TILLAMOOK BAY COMMUNITY COLLEGE
2000-2001 BUDGET PUBLIC HEARING
June 5, 2000
7:30 p.m.
Small Business Development Center
401-B Main Street, Tillamook

AGENDA

I. CALL TO ORDER

II. TESTIMONY FROM FLOOR

III. ADJOURNMENT

Affidav

State of Oregon, County of Tillamook, -ss.

I, Megan Archambault

sworn, depose and say that I am a cle

of the Headlight-Herald, a newspaper of general

ORS 193.010 and 193.020,

state;that Tillamook Bay Communit

h00-302 Budget

annexed, was published in the entire issue of sai

for 1 successive and consecutive

issues:

5/17/00

mea

Subscribed and sworn to before me this

May

Price charged for this

H00-302

TILLAMOOK BAY COMMUNITY COLLEGE BUDGET

FORM ED-1 — NOTICE OF BUDGET HEARING — ☐ Republication

A meeting of the Board of Education will be held on June 5 2000 at 7:30 ☐a.m. ☑p.m. at 401-B Main, Tillamook Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2000 as approved by the Tillamook Bay Community College Budget Committee.

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 6385 Tillamook Avenue, Bay City, Oregon between the hours of 9 am and 4 pm. This budget was prepared on a basis of accounting that is ☑consistent ☐not consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget, are explained below.

County: Tillamook | City: Bay City | Chairperson of Governing Body: Wayne Jensen | Telephone Number: (503) 377-2765

FINANCIAL SUMMARY

	TOTAL OF ALL FUNDS	Adopted Budget This Year—1999–2000	Approved Budget Next Year—2000–2001
Anticipated Requirements	1. Total Instruction	890,318	829,789
	2. Total Support Services	1,737,948	1,828,066
	3. Total Enterprise and Community Services	100,510	100,510
	4. Total Facilities Acquisition and Construction	155,000	255,000
	5. Total Other Uses (includes Debt Service and Transfers)	151,000	100,000
	6. Total Contingencies	145,675	146,000
	7. Total All Other Expenditures and Requirements	366,710	383,160
	8. Total Unappropriated Ending Fund Balance	48,530	36,466
	9. Total Requirements — add lines 1 through 8	3,595,691	3,678,993
Anticipated Resources	10. Total Resources Except Property Taxes	3,070,691	3,128,993
	11. Total Property Taxes to be Received	525,000	550,000
	12. Total Resources — add lines 10 and 11	3,595,691	3,678,993
Estimated Ad Valorem Property Taxes	13. Total Property Taxes to be Received (line 11)	525,000	550,000
	14. Plus: Estimated Property Taxes Not to be Received:		
	A. Loss Due to Constitutional Limits	3,600	5,147
	B. Discounts Allowed, Other Uncollected Amounts	42,342	49,344
	15. Total Tax Levy — add lines 13 and 14	570,942	604,491
Taxes By Type		Rate or Amount	Rate or Amount
	16. Permanent Rate Limit (rate limit .2636)	.2636	.2636
	17. Local Option Taxes		
	18. Levy for Payment of Bonded Debt		

STATEMENT OF INDEBTEDNESS

Debt Outstanding	Debt Authorized, Not Incurred
☑None ☐As Summarized Below	☑None ☐As Summarized Below

FORM ED-2 — FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED — ☐ Republication

Publish ONLY completed portion of this page. Total Anticipated Requirements must equal Total Resources.

Name of Special Fund	Actual Data Last Year 1998–99	Adopted Budget This Year 1999–00	Approved Budget Next Year 2000–01
1. Total Instruction	201,125	253,992	184,563
2. Total Support Services	190,221	220,043	216,477
3. Total Enterprise and Community Services	0	0	0
4. Total Facilities Acquisition and Construction	0	0	0
5. Total Other Uses	0	0	0
6. Total Contingencies		675	6,000
7. Total All Other Expenditures and Requirements	0	57,710	60,160
8. Total Unappropriated Ending Fund Balance	105,195	28,530	16,468
9. Total Requirements	496,541	560,950	483,668
10. Total Resources Except Property Taxes	496,541	560,950	483,668

Name of Agency Fund	Actual Data Last Year 1998–99	Adopted Budget This Year 1999–00	Approved Budget Next Year 2000–01
1. Total Instruction	0	0	0
2. Total Support Services	1,982	5,000	5,000
3. Total Enterprise and Community Services	0	0	0
4. Total Facilities Acquisition and Construction	0	0	0
5. Total Other Uses	0	0	0
6. Total Contingencies		0	0
7. Total All Other Expenditures and Requirements	0	0	0
8. Total Unappropriated Ending Fund Balance	214	0	0
9. Total Requirements	2,196	5,000	5,000
10. Total Resources Except Property Taxes	2,196	5,000	5,000

Name of Building Reserve Fund	Actual Data Last Year 1998–99	Adopted Budget This Year 1999–00	Approved Budget Next Year 2000–01
1. Total Instruction	0	0	0
2. Total Support Services	0	0	0
3. Total Enterprise and Community Services	0	0	0
4. Total Facilities Acquisition and Construction	0	155,000	255,000
5. Total Other Uses	0	0	0
6. Total Contingencies		0	0
7. Total All Other Expenditures and Requirements	0	290,000	305,000
8. Total Unappropriated Ending Fund Balance	288,534	0	0
9. Total Requirements	288,534	445,000	560,000
10. Total Resources Except Property Taxes	288,534	445,000	560,000

Name of Enterprise Fund : Bookstore	Actual Data Last Year 1998–99	Adopted Budget This Year 1999–00	Approved Budget Next Year 2000–01
1. Total Instruction	0	0	0
2. Total Support Services	0	0	0
3. Total Enterprise and Community Services	59,016	100,010	100,010
4. Total Facilities Acquisition and Construction	0	0	0
5. Total Other Uses	0	0	0
6. Total Contingencies		0	0
7. Total All Other Expenditures and Requirements	0	0	0
8. Total Unappropriated Ending Fund Balance	22,805	20,000	20,000
9. Total Requirements	81,821	120,010	120,010
10. Total Resources Except Property Taxes	81,821	120,010	120,010

FORM ED-3 — FUNDS REQUIRING A PROPERTY TAX TO BE LEVIED — ☐ Republication

Publish ONLY completed portion of this page.

Name of General Fund	Actual Data Last Year 1998–99	Adopted Budget This Year 1999–00	Approved Budget Next Year 2000–01
1. Total Instruction	520,464	638,326	645,226
2. Total Support Services	1,344,565	1,512,905	1,606,589
3. Total Enterprise and Community Services	305	500	500
4. Total Facilities Acquisition and Construction	0	0	0
5. Total Other Uses	191,150	151,000	100,000
6. Total Contingencies		145,000	140,000
7. Total All Other Expenditures and Requirements	10,127	19,000	18,000
8. Total Unappropriated Ending Fund Balance	521,379	0	0
9. Total Requirements	2,588,010	2,464,731	2,510,315
10. Total Resources Except Property Taxes	2,065,258	1,939,731	1,960,315
11. Property Taxes to be Received	522,752	525,000	550,000
12. Total Resources (add lines 10 and 11)	2,588,010	2,464,731	2,510,315
13. Property Taxes to be Received (from line 11)		525,000	550,000
14. Estimated Property Taxes Not to be Received:			
A. Loss Due to Constitutional Limit		3,600	5,147
B. Discounts, Other Uncollected Amounts		42,342	49,344
15. Total Tax Levy (add lines 13 and 14)		570,942	604,491
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit .2636)		.2636	.2636
17. Local Option Tax			
18. Levy for Payment of Bonded Debt			

5/17/00

TILLAMOOK BAY COMMUNITY COLLEGE
2000-2001 BUDGET PUBLIC HEARING MINUTES
June 5, 2000
Small Business Development Center
401-B Main Street, Tillamook

MEMBERS PRESENT	Wayne Jensen, Craig Wakefield, Ann Swain, Steve Shaw, Eva Noble and Jim McGinnis
MEMBERS ABSENT	Bob Weitman
STAFF PRESENT	Jerry Hallberg, Mark Sybouts, Jim Fullan, Terrie Minner, Artis van Rassel, Steve Hoffman and Betty Lester
GUEST	Tim Josi, Tillamook County Commissioner
CALL TO ORDER	Chairman Wayne Jensen called the hearing to order at 7:30 pm.
TESTIMONY	There was no testimony from the floor on the 2000-2001 Budget.
ADJOURNMENT	There being no further business, the meeting was adjourned at 9:50 pm.

Respectfully submitted:

Jerry Hallberg
President/Clerk

TILLAMOOK BAY COMMUNITY COLLEGE

Regular Board Meeting Packet

June 5, 2000
7:30 p.m.

Small Business Development Center
401-B Main Street, Tillamook

JERRY HALLBERG, PRESIDENT

Board of Education
Wayne Jensen, Chair
Craig Wakefield, Vice Chair
James P. McGinnis
Eva Noble
Stephen Shaw
Ann Swain
Robert Weitman

TBCC BOARD OF EDUCATION REGULAR MEETING
June 5, 2000
7:30 p.m.
Small Business Development Center
401-B Main Street, Tillamook

AGENDA

I. **ADOPTION OF AGENDA**

II. **APPROVAL OF MINUTES**
May 1, 2000 Regular Board Meeting Minutes

III. **GUEST**
Tim Josi, Tillamook County Commissioner

IV. **BUDGET REPORT**
- A. April Report
- B. Transfers
- C. Resolution

V. **PERSONNEL REPORT**
- A. June Report
- B. Draft 2000-2001 Staff Salary Grades
- C. 2000-2001 Salary Schedules
  1. Regular Full-time/Part-time Faculty
  2. Instructor/Case Managers
  3. Adjunct Faculty
  4. Staff

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. **CCWD/OCCA/OSBA CORRESPONDENCE**
- A. Critique of OCCA Board Meeting
- B. Critique of OCCA May Conference

XI. **ANNOUNCEMENTS**
- A. Next Meeting: June 19, 2000, 7:30 p.m., SBDC
- B. Graduation Rehearsal, June 8, 5:00 p.m., First Christian Church
- C. Graduation, June 10, 2:00 p.m., First Christian Church

XII. **ADJOURNMENT**

BOARD OF EDUCATION REGULAR BOARD MEETING
June 5, 2000
7:30 p.m.
Small Business Development Center
401-B Main Street, Tillamook, Oregon

AGENDA

I. ADOPTION OF AGENDA

Action needed: Motion to adopt the agenda

II. APPROVAL OF MINUTES

The May 1, 2000 Regular Meeting minutes are enclosed for review and approval.

Action needed: Motion to approve the May 1, 2000 Regular Meeting minutes

III. GUESTS

Tim Josi, Tillamook County Commissioner will update the Board on the Forest Management Plan.

Action needed: Informational

IV. BUDGET REPORT

A. April Budget Report

Mark Sybouts, Director of Administrative Services, will review the enclosed April budget report with the Board.

Action needed: Informational

B. Transfers

Mark Sybouts will review the enclosed budget transfers with the Board.

Action needed: Motion to approve transfers

C. Resolution

Mark Sybouts will review the enclosed resolution with the Board.

Action needed: Motion to adopt resolution

V. PERSONNEL REPORT

A. June Report

Artis van Rassel, Director of Human Resources, will review the enclosed June personnel report.

Action needed: Informational

B. Draft 2000-2001 Staff Salary Grades

Artis van Rassel will review the enclosed draft of the 2000-2001 Staff Salary Grades.

Action needed: Motion to Approve the 2000-2001 Staff Salary Grades

C. 2000-2001 Salary Schedules

Artis van Rassel will review the enclosed 2000-2001 salary schedules.

1. Regular Full-time & Part-time Faculty
2. Instructor/Case Manager
3. Adjunct Faculty
4. Staff

Action needed: Motion to approve the 2000-2001 Regular Full-time & Part-time Faculty, Instructor/Case Manager, Adjunct Faculty, and Staff Salary Schedules.

VI. DEAN OF INSTRUCTION REPORT

Steve Hoffman, Dean of Instruction, will report to the Board on items of interest from the Office of Instruction.

