	X	X	X
✓	Wayne Jensen (give to Jerry)	X	X	X	X
✓	Craig Wakefield	X	X	X	X
✓	Dale Walters	X	X	X	X
✓	Robert Weitman	X	X	X	X

* PRESIDENT HALLBERG RECEIVES AN ADDITIONAL COPY OF THE BUDGET REPORT

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

January 6, 1997

7:30 p.m.

Small Business Development Center
Board Room
401-B Main Street, Tillamook, Oregon

JERRY HALLBERG, PRESIDENT

Board of Education
Wayne Jensen, Chair
Kathrine Jensen
Eva Noble
Ann Swain
Craig Wakefield
Dale Walters
Robert Weitman

BOARD OF EDUCATION REGULAR MEETING

January 6, 1997

7:30 p.m.

401-B Main Street, Tillamook

A G E N D A

- I. **ADOPTION OF AGENDA**
- II. **APPROVAL OF MINUTES**
December 2, 1996 Regular Meeting Minutes
- III. **BUDGET REPORT**
 - A. November Report
 - B. Transfers
 - C. Resolutions
 - D. Review of 1997-98 Budget Calendar & Process
 - E. Budget Committee Membership Appointments
- IV. **PERSONNEL REPORT**
 - A. January Report
 - B. Personnel Policy Revisions
- V. **DEAN OF INSTRUCTION REPORT**
- VI. **COMMUNITY COLLEGE SERVICE DISTRICT BONDING AUTHORITY UPDATE**
- VII. **BOARD OF EDUCATION DISTRICT ELECTION - March 11, 1997**
- VIII. **TILLAMOOK COUNTY JOINT BOARD MEETING REVIEW**
- IX. **OCCA/OCCS/OSBA CORRESPONDENCE**
 - A. Ballot Measure 47 Update
 - B. OCCA Commissioner Appointment
- X. **ANNOUNCEMENTS**
 - A. Budget Committee Meeting: February 3, 1997, 7:00 p.m., SBDC
 - B. Next Meeting: February 3, 1997, 7:30 p.m., SBDC
 - C. Personnel Committee Meeting: 4:00 p.m., January 21, 1997, SBDC
OR
4:00 p.m., January 28, 1997, SBDC
 - D. 1997 Winter Term Schedule
- XI. **ADJOURNMENT**

BOARD OF EDUCATION REGULAR MEETING

January 6, 1997

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 December 2, 1996 regular meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the December 2, 1996 regular meeting minutes.

III. BUDGET REPORT

A. November Report

Mark Sybouts will review the enclosed November budget report with the Board.

Action needed: Informational

B. Transfers

Mark Sybouts will review the enclosed transfers with the Board.

Action needed: Motion to approve budget transfers.

C. Resolutions

Mark Sybouts will review the enclosed resolutions with the Board.

Action needed: Motion to adopt resolutions.

D. Review of the 1997-98 Budget Calendar & Process

President Hallberg and Mark Sybouts will review the enclosed Budget Calendar and the 1997-98 budget process.

Action needed: Informational

E. Budget Committee Membership Appointments

President Hallberg with review the enclosed 1997-98 Budget Committee Membership List with the Board.

Action needed: Motion to reappointment Budget Committee Members whose terms have expired.

IV. **PERSONNEL REPORT**

A. January Report

Artis van Rassel will review the enclosed personnel report with the Board.

Action needed: Informational

B. Personnel Policy Revisions

Artis van Rassel will review the enclosed revision of Article 308: Promotions, Job Reclassifications, Transfers, Reassignments, Temporary Assignments, and Position Openings. The revision is presented for a second reading and adoption.

Action needed: Motion to adopt the revision of personnel policy Article 308.

V. **DEAN OF INSTRUCTION REPORT**

Helen Bonsall, Dean of Instruction, will report to the Board on instructional items of interest.

Action needed: Informational

VI. **COMMUNITY COLLEGE SERVICE DISTRICT BONDING AUTHORITY UPDATE**

President Hallberg will update the Board on the service districts' request to the legislature for bonding authority.

Action needed: Informational

VII. **BOARD OF EDUCATION DISTRICT ELECTION - MARCH 11, 1997**

Artis van Rassel will review the timetable for the upcoming special district election. A table indicating members who are up for election or re-election is enclosed.

