



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

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

Jerry Hallberg, *President*

November 24, 1998

Headlight Herald
PO Box 444
Tillamook OR 97141

LEGAL NOTICE SECTION:

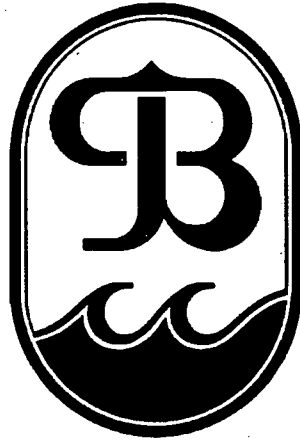
Please publish the following in the December 2, 1998 edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that a regular meeting of the Tillamook Bay Community College Board of Education will be held Monday, December 7, 1998, at 7:30 p.m. at the Small Business Development Center, 401-B Main Street, Tillamook. The following items are on the agenda: Oath of Office for new Board Member, Stephen Shaw; the October Budget Report; the December Personnel Report and an update on the President's salary survey; the Dean of Instruction and Director of Student Services Reports; and OCCA/OCCS/OSBA Correspondence. 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

H98-831
MEETING NOTICE
NOTICE IS HEREBY
GIVEN, that a regular
meeting of the Tillamook
Bay Community College
Board of Education will
be held Monday, Decem-
ber 7, 1998, at 7:30 p.m.
at the Small Business
Development Center, 401-
B Main Street, Tillamook.
The following items are
on the agenda: Oath of
Office for new Board
Member, Stephen Shaw;
the October Budget
Report; the December
Personnel Report and an
update on the Presi-
dent's salary survey; and
the Dean of Instruction
and Director of Student
Services Reports. The
public is invited to
attend. TBCC will provide
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tions to individuals with
disabilities; call 377-2765.
Artis van Rassel
Board of Education
Secretary
12/2/98

TILLAMOOK BAY COMMUNITY COLLEGE



Regular Board Meeting Packet

December 7, 1998

7:30 p.m.

**Small Business Development Center
401-B Main 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

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

BOARD OF EDUCATION REGULAR MEETING

December 7, 1998

7:30 p.m.

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

A G E N D A

I. OATHS OF OFFICE

Oaths of Office will be taken by Kathrine Jensen and Stephen Shaw.

Action needed: Kathrine Jensen and Stephen Shaw will take the Oath of Office.

II. ADOPTION OF AGENDA

Action needed: Motion to adopt the agenda

III. APPROVAL OF MINUTES

The November 2, 1998 Regular Meeting minutes will be distributed at the Board meeting for review and approval.

Action needed: Motion to approve the November 2, 1998 Regular Meeting minutes

IV. GUEST PRESENTATION

Becki Wilhelm, TBCC Reference Librarian, will update the Board on items of interest from the Library.

Action needed: Informational

V. BUDGET REPORT

Mark Sybouts will discuss the October budget report with the Board.

Action needed: Informational

VI. PERSONNEL REPORT

A. November Report

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

Action needed: Informational

B. Update on President's Salary Survey

Board Member, Bob Weitman, will report on the subcommittee meeting held on November 10, 1998. (enclosure)

Action needed: Motion to approve President Employment Contract, 1998-2000.

C. Board of Education Membership List

A Board of Education Membership List is enclosed for the Board's convenience.

Action needed: Informational

VII. DEAN OF INSTRUCTION UPDATE

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

Action needed: Informational

VIII. DIRECTOR OF STUDENT SERVICES REPORT

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

Action needed: Informational

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

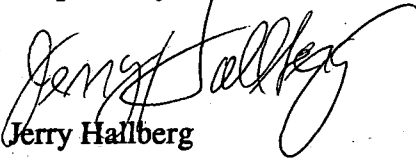
President Hallberg made the following announcements:

- * 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

PERSONNEL REPORT

December 7, 1998

Positions Filled:

Joan Wagner, Accounts Payable Specialist

Effective: 11/23/98
Salary: \$8.48 / hour (Grade 4, Step 1)
Status: Regular, part-time (.6 FTE), non-exempt
Applicant Flow:
Men: 1 White - 1
Women: 23 White - 13, Unknown - 10
Total: 24

