



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107
(503) 377-2765 · Fax (503) 377-2219

Jerry Hallberg, President

September 23, 1997

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

Please publish the following in the October 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, October 6, 1997, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street in Tillamook. The following items are on the agenda: Employee Recognition; Guest Reports from the Director and Coordinators of County Education Programs; Budget Report; Personnel Report, including policy adoptions; Dean of Instruction Report; and Strategic Planning Process Update. The public is invited to attend. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765.

Artis van Rassel
Board of Education Secretary

H97-724
PUBLIC NOTICE
NOTICE IS HEREBY
GIVEN, that the regular
meeting of the Tillamook
Bay Community College
Board of Education will
be held Monday, October
6, 1997, at 7:30 p.m. at
the Small Business Devel-
opment Center, 401-B
Main Street in Tillamook.
The following items are
on the agenda: Employee
Recognition; Guest
Reports from the Direc-
tor and Coordinators of
County Education Pro-
grams; Budget Report;
Personnel Report, includ-
ing policy adoptions; Dean
of Instruction Report;
and Strategic Planning
Process Update. The public
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viduals with disabilities,
call 377-2765.
Artis van Rassel
Board of Education
Secretary
10/1/97

TBCC BOARD OF EDUCATION REGULAR MEETING

October 6, 1997

7:30 p.m.

Small Business Development Center

401-B Main Street, Tillamook

AGENDA

I. EMPLOYEE RECOGNITION

- A. Bob Pietruszka
- B. Rory Richardson
- C. Deborah Yund

II. ADOPTION OF AGENDA

III. APPROVAL OF MINUTES

September 8, 1997 Special Meeting

IV. GUESTS

- A. Tamara Dykeman, OCCA Government Relations Advocate
- B. Community Education Programs
 - 1. Alisa Carlson, Director, North County Education Programs
 - 2. Sammie Morehouse, Coordinator, Central County Education Programs & Schedule Production
 - 3. Kathy Schaefer, Coordinator, South County Education Programs

V. BUDGET REPORT

- A. August Report
- B. Resolutions
- C. Transfers

VI. PERSONNEL REPORT

- A. October Report
- B. Article 504: Academic Standards & Student Progress Policy
- C. Salary Survey Update

VII. DEAN OF INSTRUCTION REPORT

VIII. STRATEGIC PLANNING PROCESS UPDATE

IX. ANNOUNCEMENTS

- A. Next Meeting: November 3, 1997, 7:30 p.m., SBDC
- B. Personnel Committee Meeting: 4:00 p.m., October 21, 1997, SBDC
- C. OCCA Annual Convention, October 30 - November 1, 1997, The Windmill Inn, Ashland

X. ADJOURNMENT

BOARD OF EDUCATION REGULAR MEETING

October 6, 1997

7:30 p.m.

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

A G E N D A

I. EMPLOYEE RECOGNITION

Board Chair Wayne Jensen and President Jerry Hallberg will recognize Bob Pietruszka, Director of Computer Services, and Adjunct Faculty Members, Rory Richardson and Deborah Yund for their contributions during their ten years of service.

Action needed: Recognition

II. ADOPTION OF AGENDA

Action needed: Motion to adopt the agenda.

III. APPROVAL OF MINUTES

The September 8, 1997 Special Meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the September 8, 1997 Special Meeting minutes.

IV. GUESTS

A. Tamara Dykeman, OCCA Government Relations Advocate

President Hallberg will introduce Tamara Dykeman to the Board. (enclosure)

Action needed: Informational

B. Community Education Programs

Alisa Carlson, Director of North County Education Programs, Sammie Morehouse, Coordinator of Central County Education Programs, and Kathy Schaefer, Coordinator of South County Education Programs will update the Board on community education in their respective regions.

Action needed: Informational

V. **BUDGET REPORT**

A. August Report

Mark Sybouts will distribute the August budget report at the meeting for review by the Board.

Action needed: Informational

B. Resolutions

Mark Sybouts will review the enclosed resolutions with the Board.

Action needed: Motion to adopt Resolutions 8 and 9.

C. Transfers

Mark Sybouts will review the enclosed transfers with the Board.

Action needed: Motion to approve transfers.