Action needed: Informational

VII. DIRECTOR OF STUDENT SERVICES REPORT

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

Action needed: Informational

VIII. DIRECTOR OF COLLEGE DEVELOPMENT REPORT

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

Action needed: Informational

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

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

Action needed: Informational

X. **CCWD/OCCA/OSBA CORRESPONDENCE**

President Hallberg will review the following with the Board:

A. Critique of OCCA Board Meeting

B. Critique of OCCA May Conference

Action needed: Informational

XI. **ANNOUNCEMENTS**

A. Next Board Meeting: June 19, 2000, 7:30 p.m., BizCenter™ (SBDC)

B. Graduation Rehearsal: June 8, 2000, 5:00 p.m., First Christian Church

C. Graduation: June 10, 2000, 2:00 p.m., First Christian Church

XII. **ADJOURNMENT**

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION
MINUTES - REGULAR MEETING
June 5, 2000
Small Business Development Center
401-B Main Street, Tillamook

MEMBERS PRESENT	Wayne Jensen, Craig Wakefield, Ann Swain, Steve Shaw, Eva Noble and Jim McGinnis
MEMBERS ABSENT	Bob Weitman
STAFF PRESENT	Jerry Hallberg, Mark Sybouts, Jim Fullan, Artis van Rassel, Steve Hoffman, Terrie Minner and Betty Lester
GUEST	Tim Josi, Tillamook County Commissioner
CALL TO ORDER	Chairperson Jensen called the meeting to order at 7:30 pm.
ADOPTION OF AGENDA	It was moved by Steve Shaw, seconded by Craig Wakefield, and the Board unanimously (6/0) adopted the June 5, 2000 Agenda.
APPROVAL OF MINUTES	It was moved by Craig Wakefield, seconded by Steve Shaw, and the Board unanimously (6/0) approved the May 1, 2000 Regular Meeting Minutes as presented.
GUEST	President Hallberg introduced Tim Josi, Tillamook County Commissioner, who presented an update on the Forest Management Plan. Commissioner Josi also gave a slide presentation outlining the effects of the plan. He noted that the plan is scheduled for adoption by the Board of Forestry on July 28, 2000. Commissioner Josi responded to questions from the Board.
BUDGET REPORT	Mr. Sybouts, Director of Administrative Services, distributed and reviewed the April Budget Report and responded to questions from the Board.
TRANSFERS	Mr. Sybouts reviewed the Transfers and responded to questions from the Board.
MOTION	It was moved by Jim McGinnis, seconded by Ann Swain, and the Board unanimously (6/0) approved the Transfers as presented.
RESOLUTION	Mr. Sybouts reviewed Resolution 13 SPECIAL FUND - Tillamook Commission on Children and Families Literacy Grant and responded to questions from the Board.

MOTION

It was moved by Ann Swain, seconded by Steve Shaw, and the Board unanimously (6/0) adopted Resolution 13 SPECIAL FUND - Tillamook Commission on Children and Families Literacy Grant.

RESOLUTION

Mr. Sybouts asked Mr. Fullan to review Resolution 14 SPECIAL FUND - Meyer Memorial Trust Computer Information System Grant and he and Mr. Fullan responded to questions from the Board.

MOTION

It was moved by Jim McGinnis, seconded by Ann Swain, and the Board unanimously (6/0) adopted Resolution 14 SPECIAL FUND - Meyer Memorial Trust Computer Information System Grant.

PERSONNEL REPORT

Artis van Rassel, Director, Human Resources, reviewed the June Personnel Report.

New Employees:

***Amy Getty**, English Instructor

Adjunct Faculty:

Steve Sammler, Life Skills Instructor, South Fork Forest Camp
Michael Oyster, CG145 Stress Management, PSY215 Human Development
Karen Holmes McKay, CG104A College Survival Skills
Elizabeth Johnston, WR115 Intro Expository Writing, WR121 English Composition, WR123 English Composition
Marco Hernandez, SPA101/102/102 First Year Spanish

Search Canceled:

Director, Human Resources

Promotions:

Emmy Lou Orahood, Manager, Human Resources
Sheryl Neu, Enrollment Services Assistant II
Jim Fullan, Assistant to the President for Special Projects
Terrie Minner, Dean of Student Services

Current Searches:

Director, BizCenter (Small Business Development Center)
Director, Professional/Technical and Distance Education
Bioscience Instructor ***OR*** History Instructor

Title Change: Administrative Assistant, College Support will replace College Services Secretary

DRAFT 2000-2001 STAFF SALARY GRADES

Ms. van Rassel reviewed the Draft 2000-2001 Staff Salary Grades.

MOTION

It was moved by Ann Swain, seconded by Eva Noble, and the Board unanimously (6/0) approved the 2000-2001 Staff Salary Grades.

2000-2001 SALARY SCHEDULES

Ms. van Rassel reviewed the 2000-2001 Salary Schedules.

MOTION

It was moved by Craig Wakefield, seconded by Steve Shaw, and the Board unanimously (6/0) approved the 2000-2001 Regular Full-time and Part-time Faculty, Instructor/Case Manager, Adjunct Faculty, and Staff Salary Schedules.

DEAN OF INSTRUCTION

Dr. Hoffman, Dean of Instruction, had another appointment and had to leave. In his absence, Terrie Minner, Director of Student Services reported on the following items:

* Regular part-time faculty position recruitment closed today. The Hiring Committee will meet on June 7.
* Director of Professional/Technical/Distance Education position has closed. Four applications were received.
* A committee is working on 2000-2001 schedule for fall, winter and spring
* Assessment Plan is in the final stage

DIRECTOR OF STUDENT SERVICES

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

* On June 23rd, Karen Burke, Director of Nursing at Clatsop CC and Wayne Bechtel, Advisor at Clatsop CC, will appear with Terrie on the Mildred Davy show on KTIL to talk about the Nursing Program.
* Financial Aid requests increased for summer term
* Reminder: Graduation will be held on Saturday, June 10, 2000, 2:00 pm, and the rehearsal will be on Thursday, June 8, at 5:00 pm. Both will be held at the First Christian Church.
* The 2000-2002 catalog is near completion. It is published every two years.
* Thanks to President and Board for supporting the Enrollment Services Assistant II position.

* ASTBCC has raised $715.54, surpassing the $600 they were aiming for. These funds will be used for scholarship awards.
* Phi Theta Kappa held a cemetery cleanup day fund raiser. The funds will be used for books and diapers for the Women's Crisis Center and books for the jail.

DIRECTOR OF COLLEGE DEVELOPMENT REPORT

Jim Fullan, Director of College Development, reported on the following items:

* The Facilities Committee met on May11, at noon, at the BizCenter (SBDC). The Cabinet has followed up on some of the items brought up at that meeting.
* The Foundation luncheon will be held this Thursday, June 8, from 12:00-1:30 pm, at which time our scholarship endowment fund will be announced and that it will be named for Mildred Davy.

PROCESS FOR THE EVALUATION OF THE PRESIDENT

President Hallberg reviewed the process for his evaluation. He also reviewed the timeline beginning with the distribution of the evaluation packet at the meeting and culminating in an Executive Session at the Board Meeting on June 19, 2000.

CCWD/OCCA/OSBA CORRESPONDENCE

President Hallberg reviewed and discussed the following items:

* The OCCA Board Meeting
* The OCCA Convention held at Chemeketa Community College in Salem May 19-20, 2000.
* The OCCA Fall Convention to be held in Newport at the Holiday Inn October 27-28, 2000. He encouraged the Board members to attend if possible.

ANNOUNCEMENTS

President Hallberg made the following announcements:

* Next Meeting: June 19, 2000, 7:30 pm, BizCenter
* Graduation Rehearsal: June 8, 2000, 5:00 pm, First Christian Church
* Graduation: June 10, 2000, 2:00 pm, First Christian Church

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:50 pm.

Respectfully submitted,

Jerry Hallberg, Clerk

GENERAL FUND: RESOURCES 1999-2000 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	$935,000.00	$935,000.00	$237,029.00	$947,802.00	($12,802.00)	-1.37%
300000-00	LOCAL SOURCES						
310000-00	CURRENT TAXES	$525,000.00	$525,000.00	$4,261.61	$519,910.95	$5,089.05	0.97%
320000-00	PRIOR YEARS TAXES	$40,000.00	$40,000.00	$1,740.92	$32,391.05	$7,608.95	19.02%
330000-00	COUNTY TIMBER REVENUE	$100,000.00	$100,000.00		$147,155.86	($47,155.86)	-47.16%
400000-00	TUITION AND FEES						
410000-00	TUITION	$218,000.00	$218,000.00	$4,158.00	$190,539.38	$27,460.62	12.60%
410001-00	TUITION - SENIOR	$10,000.00	$10,000.00	$122.25	$12,651.50	($2,651.50)	-26.52%
420000-00	FEES	$17,000.00	$17,000.00	$539.00	$18,283.13	($1,283.13)	-7.55%
420001-00	FEES-OTHER COURSE FEES	$3,000.00	$3,000.00	$268.00	$3,308.50	($308.50)	-10.28%
420001-99	FEES - NCEP OTHER	$400.00	$400.00	$65.00	$821.91	($421.91)	-105.48%
420002-00	FEES - INTERNET/E-MAIL	$1,000.00	$1,000.00		$330.00	$670.00	67.00%
420003-00	FEES - ED EXCURSION COURSES	$20,000.00	$20,000.00		$0.00	$20,000.00	100.00%
420004-00	FEES - OFF SITE TESTING FEES	$3,500.00	$3,500.00	$225.00	$2,100.00	$1,400.00	40.00%
500000-00	OTHER REVENUE						
510000-00	SALE OF GOODS/SERVICE						
510001-00	SALE OF GOODS/SER - GED TEST	$6,000.00	$6,000.00	$315.00	$4,360.00	$1,640.00	27.33%
510002-00	SALE OF GOODS/SER - GED PREP	$4,000.00	$4,000.00		$1,090.00	$2,910.00	72.75%
510005-00	SALE OF GOODS/SER - OTHER	$1,000.00	$1,000.00	$605.60	$1,894.05	($894.05)	-89.41%
510000-99	SALE OF GOODS/SER - NCEP	$100.00	$100.00		$5.00	$95.00	95.00%
520000-00	INTEREST INCOME	$35,000.00	$35,000.00	$4,041.08	$32,432.40	$2,567.60	7.34%
530000-00	RENTAL INCOME	$3,200.00	$3,200.00	$200.00	$2,000.00	$1,200.00	37.50%
530000-49	RENTAL INCOME - TCWRC	$6,000.00	$6,000.00	$500.00	$5,000.00	$1,000.00	16.67%
550000-00	MISCELLANEOUS INCOME	$24,531.00	$24,531.00	$1,016.47	$10,307.77	$14,223.23	57.98%
540000-00	AVAILABLE WORKING CAPITAL	$500,000.00	$500,000.00		$521,379.68	($21,379.68)	-4.28%
700000-00	LOAN PROCEEDS						
700001-00	PUD ENERGY LOAN	$12,000.00	$12,000.00		$0.00	$12,000.00	100.00%
	RESOURCES TOTAL	$2,464,731.00	$2,464,731.00	$255,086.93	$2,453,763.18	$10,967.82	0.44%

BUDGET SUMMARY - APRIL 1999-2000 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

	ADOPTED BUDGET	REVISED BUDGET	EXPENSES OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
RESOURCES:						
REVENUE	$2,464,731.00	$2,464,731.00	$255,086.93	$2,453,763.18	$10,967.82	0.44%
REQUIREMENTS:						
INSTRUCTIONAL	$636,326.00	$636,326.00	$38,351.01	$351,961.79	$284,364.21	44.69%
INSTRUCTIONAL SUPPORT SERVICES	$489,080.00	$493,080.00	$51,701.66	$393,214.51	$99,865.49	20.25%
STUDENT SERVICES	$351,444.00	$351,444.00	$28,026.10	$273,064.60	$78,379.40	22.30%
COLLEGE SUPPORT SERVICES	$540,570.00	$550,970.00	$48,187.54	$470,337.98	$80,632.02	14.63%
PLANT OPERATION & MAINTENANCE	$131,811.00	$131,811.00	$8,557.72	$97,168.61	$34,642.39	26.28%
COMMUNITY SERVICES	$500.00	$500.00	$0.00	$20.20	$479.80	95.96%
FINANCIAL AID	$19,000.00	$19,000.00	$290.87	$10,946.01	$8,053.99	42.39%
DEBT SERVICES	$1,000.00	$1,000.00	$0.00	$0.00	$1,000.00	100.00%
BOARD RESERVES	$145,000.00	$130,600.00	$0.00	$0.00	$130,600.00	100.00%
TRANSFERS	$150,000.00	$150,000.00	$0.00	$0.00	$150,000.00	100.00%
REQUIREMENTS TOTAL	$2,464,731.00	$2,464,731.00	$175,114.90	$1,596,713.70	$868,017.30	35.22%