Action needed: Informational

**TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
January 6, 1997
401-B Main Street, Tillamook, Oregon**

MEMBERS PRESENT

Wayne Jensen, Kathy Jensen, Eva Noble

MEMBERS ABSENT

Bob Weitman, Ann Swain, Craig Wakefield, Dale Walters

STAFF PRESENT

Jerry Hallberg, Mark Sybouts

CALL TO ORDER

Chairperson Wayne Jensen called the meeting to order at 7:30 p.m. A quorum was not present. The Board Members proceeded with informational items only.

BUDGET REPORT

Mark Sybouts advised the Board that revenues are doing well. PERS dollars were paid back to employees in November. However, the money to cover those payments was transferred in December and will be reflected in the December report. If we take into account the PERS payback, our revenue is up from last year at this time. Through the end of December, we have actually received \$2,000 more in property taxes than we had budgeted. The college will also receive more in state dollars than anticipated. This will help our cash carryover for next year. Over \$100,000 in tuition has been received to date, this indicates that we will meet or exceed the amount budgeted for this year.

The College is anticipating a grant from the NEP to provide computer upgrades and five Pentium computers for use in GIS Workshop. This equipment will be used for courses Spring Term.

**REVIEW OF THE 1997-98
BUDGET CALENDAR &
PROCESS**

President Hallberg reviewed the Budget Calendar and process with the Board and reminded the Board that the first Budget Committee meeting will be February 3, 1997 at 7:00 p.m. Sub-committees will meet during February and March. The budget will come before the full Budget Committee for approval on April 14, 1997.

**BUDGET COMMITTEE
MEMBERSHIP
APPOINTMENTS**

President Hallberg will follow up the letters sent in December to Budget Committee members with a telephone call prior to the Budget Committee meeting in February to confirm members willingness to serve again. Reappointments will be approved at the February 3, 1997 Board meeting.

PERSONNEL REPORT

President Hallberg reviewed the January Personnel Report with the Board. The second reading and adoption of the Personnel Policy Revision will be held until the February 3, 1997 Board meeting.

DEAN OF INSTRUCTION REPORT

President Hallberg advised the Board that Dean Bonsall was in Lincoln City assisting the new HPE295 Telecourse Instructor at the first orientation meeting. They will be answering questions for over 30 students that have enrolled out of Lincoln County in a cooperative program with Oregon Coast Community College.

Enrollment for Winter Term looks good at this point and the college expects to be very busy this first week of the term.

Dean Bonsall has been meeting with the high school principals to set up concurrent courses for next year. Focus groups for the Annenberg Grant will be held January 16. Input will be gathered from community members on how our schools and community can work closer together. The community is being asked to be active partners in determining how the Annenberg dollars will be spent. President Hallberg praised Helen Bonsall and Ed Armstrong for the good work they are doing on this project.

An Educators Internet Users Group has been formed at TBCC. Paula Ascher is the coordinator. The intent is to train and prepare instructors for Internet use in the classroom.

Dean Bonsall is also working with PSU to investigate the possibility of developing a partnership in the area of environmental studies and business.

COMMUNITY COLLEGE SERVICE DISTRICT BONDING AUTHORITY

President Hallberg advised the Board that he has presented this issue at the statewide President's Council meeting and the State Board of Education. He has discussed the matter with Roger Bassett at OCCS and Vickie Totten saw that it was made part of the legislation agenda. Representative Tim Josi will sponsor new legislation that will allow community college service districts to have the authority to seek voter approval for capital construction bonds. This will allow TBCC to bring a capital construction bond in the future to voters.

BOARD OF EDUCATION DISTRICT ELECTION - MARCH 11, 1997

President Hallberg reminded Board Members that the district election is coming up March 11, 1997. As of Friday, January 3, 1997 only Wayne and Kathy Jensen had filed. The deadline is Thursday, January 9, 1997 at 5:00 p.m.

**TILLAMOOK COUNTY JOINT
BOARD MEETING REVIEW**

President Hallberg advised the Board that the minutes of the Joint Board meeting were included in their packet. Ann Swain, Eva Noble, Craig Wakefield, and Wayne Jensen represented the TBCC Board at the meeting. Helen Bonsall and Mark Sybouts also attended.