VI. **PERSONNEL REPORT**

A. October Report

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

Action needed: Informational

B. Article 504: Academic Standards & Student Progress Policy

The Academic Standards & Student Progress Policy is enclosed for a second reading and adoption by the Board.

Action needed: Motion to adopt Article 504: Academic Standards & Student Progress Policy.

C. Salary Survey Update

Artis van Rassel will update the Board on the Staff and Administrative Salary Survey.

Action needed: Informational

VII. **DEAN OF INSTRUCTION UPDATE**

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

Action needed: Informational

VIII. STRATEGIC PLANNING PROCESS

Helen Bonsall and Artis van Rassel will update the Board on the Strategic Planning process.

Action needed: Informational

IX. ANNOUNCEMENTS

- A. Next Meeting: November 3, 1997, 7:30 p.m., SBDC
- B. Personnel Committee Meeting: 4:00 p.m., October 21, 1997, SBDC
- C. OCCA Annual Convention, October 30 - November 1, 1997, The Windmill Inn, Ashland

X. ADJOURNMENT

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

MEMBERS PRESENT

Wayne Jensen, Kathy Jensen, Ann Swain (7:35 pm), Dale Walters (7:58 pm), Eva Noble and Craig Wakefield

MEMBERS ABSENT

Robert Weitman

STAFF PRESENT

Jerry Hallberg, Mark Sybouts, Helen Bonsall, Sammie Morehouse, Bob Pietruszka, Rory Richardson, Kathy Schaefer, Artis van Rassel and Betty Lester

GUESTS

Tamara Dykeman, OCCA Government Relations Advocate

CALL TO ORDER

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

EMPLOYEE RECOGNITION

President Hallberg and Chairman Jensen presented Certificates of Recognition to Bob Pietruszka, Director of Computer Services, and Rory Richardson, Psychology Instructor, for their 10 years of service to the Tillamook Bay Community College. Mr. Hallberg also presented Mr. Pietruszka and Mr. Richardson with a Cross pen in appreciation for their years of service.

ADOPTION OF AGENDA

It was moved by Kathy Jensen, seconded by Craig Wakefield, and the Board unanimously (5/0) adopted the October 6, 1997 agenda.

APPROVAL OF MINUTES

It was moved by Ann Swain, seconded by Kathy Jensen, and the Board unanimously (5/0) approved the September 8, 1997 Special Meeting minutes as presented.

GUEST

President Hallberg introduced Tamara Dykeman, OCCA Government Relations Advocate who gave a brief overview of her position. Her duties will include interim legislative contacts, federal community college issues, assistance in developing legislative policy, and state and local agency and college group liaison activities. Ms. Dykeman said she plans to visit every campus as each campus is unique.

President Hallberg introduced Sammie Morehouse, Coordinator, Central County Community Education Programs and Schedule Production.

Ms. Morehouse reported on the following:

- The Self-Improvement Category has accounted for between 40-49% of the college's total FTE since 1991
- The FTE for 1996-97 is the highest in six years
- The FTE increased an average of 42% for all county Community Education classes from the previous year
- Schedules are now being mailed to each postal patrons
- The average age of Community Education students is 48
- Students range in age from six to 87
- 70% of students are female and 30% are male.

Ms. Morehouse stated that she believes that Community Education fulfills Tillamook Bay Community College's Mission Statement to provide access to quality education in response to the needs of the community.

Kathy Schaefer, Coordinator, South County Education Program, added that people usually sign up for classes close to home. She said that sometimes classes have to be canceled because not enough people signed up, and in some cases, distance is the reason. Ms. Schaefer said that she believes there will be a definite increase in attendance when it becomes known that classes will also be held at the Cape Kiawanda Senior Community Center.

President Hallberg thanked Ms. Morehouse and Ms. Schaefer for their reports. He also mentioned that Alisa Carlson, Director, North County Education Programs, was absent due to an automobile accident she had several days before.

BUDGET REPORT

Mark Sybouts, Director, Administrative Services, presented the July Budget Report.

RESOLUTIONS

Mr. Sybouts reviewed Resolutions 8, Special Fund - Corrections Grant; and Resolution 9, Special Fund - Commission on Children and Families Literacy Grant.

MOTION

After discussion it was moved by Craig Wakefield, seconded by Eva Noble, and the Board unanimously (6/0) adopted Resolutions 8 and 9.

TRANSFERS

Mr. Sybouts discussed the Transfers as presented and responded to questions from the Board.