Barbara Casteel, Testing Examiner

Effective: 12/4/98
Salary: \$9.33 / hour (Grade 5, Step 1)
Status: Temporary through 6/30/99, part-time (.6 FTE), non-exempt
Applicant Flow:
Men: 2 White - 2
Women: 4 Hispanic - 1, White - 2, Unknown - 1
Total: 6

Current Searches:

Director, College Development

Effective: As soon as possible
Salary: \$37,818 annual 12-month contract,
Grade 12, Step 1
Status: Regular, full-time, exempt
Hiring Committee reviewing 13 applicant packets and will select interviewees at meeting on 12/16/98. Interviews will be scheduled for mid-January.

Director, Student Services

Effective: As soon as possible
Salary: \$41,600 annual 12-month contract,
Grade 13, Step 1
Status: Regular, full-time, exempt
Hiring Committee will interview three candidates. Last interview scheduled for 12/14/98.

Winter Term Adjunct Faculty:

Business Instructor for Beginning & Intermediate Word and WordPerfect Computer Software

Instructor, Basic Skills & GED Preparation at South Fork Forest Camp Correctional Facility

**PRESIDENT EMPLOYMENT CONTRACT
1998-2000**

This agreement is made between the Tillamook Bay Community College Service District, an Oregon municipal corporation (the College) and the undersigned employee of the College.

RECITALS

1. The College desires to employ a qualified professional person for the position of President for the College.
2. The College and the employee believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the College.

AGREEMENT

Now, in consideration of the mutual promises contained herein, the College agrees to employ employee and employee accepts such employment on the following terms and conditions:

1. **Term.** The College employs the employee for the period beginning September 1, 1998 and ending on June 30, 2000.
2. **Salary.** The College shall pay a minimum monthly salary rate of \$6,083.33 for the first ten months of this agreement. This monthly salary includes \$200 towards an annuity as provided in the addendum to this agreement. This monthly salary may be increased or decreased by mutual agreement of the Board of Education and the employee at any time during the term of this agreement, but is only effective when the agreement is reduced to writing and signed by both parties. The provisions of Article 311 of the College Policy Manual do not apply to this contract.
3. **Duties.** The employee shall perform those duties set forth in the attached position description and any additional duties provided for by the Board of Education.
4. This contract does not create, enhance, or continue any privileges, benefits, or rights of the employee that is provided for by Oregon law for Oregon municipal corporation employees concerning civil service, merit system, and collective bargaining. No property rights are created by this agreement. Instead, the terms and conditions of employment are limited solely to the provisions of this agreement.
5. It is further agreed that the employee is an administrative employee and, as such, is an excluded employee for purposes of collective bargaining and occupies a managerial and confidential position within the administration of the College.

6. This agreement expressly incorporates by this reference the provisions of the College Policy Manual of the College or such amendments as made from time to time that may be adopted. However, when the terms of this agreement and the College Policy Manual differ, the terms of this agreement shall control to the exclusion of the conflicting provisions of the College Policy Manual.

7. The parties agree to waive any common law, statutory or other right to collect attorney fees in the event of any controversy of litigation involving this agreement.

8. This contract shall be interpreted under the laws of the state of Oregon.

9. If any provision of this contract has been held to be illegal or unenforceable by a Court of competent jurisdiction, then all of the remaining provisions of this agreement shall continue in full force and effect.

This contract is subject to major revision or termination at the sole discretion of the Board of Education in the event that the Board at a regular or special meeting called for such a purpose declares a fiscal emergency. In the event of such a declaration any revision or termination of the contract shall not take effect until thirty (30) days after the employee is provided with written notice thereof.

DATED this _____ day of _____, 19__.