There is another Joint Board meeting scheduled for January 27, 1997. This will primarily be concerned with the ESD budget and its effect on K-12. President Hallberg indicated that it was not necessary for Board Members to attend given the main topic.

**OCCA/OCCS/OSBA
CORRESPONDENCE**

President Hallberg advised the Board that the college is monitoring all information regarding Ballot Measure 47, including newspaper articles and materials from OCCS, OCCA, and OSBA. If the governor's budget and the use of the kicker dollars are passed by the legislature, community colleges will be fine. However, use of the kicker is in question at this time. If the kicker is used then community colleges will be fine. Several lawsuits have been filed but President Hallberg has heard nothing on these as yet. The law must be followed unless and until it is overturned or ruled unconstitutional by the Attorney General's office. Discussion ensued about ballot measures and the petition process.

President Hallberg advised the Board that the Governor has asked Roger Bassett to stay on as Education Advisor until the end of the session, June 30, 1997. Therefore, OCCS is going through another search for an Interim Commissioner since Gretchen Schuette accepted a position with OSU. The State Board will make their decision on the new Interim Commissioner on January 9, 1997.

ANNOUNCEMENTS

Budget Committee Meeting: February 3, 1997, 7:00 p.m., SBDC

Next Regular Meeting: February 3, 1997, 7:30 p.m., SBDC

Personnel Committee Meeting will be scheduled for either January 21 or 28 at 4:00 p.m. Artis van Rassel will call to confirm. Kathy Jensen is available on either date.

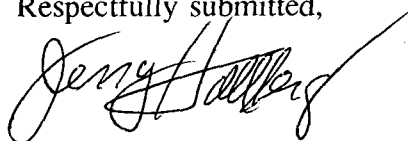
President Hallberg congratulated staff for a job well done on the 1997 Winter Term Schedule of Classes.

President Hallberg advised Board Members that Senator Joan Dukes and Representative Tim Josi will be on campus and meet with the President's Council on Wednesday, January 8, 1997. Senator Dukes will speak to Kiwanis that day also.

ADJOURNMENT

There being no further business the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jerry Hallberg". The signature is written in black ink and is positioned above the printed name and title.

Jerry Hallberg
Clerk

GENERAL FUND: RESOURCES

1996-97

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	ADOPTED	REVISED	RECEIVED NOVEMBER	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND RESOURCES	01-03-XXXXXX-XX					
200000-00	STATE SOURCES						
10000-00	COMM COLLEGE SUPPORT FUND	\$647,495.00	\$647,495.00		\$322,592.00	\$324,903.00	50.18%
300000-00	LOCAL SOURCES						
10000-00	CURRENT TAXES	\$436,483.00	\$436,483.00	\$379,021.61	\$387,978.48	\$48,504.52	11.11%
20000-00	PRIOR YEARS TAXES	\$40,000.00	\$40,000.00	\$3,362.24	\$9,775.48	\$30,224.52	75.56%
30000-00	COUNTY TIMBER REVENUE	\$75,000.00	\$75,000.00	\$28,035.81	\$28,035.81	\$46,964.19	62.62%
400000-00	TUITION AND FEES						
10000-00	TUITION	\$198,500.00	\$198,500.00	\$34.00	\$79,240.38	\$119,259.62	60.08%
10001-00	TUITION - SENIOR	\$10,000.00	\$10,000.00	(\$96.00)	\$4,391.38	\$5,608.62	56.09%
10000-05	TUITION - SBDC	\$2,000.00	\$2,000.00	\$220.00	\$1,540.00	\$460.00	23.00%
20000-00	FEES	\$14,400.00	\$14,400.00	(\$29.50)	\$5,612.72	\$8,787.28	61.02%
20001-00	FEES-OTHER COURSE FEES	\$2,500.00	\$2,500.00	(\$6.00)	\$244.50	\$2,255.50	90.22%
20000-05	FEES - SBDC	\$6,000.00	\$6,000.00	\$325.00	\$2,150.00	\$3,850.00	64.17%
20001-99	FEES - NCCC OTHER	\$100.00	\$100.00	\$44.00	\$152.00	(\$52.00)	-52.00%
20002-00	FEES - INTERNET	\$2,700.00	\$2,700.00		\$402.50	\$2,297.50	85.09%
500000-00	OTHER REVENUE						
10000-00	SALE OF GOODS/SERVICE						
10001-00	SALE OF GOODS/SER - GED TEST	\$3,000.00	\$3,000.00	\$200.00	\$1,030.00	\$1,970.00	65.67%
10005-00	SALE OF GOODS/SER - OTHER	\$0.00	\$10.00		\$297.00	(\$287.00)	-2870.00%
10005-05	SALE OF GOODS/SER - OTHER - SBDC	\$50.00	\$30.00		\$76.00	(\$46.00)	-153.33%
10000-99	SALE OF GOODS/SER - NCCC	\$0.00	\$10.00	\$7.00	\$158.90	(\$148.90)	-1489.00%
20000-00	INTEREST INCOME	\$20,000.00	\$20,000.00	\$2,143.59	\$10,735.70	\$9,264.30	46.32%
30000-00	RENTAL INCOME	\$2,400.00	\$2,390.00	\$220.00	\$1,110.00	\$1,280.00	53.56%
30000-05	RENTAL INCOME - SBDC	\$0.00	\$10.00		\$15.00	(\$5.00)	-50.00%
50000-00	MISCELLANEOUS INCOME	\$5,000.00	\$5,000.00		\$4,582.93	\$417.07	8.34%
40000-00	AVAILABLE WORKING CAPITAL	\$350,000.00	\$350,000.00		\$515,258.02	(\$165,258.02)	-47.22%
	RESOURCES TOTAL	\$1,815,628.00	\$1,815,628.00	\$413,481.75	\$1,375,378.80	\$440,249.20	24.25%