MOTION

It was moved by Ann Swain, seconded by Dale Walters, and the Board unanimously (6/0) approved the Transfers as presented.

PERSONNEL REPORT

Artis van Rassel presented the October Personnel Report. Ms. van Rassel mentioned that the Hiring Committee is reviewing the applications received for the County Veterans Service Officer and interviews will be held the week of October 13th.

Ms. van Rassel presented an update on the Salary Survey.

Ms. van Rassel mentioned that TBCC did a survey on faculty salary procedures on several community colleges. President Hallberg has directed Helen Bonsall, Dean of Instruction and Ms. van Rassel to create a committee to study the issues brought out in this survey and to bring a recommendation to him. After review by the President's Cabinet, a recommendation will in turn be brought before the Board.

DEAN OF INSTRUCTION REPORT

Helen Bonsall, Dean of Instruction reported the following items:

- Enrollment for the fall term was up by about 20%
- Pathways going well - expecting about 70 students
- Four distance education courses are being offered for the fall term

- Two community volunteer coordinators have been hired to work with K-8 on the Annenberg Rural Challenge
- Faculty - 14 new adjunct faculty members for fall term
- Held a meeting with parents of home-schooled children
- Held an Assessment Retreat to work on TBCC's three year assessment plan
- Reported on the Strategic Planning Process
- Announced that the college will hold its first college wide overnight retreat at Camp Magruder in January.

**STRATEGIC PLANNING
PROCESS UPDATE**

Artis van Rassel presented a brief overview of the Strategic Planning retreat scheduled for October 10th. She announced that she hoped to have a draft either at the November or December meeting.

ANNOUNCEMENTS

President Hallberg made the following announcements:

- * The next Board Meeting will be held at 7:30 pm on November 3, 1997 at the SBDC
- * The next Personnel Committee Meeting will be held at 4:00 pm on Tuesday, October 21, 1997 at the SBDC.
- * President Hallberg reminded the Board of the upcoming OCCA Annual Convention to be held October 30 through November 1, 1997, at The Windmill Inn in Ashland.

ADJOURNMENT

There being no further business it was moved by Eva Noble, seconded by Craig Wakefield, and the Board unanimously (6/0) agreed to adjourn the meeting at 8:55 pm.

Respectfully submitted,



Jerry Hallberg
Clerk

GENERAL FUND: RESOURCES

1997-98

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	COMM COLLEGE SUPPORT FUND	\$850,000.00	\$850,000.00	\$209,633.00	\$209,633.00	\$640,367.00	75.34%
300000-00	LOCAL SOURCES						
10000-00	CURRENT TAXES	\$417,600.00	\$417,600.00		\$0.00	\$417,600.00	100.00%
20000-00	PRIOR YEARS TAXES	\$35,000.00	\$35,000.00		\$0.00	\$35,000.00	100.00%
30000-00	COUNTY TIMBER REVENUE	\$75,000.00	\$75,000.00		\$0.00	\$75,000.00	100.00%
400000-00	TUITION AND FEES						
10000-00	TUITION	\$198,500.00	\$198,500.00	\$309.00	\$14,170.00	\$184,330.00	92.86%
10001-00	TUITION - SENIOR	\$10,000.00	\$10,000.00	\$30.75	\$1,540.50	\$8,459.50	84.60%
20000-00	FEES	\$14,500.00	\$14,500.00	\$49.77	\$1,128.90	\$13,371.10	92.21%
20001-00	FEES-OTHER COURSE FEES	\$2,500.00	\$2,500.00		\$106.50	\$2,393.50	95.74%
20001-99	FEES - NCEP OTHER	\$200.00	\$200.00	\$50.00	\$128.00	\$72.00	36.00%
20002-00	FEES - INTERNET/E-MAIL	\$1,000.00	\$1,000.00		\$15.00	\$985.00	98.50%
500000-00	OTHER REVENUE						
10000-00	SALE OF GOODS/SERVICE						
10001-00	SALE OF GOODS/SER - GED TEST	\$3,000.00	\$3,000.00	\$255.00	\$535.00	\$2,465.00	82.17%
10005-00	SALE OF GOODS/SER - OTHER	\$500.00	\$500.00	\$81.00	\$108.00	\$392.00	78.40%
10000-99	SALE OF GOODS/SER - NCEP	\$200.00	\$200.00	\$20.00	\$20.00	\$180.00	90.00%
20000-00	INTEREST INCOME	\$24,000.00	\$24,000.00	\$2,424.23	\$4,733.13	\$19,266.87	80.28%
30000-00	RENTAL INCOME	\$2,400.00	\$2,400.00	\$220.00	\$445.00	\$1,955.00	81.46%
50000-00	MISCELLANEOUS INCOME	\$12,000.00	\$12,000.00	\$1,891.12	\$3,847.49	\$8,152.51	67.94%
40000-00	AVAILABLE WORKING CAPITAL	\$350,000.00	\$350,000.00		\$0.00	\$350,000.00	100.00%
RESOURCES TOTAL		\$1,996,400.00	\$1,996,400.00	\$214,963.87	\$236,410.52	\$1,759,989.48	88.16%

