

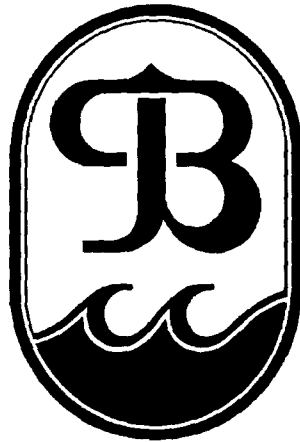
**CHANGE OF
LOCATION**

JUNE 7, 1999

BOARD MEETING

**TILLAMOOK CAMPUS
ROOM 8**

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

June 7, 1999

7:30 p.m.

Tillamook Campus
2510 First Street, Tillamook, Oregon

JERRY HALLBERG, PRESIDENT

Board of Education

Wayne Jensen, Chair

Craig Wakefield, Vice Chair

Kathrine Jensen

Eva Noble

Stephen Shaw

Ann Swain

Robert Weitman

TBCC BOARD OF EDUCATION REGULAR MEETING

June 7, 1999

7:30 p.m.

CHANGE OF LOCATION

**Tillamook Campus, Room 8
2510 First Street, Tillamook**

AGENDA

- I. ADOPTION OF AGENDA**
- II. APPROVAL OF MINUTES**
May 3, 1999 Regular Board Meeting Minutes
- III. GUESTS**
 - A. Sarah Luis and Marsha Main, TBCC's 1999 Student Scholars of the Year
 - B. Remarks from the Public
- IV. BUDGET REPORT**
 - A. April Report
 - B. Transfers
- V. PERSONNEL REPORT**
- VI. DEAN OF INSTRUCTION REPORT**
- VII. DIRECTOR OF STUDENT SERVICES REPORT**
- VIII. DIRECTOR OF COLLEGE DEVELOPMENT**
- IX. PROCESS FOR THE EVALUATION OF THE PRESIDENT**
- X. TILLAMOOK COUNTY LIBRARY ELECTION RESULTS**
- XI. APPOINTMENT TO BOARD FACILITIES COMMITTEE**
- XII. ANNOUNCEMENTS**
 - A. Next Meeting: June 21, 1999, 7:30 p.m., SBDC
 - B. Graduation Rehearsal, June 10, 6:00 p.m., First Christian Church
 - C. Graduation, June 12, 2:00 p.m., First Christian Church
- XIII. FACULTY SENATE PRESENTATION**
- XIV. ADJOURNMENT**

BOARD OF EDUCATION REGULAR MEETING

June 7, 1999

7:30 p.m.

CHANGE OF LOCATION

Tillamook Campus

2510 First 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 May 3, 1999 regular Board meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the May 3, 1999 Regular Board meeting minutes.

III. GUESTS

A. Sarah Luis and Marsha Main, TBCC's 1999 Student Scholars of the Year

TBCC's 1999 Student Scholars, Sarah Luis and Marsha Main, will be introduced and will address the Board.

Action needed: Informational

B. Remarks from the Public

Members of the public may address the Board at this time.

Action needed: Informational

IV. BUDGET REPORT

A. April Report

Mark Sybouts will review the April Budget Report with the Board. (enclosed)

Action needed: Informational

B. Transfers

Mark Sybouts will distribute the Transfers at the meeting for review by the Board.

Action needed: Motion to approve Transfers

V. **PERSONNEL REPORT**

A. June Report

Artis van Rassel will review the enclosed Personnel Report.

Action needed: Informational

VI. **DEAN OF INSTRUCTION UPDATE**

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

Action needed: Informational

VII. **DIRECTOR OF STUDENT SERVICES UPDATE**

Terrie Minner, Director of Student Services, will report to the Board on student services items of interest.

Action needed: Informational

VIII. **DIRECTOR OF COLLEGE DEVELOPMENT UPDATE**

Jim Fullan, Director of College Development, will report to the Board on items of interest.

Action needed: Informational

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

President Hallberg will discuss the process and timeline for his annual evaluation. (enclosure)

Action needed: Informational

X. **TILLAMOOK COUNTY LIBRARY ELECTION RESULTS**

President Hallberg will review the results of the Tillamook County Library election with the Board. (enclosure)

Action needed: Informational

XI. **APPOINTMENT TO BOARD FACILITIES COMMITTEE**

Stephen Shaw will be appointed to the Board of Education Facilities Committee, filling the vacancy created by Dale Walter's departure.

Action needed: Motion to appoint Stephen Shaw to the Board of Education Facilities Committee.

XII. ANNOUNCEMENTS

- A. Next Meeting: June 21, 1999, 7:30 p.m., SBDC
- B. Graduation Rehearsal, June 10, 6:00 p.m., First Christian Church
- C. Graduation, June 12, 2:00 p.m., First Christian Church

XIII. FACULTY SENATE PRESENTATION

The Faculty Senate will make a presentation before the Board.

Action needed: Informational

XIV. ADJOURNMENT

**PUBLIC HEARING
TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT
1999-2000 BUDGET**

June 7, 1999

7:30 p.m.