BUDGET SUMMARY - NOVEMBER

1996-97

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	\$1,815,628.00	\$1,815,628.00	\$413,481.75	\$1,375,378.80	\$440,249.20	24.25%
REQUIREMENTS:						
INSTRUCTIONAL	\$497,492.00	\$497,492.00	\$67,919.70	\$174,050.51	\$323,441.49	65.01%
INSTRUCTIONAL SUPPORT SERVICES	\$296,651.00	\$296,651.00	\$47,874.75	\$152,572.58	\$144,078.42	48.57%
STUDENT SERVICES	\$250,874.00	\$250,874.00	\$39,682.25	\$123,281.85	\$127,592.15	50.86%
COLLEGE SUPPORT SERVICES	\$390,435.00	\$390,435.00	\$73,961.69	\$217,310.17	\$173,124.83	44.34%
PLANT OPERATION & MAINTENANCE	\$105,041.00	\$105,041.00	\$6,149.37	\$41,962.50	\$63,078.50	60.05%
COMMUNITY SERVICES	\$500.00	\$500.00		\$31.15	\$468.85	93.77%
FINANCIAL AID	\$24,000.00	\$24,000.00	(\$176.13)	\$4,812.29	\$19,187.71	79.95%
DEBT SERVICES	\$50,635.00	\$50,635.00	\$48,335.00	\$48,335.00	\$2,300.00	4.54%
BOARD RESERVES	\$125,000.00	\$125,000.00		\$0.00	\$125,000.00	100.00%
TRANSFERS	\$75,000.00	\$75,000.00		\$0.00	\$75,000.00	100.00%
REQUIREMENTS TOTAL	\$1,815,628.00	\$1,815,628.00	\$283,746.63	\$762,356.05	\$1,053,271.95	58.01%

1996-97
BUDGET TRANSFERS
 January 6, 1997

SPECIAL FUND - S.B.D.C. FIRST STOP SHOP GRANT

	FROM	TO	AMOUNT	REASON
1	INSTRUCTIONAL SUPPORT - Administrative - SBA	INSTRUCTIONAL SUPPORT - Classified - SBA	167.00	Grant modifications