1999-2000
BUDGET TRANSFERS
June 5, 2000

GENERAL FUND

	FROM	TO	AMOUNT	REASON
1	INSTRUCTION - Other payroll expense - FT	INSTRUCTION - Tuition waivers	$ 1,500.00	Additional staff and dependent tuition wavers were used
2	INSTRUCTION - Other payroll expense - FT	INSTRUCTION - Travel & meeting expense	$ 5,000.00	Additional cost to bring adjunct faculty to Tillamook to teach
3	INSTRUCTION - Other payroll expense - FT	INSTRUCTION - Association membership	$ 170.00	Additional membership dues in various organizations
4	INSTRUCTION - Other payroll expense - FT	INSTRUCTION - Other expense - other course expense	$ 500.00	Additional costs paid by students to be passed through to other organizations
5	INSTRUCTION - Instructional personnel - FT	INSTRUCTIONAL SUPPORT - Administrative personnel	$ 6,500.00	Additional costs for paying accrued vacation pay to staff who left college employment
6	INSTRUCTION - Instructional personnel - FT	INSTRUCTIONAL SUPPORT - Support staff - NCEP	$ 1,350.00	Additional costs for the College assuming the responsibility for employees who were previously Green Thumb workers
7	INSTRUCTION - Instructional personnel - FT	INSTRUCTIONAL SUPPORT - Hourly	$ 800.00	Additional costs for on-call staff
8	INSTRUCTION - Supplies	INSTRUCTIONAL SUPPORT - Supplies	$ 1,000.00	Additional supplies needed in support of instructional plans

9	INSTRUCTION - Other payroll expense - FT	INSTRUCTIONAL SUPPORT - Travel & meeting expense	$ 1,800.00	Additional cost of attending statewide meetings
10	INSTRUCTION - Other payroll expense - FT	INSTRUCTIONAL SUPPORT - Postage	$ 1,200.00	Additional cost of postage and postage meter equipment
11	BOARD RESERVES - Operating Contingency	INSTRUCTIONAL SUPPORT - Catalog production	$ 3,150.00	Advance setup costs for College 2000-2002 catalog
12	BOARD RESERVES - Operating Contingency	INSTRUCTIONAL SUPPORT - Other contracted services	$ 300.00	Payment for Green Thumb worker support
13	INSTRUCTION - Other payroll expense - FT	INSTRUCTIONAL SUPPORT - Accreditation	$ 200.00	Additional costs for accreditation travel for meeting
14	INSTRUCTION - Non-capital equipment - equipment	INSTRUCTIONAL SUPPORT - Library Development	$ 1,000.00	Additional books and publications needed for college library collection
15	INSTRUCTIONAL SUPPORT - Non-capital equipment & furniture - equipment - NCEP	INSTRUCTIONAL SUPPORT - Capital outlay - equipment - NCEP	$ 7,395.00	To reclassify purchase of copier for NCEP to agree with $5,000 capitalization policy
16	INSTRUCTION - Non-capital equipment - equipment	INSTRUCTIONAL SUPPORT - Non-capital equipment - equipment	$ 650.00	Additional costs for computer equipment necessary to support Office of Instruction operational needs
17	STUDENT SERVICES - Administrative	STUDENT SERVICES - Support Staff	$ 3,000.00	Additional cost of support staff time for college wide software development project and additional hours for Enrollment Services staffing

18	STUDENT SERVICES - Hourly	STUDENT SERVICES - Supplies	$ 1,200.00	Additional supplies needed for student services operations
19	STUDENT SERVICES - Hourly	STUDENT SERVICES - Travel and meeting expense	$ 300.00	Additional costs for meetings and travel for GED testing
20	STUDENT SERVICES - Hourly	STUDENT SERVICES - Postage	$ 1,550.00	Additional cost of postage and postage meter equipment
21	STUDENT SERVICES - Hourly	STUDENT SERVICES - Printing	$ 630.00	Additional costs of printing student handbook
22	STUDENT SERVICES - Hourly	STUDENT SERVICES - Staff development	$ 350.00	Additional staff training needs for Student Services staff
23	STUDENT SERVICES - Materials for resale - Placement testing	STUDENT SERVICES - Materials for resale - GED testing	$ 500.00	Additional costs for materials to provide GED testing service
24	STUDENT SERVICES - Hourly	STUDENT SERVICES - Non-capital equipment and furniture	$ 120.00	Additional cost for computer monitor replacement
25	BOARD RESERVES - Operating Contingency	COLLEGE SUPPORT - Travel & meeting expense	$ 3,500.00	Additional costs for State meetings
26	BOARD RESERVES - Operating Contingency	COLLEGE SUPPORT - Professional services	$14,000.00	Additional costs for advertising for position recruitments
27	COLLEGE SUPPORT - Tuition Waivers	COLLEGE SUPPORT - Association membership	$ 500.00	Increased costs for membership dues
28	BOARD RESERVES - Operating Contingency	COLLEGE SUPPORT - Staff development	$ 500.00	Additional costs for staff development events

29	BOARD RESERVES - Operating Contingency	COLLEGE SUPPORT - Governing Board	$ 1,000.00	Costs for OCCA Board meetings and OCCA conference expenses
30	COLLEGE SUPPORT - Tuition waivers	COLLEGE SUPPORT - Repair contracts	$ 200.00	Additional costs for copier and typewriter repairs
31	PLANT OPERATION & MAINT. - Capital outlay building improvements	PLANT OPERATION & MAINT. - Support staff	$ 2,750.00	To provide for campus security position wages
32	PLANT OPERATION & MAINT. - Capital outlay building improvements	PLANT OPERATION & MAINT. - Other payroll benefits	$ 100.00	To provide for additional cost for campus security position payroll benefits
33	PLANT OPERATION & MAINT. - Capital outlay building improvements	PLANT OPERATION & MAINT. - Supplies	$ 1,000.00	Additional supplies necessary for repair and maintenance projects
34	PLANT OPERATION & MAINT. - Capital outlay building improvements	PLANT OPERATION & MAINT. - Non-capital equipment and furniture	$ 1,300.00	Replacement of telephone system UPS and white boards and purchase of flourescent light tube disposal unit
35	PLANT OPERATION & MAINT. - Insurance	PLANT OPERATION & MAINT. - Equipment repair contracts	$ 30.00	Additional telephone system and fire extinguisher service and repairs
36	PLANT OPERATION & MAINT. - Capital outlay building improvements	PLANT OPERATION & MAINT. - Physical plant building improvements	$ 6,950.00	Build office space for Tillamook Coastal Watershed Resource Center at Bay City offices, additional electrical improvements and adding ceiling fans at Tillamook Campus

1999-2000
BUDGET TRANSFERS
June 5, 2000

SPECIAL FUND

	FROM	TO	AMOUNT	REASON
1	U.S. Bank Literacy Grant INSTRUCTION - Public Information - Advertising	U.S. Bank Literacy Grant INSTRUCTION - Non-capital furniture & equip.- software	$ 104.00	Grant Modifications
2	TCCF Literacy Grant INSTRUCTION - Travel & Meeting Expense	TCCF Literacy Grant INSTRUCTION - Instructional Personnel	$ 130.00	Grant Modifications
3	TCCF Literacy Grant INSTRUCTION - Other Contracted Services	TCCF Literacy Grant INSTRUCTION - Instructional Personnel	$ 1.00	Grant Modifications
4	Welfare Reform JOBS Program INSTRUCTION - Staff Development	Welfare Reform JOBS Program INSTRUCTION - Supplies	$ 150.00	Grant Modifications

RESOLUTION 13

Tillamook Bay Community College Service District
Board of Education
June 5, 2000

SPECIAL FUND - Tillamook Commission on Children and Families Literacy Grant

The President RECOMMENDS adoption of the following resolution:

WHEREAS, the 1999-2000 budget of Tillamook Bay Community College Service District (TBCC) did not predict additional funds for a Tillamook 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 $23.00 for the purpose shown below, hereby appropriated as follows:

Instruction	$	23.00
Total	$	23.00

RESOLVED this 5th day of June, 2000, by the Board of Education, Tillamook Bay Community College Service District.

Chairperson, Board of Education

Attest:

President, Clerk of Board

SPECIAL FUND - Tillamook Commission on Children and Families Literacy Grant

DESCRIPTION	ADOPTED 1999-2000	REVISED 1999-2000
Resources		
Local Sources - County Sources	$ 3,627.00	$ 3,650.00
Beginning Working Capital	$ 0.00	$ 0.00
Total Resources	$ 3,627.00	$ 3,650.00
Expenditures		
Instruction		
Personal Services		
Instructional Personnel	$ 2,484.00	$ 2,494.00
Other payroll expenses	$ 247.00	$ 260.00
Materials and Services		
Supplies	$ 45.00	$ 45.00
Travel and Meeting Expenses	$ 130.00	$ 130.00
Other Contracted Services	$ 721.00	$ 721.00
TOTAL	$ 3,627.00	$ 3,650.00

RESOLUTION 14

Tillamook Bay Community College Service District
Board of Education
June 5, 2000

SPECIAL FUND - Meyer Memorial Trust Computer Information System Grant

The President RECOMMENDS adoption of the following resolution:

WHEREAS, the 1999-2000 budget of Tillamook Bay Community College Service District (TBCC) did not predict receiving funds for a Meyer Memorial Trust Computer Information System 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 $100,000.00 for the purpose shown below, hereby appropriated as follows:

College Support	$	100,000.00
Total	$	100,000.00

RESOLVED this 5th day of June, 2000, by the Board of Education, Tillamook Bay Community College Service District.

Chairperson, Board of Education

Attest:

President, Clerk of Board

SPECIAL FUND - Meyer Memorial Trust Computer Information System Grant

DESCRIPTION	ADOPTED 1999-2000	REVISED 1999-2000
Resources		
Other Sources - Grant	$ 0.00	$ 100,000.00
Beginning Working Capital	$ 0.00	$ 0.00
Total Resources	$ 0.00	$ 100,000.00
Expenditures		
College Support		
Materials and Services		
Supplies	$ 0.00	$ 1,353.00
Non-capital Equipment and Furniture	$ 0.00	$ 33,772.00
Other Contracted Services	$ 0.00	$ 40,875.00
Capital outlay		
Equipment	$ 0.00	$ 24,000.00
TOTAL	$ 0.00	$ 100,000.00

PERSONNEL REPORT

June 5, 2000

New Employees:

Amy Getty, English Instructor
Effective: September 11, 2000
Salary: $30,235, 10 month position (Step 3)
Status: regular, full-time, 180-day contract, exempt
Applicant Flow:
Female: 1 — 18 - white, 1 - Asian, 1 - American Indian/White, 1 - Hispanic, 8 - Unknown
Male: 8 — 19 - white, 1 - Hispanic/White, 8 - unknown
Total: 57

Adjunct Faculty:
Steve Sammler, Life Skills Instructor, South Fork Forest Camp
Karen Holmes McKay, CG100A College Survival Skills
Elizabeth Johnston, WR115 Intro Expository Writing, WR121 English Composition,WR123 English Composition
Marco Hernandez, SPA101/102/103 First Year Spanish
Michael Oyster, CG145 Stress Management, PSY215 Human Development

Search Canceled:

Director, Human Resources
Effective: June 15, 2000
Salary: $37,818 per year (Grade 12, Step 1)
Status: regular, full-time, exempt, 12-month position
The finalist selected by the hiring committee declined the position due to the college's inability to match his current salary. The hiring committee recommended re-opening the recruitment.
Female: 1 — 1 - white
Male: 5 — 1 - white, 4 - unknown
Total: 6

Promotions:

Emmy Lou Orahood, Manager, Human Resources
Effective: July 1, 2000
Salary: $34,380.58 per year (Grade 11, Step 1)
Status: regular, full-time, exempt, 12-month position

Sheryl Neu, Enrollment Services Assistant II

Jim Fullan, Assistant to the President for Special Projects
(in addition to Director of College Development)

Terrie Minner, Dean of Student Services

Current Searches:

Director, BizCenter™ (Small Business Development Center)
Effective: June 15, 2000
Salary: $34,381-$37,905 annual starting salary range (Grade 11, Steps 1-3)
Status: regular, full-time, exempt, 12-month position
Deadline: May 15, 2000
9 applications received, the hiring committee will meet June 5 to select candidates for interview

