

TILLAMOOK BAY COMMUNITY COLLEGE

BUDGET COMMITTEE MEETING

FEBRUARY 1, 1999

7:00 P.M.

SBDC, 401-B Main Street, Tillamook

AGENDA

I. CALL TO ORDER

- A. Meeting called to order by Board Chair, Wayne Jensen, Acting as Temporary Chair
- B. Establish quorum present.

II. ELECTION OF BUDGET COMMITTEE CHAIR (ORS 294.336[8])

III. ELECTION OF SECRETARY

IV. 1999-2000 BUDGET MESSAGE AND PROPOSED BUDGET DOCUMENT

- A. Explanation of pertinent budget information, budget organization, timeline.
- B. Budget Committee to establish working agenda for budget sub-committee review.
- C. Subcommittee appointments
 - 1. Instruction, Instructional Support
 - 2. Student Services, Financial Aid, Community Service, Special, Agency, and Enterprise Funds
 - 3. College Support, Physical Plant, Debt Service, Contingency, Building Reserve Fund

V. PUBLIC TESTIMONY

VI. ADJOURNMENT

TBCC BOARD OF EDUCATION REGULAR MEETING

February 1, 1999

7:30 p.m.

Small Business Development Center

401-B Main Street, Tillamook

AGENDA

- I. ADOPTION OF AGENDA**
- II. APPROVAL OF MINUTES**
January 4, 1999 Regular Meeting
- III. BUDGET REPORT**
 - A. Quarterly Report
 - B. Transfers
- IV. PERSONNEL REPORT**
February Report
- V. DEAN OF INSTRUCTION REPORT**
- VI. DIRECTOR OF STUDENT SERVICES REPORT**
- VII. OCCA/OCCS/OSBA CORRESPONDENCE**
OCCA Information
- VIII. MEYER MEMORIAL TRUST GRANT APPLICATION REVIEW**
- IX. ANNOUNCEMENTS**
 - A. Next Meeting: March 1, 1999, 7:30 p.m., SBDC
 - B. Personnel Committee Meeting: to be determined
 - C. Joint Boards Meeting: February 22, 1999, 6:00 p.m., Tillamook
- X. ADJOURNMENT**

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

MINUTES - REGULAR MEETING

February 1, 1999

401-B Main Street, Tillamook, Oregon

- MEMBERS PRESENT** Wayne Jensen, Craig Wakefield, Kathy Jensen, Eva Noble, Steve Shaw, Ann Swain and Robert Weitman
- STAFF PRESENT** Jerry Hallberg, Mark Sybouts, Helen Armstrong, Terrie Minner, Artis van Rassel and Betty Lester
- CALL TO ORDER** Chairperson Jensen called the meeting to order at 7:30 pm.
- ADOPTION OF AGENDA** It was moved by Ann Swain, seconded by Kathy Jensen, and the Board unanimously (7/0) adopted the February 1, 1999 Agenda.
- APPROVAL OF MINUTES** It was moved by Craig Wakefield, seconded by Steve Shaw, and the Board unanimously (7/0) approved the January 4, 1999 Regular Meeting Minutes as presented.
- BUDGET REPORT** Mr. Sybouts reviewed the second quarter financial status with the Board. He reported that the current General Fund Revenues total \$1,375,000, and with the carry over the amount of total Resources equal \$1,995,945. Mr. Sybouts reported that resources are good. Mr. Sybouts responded to questions from the Board.
- TRANSFERS** Mr. Sybouts reviewed the transfers and responded to questions from the Board.
- MOTION** It was moved by Craig Wakefield, seconded by Ann Swain, and the Board unanimously (7/0) approved the transfers as presented.
- PERSONNEL REPORT** Ms. van Rassel, Director of Human Resources, reviewed the February 1999 Personnel Report.
- Positions Filled:**
* **Debra Baker**, Instructional Assistant for Adult Basic Skills and High School Credit Recovery
- Current Searches:**
* **Director, College Development** - Interviews have been completed and final decision will be made during the first week of February

*** On-Call Business Counselor**

Effective: As soon as possible
Salary: \$12.42 per hour (Grade 8, Step 1)
Status: Temporary, On-Call, on As Needed Basis Only
Deadline: As soon as a qualified candidate is identified

Ms. van Rassel reported that Kathy Wilkes resigned as Director of the SBDC effective February 8, 1999. Jim Casey, who has been serving as an on-call Business Counselor, has been selected to serve as Interim Director.