SPECIAL FUND - P.C.C. VOCATIONAL EDUCATION GRANT

	FROM	TO	AMOUNT	REASON
1	INSTRUCTION - Instructional Personnel	INSTRUCTIONAL SUPPORT - Administrative	7,004.00	Grant modifications
2	INSTRUCTION - Other Payroll Benefits	INSTRUCTIONAL SUPPORT - Other Payroll Benefits	2,381.00	Grant modifications
3	INSTRUCTION - Capital outlay	INSTRUCTIONAL SUPPORT - Other Payroll Benefits	50.00	Grant modifications
4	INSTRUCTION - Capital outlay	INSTRUCTION - Non-capital Equipment	3,382.00	Capitalization policy change

SPECIAL FUND - T.C.C.F. LITERACY GRANT

	FROM	TO	AMOUNT	REASON
1	PLANT OPERATION & MAINT. - Classroom Rent	INSTRUCTION - Supplies	600.00	Grant modifications

1996-97
BUDGET TRANSFERS
 January 6, 1997

SPECIAL FUND - N.B.C. DONATION FUNDS

	FROM	TO	AMOUNT	REASON
1	PLANT OPERATION & MAINT. - Capital Outlay/Equipment	PLANT OPERATION & MAINT. - Non-capital Equipment/Kitchen	1,251.00	Capitalization policy change

SPECIAL FUND - S.B.D.C. FIRST STOP SHOP CONTRACT 1996-97

	FROM	TO	AMOUNT	REASON
1	INSTRUCTIONAL SUPPORT - Other Contracted Services - SBA	INSTRUCTIONAL SUPPORT - Temporary Hourly - SBA	1,155.00	Grant modifications
2	INSTRUCTIONAL SUPPORT - Other Contracted Services - SBA	INSTRUCTIONAL SUPPORT - Other Payroll Benefits - SBA	110.00	Grant modifications
3	INSTRUCTIONAL SUPPORT - Other Contracted Services - RECD	INSTRUCTIONAL SUPPORT - Temporary Hourly - RECD	4,324.00	Grant modifications
4	INSTRUCTIONAL SUPPORT - Other Contracted Services - RECD	INSTRUCTIONAL SUPPORT - Other Payroll Benefits - RECD	411.00	Grant modifications

SPECIAL FUND - T.E.C. EMPLOYEES FOR TOMORROW

	FROM	TO	AMOUNT	REASON
1	INSTRUCTION - Capital Outlay/Equipment	INSTRUCTION - Non-capital Equipment	558.00	Capitalization policy change

1996-97
BUDGET TRANSFERS
January 6, 1997

ENTERPRISE FUND - BOOKSTORE

	FROM	TO	AMOUNT	REASON
1	INSTRUCTION - Other Contracted Services	INSTRUCTION - Supplies	350.00	Necessary operating supplies
2	INSTRUCTION - Other Contracted Services	INSTRUCTION - Bad Debt Expense	100.00	To cover bad debts from NSF checks
3	INSTRUCTION - Other Contracted Services	INSTRUCTION - Miscellaneous Expenses	50.00	To cover miscellaneous over and short costs

1997-98 BUDGET CALENDAR

DATE	ACTIONS	DISCUSSION	WHO
Aug 5, 1996	Appoint Budget Officer.	Organizational Motions	Jerry Hallberg
Jan 6, 1997	Appoint Budget Committee.	Budget Committee members whose terms have expired should be formally appointed at this meeting.	TBCC Board
Jan 22 issue	Publish Budget Committee Meeting Notice.	Notice must be published 8-14 days before the Budget Committee meets.	Jerry and Staff
Feb 3	Budget Committee Meets.	Review Budget Document / Budget Message.	Budget Committee
Feb-Mar	Sub-committees Meet.	Continued review of proposed budget.	Budget Committee
Apr 14	Approve Budget.	The Budget Committee must approve the Budget.	Budget Committee
May 14 issue	Publish Budget Summary.	Budget Officer must publish the first notice and financial summary 15-25 days before the Public Hearing.	Jerry and Staff
May 21 issue	Publish 2nd Hearing Notice.	Budget Officer must publish the second notice 8-14 days before the public hearing.	Jerry and Staff
Jun 2	Hold Budget Hearing.	Public Hearing held by the governing body to hear citizens' testimony on the budget as approved by the Budget Committee.	TBCC Board
Jun 23	Enact Resolutions.	Board of Education must enact Resolutions to: adopt budget, make appropriations, levy taxes and categorize tax levy.	TBCC Board
Before Jul 15	Submit Budget to Assessor.	Budget Officer must submit budget to Assessor.	Jerry and Staff