Director, Professional/Technical and Distance Education
Effective: June 15, 2000 or as arranged
Salary: $34,381 per year (Grade 11, Step 1)
Status: regular, full-time, exempt, 12-month position
Deadline: May 26, 2000
4 application packets received

Bioscience Instructor
Effective: Fall Term, 2000
Salary: $15,117 - $16,667
Status: regular, part-time (.5 FTE), exempt, 180-day position
Deadline: June 5, 2000
23 applications sent, 6 received to-date

OR

History Instructor
Effective: Fall Term, 2000
Salary: $18,141 - $20,000
Status: regular, part-time (.6FTE), exempt, 180-day position
Deadline: June 5, 2000
49 applications sent, 15 received to-date

Title Change:

Administrative Assistant, College Support will replace College Services Secretary

Tillamook Bay Community Coll
2000-2001 *Staff* Salary *Grades*

GRADE	JOB TITLE
1	
2	Clerical Specialist (vacant)
3	Enrollment Services Assistant ***I*** North County Education Programs Enrollment Services Assistant Secretary, North County Education Programs Technical Support Specialist - Internet ***(vacant)***
4	Accounts Payable Specialist Computer Lab Assistant Computer Technician Math Lab Assistant North County Education Programs Assistant
5	***Campus Security Officer*** ***Enrollment Services Assistant II*** SBDC Program Assistant Teen Parent Program Assistant Testing Examiner
6	***Administrative Assistant, College Support*** Instructional Secretary Payroll Specialist & Purchasing Agent Plant Operations Student Services Assistant
7	Enrollment Services Supervisor Full-Charge Bookkeeper
8	Business Counselor Coordinator, Central County Education Programs & Schedule Production Coordinator, South County Education Programs Coordinator, South Fork Forest Camp Education Programs Veterans Service Officer
9	Academic Advisor ***(vacant)*** Director, North County Education Programs Literacy Program Coordinator Reference Librarian
10	Institutional Researcher
11	Counselor, Student Services Director, Developmental Education Director, Professional/Technical Education Director, Small Business Development Center ***Manager, Human Resources***
12	Director, College Development ***& Assistant to the President for Special Projects*** Director, Computer Services
13	Director, Administrative Services
14	Dean of Instruction ***Dean of Student Services***

Revised 5/00

TILLAMOOK BAY COMMUNITY COLLEGE
2000-2001 REGULAR FULL-TIME & PART-TIME FACULTY SALARY SCHEDULE
180 DAY CONTRACT

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
ANNUAL SALARY	$27,424.14	$28,795.35	$30,235.12	$31,746.88	$33,334.22	$35,000.93	$36,750.98	$38,588.53	$40,517.96	$42,543.86	$44,671.05	$46,904.60	$49,249.83	$51,712.32

TILLAMOOK BAY COMMUNITY COLLEGE
2000-2001 INSTRUCTOR/CASE MANAGER SALARY SCHEDULE
230 DAY CONTRACT

Step	1	2	3	4	5	6	7	8	9	10
ANNUAL SALARY	$29,201.00	$30,661.05	$32,194.10	$33,803.81	$35,494.00	$37,268.70	$39,132.14	$41,088.75	$43,143.19	$45,300.35

Revised 1/00

Tillamook Bay Community College
Adjunct (Term by Term) Faculty Salary Schedule
2000-2001

	TIER 1	TIER 2	TIER 3
Transfer College Credit Courses - Lecture	$336 per credit	$352.80	$370.44
Substitute/Cancellation Rate	$28 per contact hour		
Writing Bonus for 3 Credit WR Courses	$250 per term		
Transfer College Credit Courses - Lab	$21 per hour	$22.05	$23.15
Transfer College Credit Courses - Lecture/Lab (examples: ART 284, CAS100, CAS216, MUS 131)	$23 per hour	$24.15	$25.36
ABE/GED/ESL/High School Credit Recovery Classes	$23 per hour	$24.15	$25.36
Continuing Education Unit (CEU) Classes	$20 per hour	$21.00	$22.05
Contract Training (includes: class hours and hours interfacing with contracting business)	$20 per hour	$21.00	$22.05
Community Education Classes	$13 per hour	$13.65	$14.33
Guest Lecturers / Artists	Market Driven		
Instructional Assistants	$7.50 per hour	$7.88	$8.27

REVISED 9/98

MOVEMENT BETWEEN TIERS:

DRAFT 5/17/00

Adjunct Faculty:

Tier 2 - with the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, faculty will move to Tier 2 the July 1 following completion of teaching 500 contact hours. The 500 contact hours must be completed by the end of Spring Term.

Tier 3 - with the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, faculty will move to Tier 3 the July 1 following completion of teaching 1,000 contact hours. The 1,000 contact hours must be completed by the end of Spring Term.

Instructional Assistants:

Tier 2 - with the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, instructional assistants will move to Tier 2 the July 1 following completion of 500 contact hours of instructional assisting. The 500 contact hours of instructional assisting must be completed by the end of Spring Term.

Tier 3 - with the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, instructional assistants will move to Tier 3 the July 1 following completion of 1,000 contact hours of instructional assisting. The 1,000 contact hours of instructional assisting must be completed by the end of Spring Term.

Revised: 5/00

TILLAMOOK BAY COMMUNITY COLLEGE
2000-2001 STAFF SALARY SCHEDULE

STEPS	1	2	3	4	5	6	7	8	9	10
Hourly	$6.50	$6.83	$7.17	$7.52	$7.90	$8.30	$8.71	$9.15	$9.60	$10.08
Grade 1										
hourly		$6.69	$7.03	$7.38	$7.75	$8.13	$8.54	$8.97	$9.42	$9.89
monthly		$1,159.83	$1,217.82	$1,278.71	$1,342.65	$1,409.78	$1,480.27	$1,554.28	$1,632.00	$1,713.60
annual		$13,917.96	$14,613.86	$15,344.55	$16,111.78	$16,917.37	$17,763.24	$18,651.40	$19,583.97	$20,563.17
Grade 2										
hourly	$7.01	$7.36	$7.73	$8.11	$8.52	$8.95	$9.39	$9.86	$10.36	$10.87
monthly	$1,215.06	$1,275.81	$1,339.60	$1,406.58	$1,476.91	$1,550.76	$1,628.30	$1,709.71	$1,795.20	$1,884.96
annual	$14,580.72	$15,309.76	$16,075.24	$16,879.01	$17,722.96	$18,609.10	$19,539.56	$20,516.54	$21,542.36	$22,619.48
Grade 3										
hourly	$7.71	$8.10	$8.50	$8.93	$9.37	$9.84	$10.33	$10.85	$11.39	$11.96
monthly	$1,336.57	$1,403.39	$1,473.56	$1,547.24	$1,624.60	$1,705.83	$1,791.13	$1,880.68	$1,974.72	$2,073.45
annual	$16,038.79	$16,840.73	$17,682.77	$18,566.91	$19,495.25	$20,470.01	$21,493.52	$22,568.19	$23,696.60	$24,881.43
Grade 4										
hourly	$8.48	$8.91	$9.35	$9.82	$10.31	$10.83	$11.37	$11.94	$12.53	$13.16
monthly	$1,470.22	$1,543.73	$1,620.92	$1,701.97	$1,787.06	$1,876.42	$1,970.24	$2,068.75	$2,172.19	$2,280.80
annual	$17,642.67	$18,524.80	$19,451.04	$20,423.60	$21,444.78	$22,517.02	$23,642.87	$24,825.01	$26,066.26	$27,369.57
Grade 5										
hourly	$9.33	$9.80	$10.29	$10.80	$11.34	$11.91	$12.50	$13.13	$13.79	$14.47
monthly	$1,617.24	$1,698.11	$1,783.01	$1,872.16	$1,965.77	$2,064.06	$2,167.26	$2,275.63	$2,389.41	$2,508.88
annual	$19,406.94	$20,377.29	$21,396.15	$22,465.96	$23,589.25	$24,768.72	$26,007.15	$27,307.51	$28,672.89	$30,106.53
Grade 6										
hourly	$10.26	$10.78	$11.32	$11.88	$12.48	$13.10	$13.75	$14.44	$15.16	$15.92
monthly	$1,778.97	$1,867.92	$1,961.31	$2,059.38	$2,162.35	$2,270.47	$2,383.99	$2,503.19	$2,628.35	$2,759.77
yearly	$21,347.63	$22,415.01	$23,535.76	$24,712.55	$25,948.18	$27,245.59	$28,607.87	$30,038.26	$31,540.18	$33,117.18
Grade 7										
hourly	$11.29	$11.85	$12.45	$13.07	$13.72	$14.41	$15.13	$15.89	$16.68	$17.51
monthly	$1,956.87	$2,054.71	$2,157.45	$2,265.32	$2,378.58	$2,497.51	$2,622.39	$2,753.51	$2,891.18	$3,035.74
yearly	$23,482.40	$24,656.52	$25,889.34	$27,183.81	$28,543.00	$29,970.15	$31,468.66	$33,042.09	$34,694.19	$36,428.90
Grade 8										
hourly	$12.42	$13.04	$13.69	$14.38	$15.09	$15.85	$16.64	$17.47	$18.35	$19.27
monthly	$2,152.55	$2,260.18	$2,373.19	$2,491.85	$2,616.44	$2,747.26	$2,884.63	$3,028.86	$3,180.30	$3,339.32
annual	$25,830.63	$27,122.17	$28,478.27	$29,902.19	$31,397.30	$32,967.16	$34,615.52	$36,346.30	$38,163.61	$40,071.79
Grade 9										
hourly	$13.66	$14.34	$15.06	$15.81	$16.60	$17.43	$18.31	$19.22	$20.18	$21.19
monthly	$2,367.81	$2,486.20	$2,610.51	$2,741.03	$2,878.09	$3,021.99	$3,173.09	$3,331.74	$3,498.33	$3,673.25
annual	$28,413.70	$29,834.38	$31,326.10	$32,892.41	$34,537.03	$36,263.88	$38,077.07	$39,980.93	$41,979.97	$44,078.97
Grade 10										
hourly	$15.03	$15.78	$16.57	$17.40	$18.26	$19.18	$20.14	$21.14	$22.20	$23.31
monthly	$2,604.59	$2,734.82	$2,871.56	$3,015.14	$3,165.89	$3,324.19	$3,490.40	$3,664.92	$3,848.16	$4,040.57
annual	$31,255.07	$32,817.82	$34,458.71	$36,181.65	$37,990.73	$39,890.27	$41,884.78	$43,979.02	$46,177.97	$48,486.87
Grade 11										
hourly	$16.53	$17.36	$18.22	$19.13	$20.09	$21.10	$22.15	$23.26	$24.42	$25.64
monthly	$2,865.05	$3,008.30	$3,158.72	$3,316.65	$3,482.48	$3,656.61	$3,839.44	$4,031.41	$4,232.98	$4,444.63
annual	$34,380.58	$36,099.60	$37,904.58	$39,799.81	$41,789.80	$43,879.29	$46,073.26	$48,376.92	$50,795.77	$53,335.56
Grade 12										
hourly	$18.18	$19.09	$20.05	$21.05	$22.10	$23.21	$24.37	$25.58	$26.86	$28.21
monthly	$3,151.55	$3,309.13	$3,474.59	$3,648.32	$3,830.73	$4,022.27	$4,223.38	$4,434.55	$4,656.28	$4,889.09
annual	$37,818.63	$39,709.56	$41,695.04	$43,779.79	$45,968.78	$48,267.22	$50,680.58	$53,214.61	$55,875.34	$58,669.11
Grade 13										
hourly	$20.00	$21.00	$22.05	$23.15	$24.31	$25.53	$26.80	$28.14	$29.55	$31.03
monthly	$3,466.71	$3,640.04	$3,822.05	$4,013.15	$4,213.81	$4,424.50	$4,645.72	$4,878.01	$5,121.91	$5,378.00
annual	$41,600.50	$43,680.52	$45,864.55	$48,157.77	$50,565.66	$53,093.95	$55,748.64	$58,536.08	$61,462.88	$64,536.02
Grade 14										
hourly	$22.00	$23.10	$24.26	$25.47	$26.74	$28.08	$29.48	$30.96	$32.50	$34.13
monthly	$3,813.38	$4,004.05	$4,204.25	$4,414.46	$4,635.19	$4,866.95	$5,110.29	$5,365.81	$5,634.10	$5,915.80
annual	$45,760.55	$48,048.57	$50,451.00	$52,973.55	$55,622.23	$58,403.34	$61,323.51	$64,389.68	$67,609.17	$70,989.63

PRESIDENT EVALUATION PROCESS

2000

June 5 1999-2000 evaluation form distributed to Board members.