**Tillamook Campus, Room 8
2510 First Street, Tillamook**

AGENDA

- I. CALL TO ORDER**
- II. TESTIMONY FROM FLOOR**
- III. ADJOURNMENT**

**TILLAMOOK BAY COMMUNITY COLLEGE
1999-2000 BUDGET PUBLIC HEARING MINUTES**

June 7, 1999

Tillamook Campus

2510 First Street, Tillamook, OR

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

MEMBERS ABSENT Eva Noble

STAFF PRESENT Jerry Hallberg, Mark Sybouts, Helen Armstrong, Terrie Minner, Artis van Rassel, Jim Fullan

GUESTS Ryan Hatfield, Sarah A. Luis, Sheryl Neu, Bonnie Maxwell, Wendy Daeges, Linda Ashby, Pat Ashby, Kellie Killam, Alta Hunter, Pat Forbes, Brook Ammerman, Yvonne Garcia, Justin Brock, Ruf B. Hy (uncertain of spelling), Delta Lacie, Richard Gitsch, Lori Eyre, Deb Lamb

CALL TO ORDER Chairman Wayne Jensen called the hearing to order at 7:30 p.m.

TESTIMONY There was no testimony from the floor on the 1999-2000 Budget.

ADJOURNMENT There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted:



Jerry Hallberg
President/Clerk

**TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
June 7, 1999
Tillamook Campus
2510 First Street, Tillamook OR**

MEMBERS PRESENT

Wayne Jensen, Kathy Jensen, Craig Wakefield, Steve Shaw, Ann Swain, Bob Weitman

MEMBERS ABSENT

Eva Noble

STAFF PRESENT

Jerry Hallberg, Mark Sybouts, Helen Armstrong, Terrie Minner, Artis van Rassel

GUESTS

Ryan Hatfield, Sarah A. Luis, Sheryl Neu, Bonnie Maxwell, Wendy Daeges, Linda Ashby, Pat Ashby, Kellie Killam, Alta Hunter, Pat Forbes, Brook Ammerman, Yvonne Garcia, Justin Brock, Ruf B. Hy (uncertain of spelling), Delta Lacie, Richard Gitsch, Lori Eyre, Deb Lamb

CALL TO ORDER

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

ADOPTION OF AGENDA

Steve Shaw moved to adopt the agenda. Second - Kathy Jensen. Motion passed unanimously 6/0.

APPROVAL OF MINUTES

Craig Wakefield moved to approve the May 3, 1999 regular meeting minutes. Second - Steve Shaw. Motion passed unanimously 6/0.

GUEST SPEAKER

President Hallberg asked Terrie Minner, Director of Student Services, to introduce 1999 TBCC Student Scholar, Sarah Luis. Ms. Minner told the Board of Sarah's long association with TBCC. She began in the Pathways Program and after high school graduation continued as a credit student at TBCC. She has been a work-study student in Student Services; an instructional assistant for Psychology courses; an On-Call Secretary; a part-time Enrollment Services Assistant in the evenings; and all the while working on her studies and now earning Scholar of the Year.

Sarah told the Board that she has been a full-time or part-time student for the last three years and now plans to move to Portland and attend Portland Community College to complete the pre-requisites for the OHSU Nursing Major.

She related her experience in Salem at the Student Scholar Event: visiting the House of Representatives, lunch, and meeting Governor Kitzhaber. Craig Wakefield, Board Member, also noted that Sarah was an actress and director. Sarah explained that she directed the Spring Musical as her senior project in high school. Ms. Minner noted that Ms. Luis will also be a student speaker at graduation.

BUDGET REPORT

Mark Sybouts advised the Board that resources are currently \$100,000 over budget, building towards our cash carry-over. The college has received the third quarter timber payment and total timber receipts to-date are \$100,642. The fourth quarter timber will be received in August and will be credited back to 1998-99 resources. As of June 3, 1999 our total resources received to-date are \$2,464,991. Expenditures are sitting well for this point in the fiscal year.

TRANSFERS

Mark Sybouts distributed the budget transfers and asked the Board for questions. Craig Wakefield noted the large amount to be transferred for advertising expenses. Expenses increased enormously in this category due to the number of positions being advertised and the associated expenses of advertising in the Chronicle of Higher Education, the Seattle Times, and the Oregonian. Artis van Rassel, Human Resources Director, also noted that we are now able to recruit many needed adjunct faculty from the Portland area by advertising in the Oregonian.

MOTION

Ann Swain moved to approve the transfers as presented. Second - Kathy Jensen. Motion passed unanimously 6/0. (A copy of these transfers is attached to these minutes.)

PERSONNEL REPORT

Artis van Rassel reviewed the June Personnel Report with the Board.

She reviewed Jo D. Anderson's, Counselor, previous experience with the Board; advised that Helen Armstrong is in the process of conducting reference checks on the English Instructor finalist; explained Meg Denmark's reasons for resigning the Coordinator, South Fork Forest Camp Education Programs position, relating her concerns following the intensive security training that all staff at the correctional facility must take; informed the Board of Deb Lamb's resignation and Kathy Schaefer's acceptance of the Interim Director, Office of Instruction position; and informed the Board that over 90 application packets have been sent out for the Dean of Instruction position.