BUDGET SUMMARY - AUGUST

1997-98

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	\$1,996,400.00	\$1,996,400.00	\$214,963.87	\$236,410.52	\$1,759,989.48	88.16%
REQUIREMENTS:						
INSTRUCTIONAL	\$490,194.00	\$490,194.00	\$13,246.63	\$33,299.50	\$456,894.50	93.21%
INSTRUCTIONAL SUPPORT SERVICES	\$348,081.00	\$348,081.00	\$33,200.72	\$64,816.40	\$283,264.60	81.38%
STUDENT SERVICES	\$270,799.00	\$270,799.00	\$25,961.42	\$49,248.40	\$221,550.60	81.81%
COLLEGE SUPPORT SERVICES	\$436,267.00	\$436,267.00	\$33,504.12	\$73,679.88	\$362,587.12	83.11%
PLANT OPERATION & MAINTENANCE	\$122,109.00	\$122,109.00	\$5,688.46	\$16,706.18	\$105,402.82	86.32%
COMMUNITY SERVICES	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
FINANCIAL AID	\$24,000.00	\$24,000.00	\$0.00	\$729.50	\$23,270.50	96.96%
DEBT SERVICES	\$54,450.00	\$54,450.00	\$0.00	\$0.00	\$54,450.00	100.00%
BOARD RESERVES	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	100.00%
TRANSFERS	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%
REQUIREMENTS TOTAL	\$1,996,400.00	\$1,996,400.00	\$111,601.35	\$238,479.86	\$1,757,920.14	88.05%

RESOLUTION 8

Tillamook Bay Community College Service District
Board of Education
October 6, 1997

SPECIAL FUND - Corrections Grant

The President RECOMMENDS adoption of the following resolution:

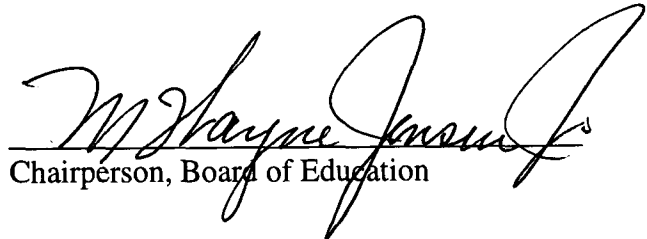
WHEREAS, the 1997-98 budget of Tillamook Bay Community College Service District (TBCC) did not predict additional Corrections Grant funds; and

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 Education of TBCC hereby adopts this resolution in the full amount of \$13,022.00 for the purpose shown below, hereby appropriated as follows:

SPECIAL FUND	
Instruction	\$12,212.00
College Support	810.00
Total	\$13,022.00

RESOLVED this 6th day of October, 1997, by the Board of Education, Tillamook Bay Community College Service District.