BUDGET COMMITTEE MEMBERSHIP

1997

(FOR 1997-98 BUDGET)

ZONE	AREAS REPRESENTED	BOARD MEMBER	COMMUNITY REPRESENTATIVE	TERM EXPIRES
1	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, and Union	Eva Noble	Bernie Nelson	6/30/96 *
2	Fairview, Netarts, Oceanside, South Prairie, and Westside	Craig Wakefield	Van Moe	6/30/97
3	City of Tillamook (Precincts 1-6), Eastside, and Trask	Wayne Jensen	J. Robert McPheeters	6/30/96 *
4	Bay, Garibaldi, Kilchis, Maple Leaf, and Foley	Kathrine Jensen	Dick Russell	6/30/97
5	Nehalem, Pine Grove, Rockaway Beach, and Wheeler	Ann Swain	Jackie Gohring	6/30/98
6	At-Large	Dale Walters	Vicki Goodman	6/30/96 *
7	At-Large	Robert Weitman	Ken Upshaw	6/30/98

* Will be submitted for reappointment at January 6, 1997 Board of Education meeting

Revised 12/18/96

TILLAMOOK BAY COMMUNITY COLLEGE
BUDGET COMMITTEE MEMBERSHIP
1997
(For 1997-98 Budget)

Eva Noble, Zone 1
17405 Evergreen Drive
Hebo, OR 97122
392-3550 Home

Bernie Nelson
c/o Nestucca Country
34650 Brooten Road
Pacific City, OR 97135
965-6410 Work

Craig Wakefield, Zone 2
P.O. Box 394
Oceanside, OR 97134
842-9689 Home
842-1815 Work

Van Moe
4860 Bourbon Place West
Tillamook, OR 97141
842-5845 Work
842-2626 Home

Wayne Jensen, Zone 3
2250 Nielson Road
Tillamook, OR 97141
842-4553 Work
842-2250 Home

Robert McPheeters
901 Stillwell
Tillamook, OR 97141
842-6434 Home

Kathrine Jensen, Zone 4
P.O. Box 727
Tillamook, OR 97141
842-7538 Work - Wilson
842-8401 Work - South Prairie
842-9909 Home

Dick Russell
Wells Fargo Bank
P.O. Box 219
Tillamook, OR 97141
377-4055 Home
842-2512 Work

Ann Swain, Zone 5
P.O. Box 540
Rockaway Beach, OR 97136
355-2496 Home

Jackie Gohring
P.O. Box 816
Rockaway Beach, OR 97136
355-2162 Home
842-7501 Work

Dale Walters, Zone 6
P.O. Box 794
Tillamook, OR 97141
842-8423 Work
842-6126 Home

Vicki Goodman
17805 Highway 101 South
Beaver, OR 97108
398-5840 Home

Robert Weitman, Zone 7
3405 Nirri Lane
Tillamook, OR 97141
842-4434 Work

Ken Upshaw
P.O. Box 355
Nehalem, OR 97131
368-6222 Home

PERSONNEL REPORT

January 6, 1997

Positions Filled:

Robert Balmer: Adjunct Instructor - Basic Skills & GED
Preparation, South Fork Correctional Facility

Gregory Garcia: Adjunct Instructor - Health & Fitness
Telecourse

Brad Hoyt: Adjunct Instructor - American Sign Language

ARTICLE 308: PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS, REASSIGNMENTS, TEMPORARY ASSIGNMENTS, AND POSITION OPENINGS

Management reserves the right to utilize existing personnel or declare position openings. Promotions, *reclassifications*, transfers, reassignments, and temporary assignments may be directed and approved by the President in conjunction with Human Resources and the employee's supervisor.

308.1 Promotions

A promotion is defined as an increase in compensation to an employee which is based on either:

- A. advancement from one's current position to a position involving increased responsibility and authority, or*
- B. demonstration of exemplary performance in one's current position in accordance with current college guidelines on performance-based advancement.*

All promotions are subject to approval by the President.

308.2 Job Reclassification

A job reclassification is defined as a modification of a position based on the following:

- A. a substantive change in duties, and*
- B. a substantive increase in responsibility.*

See Article 310.2, A. for more details.