In response to Craig Wakefield's question, she told the Board that the Programmer/Analyst position is new and results from the need for the creation of an internal database for the college. Funding for this position has not yet been identified but is being investigated including the possibility of obtaining grant funds

GUESTS

Terrie Minner, Director of Student Services, introduced ASTBCC Officers, Kellie Killam and Ryan Hatfield. They distributed and reviewed the ASTBCC Annual Report, noting the following: regular, weekly ASTBCC meetings were held this past year; four students attended the Northwest Student Leadership Conference; three students participated in the Student Lobby Day at the state capitol; Kellie attended the CCOSAC Fall Workshop and Transition Meeting, which Kevin Driggs (next year's President) also attended; a canned food drive for the Salvation Army Christmas baskets, this event included a "no-hands" eating contest; the student newsletter, *The Wave*, was published; raised over \$600 fundraising; provided \$200 awards to the winners of the ASTBCC awards, Clinton Olds Spirit Award, the Most Improved Student Award, the Most Involved Student Award, and the Instructor of the Year Award. They also recruited candidates and conducted elections for the 1999-2000 ASTBCC Executive Council.

Kellie and Ryan then distributed and reviewed a proposal for compensation for ASTBCC Executive Council Officers. They noted that TBCC is the only community college that does not provide some type of compensation to student association officers. They proposed that each officer receive a tuition waiver for a three-credit class for each term served. Several board members voiced their support and President Hallberg advised that it would be investigated.

Terrie Minner noted that of the original five officers, only Kellie and Ryan remained and congratulated them on their hard work. Kevin Driggs and Valerie McVay pitched in to help Spring Term.

DEAN OF INSTRUCTION REPORT

Helen Armstrong reported on the following:

- * As a result of rumors regarding two potentially violent incidents involving K-12, the Cabinet has begun conversations about developing a crisis plan. A sub-committee will work on this.
- * In conjunction with the school districts, TBCC will offer a Summer Math Institute for 4-6 graders.

The college will coordinate and employ instructors and instructional assistants. They will be held at the NKN District Office and Wilson Grade School. The goal is to assist students in achieving math standards.

- * The Oregon Nursing Board visited TBCC on May 24. They were pleased with what we had in place, particularly internet and overhead projectors available in all classrooms. We do not anticipate any problems with the approval process.
- * TBCC will offer and intensive Spanish Course during Summer Term. All potentially interested parties have been involved.
- * Tammy Watts from Nestucca High School has won a TBCC scholarship, valued at \$1800.
- * Guy Sievert, our PCC liaison, visited this morning. He checked all new credit instructor files, verifying our compliance with procedures and qualifications. We also discussed the transition period until the new Dean of Instruction arrives.
- * New programs for Fall Term will include: Environmental Sciences, Nursing, and looking at the possibility of an Instructional Assistant Certificate Program. We will continue the following programs: Microelectronics, Early Childhood Education, CNA, and two tracks for Criminal Justice. We are exploring course work in the construction trades and farm business management.

Helen advised that she will work with Kathy Schaefer, Interim Director, to make the transition successful.

In response to a question from Ann Swain, Helen advised that construction courses would be offered as both credit and non-credit. These would be entry point courses and we work up to more advanced course work.

DIRECTOR OF STUDENT SERVICES REPORT

Terrie Minner reported on the following:

- * Thanked Board Members who attended the Recognition Event; there were over 50 attendees.
- * Noted an error under announcements: the Graduation Rehearsal will be at 5:00 p.m. on June 12 at the First Christian Church.

- * Six Small Business Management Certificates have been earned; although 82 individuals completed their GED, only three will be attending graduation; 17 teen parents completed their High School course work; 10 students will receive Associate of Arts Degrees in General Studies; and three students will receive Early Childhood Education Level 1 Certificates.
- * Pathways Program forecasts:
 - Tillamook High School - 24 students
 - Neah-Kah-Nie High School - 13 students, they will take Writing at the NKN District Office
 - Nestucca High School - 15 students
- * Two parent orientations for Pathways students will be offered this year. Although the numbers are down from this past year, we see this as positive rather than negative. Students will be better prepared for college classes and those wishing to participate in sports or other high school activities will not be an issue this year.
- * Waiting for final approval on Nursing Program. Of the 28 potential slots, all nine TBCC students were accepted.
- * Student Services will have a day-long retreat on July 29, the following will be addressed:
 - proactive approaches to student retention
 - no hard copy of grades from next term forward, available only online
 - increase financial aid process
 - student handbook and student-right-to-know
- * Four candidates for Enrollment Services Assistant are being interviewed
- * WOU is in the process of hiring a Program Coordinator and they hope to offer classes Fall Term

**DIRECTOR OF COLLEGE
DEVELOPMENT REPORT**

**PROCESS FOR THE
EVALUATION OF THE
PRESIDENT**

**TILLAMOOK COUNTY
LIBRARY ELECTION RESULTS**

President Hallberg advised the Board that Jim Fullan is in Portland today visiting foundations.

President Hallberg reviewed the process for his evaluation and associated timeline. Packets with related materials were distributed to the Board.

The Library levy passed with 51% of registered voters voting and 70% voting in favor. The Library has expressed its appreciation for the Board's letter of support.

They were also grateful for the support demonstrated by Deb Lamb's class, staff, faculty, and students.

**APPOINTMENT TO BOARD
FACILITIES COMMITTEE**

Bob Weitman moved to appoint Steve Shaw to the TBCC Facilities Committee. Second - Ann Swain. Motion passed unanimously 6/0.