Board members complete evaluation form and return to Artis van Rassel by June 12, 2000.

JUNE 19 Board evaluates President in Executive Session.

Board conducts contract discussion/renewal with President.

AUGUST 7 President presents 2000-01 goals to Board.

TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT
6385 Tillamook Avenue, Bay City, Oregon 97107
(503) 377-2765 · Fax (503) 377-2219
Jerry Hallberg, *President*

MEMORANDUM

TO: Board of Education

FROM: Jerry Hallberg, President

DATE: June 5, 2000

RE: President's Evaluation

To assist you in my 1999-2000 evaluation, I have enclosed the following:

1. President's Evaluation Forms (blue)
2. Progress Report on the President's 1999-2000 Goals/Objectives/Activities
3. President's Current Position Description
4. 1999-2001 Contract
5. 1999-2000 Presidents' Compensation Survey

Just a reminder, please return the blue President's Evaluation forms by June 12, 2000. Thank you.

PRESIDENT EVALUATION PROCESS

2000

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Board members complete evaluation form and return to Artis van Rassel by June 12, 2000.

JUNE 19 Board evaluates President in Executive Session.

Board conducts contract discussion/renewal with President.

AUGUST 7 President presents 2000-01 goals to Board.

PRESIDENT EVALUATION
1999-2000

Please rank the performance of the President in the following areas (circle response):

GENERAL ADMINISTRATIVE DUTIES

Improvement Needed Competent Outstanding

Comments:

PERSONNEL ADMINISTRATION

Improvement Needed Competent Outstanding

Comments:

FISCAL RESPONSIBILITIES

Improvement Needed Competent Outstanding

Comments:

STUDENT AFFAIRS

Improvement Needed Competent Outstanding

Comments:

INSTRUCTIONAL PROGRAMS

Improvement Needed Competent Outstanding

Comments:

COMMUNITY RELATIONS

Improvement Needed Competent Outstanding

Comments:

STATEWIDE EFFECTIVENESS

Improvement Needed Competent Outstanding

Comments:

LEADERSHIP ABILITY

Improvement Needed Competent Outstanding

Comments:

PERSONAL/PROFESSIONAL STYLE

Improvement Needed Appropriate Outstanding

Comments:

RECOMMENDATIONS TO IMPROVE EFFECTIVENESS AS DISTRICT EXECUTIVE

What do you like best about the President's performance?

What do you like least about the President's performance?

Additional Comments:

BOARD COMMUNICATIONS AND RELATIONS

Is adequate information available to the Board on a regular basis?

What areas of information or communication need more attention?

Were directives from the Board concerning District policy adequately carried out by the President?

Did the President keep the Board apprised of all progress and conditions of the District, including matters of controversy?

Are Board meetings well planned? Are presentations condensed with consideration to the expediency of Board meetings? What could be done to improve Board meetings?

TILLAMOOK BAY COMMUNITY COLLEGE

President's Goals / Objectives / Activities
1999-2000

PROGRESS REPORT
June 5, 2000

The following goals, objectives and activities have been designed to enable the Board to continue the process of constructive evaluation of the President of the College and the progress of the District. The accomplishments listed below (and the many others not included) are a part of the "team approach" ... a group effort of dedicated staff working together for the good of the College and the Community which we serve.

1. Continue to provide a leadership role in carrying out the general policies of the District and evaluating the effectiveness of all College policies, rules and procedures.

   I feel that one of the most important roles of the President is to create an environment that allows administrators and staff to perform their duties and responsibilities to the best of their ability. Fortunately, the College has an excellent staff that has supported me in this educational endeavor. I am personally satisfied with the growth, financial stability and direction of the College over the past several years.

2. Continue to work on stabilizing College funding.

   a) Oversaw/monitored college budget (watched income/expenditures closely)
   b) Budget Committee involvement
   c) Attended meetings in Salem and conducted Legislature informational activities
   d) Met with Senator Joan Dukes, Representative Elaine Hopson, and Congresswoman Darlene Hooley
   e) In conjunction with staff, sought additional or maintenance of grant monies in
   - ***Technology***
   - ***Corrections***
   - ***Literacy***
   - ***Teen Parent Program***
   - ***Adult Basic Education***
   - ***Small Business Development Center***
   - ***Welfare Reform JOBS Program***
   - ***Professional/Technical (Vocational)***
   - ***Veterans***
   - ***Commission on Children & Families***

   f) Statewide involvement (CCWD, OCCA, Presidents' Council)
   g) Served on Congresswoman Darlene Hooley's Higher Education Advisory Council

3. Working with appropriate staff, provide leadership, support and commitment to maintain the College Foundation.

   Worked with other individuals to broaden the mission and raise money for the TBCC Foundation.

4. Continue to develop a long-term remodeling / building plan for the college.

   a) Evaluated district-wide facilities use
   b) Discussed plans with Cabinet members at various meetings
   c) Strategic Planning meetings held
   d) Discussed the need for a new facility with various community organizations
   e) Held meetings with the Board Facilities Committee

5. Provide leadership, support, and commitment to the strategic planning process.

   Worked with members of the committee to finalize the planning process and produce the Accreditation and Assessment Reports.

6. Continue to create an atmosphere for improved internal communication and teamwork.

   a) Held staff workshops/meetings
   b) Held regular President's Cabinet meetings
   c) President's "Open door" policy
   d) Individual meetings with college personnel
   e) Encouragement and involvement with the Student Association and Phi Theta Kappa
   f) Support for the Faculty Senate

7. Enhance the capacity of the district to improve its service to students and insure that the programs are responsive to student needs and expectations.

   I believe that it is important for the College to provide courses and programs to enable students to pursue their educational objectives and career goals. Throughout the year, I worked closely with the Dean of Instruction and Director of Student Services to:

   a) Review instructional programs
      - Increase day-time program
      - Add new courses
   b) Review Library Issues
   c) Review course selection
   d) Review need for full-time instructors
   e) Establish activities with the Student Association
   f) Continue concurrent enrollment program (Pathways) for high school juniors and seniors

8. Continue to foster a positive College image within the Community.

   a) Speaking engagements at organizations (i.e. Kiwanis, Lions, AAUW, etc.)
   b) Served on committees/attended meetings:
      - Tillamook County Economic Development Council
      - Chamber of Commerce
      - Tillamook Family Counseling Center Inc.
      - Tillamook County General Hospital Civic Advisory Board
      - OSU Extension Advisory Committee
      - Tillamook Community Foundation
      - Tillamook Bay Community College Foundation
      - Tillamook County Library Foundation

c) ***Special events at College***
- ***Special workshops/forums***

d) ***Attended various civic events throughout the county***

e) ***Personal contacts with County residents***

9. Continue to maintain improved working relationships with local school districts and the Educational Service District.

a) ***Attended county-wide superintendent's meetings on a monthly basis***

b) ***Held individual meetings with school district officials***

c) ***Supported school district/ESD funding***

d) ***Attended regional and statewide OSBA conferences, workshops, and meetings***

e) ***Served on the Northwest Regional ESD, Tillamook Service Center Advisory Committee***

f) ***Served on the Tillamook County Education Consortium***

10. Support and cooperate with the Department of Community College and Workforce Development and the Oregon Community College Association in promoting statewide initiatives that would advance the role and mission of community colleges.

a) ***Member of Oregon Community College Association Board of Directors***

b) ***Meetings with CCWD Commissioner and staff***

c) ***Attended Department of Education meetings; served as Advisor to the Board of Education***

d) ***Chair of the Oregon Community College Presidents' Council***

e) ***Meetings with OCCA Executive Director and Staff; served on Legislative Committee***

f) ***Attended OCCA Conference and Retreats***

g) ***President's Council liaison to the Oregon Council of Adult Basic Skills Development Organization***

ENDING REMARKS

The dedication, productivity and high standards of qualified faculty and staff have built a successful future for the College and Tillamook County.

Jerry Hallberg
President

June 5, 2000

POSITION DESCRIPTION

TITLE President

ACCOUNTABLE TO Tillamook Bay Community College Board of Education

GENERAL STATEMENT OF ACCOUNTABILITY

The President is the chief executive officer of the District and is directly accountable to the Board of Education. The President is responsible for carrying out all directives of the Board. The President shall have primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting said policy. The President is responsible for developing, coordinating, evaluating and supervising the total instructional and non-instructional operations of the District. The President is also responsible for overseeing the fiscal considerations of the operation of the District.

A. General Administrative Duties

The President of the District is accountable for and assists the Board of Education by:

1. Carrying out the general policies of the District and evaluating the effectiveness of all District policies, rules and procedures.
2. Planning, developing, and maintaining a positive educational program in conformity with the adopted policies of the Board.
3. Recommending policies on organization, finance, instruction, and other functions of the District for the Board's consideration.
4. Initiating the contract for instructional services with an existing accredited college or colleges.
5. Studying the requirements of the District for new facilities and recommending needs to the Board.
6. Keeping the Board continuously informed of the progress and conditions of the District.
7. Upholding the high standards of instruction set by the Board of Education, and the State of Oregon.
8. Representing the District in educational affairs with the Office of Community College Services, Oregon State System of Higher Education, State Department of Education, labor, business, industry, other colleges and universities, appropriate state and federal agencies, and community organizations.
9. Performing other duties as assigned by the Board of Education.

B. Administrative Accountability

1. Preparation of agendas for Board meetings.
2. Attendance and participation in all of the Board meetings.
3. Development and activation of administrative policies and procedures consistent with Board policy.
4. Evaluation of all District employees as provided by Oregon law and Board policy.
5. Suspending any employee of the District from duty when deemed necessary.

6. Conducting studies of the development and needs of the District and keeping the District Board and public informed.
7. Preparation and presentation of the annual budget to the Board.
8. Representing the District at meetings, conferences, and public events.
9. Judging and rendering administrative decisions in all matters of controversies affecting District affairs. (It is incumbent upon the President to inform the Board of controversies which may be injurious to the District.)

C. Fiscal Accountability

The President shall perform studies and prepare reports for the Board of Education on appropriate District business and financial affairs. The President shall plan, organize, direct and review all fiscal considerations, meet with other administrators, faculty, staff, and the general public, and establish effective business procedures and working relationships.

1. Preparation of the District budget for review by the District Budget Committee.
2. Preparation of financial and statistical reports as required to keep the Board, administrators and staff currently informed on District affairs.
3. Processing of inquiries and reports pertaining to District financial matters.
4. Maintenance of up-to-date and accurate accounting records on all District financial matters.
5. Approval of all budgeted District purchases.

D. Student Affairs

1. Development, implementation, supervision and evaluation of admissions policies and procedures.
2. Supervision of programs related to student admissions, registration, student records, and related services.
3. Supervision of academic counseling for all students and prospective students who seek such assistance.
4. Coordination of activities with federal and state agencies which are potential sources of students.
5. Preparation and certification of enrollment reports to the State Department of Education.
6. Processing of periodic reports to the Federal Government and the Board of Education.
7. Programs of institutional research.

E. Instructional Programs

1. Development, coordination, supervision and evaluation of all instructional programs offered by the District.
2. Recruitment of instructional personnel.

3. Recruitment, interviewing and evaluation of staff personnel for consideration of employment or retention.
4. Supervision of orientation, evaluation and professional improvement programs for instructional and classified staff.
5. Liaison of students, staff and the public concerned with the instructional and non-instructional programs of the District.
6. Development and evaluation of long term plans for the utilization of on and off-campus facilities.
7. Development of alternative instructional techniques and programs.
8. Preparation of the catalog and instructional related special brochures.
9. Preparation of the master schedule of classes.
10. Supervision of the establishment of standards for passing courses for graduation and for special honors in cooperation with the contracting college or colleges.
11. Development, supervision and administration of the total instructional budget with the Board of Education.

F. Affirmative Action

1. Development of policy statements, affirmative action and equal opportunity programs to insure equal access to all District programs and employment opportunities.
2. Assistance to the Board in the identification of problem areas.
3. Periodic review to insure that all facilities and District sponsored educational and training programs are equally available to all employees.
4. Liaison between the District and enforcement agencies.

PRESIDENT EMPLOYMENT CONTRACT
1999-2001

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 July 1, 1999 and ending on June 30, 2001.

2. Salary. The College shall pay a minimum annual salary rate of $76,650 for the first twelve months of this agreement. This annual salary includes a $2,400.00 annuity as provided in the addendum to this agreement. This annual 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 21ST day of June, 1999.