308.3 Transfers

A transfer is the lateral movement of an employee from one department to another within the same *salary* classification *grade*. Employees who desire a transfer must make written application to Human Resources for consideration.

308.4 Reassignment

Reassignment is the movement of an employee to another position within the College and is at the discretion of management *in accordance with needs of the college*.

308.5 Temporary Assignments

With the approval of the President, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher *salary grade*, additional compensation in the form of a stipend may be provided. Temporary assignments will not exceed one year, and do not guarantee permanent employment in the position. At the employee's request, a written evaluation of the performance of the temporary assignment shall be rendered and a copy shall be placed in the employee's personnel file.

308.6 Additional Assignments

Part-time employees interested in additional assignments are encouraged to make written application to Human Resources, specifying their area of interest.

308.7 Position Openings

Position openings, *not filled by promotion, transfer, reassignment, or temporary assignment*, will be filled through recruitment. Notices of all position openings shall be *distributed* internally, concurrent with external advertisements. Each unsuccessful applicant shall receive a timely notice of non-selection. Human Resources shall establish procedures of application which comply with equal employment opportunities and affirmative action guidelines, reflecting the College's commitment to non-discrimination in hiring. (See General Employment Policies, 300.1)

Rev 1/97

PERFORMANCE-BASED PROMOTION GUIDELINES

The following criteria, although not inclusive or required in its entirety, may be used as a guideline for considering an employee for promotion:

- * Recommendation of supervisor
- * Exceptional performance
- * Demonstrated skills and competencies
- * Excellence in performance reviews
- * Consistent accomplishments
- * Extraordinary efforts
- * Meritorious achievements
- * Commitment to college mission
- * Community service

ARTICLE 308: JOB OPPORTUNITIES

Management reserves the right to utilize existing personnel or declare position openings. Promotions, transfers, reassignments, and temporary assignments may be directed and approved by the President in conjunction with Human Resources and the employee's supervisor.

308.1 Promotions

A promotion is defined as a change in job classification which involves the addition of increased responsibility and authority with a commensurate increase in compensation. Promotions provide upward mobility for current employees who have shown skill and competency. All promotions are subject to approval by the President.

308.2 Transfers

A transfer is the lateral movement of an employee from one department to another within the same job classification. Employees who desire a transfer must make written application to Human Resources for consideration.

308.3 Reassignment

Reassignment is the movement of an employee to another position within the College and is at the discretion of management. Reassignments may result from:

- A. An urgent need to fill the position within a brief period of time (one month or less).
- B. A pressing need for continuity which can be filled most efficiently with a current employee.
- C. Advancement of the affirmative action goals of the College.
- D. Reorganization.

For application of compensation policy, refer to Article 311, 1, 7.

308.4 Temporary Assignments

With the approval of the President, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher level, additional compensation in the form of a stipend may be provided. Temporary assignments will not exceed one year, and do not guarantee permanent employment in the position. At the employee's request, a written evaluation of the

performance of the temporary assignment shall be rendered and a copy shall be placed in the employee's personnel file.

308.5 Additional Assignments

Part-time employees interested in additional assignments are encouraged to make written application to Human Resources, specifying their area of interest.

308.6 Position Openings

Position openings will be filled through recruitment. Notices of all position openings shall be posted internally, concurrent with external advertisements. Each unsuccessful applicant shall receive a timely notice of non-selection. Human Resources shall establish procedures of application which comply with equal employment opportunities and affirmative action guidelines, reflecting the College's commitment to non-discrimination in hiring. (See General Employment Policies, 300.1)

Rev 3/94

TBCC BOARD OF EDUCATION

Board of Education Member	Zone/Position	Date of Appointment or Last Election	Next Election or Re-election Date
Eva Noble	One/One	March, 1995	March, 1999
Craig Wakefield	Two/Two	March, 1995	March 11, 1997 *
Wayne Jensen	Three/Three	March, 1993	March 11, 1997
Kathrine Jensen	Four/Four	September, 1995	March 11, 1997 * for 4 years
Ann Swain	Five/Five	March, 1995	March, 1999 *
Dale Walters	At-Large/Six	March, 1992	March 11, 1997 *
Robert Weitman	At-Large/Seven	March, 1995	March, 1999

* Date of election delayed one year by Senate Bill 174

Joint Board Meeting Minutes

December 5, 1996

Neah-Kah-Nie Jr/Sr. High School

Introduction by Neal Lemery. TOPIC: We need to view education differently.