ANNOUNCEMENTS

Next Meeting: June 21, 1999, 7:30 p.m., SBDC
Graduation Rehearsal, June 10, 5:00 p.m., First Christian Church
Graduation, June 12, 2:00 p.m., First Christian Church

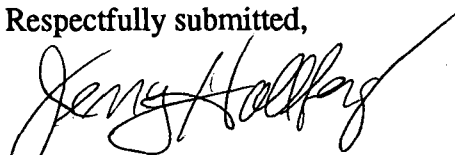
**FACULTY SENATE
PRESENTATION**

Steve Kerr, Math Instructor, used an equation: 2^n as "n" approaches (\Rightarrow) infinity to demonstrate to the Board the exponential work and accomplishments that Helen Armstrong has made since her arrival at TBCC. He presented a plaque to Helen illustrating the equation and expressing gratitude. Deb Lamb, History Instructor, presented Helen with "documentation" in the form of an enormous scroll with staff, faculty, and students wishes. Steve also noted concerns of losing three valuable employees this Spring.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Jerry Hallberg
Clerk

GENERAL FUND: RESOURCES

1998-1999

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT #	DESCRIPTION	ADOPTED	REVISED	RECEIVED APRIL	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
01	GENERAL FUND RESOURCES	01-03-XXXXXX-XX					
200000-00	STATE SOURCES						
210000-00	COMM COLLEGE SUPPORT FUND	\$858,000.00	\$858,000.00	\$226,156.00	\$896,326.00	(\$38,326.00)	-4.47%
300000-00	LOCAL SOURCES						
310000-00	CURRENT TAXES	\$500,000.00	\$500,000.00	\$12,217.33	\$493,778.33	\$6,221.67	1.24%
320000-00	PRIOR YEARS TAXES	\$37,000.00	\$37,000.00	\$2,657.80	\$30,791.02	\$6,208.98	16.78%
330000-00	COUNTY TIMBER REVENUE	\$100,000.00	\$100,000.00		\$64,923.12	\$35,076.88	35.08%
400000-00	TUITION AND FEES						
410000-00	TUITION	\$210,000.00	\$210,000.00	\$6,614.00	\$208,255.00	\$1,745.00	0.83%
410001-00	TUITION - SENIOR	\$10,000.00	\$10,000.00	\$235.50	\$13,242.70	(\$3,242.70)	-32.43%
420000-00	FEES	\$14,500.00	\$14,500.00	\$1,183.90	\$16,730.55	(\$2,230.55)	-15.38%
420001-00	FEES-OTHER COURSE FEES	\$2,500.00	\$2,500.00	\$293.00	\$3,096.00	(\$596.00)	-23.84%
420001-99	FEES - NCEP OTHER	\$300.00	\$300.00	\$95.25	\$621.11	(\$321.11)	-107.04%
420002-00	FEES - INTERNET/E-MAIL	\$1,000.00	\$1,000.00	\$90.00	\$590.00	\$410.00	41.00%
420003-00	FEES - ED EXCURSION COURSES	\$20,000.00	\$20,000.00		\$0.00	\$20,000.00	100.00%
500000-00	OTHER REVENUE						
510000-00	SALE OF GOODS/SERVICE						
510001-00	SALE OF GOODS/SER - GED TEST	\$3,000.00	\$3,000.00	\$545.00	\$6,155.00	(\$3,155.00)	-105.17%
510002-00	SALE OF GOODS/SER - GED PREP	\$0.00	\$0.00		\$1,720.00	(\$1,720.00)	
510005-00	SALE OF GOODS/SER - OTHER	\$750.00	\$750.00	\$525.00	\$1,513.35	(\$763.35)	-101.78%
510000-99	SALE OF GOODS/SER - NCEP	\$200.00	\$200.00		\$65.00	\$135.00	67.50%
520000-00	INTEREST INCOME	\$29,000.00	\$29,000.00	\$3,269.94	\$31,173.96	(\$2,173.96)	-7.50%
530000-00	RENTAL INCOME	\$6,200.00	\$6,200.00	\$1,200.00	\$7,500.00	(\$1,300.00)	-20.97%
550000-00	MISCELLANEOUS INCOME	\$15,000.00	\$15,000.00	\$2,447.77	\$11,532.23	\$3,467.77	23.12%
540000-00	AVAILABLE WORKING CAPITAL	\$500,000.00	\$500,000.00		\$620,360.66	(\$120,360.66)	-24.07%
RESOURCES TOTAL		\$2,307,450.00	\$2,307,450.00	\$257,530.49	\$2,408,374.03	(\$100,924.03)	-4.37%