Chairperson, Board of Education

Attest:


President, Clerk of Board

SPECIAL FUND - Corrections Grant

DESCRIPTION	ADOPTED 1997-98	REVISED 1997-98
Resources		
State Sources	\$ 15,193.00	\$ 28,215.00
Beginning Working Capital	273.00	273.00
Total Resources	\$ 15,466.00	\$ 28,488.00
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	\$ 4,408.00	\$ 7,515.00
Other Payroll Expenses	1,058.00	1,398.00
Materials & Services		
Supplies	150.00	4,395.00
Travel and Meeting Expense	2,260.00	7,580.00
Other Contracted Services	1,200.00	0.00
Materials for resale - GED testing	500.00	900.00
Instructional Support		
Personal Services		
Administrative	3,500.00	3,500.00
Other Payroll Expenses	1,273.00	1,273.00
College Support		
Personal Services		
Administrative	430.00	997.00
Support Staff	430.00	430.00
Other Payroll Expenses	257.00	500.00
TOTAL	\$15,466.00	\$28,488.00

RESOLUTION 9

Tillamook Bay Community College Service District
Board of Education
October 6, 1997

SPECIAL FUND - Commission on Children and Families Literacy Grant

The President RECOMMENDS adoption of the following resolution:

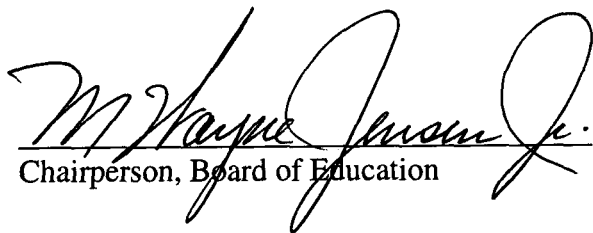
WHEREAS, the 1997-98 budget of Tillamook Bay Community College Service District (TBCC) did not predict a six month Commission on Children and Families Literacy Grant; and

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:

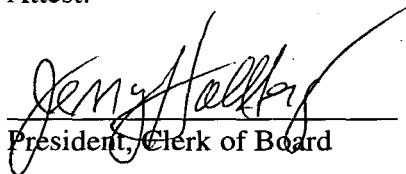
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$1,793.25 for the purpose shown below, hereby appropriated as follows:

SPECIAL FUND	
Instruction	\$ 1,793.25
Total	\$ 1,793.25

RESOLVED this 6th day of October, 1997, by the Board of Education, Tillamook Bay Community College Service District.


Chairperson, Board of Education

Attest:


President, Clerk of Board

SPECIAL FUND - Commission on Children and Families Literacy Grant

DESCRIPTION	ADOPTED 1997-98	REVISED 1997-98
Resources		
Local Sources	\$ 1,000.00	\$ 2,793.25
Beginning Working Capital	0.00	0.00
Total Resources	\$ 1,000.00	\$ 2,793.25
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	\$ 889.00	\$ 2,483.20
Other Payroll Expenses	111.00	310.05
TOTAL	\$ 1,000.00	\$ 2,793.25

The Oregon Community College Association

is pleased to announce that

Tamara Dykeman

will join the staff September 2 as Government Relations Advocate. Ms. Dykeman most recently worked as legislative director for the Oregon Student Association, where she has worked for the past two years.

She is a 1995 graduate of the University of Oregon School of Law and is a member of the Oregon State Bar. She brings to the office an extensive knowledge of Oregon's legislative process and of the State System of Higher Education.

Her duties will include interim legislative contacts, federal community college issues, assistance in developing legislative policy and state and local agency and college group liaison activities.

OCCA welcomes Tamara to the community college family.

1997-98
BUDGET TRANSFERS
October 6, 1997

GENERAL FUND

	FROM	TO	AMOUNT	REASON
1	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Public Information/Advertising	\$ 2,100	Additional advertising and marketing expenses
2	PLANT OPERATIONS & MAINT. - Repairs	PLANT OPERATIONS & MAINT. - Office Rent - NCEP	240	Additional costs for office rent per rental agreement

PERSONNEL REPORT

October 6, 1997

Search in Progress:

Veterans Service Officer

Effective: As soon as possible

Salary: \$1,956.87 per month (Grade 7, Step 1)

Status: Regular, Full-time

Hiring Committee reviewing 20 applications

ARTICLE 504 ACADEMIC STANDARDS AND STUDENT PROGRESS POLICY**A. Satisfactory Progress**

Students enrolling for a degree, certificate or diploma must achieve satisfactory progress; i.e., must earn a minimum quarterly grade point average of 2.00 and must maintain a quarterly completion rate of at least half the credit hours for which the student is enrolled.

B. Unsatisfactory Progress

Students failing to achieve satisfactory progress shall be assisted by program faculty and/or Student Services staff. Progress interventions will be as follows:

1. Academic Alert

At the end of the first term of unsatisfactory progress, students will be notified that they are in Academic Alert status. They will be strongly encouraged to seek assistance to prevent a recurrence of the problem.