**DEAN OF
INSTRUCTION
REPORT**

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

- * Distance Education Conference held at the Airport Sheraton in Portland. Seven TBCC personnel attended.
- * Partnering with Western Oregon University, Clatsop Community College, and Oregon Coast Community College to offer BA degree Programs.
- * A survey will be included in the Spring Schedule asking community members to identify coursework of interest to be provided by WOU in partnership with TBCC.
- * Reported that the Tillamook Library will try for a five year levy in March
- * Kathy Wilkes going away party to be held at Casa Medello on February 8th at 5:15 pm
- * Celebration of highest FTE at TBCC to be held on February 5th at 4:30 pm at the Main Street Pizza.
- * The New Visions Grant may/may not be funded by Carl Perkins dollars in the future. Will meet with Department of Education to discuss how grant dollars may be used next year.
- * Tillamook Coastal Watershed Resource Center had a meeting with representatives of Vice President Gore's staff.
- * Mentioned House Bill #2544 - Apprenticeship bill - would take away FTE funds from community colleges.

**DIRECTOR OF
STUDENT SERVICES
REPORT**

Terrie Minner, Director of Student Services, reported on the following items:

- * College Fair will be held Friday, February 5 in Room 8 from 11:30 am to 2:00 pm.
- * Members of OCCS staff visited to review GED procedures and practices. Received positive comments after the four-hour meeting.
- * Student Government is making plans for a Valentine's Day

- * PTK will be hosting a Home School Science Fair on March 19, 1999, sponsored by Pizza Hut.
- * Fourteen potential students attended the Nursing Program Orientation.

**OCCA/OCCS/OSBA
CORRESPONDENCE**

President Hallberg reviewed the 1999 OCCA Legislative Priorities. He also reviewed the "Wednesdays on the Hill" calendar.

**MEYER MEMORIAL
TRUST GRANT
APPLICATION
REVIEW**

President Hallberg reviewed the enclosed grant application to Meyer Memorial Trust. The project will develop and deliver distance education classes for an innovative new nursing program in Tillamook County. It will also bring video-conferencing equipment technology to all residents of Tillamook and Clatsop Counties.

MOTION

It was moved by Ann Swain, seconded by Bob Weitman, and the Board unanimously (7/0) approved the submission of the Meyer Memorial Trust Grant Application.

ANNOUNCEMENTS

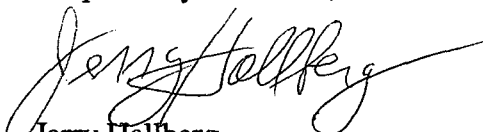
President Hallberg made the following announcements:

- * Next Board Meeting: March 1, 1999, 7:30 pm, SBDC
- * Personnel Committee was set for March 10 at 4:00 pm
- * Joint Board Meeting: February 22, 1999, School District 9
- * Mr. Hallberg displayed the clock which will be sent to Dale Walters, former Board Member, now retired.
- * Mr. Hallberg, on behalf of the OCCA, presented Board Member Eva Noble with a plaque for her thirteen years of service.

ADJOURNMENT

There being no further business, it was moved by Steve Shaw, seconded by Craig Wakefield, and the Board unanimously (7/0) agreed to adjourn the meeting at 8:30 pm.

Respectfully submitted,



Jerry Hallberg
Clerk