BUDGET SUMMARY - APRIL

1998-1999

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	\$2,307,450.00	\$2,307,450.00	\$257,530.49	\$2,408,374.03	(\$100,924.03)	-4.37%
REQUIREMENTS:						
INSTRUCTIONAL	\$557,924.00	\$578,554.00	\$52,543.13	\$410,550.85	\$168,003.15	29.04%
INSTRUCTIONAL SUPPORT SERVICES	\$425,639.00	\$461,497.00	\$36,653.96	\$365,246.92	\$96,250.08	20.86%
STUDENT SERVICES	\$293,052.00	\$314,768.00	\$28,303.57	\$267,020.96	\$47,747.04	15.17%
COLLEGE SUPPORT SERVICES	\$483,124.00	\$516,065.00	\$39,778.29	\$409,878.15	\$106,186.85	20.58%
PLANT OPERATION & MAINTENANCE	\$136,061.00	\$137,529.00	\$7,503.17	\$83,109.34	\$54,419.66	39.57%
COMMUNITY SERVICES	\$500.00	\$500.00	\$0.00	\$29.95	\$470.05	94.01%
FINANCIAL AID	\$19,000.00	\$19,000.00	\$365.38	\$8,610.91	\$10,389.09	54.68%
DEBT SERVICES	\$52,150.00	\$52,150.00	\$0.00	\$51,150.00	\$1,000.00	1.92%
BOARD RESERVES	\$200,000.00	\$87,387.00	\$0.00	\$0.00	\$87,387.00	100.00%
TRANSFERS	\$140,000.00	\$140,000.00	\$0.00	\$0.00	\$140,000.00	100.00%
REQUIREMENTS TOTAL	\$2,307,450.00	\$2,307,450.00	\$165,147.50	\$1,595,597.08	\$711,852.92	30.85%

1998-99
BUDGET TRANSFERS

June 7, 1999

GENERAL FUND

	FROM	TO	AMOUNT	REASON
1	BOARD RESERVES - Board Operating Contingency	INSTRUCTION - Travel and Meeting Expense	\$ 6,500.00	Additional needs for instructors from outside county
2	BOARD RESERVES - Board Operating Contingency	INSTRUCTION - Other Expense - Other Course Expense	\$ 700.00	Additional amounts of fees collected for other organizations from students
3	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Travel and Meeting Expense	\$ 1,000.00	Additional meeting costs for in state meetings
4	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Postage	\$ 1,300.00	Additional cost for postage meter and scale lease plus additional mailings
5	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Library Development	\$ 600.00	Additional cost of books and publications acquired
6	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Non-capital Equipment - furniture	\$ 925.00	Additional costs for furniture for office of instruction staff
7	BOARD RESERVES - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Staff development	\$ 1,200.00	Additional costs for office of instruction staff development training meetings

8	BOARD RESERVES - Board Operating Contingency	STUDENT SERVICES - Supplies	\$ 3,500.00	Additional costs for student services supplies
9	BOARD RESERVES - Board Operating Contingency	STUDENT SERVICES - Travel and Meeting Expense	\$ 1,200.00	Additional costs of attending in state meetings
10	BOARD RESERVES - Board Operating Contingency	STUDENT SERVICES - Postage	\$ 2,100.00	Additional cost for postage meter and scale lease plus additional mailings
11	BOARD RESERVES - Board Operating Contingency	STUDENT SERVICES - Staff development	\$ 700.00	Additional costs for training related to college-wide database project
12	BOARD RESERVES - Board Operating Contingency	STUDENT SERVICES - Materials for resale - GED testing	\$ 1,200.00	Additional costs associated with providing GED testing to students
13	STUDENT SERVICES - Printing	STUDENT SERVICES - Non-capital Equipment - software	\$ 300.00	Additional costs for providing needed software for student services staff
14	STUDENT SERVICES - Printing	STUDENT SERVICES - Support Services/ADA	\$ 500.00	Additional costs to provide reasonable accommodations for students
15	STUDENT SERVICES - Printing	STUDENT SERVICES - Repair contracts	\$ 200.00	Additional cost for Scantron maintenance agreement
16	STUDENT SERVICES - Hourly - ADA tutoring	STUDENT SERVICES - Support Services/ADA	\$ 500.00	Additional costs to provide reasonable accommodations for students
17	BOARD RESERVES - Board Operating Contingency	COLLEGE SUPPORT - Postage	\$ 1,500.00	Additional cost for postage meter and scale lease plus additional mailings

18	BOARD RESERVES - Board Operating Contingency	COLLEGE SUPPORT - Professional Services	\$ 14,000.00	Additional costs for advertising college positions
19	BOARD RESERVES - Board Operating Contingency	COLLEGE SUPPORT - Non-capital Equipment - furniture	\$ 1,400.00	Additional furnishings for Director of College Development and other college support staff
20	BOARD RESERVES - Board Operating Contingency	COLLEGE SUPPORT - Non-capital Equipment - Software	\$ 500.00	Additional costs for software for college support staff and college-wide database project
21	PLANT OPERATIONS & MAINT. - Capital Outlay - Building improvements	PLANT OPERATIONS & MAINT. - Classroom Rental - TCWRC	\$ 3,000.00	To provide grant match for rent
22	PLANT OPERATIONS & MAINT. - Capital Outlay - Building improvements	PLANT OPERATIONS & MAINT. - Physical Plant - Building improvements	\$ 4,500.00	To provide for remodel at Bay City for office space for Director of College Development - project under \$5,000

ASSOCIATED STUDENTS OF TBCC

Annual Report

1998-1999 Academic Year

ASTBCC Executive Council for 1998-99

President: Kellie Killam

Vice-President: Ryan Hatfield

Office Manager: Leslie Buford (fall & winter terms), Valerie McVay (spring term)

Financial Manager: Melissa Walker

Public Relations Manager: Anna Miller (fall & winter terms), Kevin Driggs (spring term)

ASTBCC Advisor for 1998-99

Deb Lamb

Thanks to a hard working Executive Council, the Associated Students of Tillamook Bay Community College has had a very successful year and can look back with pride at many accomplishments which have enhanced student life at TBCC. The following is a summary of those accomplishments.