M Wayne Jensen Jr.
Chairperson, Board of Education
Tillamook Bay Community College Service District

Employee

ADDENDUM TO
PRESIDENT EMPLOYMENT CONTRACT
1999-2001

THIS ADDENDUM, made and entered into by TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT, hereinafter referred to as DISTRICT, and Jerry Hallberg, hereinafter referred to as PRESIDENT.

1. ANNUITY. The District will provide the President with a tax-sheltered annuity of the President's choice for each year of this contract. The annual value of the annuity shall be $2,400.

2. PROFESSIONAL ACTIVITIES. The DISTRICT will provide the PRESIDENT with travel expenses for one (1) out-of-state professional meeting for each year of this contract.

3. EVALUATION/APPRAISAL SESSION. At least once each fiscal year, the Board and the PRESIDENT shall meet in closed executive session for the purposes of evaluation of the performance of the PRESIDENT, expressing recommendations and observations on how such performance may be continually improved. The time and date of the executive session shall be agreed to by the Board and the PRESIDENT sufficiently in advance of the executive session to permit adequate preparation for a constructive interchange.

4. TERMINATION OF THE EMPLOYMENT CONTRACT. Termination of this contract can be initiated by the DISTRICT or the PRESIDENT according to District policies.

A. Termination without President's Concurrence

1. The DISTRICT may suspend, reduce, demote or dismiss the PRESIDENT for misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance or other unfitness to render effective service.

2. The PRESIDENT has a vested property right in his position and is entitled to due process of law during any disciplinary action by the Board. However, such due process is limited to the following:

a. The DISTRICT may suspend, reduce, demote or dismiss the PRESIDENT by the following:

(1) Provide the PRESIDENT with written notice of the factual allegations and grounds for the disciplinary action.

(2) Such disciplinary action will not be effective until 10 days after such written notice is provided to the PRESIDENT.

b. Procedures

(1) The PRESIDENT may, during this 10 day period, make written requests to the DISTRICT for a hearing on such disciplinary action. The hearing shall be held not earlier than 10 days after the date of the notice of disciplinary action and not later than 30 days after the notice of disciplinary action.

(2) The hearing shall be conducted in accordance with the procedure of the Oregon Administrative Procedures Act and model rules of the Oregon Attorney General for contested case hearings. The DISTRICT must prove its case against the PRESIDENT by a preponderance of the evidence. The decision of the DISTRICT shall be stated in findings of fact, and ultimate facts, conclusions of law, and an Order.

3. Termination at the Request of the President

In the event the PRESIDENT intends to act to terminate this employment contract prior to its termination date, the PRESIDENT shall give the DISTRICT 120 days written notice of such intention.

DATED this 21ST day of June, 1999.

M Wayne Jensen Jr
Chairperson, Board of Education
Tillamook Bay Community College Service District

Jerry Holleys
Employee

1999-00 PRESIDENTS' COMPENSATION SURVEY

OREGON COMMUNITY COLLEGES AND COMMUNITY COLLEGE SERVICE DISTRICTS AS OF MAY 1, 2000

COLLEGE NAME	**1998-99 REIMBURSABLE AND NON-REIMB. FTE	NO. YEARS CONTRACT COVERS	TOTAL '99-'00 SAL. INCLUDING ANNUITY	ANNUITY AMOUNT (IF ANY)	EFFEC. DATES OF SALARY (FROM-TO)	MO EXPENSES (ACTUAL OR MO. AMT)	AUTO FURNISHED	GAS ALLOWANCE (EXPLAIN: ACTUAL OR MO. AMT.)	EMPLOYER PAID PERS	OTHER: IN ADDT'N TO THOSE BENEFITS GIVEN ADMIN. STAFF (IE: MED, DENTAL, OTHER INS. ETC.)
Blue Mountain	2705.24	2 Years – rolling	$100,296	$2,400/Yr	7/1/99 to 6/30/00	$300/ In district, Actual out of District	No	.25¢/ Mile	No	100% Pd. Family Med-Dent-Vision; $100,000 Term life, $100/Yr for physical exam
Central Oregon	4002.43	5 Years 3rd year of 5	$118,103	None	7/1/97 to 6/30/2002	Actual	$500/Mo	No	Yes	Annual physical. $400 Disability. $2400/yr discretionary expense.
Chemeketa	11,855.83	1 Year	$120,132	None	7/1/99 to 6/30/00	$750	Yes	Actual	Yes	None
Clackamas	7083.33	5 Years	$109,349	None	7/1/99 to 6/30/00	$750	Yes	Actual	No as of 1/1/95	Visa Card, $15,000 annual trust pmt to cover 10 year window.
Clatsop	1,331.03	4 Years	$91,880	None	07/01/99 to 6/30/00	None	No	IRS Rate	No	$75,000 term ins., $2,000 discretionary exp. payable in 2 installment (Sept & Mar), $200/mo. auto expense.
Columbia Gorge	840.54	5 Years	$79,000	None	7/1/96 to 6/30/01	Actual	No	IRS Rate	No	No add'tl benefits other than those given to mgmt.
Klamath	747.14	2 Years	$98,808	None	7-1-99 to 6-30-01	None	No	IRS rate	No	No add'tl other than given to admin. staff.
Lane	11,968.32	3 Years	$124,800	$400/Mo.	6/1/99 to 6/30/00	Actual	Yes	Actual	Yes	$3,600 discretionary expense

COLLEGE NAME	**1998-99 REIMBURSABLE AND NON-REIMB. FTE	NO. YEARS CONTRACT COVERS	TOTAL '99-'00 SAL. INCLUDING ANNUITY	ANNUITY AMOUNT (IF ANY)	EFFEC. DATES OF SALARY (FROM-TO)	MO EXPENSES (ACTUAL OR MO. AMT)	AUTO FURNISHED	GAS ALLOWANCE (EXPLAIN: ACTUAL OR MO. AMT.)	EMPLOYER PAID PERS	OTHER: IN ADDT'N TO THOSE BENEFITS GIVEN ADMIN. STAFF (IE: MED, DENTAL, OTHER INS. ETC.)
Linn-Benton	6,009.65	5 Years	$106,386	$6,000	7/1/99 to 6/30/00	Actual	Yes	Actual	No	$500,000 reverse split dollar Life Ins. policy w/the college as beneficiary of $250,000.
Mt. Hood	8,427.00	1 Year	$115,745	$2,292	7/1/99 to 6/30/00	$750	Yes	Actual	Yes	None
Oregon Coast	435.71	1 Year	$76,500	None	9/1/99 to 8/30/00	Actual	No	.31¢/Mile	Yes	None
Portland	20,607.59	4 Years	$147,300	$10,000	7/1/99 to 6/30/00	$750	Auto stipend only	None	No	Extended Life
Rogue	4,344.30	2 Years	$100,300	None	81/99 to 6/30/01	Actual	No	IRS rate	No	None
Southwestern Oregon	3,258.32	5 Years	$101,860	None	7/1/99 to 6/30/04	None	Yes	Actual	No	$2,500 annual discre-tionary expense, $125,000 Life Ins. policy
Tillamook Bay	424.82	2 Years	$76,650	$2,400/Yr	7/1/99 to 6/30/00	Actual	No	.30¢/Mile	Yes	$25,000 addt'l Life Ins. policy
Treas. Valley	2,240.59	Continuing	$98,819	$6,000	7/1/99 to 6/30/00	Actual	No	$365.50/Mo.	No	$100,000 Life Ins. Policy
Umpqua	3,344.23	Retirement year	$106,940	$6,000	7/1/99 to 6/30/00	Actual	No	$350 in-district allowance	Yes	$100,000 Life Ins. Policy, $2,000 annual discretionary expense.

**Figures provided by Office of Community College and Workforce Development are *total of reimbursable and non-reimbursable FTE* for 1998-99.

PRESCOMP

TBCC Connection

In September 1999 a landmark event occurred. After many years of planning and through the work of Paula Ascher and the staff of Tillamook Bay Community College, Karen Burke, director of the nursing program for Clatsop Community College, and the cooperation of Tillamook County General Hospital and Tillamook County Public Library, the first Tillamook County nursing students began their medical studies. Seven local nursing students have now successfully completed the first two terms of clinical nursing and are currently taking the maternal-child rotation.

The Tillamook County General Hospital has been an extremely helpful partner in making this important program a success. The hospital provided a large room with patient beds, tables, equipment and a video monitor on the third floor for teaching clinical skills and practice.

Clinical instruction for the fall and winter quarters was provided by Marilee Long, RN, a supervisor at the hospital who is an experienced and well qualified instructor. The instructor for spring quarter is Susan Adcock, MSN, who is a full time instructor with Clatsop Community College nursing program.

During the fall term the students occasionally commuted to Seaside for classroom instruction, a situation that was solved in the winter term through the use of the Internet. Instruction was provided through the Internet so that students could access lectures and get the information they need on their own computer, or at the college, at their own convenience.

A chat room allows students to communicate with the instructor or each other via the internet. This has entailed an enormous amount of work and cooperation between Tillamook Bay Community College and Clatsop Community College, and the program has been very successful.

In an interesting ongoing study of this new technology, six Clatsop County students in the Astoria program are also using the internet. However, classroom students on the Astoria campus are not allowed internet access in an effort to establish accurate comparative statistics between the two instructional delivery methods. So far, grades of both groups of students are within one to two percentage points of each other on their test scores.

During the summer quarter TBCC students will take psychiatric nursing in Salem. Upon successful completion of that training, they will be eligible to write the State Board exams for Licensed Practical Nursing. Graduation with an Associate Degree in Nursing is scheduled in June 2001.

Because of limited resources, nursing program classes are limited to 10 students, and the instructional cycle begins every two years. This doesn't mean, however, that students wanting to enter the nursing in its next phase should simply wait. A full year's worth of classes should be taken at TBCC in preparation for the nursing program. This will also make taking the clinical program much easier. Another major requirement is to complete a Certified Nursing Assistant (CNA) course prior to September of the year clinical nursing is started.

The next class will start in September 2001 and interested students should contact Student Services as soon as possible at 842-8222 in order to guarantee proper preparation in advance.

Financial assistance is also available for those who qualify. Students may contact Pat Gross Tuesday through Thursday at 842-8222 for financial aid information. For nursing classes, financial assistance may be applied for at Clatsop Community College in Astoria. Call (503) 338-2411 for information.

LPNs who wish to go on for an Associate Degree may challenge certain sections of the clinical work, but unless they were in a collegiate program, will need to take the cognate courses, such as English, sociology, psychology, anatomy and physiology. While the Associate Degree program for nursing is essentially a two-year program, most people, especially those with family responsibilities will find it better to plan on three years. Those wishing to get into the 2001 class would do well to get started this fall by taking the English, anatomy and physiology, and microbiology courses.

4-4
5/10/2000

MAY 26, 2000 PUBLISHED EVERY 2ND WEEK DURING THE ACADEMIC YEAR

OCCA
OREGON COMMUNITY COLLEGE ASSOCIATION

Pacesetter

Oregon Community College Association

Outstanding Student Scholars honored in Salem

Thirty-eight students from Oregon's 17 community colleges were recently honored in Salem as OCCA's Outstanding Student Scholars for the year 2000. Each main college campus (including all three of Portland Community College's main campuses) chose two scholars who demonstrated academic excellence and have made contributions to the educational environment.

Scholars were honored in the state Capitol by Gov. Kitzhaber, who said they were a "source of pride" for their families, their colleges and the state of Oregon. In addition to a plaque presented by the governor, each scholar is also eligible for a scholarship to one of 20 public and private four-year institutions.

After the ceremony in the governor's office, the scholars were the guests of honor at a luncheon attended by family members, college officials and state legislators.

Three students addressed their peers at the event. "The speeches were the highlight of the whole event," said Vickie Chamberlain, OCCA executive director. "Each one of them had a compelling story to tell about their community college experience. It was a great reminder of why community colleges exist—the students."

Sasha Avakova, from Linn-Benton Community College in Albany, said her community college experience has been an unforgettable part of her time in America. "I have grown so much since I started my education at LBCC," Avakova, originally from Russia, said. "Seeing friendly faces helped me a lot in my studies."

Steven Escobedo (left), a scholar from Treasure Valley Community College in Ontario, chats with State Rep. Vic Backlund (R-Keizer).

Gov. Kitzhaber congratulates Patti Collins, a scholar from Tillamook Bay Community College.