2. Academic Probation

At the end of the second consecutive term of unsatisfactory progress, students will be notified that they have been placed on academic probationary status. They will not be allowed to register without the signature of the Director of Student Services.

3. Academic Suspension

At the end of the third consecutive term of unsatisfactory progress, students will be notified that they are suspended from the institution for one year.

C. Appeal Process

Students may appeal their academic suspension by filing written notice to an academic standards committee.

Preliminary Agenda

Distance Education: A New Horizon

Thursday - October 30, 1997

OCCA Board Meeting:

1:30 - 4:30

Reception:

4:30 - 6:00

Board Dinner:

6:00 - 8:00

Board President's Reception:

8:00

Friday - October 31, 1997

Breakfast:

7:00- 8:00 Breakfast for returning board members and presidents

Breakfast for New Board Members and New Presidents with OCCA Executive Committee:

7:00 - 8:00 Meet the executive committee and learn about OCCA

General Session:

8:30 - 9:30 Greetings and Introductions
Legislative Wrap-Up and Future Plans

9:30 - 11:00 Education At The Speed of Change! - *Larry Helms*

Break:

11:00 - 11:15

General Session:

11:15 - 11:45 Distance Education - Oregon vision and Oregon experience

Lunch:

11:45 - 1:15

Interactive Breakouts (Facilitated Discussions):

1:15 - 2:00

- A. Distance Education Governance/Administration Issues
- B. Distance Ed Technical Infrastructure-Short Term & Long Term
- C. Distance Education Funding and Investment Issues

Break:

2:00 - 2:15

Interactive Breakouts:

2:15 - 3:00 - Repeat the three previous breakout sessions

General Session (facilitated open session with questions and answers, and with summaries of breakout sessions):

3:00 - 3:45

No Host Reception:

6:00 - 6:30

Medieval Dinner (costumes optional) and Awards:

6:30

Saturday - November 1, 1997

Breakfast:

7:30 - 9:15 **Hot Topics** (Topic discussions start at 7:45 and run for 20 minutes; Rotating two times)

School Transformation (ed reform)

Univ. Centers/Applied Baccalaureates/OSSHE

Transfer Issues

Winning Bond Elections

Future of Small Business Development Centers (SBDCs)

Federal Issues

Future of Oregon Advanced Technology Consortium (OATC)

One Stop Career Centers/Workforce changes

Evaluating Presidents/Board Services

Licensing products

Foundations and Fundraising

Breakouts:

9:30 - 10:30

- A. Effects of Measure 50
- B. Local board decision-making in a climate of state funding
- C. Effective board meetings

Oregon Community Colleges: Distance Education: A New Horizon

OCCA Annual Convention Registration Form

October 31st-November 1st, 1997

Windmill Inn, Ashland, OR

ROOM RESERVATIONS:

A block of rooms has been reserved at the Ashland Hills Windmill Inn, Ashland, Oregon. Reservations may be made by calling: 1-800-333-8310.


Be sure to indicate you are with the *Oregon Community College Association group*.

Rates are as follows:

Queen singles:	\$41.00
Queen doubles:	\$44.00 (1-2 people, + \$6.00 for each additional up to 3 or 4)
Kings	\$53.00
Two-room suites:	\$61.50

REGISTRATION:

The registration fee of \$90.00 is to be paid by all college presidents, administrators, board members etc. in attendance. Guests need only pay meal charges.

COLLEGE NAME:	Registration Fee:	◆Friday Breakfast (1st Time Board-member/President Attendees)	Friday Breakfast for Previous Attendees	Friday Lunch	Friday Awards Banquet (Medieval Feast**)	Saturday Hot Topics Breakfast	Total due OCCA:
	\$90.00	\$9.50	\$11.50	\$13.25	\$21.75	\$13.15	
Participants and Guests Name and Title: (list each person separately)							
1)							\$
2)							\$
3)							\$
4)							\$
TOTAL DUE OCCA:	\$	\$	\$	\$	\$	\$	\$

◆ First time attendee breakfast is for any president or board member, even if they are a long-time board member, who is attending the convention for the first time.

**Costumes are encouraged but are optional.

Please photocopy this form if needed for additional attendees.

Preliminary convention schedule on reverse