Administration

ASTBCC has consistently held regular, weekly meetings throughout the year. These meetings have provided the members of the Executive Council with valuable training in meeting facilitation, organizational skills, and collaborative group work. The meetings have also provided a consistent forum for TBCC students to express concerns they might have and to suggest projects and activities they would like to see at TBCC.

Leadership Training for Students

One of the most significant accomplishments of ASTBCC has been to provide a variety of opportunities for students to develop leadership skills. In November, ASTBCC sent four students to the Northwest Student Leadership Conference held at Portland State University. Several hundred students attended this conference. Students participated in training workshops and had the opportunity to learn about student government activities at other colleges and universities.

In March, ASTBCC sent three students to participate in Student Lobby Day at the state capitol in Salem. The students met with their state representatives and encouraged them to work actively on legislation of interests to students. Kellie Killam, as TBCC's CCOSAC representative, participated in the planning and organization of this event.

Kellie Killam attended both the CCOSAC (Community Colleges of Oregon Student Associations and Commissions) Fall Workshop and the CCOSAC Transition Meeting. In-coming ASTBCC President, Kevin Driggs, also attended the Transition Meeting. Kellie was active in CCOSAC throughout year and attended numerous state-wide CCOSAC meetings at her own expense.

Community Service

In December, ASTBCC organized a canned food drive at the college to benefit the Salvation Army. The students set up the food drive as a competition between departments at the college and actively encouraged all faculty, staff and students to participate. As a result, ASTBCC collected approximately 10 large boxes of canned goods, other non-perishable food items and toiletries for donation to the Salvation Army to be used in family Christmas baskets.

Newsletter

ASTBCC continued the publication of the student newsletter, *The Wave*, which was begun by last year's Executive Council. The newsletter was published quarterly and intended as a service to TBCC students, keeping them informed of activities on campus, the availability of scholarships and general college news. ASTBCC officers did all of the tasks associated with reporting, writing, publication and distribution of the newsletter.

Fundraising

ASTBCC raised approximately \$600 through a variety of successful fundraisers: bake sale, raffle for a night on the town (dinner, movie tickets and money for gas), Sweetheart Grams, jazz concert, and raffle of two Blazer tickets. Raffle items were donated by local businesses.

ASTBCC Awards

To broaden participation in the nominations process for the ASTBCC awards, the Executive Council sent a mailing containing nominations forms to all students enrolled for at least one credit during the 1998-99 academic year. Once nominations were received, awards recipients were selected by a committee consisting of the Dean of Instruction, Director of Student Services, ASTBCC President, and ASTBCC Advisor. (Committee members nominated for an award did not participate in the selection process for that award.)

As a result of successful fundraising efforts, ASTBCC was able to award \$200 to four students to assist them in continuing their education. Awards were presented during the Recognition Event on May 20. Awards recipients for 1999 were:

Clinton Olds Spirit Award	Yvonne Garcia
Most Improved Student Award	Lori Eyre
Most involved Student Award	Kellie Killam and Ryan Hatfield
Instructor of the Year Award	Deb Lamb

Elections

As required by their constitution, ASTBCC recruited candidates and conducted elections during spring term to fill the Executive Council positions for the 1999-2000 academic year. The new officers are:

President	Kevin Driggs
Vice-President	Ryan Hatfield
Office Manager	Valerie McVay
Financial Manager	Kellie Killam
Public Relations Manager	Melissa Tate

General Fund Expenditures

ASTBCC is allocated \$750 from the general fund each year. More than two-thirds of that money is used to facilitate TBCC's participation in CCOSAC (Community Colleges of Oregon Student Associations and Commissions). The general fund expenditures for 1998-99 are as follows:

Registration for CCOSAC fall workshop	\$160
1998-99 CCOSAC dues	119
CCOSAC meeting mileage	36
Registration for Northwest Student Leadership Conference	180
Registration for Mt. Hood Leadership Conference	60
Registration for CCOSAC transition meeting	140
CCOSAC meeting mileage	55

Proposal:

Compensation for ASTBCC Executive Council Officers

Due to the fact that TBCC continues to be the only Oregon community college which does not provide any form of compensation for its elected student association officers, the 1998-99 ASTBCC Executive Council would like to propose the following:

Beginning with the 1999-2000 academic year, each ASTBCC Executive Council officer should receive a tuition waiver for a three-credit class for each term served. The tuition waiver would be awarded at the end of fall, winter and spring terms, after the ASTBCC advisor has verified that the officer has successfully fulfilled the responsibilities of his or her office during the term.

We believe that compensation is warranted for the following reasons:

1. Serving as an Executive Council officer represents a substantial time commitment. During the past academic year, the workload for officers averaged between two and three hours per week. Over an academic year this represents a total of 60 to 90 hours of volunteer service for each officer.
2. Because of the substantial time commitment required for service as an Executive Council officer, compensation is essential if we are to be able to continue to recruit qualified and dedicated students to run for these offices.