Carrie Bryant of Oregon Coast Community College in Lincoln City said her college experience has been "one of the most terrifying yet thrilling experiences of my life." She said her whole family, including her children, have been a great inspiration for her studies. But she said her mother's encouragement is one of the largest factors contributing to her success.

The final speaker, Jim Goodwin, from Rogue Community College, said, "at this point in my life, education is everything." After working for nine years in a Grants Pass sawmill, Goodwin was surprised when the layoffs began. But he said that with the help of his wife and the people of RCC, he is on his way to a new career.

Community colleges to pursue student-based funding model for next legislative session

Oregon's community colleges have embarked on a major campaign to change how the state funds them. If adopted by the state Legislature, the new "student-based funding model" will be more responsive to Oregon's educational needs than the current funding process.

Student-based funding means that the Legislature would allocate money on a per-student basis, similar to the way it funds K-12 education. By adopting the student-based system to replace the current service level (CSL) model, the Legislature could avert unfunded-enrollment crises like the one currently facing all Oregon community colleges.

Under the CSL model, the Legislature passes a lump-sum budget for the Department of Community Colleges and Workforce Development (CCWD) based on inflation and other factors excluding student enrollment. Therefore, when enrollment grows statewide, as it has for the past several years, community colleges are forced to ask for an extra appropriation to cover the costs of enrollment growth, a tactic that has been largely unsuccessful.

"Oregon's current method for funding community colleges is outdated," said Vickie Chamberlain, OCCA executive director. "We are working under a budget model that ignores the reality of enrollment fluctuations. The present system short-changes students when enrollment grows. The new system would make us more accountable to students when enrollment grows and more accountable to taxpayers if enrollment shrinks. Our funding model must be fixed."

Chamberlain said the OCCA Board of Directors, which represents all 17 of Oregon's community colleges, recently voted to lobby legislators to change to the student-based model. "This is going to be a huge educational effort," she said. "Many lawmakers will be new next session and we will have to make them aware of both the problem and the solution before they get to Salem in January."

The outdated CSL model was developed before ballot measures 5 and 50 shifted college funding toward the state level and away from the local level. "The taxpayers mandated that the state increase financial support to community colleges," Chamberlain said. "Since those ballot measures have taken effect, state funding supplies more college support than property taxes and tuition combined. Property taxes are unavailable for operations, and tuition has doubled in the last 10 years."

Bradbury aims advice at keeping colleges on the right side of Oregon's election laws

Secretary of State Bill Bradbury had some words of caution for community college employees and the college board members that direct them at the recent OCCA Advocacy Academy in Salem.

Sec. of State Bradbury

Bradbury said his goal was to help community colleges avoid "getting on the wrong side of Oregon election law." He added that well-meaning people may violate election laws if they are not as vigilant as they should be.

According to election laws, no public employee may use their work time or equipment supplied with public funds to promote or oppose a candidate or ballot measure. But according to Bradbury, the line between legal and illegal is sometimes subtle. He advised public employees to use caution when providing information about ballot measures in particular.

Public employees may provide objective information about ballot measures but may not use "impassioned or persuasive" rhetoric to make their point. He added that graphics may even be construed as persuasive if not used properly.

Bradbury suggested that colleges call the Elections Division office in Salem at (503) 986-1518 if they have any questions or if they would like his staff to review materials prior to publication.

The secretary of state also made a distinction between public employees and elected officials. He said elected officials, including college board memebrs, have more freedom to oppose or support ballot measures and candidates but that they cannot require public employees to advocate for candidates or ballot measures.

Legislators give CC advocates tips for getting our message out to candidates and lawmakers

Oregon's community colleges wanted to know the best way to get our message out to lawmakers and candidates prior to the next legislative session, so we asked the legislators themselves.

The following state legislators joined community college advocates from all over Oregon at the recent OCCA Advocacy Academy: State Rep. Karen Minnis (R-Wood Village), State Rep. Dan Gardner (D-Portland), State Sen. Peter Courtney (D-Salem) and State Sen. Ted Ferrioli (R-John Day).

Rep. Minnis

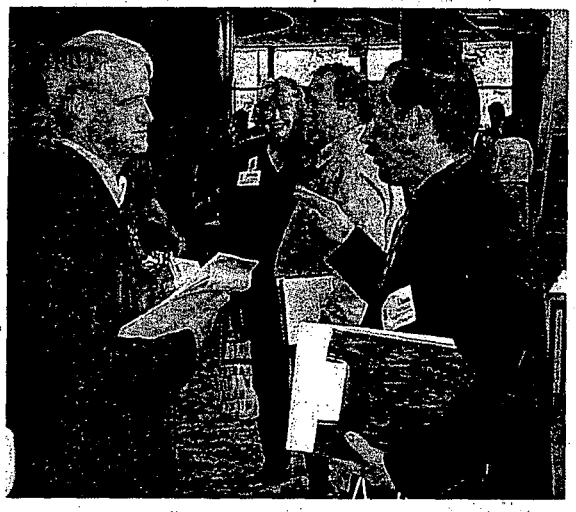
All of the legislators offered their unique insights on educating candidates and lawmakers about community college issues. But one central theme was evident—the importance of unity among the colleges.

Sen. Ferrioli

Minnis said that the appearance of most of Oregon's 17 community college presidents at the last Emergency Board meeting had a significant impact on the outcome of the proceedings. "It really makes a difference when legislators see your faces there and know that you feel passionately about your issues," she said.

Courtney suggested that during the interim, colleges should work to get candidates and legislators on their campuses. "I cannot overstate the importance of getting those candidates on your campus so they make that connection," Courtney said.

Ferrioli said candidates and legislators need to know specifically what colleges need them to do. "As legislators, we really want to serve our constituents," Ferrioli said. "But in order to do that, you have to tell us exactly what your issues are and what you would like us to do about them."



Sen. Courtney (L) and Rep. Gardner (R)

Timing is crucial according to Rep. Gardner. "When the legislators get to Salem, they are barraged with information all day long. You simply must get your message into the legislators' minds before the session begins. Otherwise, the competition for their attention is tremendous," he said.

College presidents, students invited to E-Board

Community college presidents, students, board members, faculty and others are encouraged to come to Salem on June 22 and 23 for the next meeting of the legislative Emergency Board. At those hearings, Cam Preus-Braly, commissioner of the Department of Community Colleges and Workforce Development (CCWD) will renew the request for $16 million to fund unexpected enrollment growth.

At the board's last meeting in late April, legislators heard the CCWD funding request and voted to defer the request until the June meeting. At the time, legislators expressed the desire to help colleges but said they needed more information to determine a dollar amount.

Enrollment has increased by more than four percent statewide each of the last two years while state funding has not kept pace. The results of unfunded enrollment growth include enrollment caps, tuition increases and the spending down of colleges' emergency cash reserves. State Rep. Karen Minnis (R-Wood Village), an E-board member, said that the presence of community college advocates in the hearing room "really does make a difference."

UCC hires Dr. Patricia McDonald as new president

Roseburg— Dr. Patricia McDonald has accepted the presidency at Umpqua Community College effective July 1, 2000. She will replace James M. Kraby, who is retiring June 30, 2000, after 14 years as president. She will be the fourth president of the 36-year-old college.

After a five-month national search, McDonald was selected at a special board meeting April 27. McDonald is currently the executive dean (chief executive officer), North Campus, of the Community College of Allegheny County (CCAC) in Pittsburgh, Pennsylvania where she has served since 1999. Prior to assuming the position of executive dean at CCAC, she served as vice president for continuing education at CCAC, as well as interim vice president and executive dean. She began her career in education as an assistant director of admissions at the CCAC.

McDonald received her doctorate in Higher Education Administration and her master of arts in Speech from the University of Pittsburgh, and her bachelor of arts in English from Carnegie Mellon University. She is a member of the National Institute for Leadership Development, the American Association of Higher Education, Leadership Council for Team Pennsylvania Career Link Project, College Scholarship Service Assembly, Charter member of CCAC Alumni Association, and former board member of the Western Pennsylvania Higher Education Council. She has been a guest lecturer for the University of Pittsburgh Department of Administrative and Policy Studies.

Dr. McDonald

Her community and civic activities include the Pittsburgh Executive Women's Council, Leadership Pittsburgh, Northern Area County Chamber of Commerce, Brighton Heights Citizens Federation and Northern Area Health Assessment Project.

OCCA Pacesetter
Oregon Community College Association
1201 Court. St. NE Suite 401
Salem OR 97301
(503) 399-9912

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http://www.occa17.com

Action Alert:
Emergency Board Meetings — CC Enrollment Growth Funding

Please attend the E-Board hearings!!!!!: The dates and times of the hearings are listed below. We have heard from legislators that it is very important to have board members, students and presidents at these meetings. It can make the difference in whether we receive funding. We don't know where our request will be on the agenda so be prepared to be there all morning. Again, we cannot emphasize enough how important it is for board members, presidents, students, faculty and other advocates to attend these meetings. We must show legislators that we care about our funding and our students. **We want to fill the hearing rooms with community college advocates!!**

Community College Request: $4.5 million of the $16 million enrollment growth need. Please see the enclosed talking points.

Dates of June E-board Meetings: June 22 and 23

June 22 — Emergency Board, Education Subcommittee Meeting
Thursday, 8:30 a.m., Hearing Room E, Capitol Building, Salem
At this meeting, the subcommittee will make a recommendation on our funding request to the full E-Board committee.

June 23 — Emergency Board, Full Committee
Friday, 8:30 a.m., Hearing Room F, Capitol Building, Salem
At this meeting, the full E-Board committee will take final action on our request, after reviewing the recommendation from the education subcommittee.

Emergency Board members:

Education Subcommittee:
Rep. Karen Minnis (Mt. Hood)
Rep. Leslie Lewis (Chemeketa)
Rep. Kurt Schrader (Clackamas)
Sen. Eileen Qutub (Portland)
Sen. Cliff Trow (Linn-Benton)

Full E-Board Committee:

Rep. Lynn Snodgrass, Co-Chair (Clackamas)	Sen. Adams, Co-Chair (Rogue)
Rep. Hansen (Clackamas)	Sen. Bryant (Central)
Rep. Minnis (Mt. Hood)	Sen. Derfler (Chemeketa)
Rep. Montgomery (Mt. Hood, Col. Gorge)	Sen. Hannon (Rogue)
Rep. Ross (Linn-Benton)	Sen. Metsger (Clackamas)
Rep. Schrader (Clackamas)	Sen. Qutub (Portland)
Rep. Simmons (Blue Mountain)	Sen. Timms (Klamath, Treas. V)
Rep. Westlund (Central)	Sen. Trow (Linn-Benton)
Rep. Winters (Chemeketa)	Sen. Yih (Linn-Benton)

Please contact ALL your legislators — not just the E-board members: Colleges need to contact all their legislators about this request. We need to build a broad base of support for this funding. Legislators that are not on the E-board can still have an influence on the process. Please use the enclosed talking points when you contact your legislators.

Wednesday, May 31, 2000

Talking Points for Meetings with E-Board Members/Legislators
(These talking points are for you. Not for distribution to legislators.)

Explanation of Request

The current request is for $4.5 million. This is a smaller request than the one made at the April E-Board meeting. Instead of funding the full cost of the 7,114 additional full-time students, the current request will only cover the full cost for 1,875 of them. The Department of Administrative Services (DAS) required CCWD to reduce the request because of limited E-Board funding.

Since these new students are already enrolled, colleges do not have the option of fully funding only one-fourth of them. Colleges will have to spread the $4.5 million out among all students and make up the difference by continuing to cut programs, spending down reserves, increasing tuition, etc. The only other option would be to cap enrollment and turn thousands of students away next year.

The previous request for $16.4 million would have addressed the comprehensive needs (including instructional costs, student services, facilities and operational costs, advising, support for increased faculty and other services) of the additional students for the entire biennium.

Here's how the $16.4 million figure was calculated: multiply 7,114 (3,557 new FTE doubled to account for both years of the current biennium) by last year's per-FTE amount of $2,302 with no inflation included.

Impact of the Need—(LOCALIZE THESE POINTS TO YOUR COLLEGE)

In order to accommodate the unfunded growth, colleges have done the following:

- Capped enrollment and created waiting lists;
- Spent down reserves to bare minimums;
- Increased student tuition;
- Frozen hiring.

Results:

- CC Mission at risk: Affordable, Accessible, Adaptable, Accountable (See attached);
- Rising tuition costs;
- Students cannot complete their programs because course offerings are limited;
- Students' access to new jobs and training delayed.