Chairperson, Board of Education
Tillamook Bay Community College Service District

Employee

**TILLAMOOK BAY COMMUNITY COLLEGE
BOARD OF EDUCATION**

Wayne Jensen, Chair
2250 Nielson Road
Tillamook, OR 97141
842-2250 H
842-4553 W

Craig Wakefield, Vice-Chair
P.O. Box 394
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815-1909 H
842-1815 W

Eva Noble
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Hebo, OR 97122
392-3550 H

Robert Weitman
1015 Hollyridge Drive
Tillamook, OR 97141
842-6557 H
842-4417 W

Ann Swain
P.O. Box 540
Rockaway Beach, OR 97136
355-2496 H

Kathrine Jensen
P.O. Box 727
Tillamook, OR 97141
842-9909 H
842-7538 W

Stephen Shaw
9825 Kilchis River Road
Tillamook, OR 97141
842-2297 H

**Year-to-Date FTE Summary
Through Fall Term, 1998, Fourth Week**

Total FTE

Category	Fourth Week								97 to 98	Max to 98
	Fall 91	Fall 92	Fall 93	Fall 94	Fall 95	Fall 96	Fall 97	Fall 98	% Chg	%Chg
Lower Div. Coll.	38.60	37.48	42.31	34.86	33.38	33.05	38.07	32.77	-13.9%	-22.5%
Vocational Prep.	17.74	15.14	14.87	19.82	18.61	20.08	17.86	22.37	25.3%	11.4%
Vocational Supp.	14.71	3.62	10.86	4.92	3.60	8.51	8.60	9.09	5.7%	-38.2%
ESL	4.81	5.07	3.31	7.86	4.54	6.48	3.79	5.16	36.1%	-34.4%
ABE	7.14	8.66	7.35	9.60	8.69	5.11	5.00	1.42	-71.6%	-85.2%
GED	6.72	6.29	6.49	4.53	4.67	7.17	10.35	12.25	18.4%	18.4%
Post-Sec Rem.	0.00	2.96	4.09	3.01	1.85	2.26	1.79	3.13	74.9%	-23.5%
Self-Improvement	76.26	75.04	71.16	78.15	67.62	86.34	82.66	92.07	11.4%	6.6%
Non-reimbursable	0.73	2.91	1.92	1.69	0.96	1.84	1.76	2.78	58.0%	-4.5%
TOTAL	166.71	157.17	162.36	164.44	143.92	170.84	169.88	181.04	6.6%	6.0%