To develop our proposal, we discussed the compensation issue with the student association advisors at the three Oregon community colleges which are closest in size to TBCC: Oregon Coast, Columbia Gorge and Clatsop. The compensation provided at these three institutions is as follows:

1. Oregon Coast Community College (FTE 460), Advisor - Ellen Sunnes
OCCC provides its student association officers with a three credit tuition waiver per term. Officers are required to work on student association business for thirty hours each term.
2. Columbia Gorge Community College (FTE 811), Advisor - Sandra Gettman
At CGCC, student association officers are considered student employees and are paid \$6.75 per hour. The President may work up to 110 hours per term (because of attending CCOSAC meetings). All other officers may work up to 80 hours per term.
3. Clatsop Community College (FTE 1358), Advisor - Linda Gallino
At CCC, the President, Vice-President and Secretary receive a 15 credit tuition waiver per term. The seven Senators each receive an eight credit tuition waiver per term.

With a 1997-98 FTE of 443, TBCC is closest in size and circumstances to OCCC. We chose the OCCC procedure because it would provide fair and equitable compensation to TBCC Executive Council officers, without placing an undue burden on college finances.

PERSONNEL REPORT

June 7, 1999

Position Filled:

Adjunct Faculty

Luis Perez - Intensive Spanish Instructor, Summer Term
Timothy Olmstead - Geography Instructor, Summer Term
Cheryl Schmitt - Nutrition Instructor, Summer Term
Bob White - Sociology Instructor, Summer Term
John Borman - Criminal Justice Instructor, Summer Term
Eric Reed - American Sign Language Instructor, Fall Term, 1999

Jo D. Anderson, Counselor, Student Services

Effective: July 19, 1999
Salary: \$34,381 per year (Grade 11, Step 1)
Status: Regular, full-time, exempt, 12-month position

Applicant Flow:

Men: 9 White - 5, Unknown 4
Women: 12 White - 10, Unknown - 2
Total: 21

Current Searches:

English Instructor

Effective: Fall Term, 1999
Salary: \$30,235 per year, 180-day contract (Step 3)
Status: Regular, full-time, exempt, 10-month position
Extended Deadline: May 3, 1999
Hiring Committee interviewing 5 candidates, June 2-7, 1999

Institutional Researcher

Effective: As soon as possible
Salary: \$31,255 per year (Grade 10, Step 1)
Status: Regular, full-time, exempt, 12-month position
Deadline: June 14, 1999

Programmer / Analyst

Effective: As soon as possible (pending identification of funds)
Salary: \$28,413 per year (Grade 9, Step 1)
Status: Regular, full-time, exempt, 12-month position
Deadline: June 14, 1999

Director, Small Business Development Center

Effective: As soon as possible
Salary: \$34,381 per year (Grade 11, Step 1)
Status: Regular, full-time, exempt, 12-month position
Deadline: June 21, 1999
Hiring Committee interviewed 4 candidates a successful candidate was not identified; the committee recommended re-opening search

Coordinator, South Fork Forest Camp Education Programs

Effective: As soon as possible
Salary: \$861.02 per month (Grade 8, Step 1)
Status: Part-time, 16 hours/week (.4 FTE), anticipate grant funding thru June 30, 2000
Deadline: June 28, 1999

Adjunct Faculty

Adult Basic Skills Substitute Instructor
Adult Basic Skills, South Fork Forest Camp
Psychology Instructor, Summer Term
Art History Instructor, Summer Term

Resignation:

Meg Denmark, Coordinator, South Fork Forest Camp Education Programs
Effective: 5/31/99

Deb Lamb, Full-time History/Political Science Instructor
Effective: End of Spring Term

PERSONNEL REPORT

June 7, 1999

(continued)

Position Filled:

Kathy Schaefer, Interim Director, Office of Instruction

Current Searches:

Dean of Instructor

Effective: Fall Term, 1999

Salary: \$45,760 per year (Grade 14, Step 1)

Status: Regular, full-time, exempt

Deadline: July 6, 1999

Western Oregon University
Division of Extended and Summer Studies
Northern Oregon Coast Community Colleges
Fall 1998 Needs Assessment

IMPORTANT EXAMPLE: Fill in your answers like this

1. Your current educational interests will lead to a(n):
 Associate's Degree Bachelor's Degree Certificate Other _____
 2. Approximately how many quarter hours of college credit have you earned:
 0-45 46-90 91-135 136-192 Post Baccalaureate
 3. What course format do you prefer?
 on-site, face-to-face video courses on-line (computer)
 4. When do you prefer to attend classes?
 Daytime Evenings Weekends Short-Term Intensive Sessions
 5. If weekends are your preference, which format would you prefer?
 Friday evening and all day Saturday Saturday only Sunday only
 6. How many round trip miles would you be willing to travel to attend each class session?
 0-10 11-25 26-50 51-100 over 100
 7. If you are working toward a degree, what is your intended major?