Message to E-Board members/all legislators:

Tell your legislator that we are being honest about the true magnitude of the need ($16.4 million). Even the $4.5 million request would only address roughly one-fourth of the need statewide.

Attached is each college's allocation if the full amount were funded. Be prepared to tell legislators how your college would use the money.

It is not unprecedented for the Legislature to provide enrollment growth funding during the interim. The '97 Legislature reserved $2 million in the E-Board fund for enrollment growth.

Please provide your legislators with a clear picture of the budget situation you are facing at your college, as it applies to enrollment growth. Also, please tell them how you would spend any E-Board allocation.

Tell your legislator that you really need them to be an advocate for their local community college and all community colleges in Oregon. (A lack of commitment to help is not advocacy.)

Remember to focus on students and their ability to access the education that they need. (Enrollment growth is putting financial stress on the institutions, BUT make sure you translate institutional concerns to their impact on the students.)

END

The Problem:

Threats to the CC Mission

Accessible: Statewide Threats--Enrollment caps, waiting lists, lack of flexible course scheduling, fewer sections offered.

Local Threats--

Affordable: Statewide Threats--On average, tuition has increased by 100 percent since 1990.

Local Threats--

Adaptable: Statewide Threats--Without proper funding, community colleges are unable to keep up with innovations and employment crises that require quick responses. Colleges will not be able to establish needed training programs in time to meet industry needs.

Local Threats--

Accountable: Statewide Threats--Communities expect a level of service that is unparalleled by any other state service. Without proper funding, community colleges will cease to be the top rated government service on satisfaction surveys.

Local Threats-- Spending down reserves . . . etc.

Allocation to Community Colleges if E-Board provides $4.5 million

College	Impact
Blue Mountain	$132,562
Central	$189,135
Chemeketa	$576,904
Clackamas	$349,226
Clatsop	$77,911
Columbia Gorge	$37,162
Klamath	$40,545
Lane	$628,116
Linn Benton	$321,946
Mt. Hood	$418,997
Oregon Coast	$27,449
Portland	$1,016,809
Rogue	$227,266
Southwestern	$153,235
Tillamook Bay	$22,615
Treasure Valley	$109,562
Umpqua	$170,559
Totals	$4,500,000

Allocation to Community Colleges if E-board provides $16.4 million

College	Impact
Blue Mountain	$484,308
Central	$690,971
Chemeketa	$2,107,682
Clackamas	$1,275,873
Clatsop	$284,642
Columbia Gorge	$135,770
Klamath	$148,129
Lane	$2,294,782
Linn Benton	$1,176,209
Mt. Hood	$1,530,728
Oregon Coast	$100,284
Portland	$3,714,917
Rogue	$830,301
Southwestern	$559,834
Tillamook Bay	$82,622
Treasure Valley	$400,278
Umpqua	$623,126
Totals	$16,440,454

Attachment E-1-a
May 18, 2000

Oregon Community College Association
1201 Court St. NE, Ste. 401
Salem, OR 97301-4188
Phone: (503) 399-9912 • Fax: (503) 399-9286
http://www.occa17.com

TO: OCCA Board of Directors

RE: Funding Formula Resolution

DATE: May 18, 2000

At its meeting on April 28, the OCCA Legislative Committee passed a motion to recommend the OCCA board pass a resolution on the funding formula. The purpose of the resolution is to affirm that the colleges support the current process for determining the funding formula. The OCCA Legislative Committee passed the motion unanimously.

The OCCA Legislative Committee's recommended resolution on the funding formula is:

> May it be resolved,
>
> We, the 17 Oregon community colleges, affirm our support for the current process of determining the funding formula through the Commissioner for Community Colleges and Workforce Development and the State Board of Education. We have confidence that the Commissioner and State Board of Education will continue their responsibility for the fair and reasonable distribution of funds as expressed through the funding formula. Furthermore, we pledge to work with the Commissioner and State Board of Education to refine the funding formula ~~so that it is the fairest and strongest expression of equity.~~ to that end.

This resolution will enable colleges and the OCCA staff to tell legislators that the colleges strongly believe that the funding formula should <u>not</u> be a legislative issue.

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TO: OCCA Board of Directors

RE: Unity Pledge

DATE: May 18, 2000

At its April 28 meeting, the OCCA Legislative Committee passed a motion to recommend to the OCCA board that it ask all the colleges to sign a unity pledge related to the 2001 OCCA legislative proposal. The motion passed with one opposing vote (Gerald Hamilton — KCC).

The OCCA Legislative Committee decided that the unity pledge would be useful in shoring up support with the governor and legislators. Legislators have told several presidents that they have heard the colleges are not unified. These legislators warned the presidents that this lack of unity would hurt the colleges' legislative package. The legislative committee felt that having a unity pledge to show legislators and the governor would help overcome the image of college infighting. The committee also felt the pledge would reinforce colleges' confidence in the unified agenda.

The OCCA Legislative Committee revised the wording of the pledge in hopes of getting all colleges to sign. Some colleges felt that their board could not sign it as originally worded because the pledge would not allow them to pursue other requests after the unified request was obtained. Others were concerned that their board would be bound to this pledge even if the unified package fell apart mid-session.

In light of this discussion, the OCCA Legislative Committee changed the pledge as follows:

> We, the undersigned, on behalf of our community colleges, ~~*board of directors, pledge to*~~ support one legislative proposal for the benefit of all community colleges for the 2001 legislative session. In order to emphasize the importance of this proposal, we also pledge to promote no other community college funding requests, individual or statewide, during the next session **until the unified legislative proposal has been signed by the governor.** *

* *Italics indicates language that has been removed.* **Bold indicates language that has been added.**

Discussion points:

1. What are the implications of having a "free for all" at the Capitol?

   A. Can't say to legislators "if you give us the $80 million, we won't ask for more."
   B. Baggage of lack of unity — e.g. the universities' past reputation.
   C. You can prove to the Legislature, at your expense, that you haven't hit bottom yet.
   D. Allows legislators who end up "in power" at the end of the session to bring home SMALL special packages for a few colleges.
   E. You will not get $80 million from the Legislature.

Action needed:

1. The OCCA board needs to approve or deny the OCCA Legislative Committee's recommendation on the unity pledge.

2. If the recommendation is approved, the OCCA board should request the individual colleges sign the pledge at the meeting.

Community College Declaration of Unity

We, the undersigned, on behalf of our community colleges, support one legislative proposal for the benefit of all community colleges for the 2001 legislative session. In order to emphasize the importance of this proposal, we also pledge to promote no other community college funding requests, individual or statewide, during the next legislative session until the unified legislative proposal is signed by the governor.

Note: This pledge recognizes the value of preserving local control while working together statewide to ensure that students in all of Oregon's community colleges will continue to enjoy the accessibility, affordability and comprehensiveness that make community colleges unique. This unprecendented commitment to unity by all 17 local college districts is crucial because our ability to raise operational funds locally has become extremely limited. It is our sincere hope that our unity of purpose will result in legislation that preserves and improves the vital services we provide for Oregon's students, workers, employers and communities.

Blue Mountain

_____ _____
Board Chair *President*

Central Oregon

_____ _____
Board Chair *President*

Chemeketa

_____ _____
Board Chair *President*

Clackamas

_____ _____
Board Chair *President*

Clatsop

_____ _____
Board Chair *President*

Columbia Go

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Board C *President*

Linn-Bento

_____ _____
Board Chair *President*

Mt. Hood

_____ _____
Board Chair *President*

Oregon Coast

_____ _____
Board Chair *President*

Portland

_____ _____
B *lent*

_____ _____
President

_____ _____
Board Chair *President*

Treasure Valley

_____ _____
Board Chair *President*

Umpqua

_____ _____
Board Chair *President*

Attention!!!!!!
The wording of this document has been changed. Please review with your board prior to the May 18 OCCA Board meeting.

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The Association

The Oregon Community College Association (OCCA) is seeking a highly qualified candidate with a proven record to serve as executive director of the association. The successful candidate will direct a small but dynamic association whose goal is to provide legislative and state agency advocacy and membership services for Oregon's 17 community colleges.

The association represents Oregon's community college districts. The board is comprised of college presidents and elected college board members. OCCA was founded in 1962 and since 1967 has provided advocacy and membership services in Salem for the state's community colleges. The association staff are called upon to provide legislative policy leadership, legislative strategy, coordinated college advocacy activities, statewide media exposure and board education.

OCCA is governed by a 34-member board made up of one elected board member from each college and each college president. OCCA currently employs 6 (5.75 FTE) people, including the executive director. The annual budget is approximately $450,000. The position requires annual travel to the colleges, travel to meetings, occasional weekends and a commitment to each biennial legislative session.

Qualifications

- Legislative or lobbying experience with demonstrated knowledge of state legislative political processes;
- A working knowledge of state and federal laws related to community colleges, public finance, public education, local government law, public meetings law and public records law;
- Ability to craft ongoing legislative strategies that strengthen community colleges' presence at the Capitol;
- Excellent leadership capabilities and the ability to project a statewide presence for the colleges to the public, the Legislature, the State Board of Education, state agencies, the governor's office and the broader educational community;
- A working knowledge of association representation and skills in building collaboration between institutions;
- A proven record of successful administrative experience. Experience at a community college or with an advocacy organization is preferable;
- A demonstrated record of support for public education, the community college concept and governance by locally elected boards of education;
- The ability to communicate effectively, both orally and in writing, with the OCCA board, staff, association membership, legislators and others;
- The ability to develop long-range plans for the association's growth and improve the association's services to the colleges;
- The ability to recruit, hire, supervise and evaluate staff;
- Experience with association finance and proven skills in fiscal management and budget preparation;
- Experience with computer word processing, Internet communication and other state-of-the-art communication techniques.

Oregon's Community Colleges

Oregon has 17 community college districts that serve more than 373,000 students representing nearly 90,000 full-time equivalent (FTE) annually. Programs include academic lower-division transfer, professional technical, adult basic education, community education and customized business training. Each college is governed by a seven-member, locally elected board of education and is considered part of the local government sector of each community. College presidents are appointed by the local board of education. Statewide the State Board of Education provides oversight of college program approval and distributes state money to the colleges. Colleges are primarily state funded, with the other 47 percent coming from tuition, fees and property taxes. The Oregon Department of Community Colleges and Workforce Development provides statewide technical assistance to the colleges and is administered by the Commissioner for Community Colleges.

Application Process

Applicants must mail the following information to:

Colleen Levin
Oregon Community College Association
1201 Court Street NE, Suite 401
Salem, OR 97301
Phone: (503) 399-9912
Fax: (503) 399-9286
clevin@occa17.com

- Application letter stating why you want the position;
- An essay documenting how you meet the job qualifications;
- A completed application form;
- A current resume;
- Complete and current letters of reference *(must be less than two years old)*;
- A written discussion addressing the following hypothetical situation:

> *The association has spent months planning an intense media awareness campaign regarding the community colleges' funding crisis. By all indications, the state has more than adequate ability to fund the colleges' request at the next legislative session. Just prior to the session, an initiative is passed by the voters, resulting in the immediate reduction of state revenues. Colleges are required to cut 10 percent from their 2000-2001 budgets. The state coffers are also reduced 10 percent, requiring the Legislature to decide who must take the hardest hits on the cuts, rather than funding growth in any state service. What will be your advice to the association regarding legislative strategy?*

All materials must be received by 5:00 p.m. May 19, 2000, in order for your file to be considered. Interviews will begin no later than June 12, 2000. The association's intent is that the new executive director begins working preferably by July 15, 2000, but no later than September 1, 2000. The salary range for the position is $60,000 to $75,000. OCCA is an equal opportunity employer and invites applications from all qualified candidates.

Tentative Search Schedule

April 19th - 20th	Place ads
April 24th - May 19th	(closing date) Advertising Send out packets as requested
May 23rd - May 26th	(Meeting room reserved Tuesday through Friday, however, meetings will most likely be Thursday and Friday from 9:00 - 5:00) Screen applications for interviews
May 27th - May 29th	Memorial Day weekend
May 30th - June 12th	Reference checks, set up first interviews
June 12th - 16th	First Interviews by screening committee
June 19th - June 23rd	Photo copy and mail information on final candidates to OCCA board
June 26th - July 7th	(If possible) Schedule OCCA board meeting for final interviews
	Select final candidate
	Contract negotiations

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OCCA Fall Convention
October 27-28
at the Holiday Inn
in Newport

Mark Your Calendar ✓

Come to the coast
and help plan the strategy
for lobbying the community
college cause in the state
Capitol next legislative session.

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