

TBCC BOARD OF EDUCATION REGULAR MEETING

December 7, 1998

7:30 p.m.

Small Business Development Center

401-B Main Street, Tillamook

AGENDA

I. OATHS OF OFFICE

- A. Kathrine Jensen
- B. Stephen Shaw

II. ADOPTION OF AGENDA

III. APPROVAL OF MINUTES

November 2, 1998 Regular Meeting

IV. GUEST PRESENTATION

Becki Wilhelm, TBCC Reference Librarian

V. BUDGET REPORT

October Report

VI. PERSONNEL REPORT

- A. December Report
- B. Update on President's Salary Survey
- C. Board of Education Membership List

VII. DEAN OF INSTRUCTION REPORT

VIII. DIRECTOR OF STUDENT SERVICES REPORT

IX. ANNOUNCEMENTS

- A. Next Meeting: January 4, 1999, 7:30 p.m., SBDC
- B. Personnel Committee Meeting: To be scheduled
- C. TBCC Holiday Party, Friday, December 11, 1998, 7:00 p.m., Tillamook Campus Multi-Purpose Room 8

X. ADJOURNMENT

STATE OF OREGON

OATH OF OFFICE

STATE OF OREGON,

County of Tillamook

I, Kathrine Jensen, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, and that I will faithfully discharge the duties of *Tillamook Bay Community College Service District Board of Education* according to the best of my ability, so help me God.

Kathrine Jensen 12/7/98
Signature Date

STATE OF OREGON

OATH OF OFFICE

STATE OF OREGON,

County of Tillamook

I, Stephen Shaw, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon, and the laws thereof, and that I will faithfully discharge the duties of *Tillamook Bay Community College Service District Board of Education* according to the best of my ability, so help me God.

 7 Dec 98
Signature Date

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
December 7, 1998
401-B Main Street, Tillamook, Oregon

MEMBERS PRESENT Wayne Jensen, Ann Swain, Craig Wakefield, Robert Weitman, Kathy Jensen and Steve Shaw

MEMBERS ABSENT Eva Noble

STAFF PRESENT Jerry Hallberg, Mark Sybouts, Artis van Rassel, Helen Armstrong And Betty Lester

GUESTS Becki Wilhelm, TBCC Reference Librarian

CALL TO ORDER Chairperson Jensen called the meeting to order at 7:30 pm.

OATHS OF OFFICE Chairperson Jensen administered the Oath of Office to Kathrine Jensen and Stephen Shaw.

ADOPTION OF AGENDA It was moved by Craig Wakefield, seconded by Kathy Jensen, and the Board unanimously (6/0) adopted the December 7, 1998 Agenda.

APPROVAL OF MINUTES It was moved by Ann Swain, seconded by Bob Weitman, and the Board unanimously (6/0) approved the November 2, 1998 Regular Meeting Minutes as presented.

GUEST PRESENTATION President Hallberg introduced Becki Wilhelm, TBCC Reference Librarian. Ms. Wilhelm noted that TBCC has contracted the County Library to serve as the library for TBCC students. She works 20 hours a week. The library provides her space and access to their data bases. Ms. Wilhelm said she provides help to anyone, not just TBCC students. Ms. Wilhelm also described the ORBIS Academic Union Catalog program which is a library catalog that combines information from 13 academic libraries into a single unified database. A bill before the 1999 legislature, if approved, will allow community college participation in ORBIS.

BUDGET REPORT Mr. Sybouts announced that the college did make the final payment on the campus and is now waiting for the final paperwork to be completed. Mr. Sybouts reviewed the October 1998 Budget Report with the Board. Mr. Sybouts reported that the first property tax payment and the first quarter timber check have

arrived. Mr. Sybouts said that the audit has been completed and he will be distributing the report at the January Board Meeting.

PERSONNEL REPORT

Artis van Rassel reviewed the December Personnel Report.

Positions Filled:

- * Accounts Payable Specialist - Joan Wagner
- * Testing Examiner - Barbara Casteel

Current Searches:

- * Director, College Development - Hiring Committee is reviewing 13 application packets
- * Director, Student Services - Interviews are currently underway
- * Business Instructor for Beginning & Intermediate Word & WordPerfect Computer Software - Dean Armstrong announced that this position has been offered to Wendy Daeges.
- * Instructor, Basic Skills & GED Preparation at South Fork Forest Camp Correctional Facility

PRESIDENT'S SALARY SURVEY

Mr. Weitman reported on the sub-committee meeting held on November 10, 1998 to discuss the President's Salary Survey.

MOTION

It was moved by Ann Swain, seconded by Craig Wakefield, and the Board unanimously (6/0) approved a 4.9% increase to President Hallberg's annual salary. The salary increase will be retroactive to September 1, 1998.

BOARD OF EDUCATION MEMBERSHIP LIST

Ms. van Rassel noted that an updated Board of Education Membership List is included in the packet.

DEAN OF INSTRUCTION REPORT

Helen Armstrong, Dean of Instruction, reported on the following items:

- * Deb Lamb, History/Political Science Instructor - Faculty Mentoring. This is a new program whereby new faculty will be observed and coached by peers. A pamphlet is also being developed to assist new faculty.
- * Kathy Schaefer, Coordinator, South County Education Programs, has been asked to sit on the Board of Directors of the Kiawanda Senior Community Center representing TBCC.

- * This is the highest year-to-date Fall Term fourth week FTE in the history of the college.
- * Noted an article in the Headlight Herald regarding the Tillamook County Performance Partnership. .

ANNOUNCEMENTS

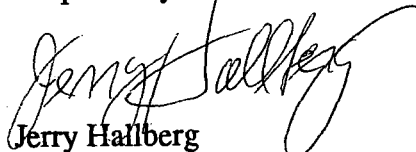
President Hallberg made the following announcements:

- * Next Board Meeting: January 4, 1999, 7:30 pm, SBDC
- * Personnel Committee: To be scheduled in January
- * TBCC Holiday Party, Friday, December 11, 1998, 7:00 pm in Multipurpose Room 8 at the Tillamook Campus

ADJOURNMENT

There being no further business, it was moved by Bob Weitman, seconded by Craig Wakefield, and the Board unanimously (6/0) agreed to adjourn the meeting at 8:50 pm.

Respectfully submitted,



Jerry Hallberg
Clerk