<input type="radio"/> Accounting	<input type="radio"/> Corrections	<input type="radio"/> History
<input type="radio"/> Art	<input type="radio"/> Economics	<input type="radio"/> International Studies
<input type="radio"/> Business	<input type="radio"/> Education, Elementary	<input type="radio"/> Law Enforcement
<input type="radio"/> Computer Science (Multi-media/Networks/Software Engineering)	<input type="radio"/> Education, Secondary	<input type="radio"/> Music
	<input type="radio"/> Education, Special	<input type="radio"/> Political Science
<input type="radio"/> Counseling	<input type="radio"/> English	<input type="radio"/> Psychology
<input type="radio"/> Community Crime Prevention	<input type="radio"/> Fire Services Administration	<input type="radio"/> Science/Mathematics
	<input type="radio"/> Geography	<input type="radio"/> Sociology
	<input type="radio"/> Health/PE	<input type="radio"/> Other _____
 8. Are you currently:
 Employed Unemployed Retired Full-Time Student Other _____
 9. If employed, what is the category that best describes your employer?

<input type="radio"/> Retail	<input type="radio"/> Health Care	<input type="radio"/> Information Technology Industry
<input type="radio"/> Social Services	<input type="radio"/> Government Agency	
<input type="radio"/> Product Services	<input type="radio"/> Manufacturing	<input type="radio"/> Other _____
<input type="radio"/> Construction	<input type="radio"/> Insurance	
 10. If employed, does your employer reimburse you for:
 Credit and non-credit courses Credit courses only No current reimbursement program
 11. Do you have access to a computer? Yes No
 12. Do you have access to the Internet? Yes No
- Optional Demographic Information--*
13. Age:
 18-24 25-29 30-34 35-39 40-44 45-54 55-61 62 and better
 14. Sex: Male Female
 15. Approximate household income (gross):

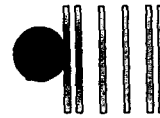
<input type="radio"/> under \$10,000	<input type="radio"/> \$20,000 - \$29,999	<input type="radio"/> \$40,000 or more
<input type="radio"/> \$10,000 - \$19,999	<input type="radio"/> \$30,000 - \$39,999	

Thank you for taking the time to complete this survey!

To return your completed survey, please fold so the self-mailer shows, tape closed (no staples, please) and place in a post office receptacle.

WESTERN OREGON
UNIVERSITY

Division of Extended and Summer Studies
345 N. Monmouth Avenue • Monmouth, OR 97361-9900

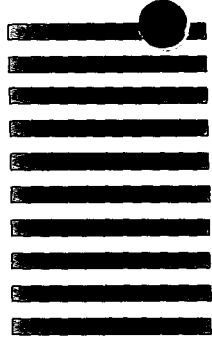


No Postage
Necessary
If Mailed
In The
United States

BUSINESS REPLY MAIL
FIRST CLASS MAIL PERMIT NO. 19 MONMOUTH, OR

POSTAGE WILL BE PAID BY ADDRESSEE

Division of Extended and Summer Studies
Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361-9900



PRESIDENT EVALUATION PROCESS

1999

- May 28** 1998-99 evaluation form distributed to Board members.
Board members complete evaluation form and return to Artis van Rassel by June 11, 1999.
- JUNE 21** Board evaluates President in Executive Session.
Board conducts contract discussion/renewal with President.
- AUGUST 2** President presents 1999-2000 goals to Board.

Library levy passes

Double majority reached

Tillamook County voters overwhelmingly approved a five-year operating levy for their library system May 18, and, unlike the March 9 election on the same proposal, enough of them turned out to make the approval mean something.

According to figures released by the Tillamook County Clerk May 19, the ballot measure passed with 5,408 (69.62%) voting in favor and 2,359 (30.27%) voting against it. The total turnout of 7,793 was 51% of the registered voters, so the measure was approved under the state's double majority rule. Under that rule, more than 50% of the registered voters had to participate in the election and more than 50% of them had to vote in favor of the measure for it to take effect. (Twenty-six of the ballots submitted did not have any preference indicated on the library levy, but their submission still counted toward the overall turnout figure.)

As in the March election, two of the three precincts in North County led the rest of the county in percentage approval of the library levy. Rockaway Beach voters approved it by 75.28%, while Pine Grove voters (Manzanita, Nehalem and Neahkahnie and surrounding areas for this election) approved it by 75.14%. Wheeler placed 16 out of 17 in approval percentage. Wheeler's 418 voters were 61.48% in favor of the measure. (Beaver voters showed the lowest level of support for the levy. Voters there approved the measure by 54.21%.)

In the March 9 election, the levy was approved by 64% of those submitting ballots, but the overall turnout was only 47% of the registered voters. The measure thus failed, and the May 18 ballot was the last chance for the county's library system to

Please turn to 'Levy,' Page 3

Continued from Page 1

get funding approved. Without voter approval, all libraries in the county would have closed at the end of the day June 30.

A last-minute telephone call campaign may have done the trick for library supporters. A total of 1,233 more people voted in favor of the measure in May than did in March, while 27 fewer voters voted against it.

The ballot measure approved a property tax levy of \$0.54 per \$1,000 of assessed valuation. It will raise an estimated \$1,186,640 in Fiscal Year 1999-2000. Revenues will increase 4.5% per year, until reaching an estimated \$1,415,090 in Fiscal Year 2003-2004, the last year of the current levy. The funds will cover about 96% of the cost of running the county's library system.

THE NORTH COAST CITIZEN
MAY 27, 1999