Those present introduced themselves. TBCC, Nestucca Valley, Tillamook, and Neah-Kah-Nie were represented.

ED ARMSTRONG: Mr. Armstrong gave an overview of where we were in regards to the Annenberg rural challenge. We received a \$20,000 planning grant and will use this to prepare for applying for the grant of \$125,000 per year for three years. Community forums in north, central, and south county were conducted and well attended. The "Annenberg" group met October 29th. Their purpose was to introduce the community to what the Annenberg challenge was about and to get community input. Four key questions were asked. The group traveled throughout the county. Attendance was: 18 at NKN; 32 at TBCC; 27 at Nestucca forum. The entire Annenberg process was heard, who the team members were, and what is expected of them. Teams will conduct focus groups in the evenings. What Annenberg wants is five pages that say what is it that Tillamook County would do with .5 million dollars. The focus group will meet February 10th and 12th at Camp Magruder and identify the needs of Tillamook County as expressed by the needs of the community. They will deliver their final five-page product on April 1, 1997.

JERRY JONES - Explained what is known at this time about Measure 47. Assessed value stays the same and property tax will be reduced 10% next year. Tax dollars can only be increased 3% each year. Loophole: A tax levy can be sought, but there are so many issues to deal with that it would be difficult to accomplish.

Measure 47 created:

Limits bonds - use of proceeds.

Election rule changes.

Ballot title.

Prioritization.

Continued shift to state controlled schools.

Changes in state funding.

Priority survey for community recommended.

DEBORAH SOMMER: Deborah spoke about Special Ed services, our current model and what we expect to do next year. The January 27th joint Board meeting will discuss special education services in more detail. The superintendent's are scheduled to meet with NWRESA personnel prior to the next joint board meeting. Each district will take over the operation of the learning centers. Using our current model, one teacher/one classified is about \$90,000 per school site. The instruction of other students being served from our districts by the ESD has not been decided on (those other than served by the Learning Centers). Our County Consortium may be utilized to hire a person within the county to serve those special needs students. The bottom line is- we are

going to be paying more money for services. We do not know the personnel issues at this time with teachers; we do know that classified staff are not protected. More to come in the January meeting.

LAVONNE BUSH: Lavonne updated the Board's on the Oregon Educational Act for the 21st Century. Grades 3,5,8,10, and 12 will be tested. The CIM happens at Grade 10. Approximately grade 12, student have the opportunity for a CAM. We will continue to teach from our common curriculum goals. Lavonne explained CIM performance standards. Our 8th graders this year are the first students eligible for the CIM, and will have three opportunities to take that test. We will be giving additional support to the students who do not make it. There will be a difference of how we assess students.

DEBORAH SOMMER: We need to make some changes, especially in some areas. It will require maybe more adjustment in the system than we may think. We have already begun to change the way we teach - not being so self contained. The community college is offering classes to students to assist us with courses we are unable to offer. 70% of students in the state would not meet the eligibility requirements of the CIM at this time. Part of the School Improvement plan would be to state how we would re-align curriculum to prepare students for the CIM, such as teaching higher level math to younger students.

ELAINE HOPSON: Many issues need to be resolved. We must adapt change and be flexible. The emphasis on portfolios is an example - how are we going to accomplish this in our county. Elaine discussed second language and graduation requirements. Oregon is ahead in SAT scores and the dropout rate is decreasing. The state is taking over the whole educational process.

HELEN BONSALL: Helen covered TBCC's new concurrent enrollment and dual enrollment. 50 juniors and seniors are currently enrolled. To be a high school student and receive credit from TBCC, the student must to be recommended by a counselor, be eligible to go into college coursework, take a "placement" testing, and have parental acceptance. Students are living up to the responsibility. There will be some adjustments next year to meet school calendar requirements, etc. Possibly a bus will run to get students to the college. The problems that have arisen are a lack of professional technical offerings, transportation, parking, student drops, and block schedule differences.