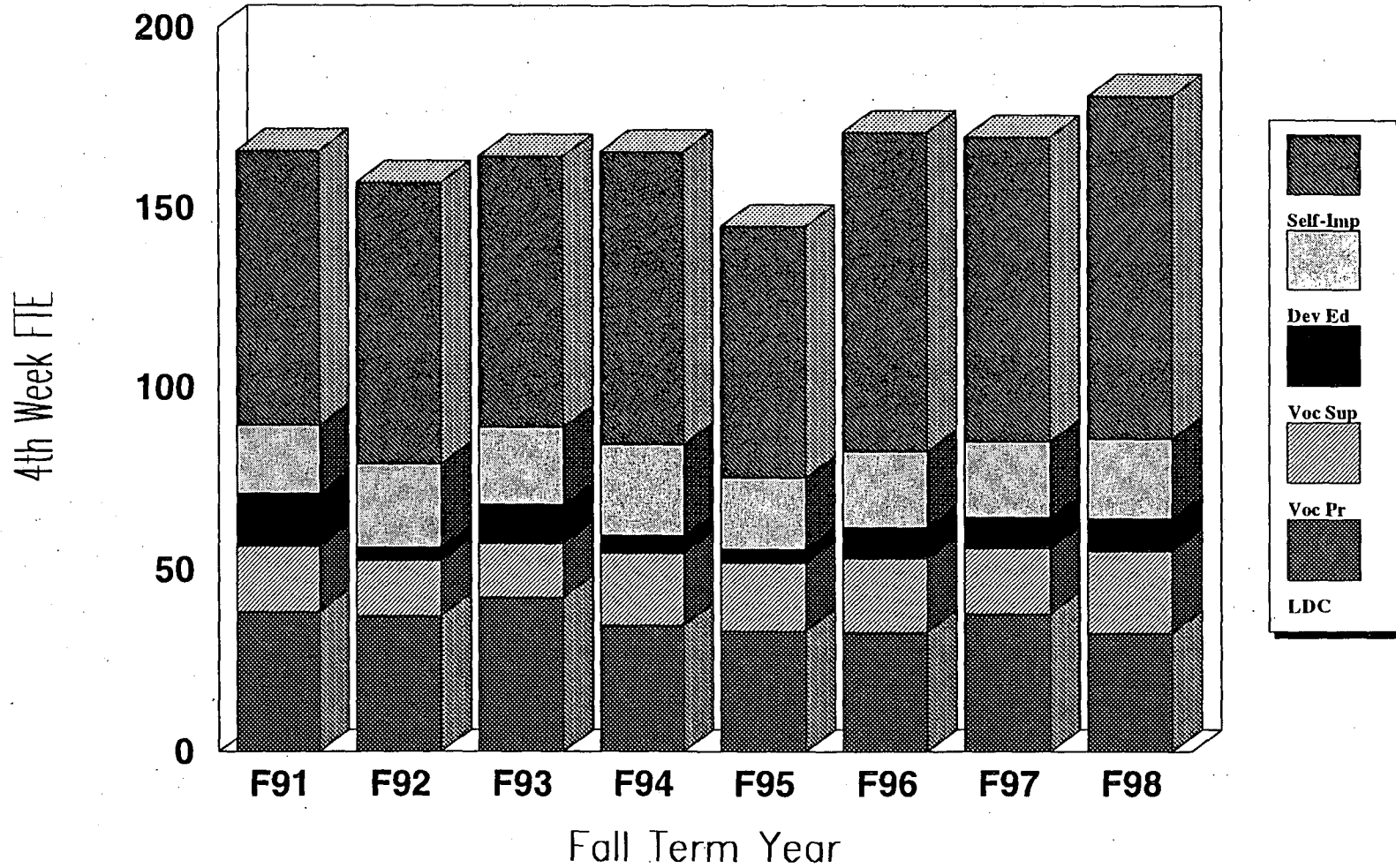
Voc Prep/Voc. Supp.	32.45	18.76	25.73	24.74	22.21	28.59	26.46	31.46	18.9%	-3.1%
ABE/GED	13.86	14.95	13.84	14.13	13.36	12.28	15.35	13.67	-10.9%	-8.6%
Self Imp/Non-reim.	76.99	77.95	73.08	79.84	68.58	88.18	84.42	94.85	11.8%	7.6%

Reimbursable FTE

Category	Fourth Week								97 to 98	Max to 98
	Fall 91	Fall 92	Fall 93	Fall 94	Fall 95	Fall 96	Fall 97	Fall 98	% Change	% Change
Lower Div. Coll.	38.60	37.48	42.31	34.86	33.38	33.05	38.07	32.77	-13.9%	-22.5%
Vocational Prep.	17.74	15.14	14.87	19.82	18.56	20.08	17.86	22.37	25.3%	11.4%
Vocational Supp.	14.71	3.62	10.86	4.92	3.59	8.51	8.60	9.09	5.7%	-38.2%
ESL	4.81	5.07	3.31	7.68	4.06	4.36	3.56	5.16	44.9%	-32.8%
ABE	6.93	8.59	6.45	8.96	7.68	4.64	3.73	1.36	-63.5%	-84.8%
GED	6.72	4.82	4.76	3.58	3.56	4.56	8.39	11.32	34.9%	34.9%
Post-Sec. Rem.	0.00	2.96	4.09	2.92	1.85	2.26	1.79	3.07	71.5%	-24.9%
Self-Improvement	76.26	75.04	71.16	73.95	66.42	86.18	81.66	89.00	9.0%	3.3%
Non-reimbursable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A	N/A
TOTAL	165.77	152.72	157.81	156.69	139.10	163.64	163.66	174.14	6.4%	5.0%

Tillamook Bay Community College

Fall, 1998 4th Week Year-to-Date FTE



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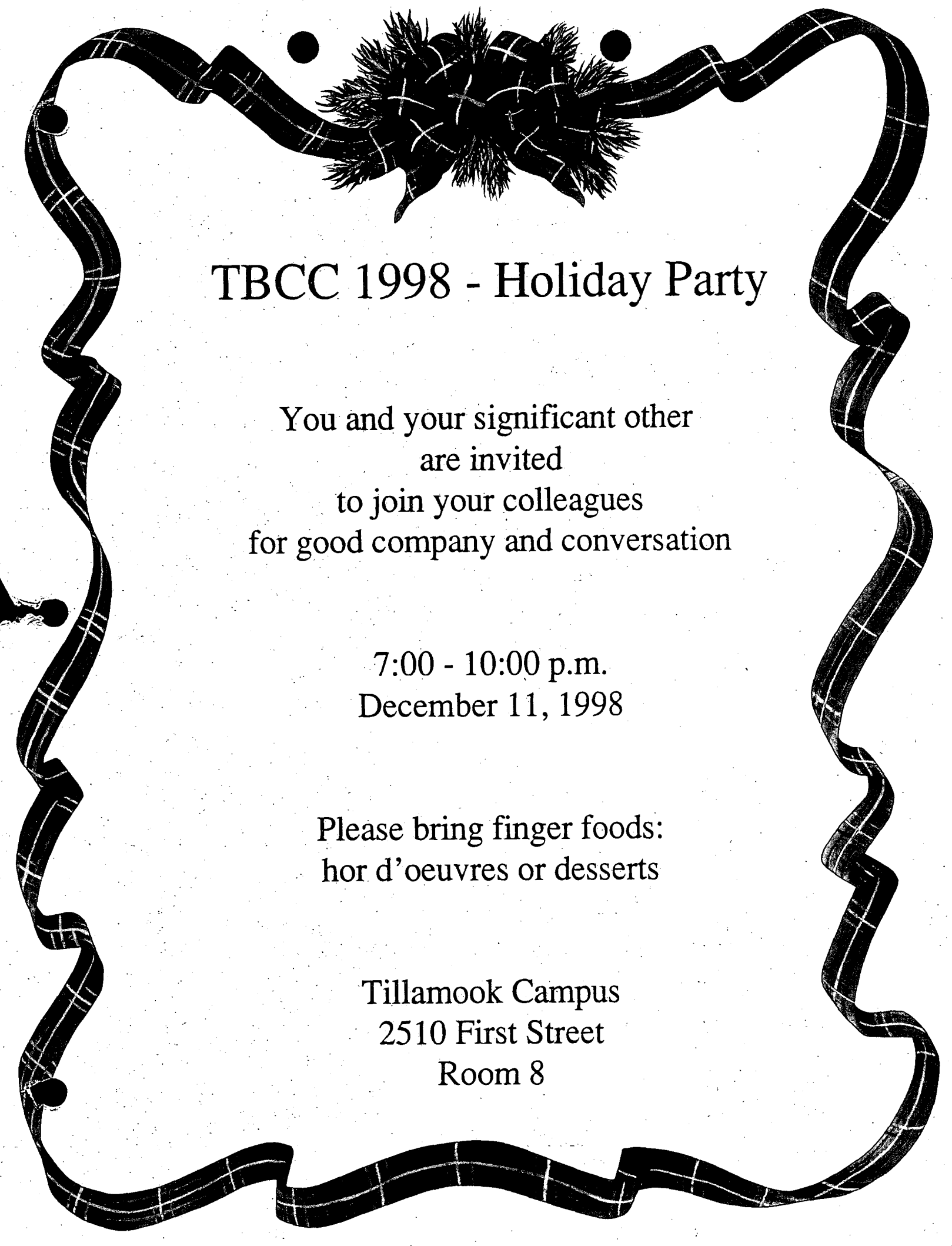
University of Portland

University of Puget Sound

Western Oregon University

Whitman College

Willamette University



TBCC 1998 - Holiday Party

You and your significant other
are invited
to join your colleagues
for good company and conversation

7:00 - 10:00 p.m.
December 11, 1998

Please bring finger foods:
hor d'oeuvres or desserts

Tillamook Campus
2510 First Street
Room 8