

LINN-BENTON COMMUNITY COLLEGE
MINUTES OF THE MEETING OF
THE
BOARD OF EDUCATION

December, 1966 through June, 1967

Book #1

Albany, Oregon
December 20, 1966

The Linn-Benton Community College Board met at 6.00 p.m. at the Ratskeller Restaurant. Present were: Dan Ashton, Russell Tripp, Senator Glenn Huston, Robert Hadland, Herb Hammond, Jr., and Loren J. Smith. Also present were Dr. Robert Hatton and Donald Shelton of the State Department of Education, W. H. Dolmyer of the Linn County School office and Gus August, of the Democrat-Herald.

A discussion began regarding the term of office of newly elected members. Dr. Hatton stated that board members elected would be replaced as of July 1, 1968, July 1, 1969, and so on. The Board recently elected would serve until July 1, 1967 as an Interim Board. The Board as elected will become official when word is received from the State Board of Education that the election is carried. It was therefore moved by Mr. Hadland, seconded by Mr. Purdy, that the Board elect temporary officers to hold office until July 1. Motion carried.

Nominations were then opened for temporary chairman. Mr. Hadland was nominated but declined. Mr. Ashton was then nominated by Mr. Tripp. It was moved by Mr. Smith the nominations be closed and an unanimous ballot be cast for Mr. Ashton. Motion was seconded by Mr. Purdy and carried. The chairman opened nominations for vice-chairman. Mr. Tripp was nominated by Mr. Hammond. It was moved by Mr. Purdy the nominations be closed and an unanimous ballot be cast for Mr. Tripp. Motion seconded by Mr. Smith and carried. Nominations were then opened for Secretary-Treasurer. Mr. Hadland was nominated by Mr. Purdy. It was moved by Mr. Tripp the nominations be closed and an unanimous ballot be cast for Mr. Hadland. Seconded by Mr. Smith and carried.

Dr. Hatton then suggested that the Board retain an attorney to keep all their actions legal and be present at each board meeting. As an example, he cited the Clackamas Community College budget having to be done over. After some discussion it was decided to contact the Community Colleges of Oregon, ask how much they use an attorney and the approximate cost per year. The County Superintendent was asked to write these letters.

Mr. Smith indicated that an attorney who has worked for a large district like Albany or Corvallis would probably be well-informed as to school law. Chairman Ashton indicated that Central Linn and Sweet Home were also large enough to have an experienced attorney. The chairman then appointed two board members to act as a committee and review answers from the Community Colleges and report to the Board. Mr. Tripp and Mr. Huston were appointed.

A discussion arose regarding the printing of Community College stationery with the board members' names on it. It was suggested by Mr. Hammond that stationery be printed as soon as possible for information and for improved public relations. Mr. Tripp mentioned that the Pride Printing Company of Albany would do any necessary

printing and bill the college after the budget passed. Mr. Hammond cautioned the Board to be careful and not tie itself to any firm by accepting favors. Mr. Hadland is to arrange for the stationery.

A discussion followed of applicants for Community College president and other college personnel. Mr. Hammond inquired of the State Department as to standard forms for applications. Dr. Hatton suggested that a standard letter of acknowledgement be sent to all applicants for positions suggesting they would be notified later where to apply.

In the selection of a president, Mr. Hatton and Mr. Shelton suggested that the Board set up criteria stating age, education and other requirements and a minimum salary, then notify colleges of the vacancy. They suggested a screening committee be set up and refer the top two or three candidates to the board for interviews. The screening committee could include local superintendents, college personnel, State Department personnel and influential laymen. Contact should be made soon for screening them within the next ninety days. The first budget would have to be prepared without an administrator but one should be obtained as soon as possible. A Community College District runs better if they are working with an administrator before too long. Copies of suggested criteria were given to board members. Mr. Tripp read these aloud to the group. Dr. Hatton suggested a salary of around \$18,000.00. There are no legal qualifications for president or staff. They do not have to be certified teachers. Some Community College presidents were former high school administrators. Most communities expect the president to have a Doctorate or be close to it.

Mr. Tripp mentioned that this particular district was formed with an understanding that the College would stress vocational-technical education. This would make it different from one committed to academic. Dr. Hatton replied that a Community College will answer the dictates of the community it serves. If many students want transfer courses the college must offer these. If Linn-Benton wants to start early they will have to offer courses according to available space. The Board may not want to begin college work until September, 1968. They should immediately make an application form and a brochure of the Linn-Benton area. These would go to applicants and the applications go to a screening committee.

It was moved by Mr. Smith that the college open September, 1968. Seconded by Mr. Hammond. In the discussion following, Mr. Purdy said they should attempt to open in September, 1967, in order to get State funds. Mr. Huston stated that they need planning money but since the State provides none it will have to be raised locally. The first budget then will be determined by how many personnel will be on the payroll, president, secretary, etc. Mr. Hatton stated that Clackamas Board prepared a one-year budget and staggered the employing of personnel, hiring them only as needed. Linn-Benton would have to prepare about an eighteen months budget. They must submit a long range plan of building, curriculum and student enrollment before obtaining State money. If their application is approved money will be ear-marked for that biennium for them. Building money will start being paid by the

State when 10% of the building is complete. It was moved by Mr. Tripp to lay the motion on the table until the next meeting. Seconded by Mr. Purdy and carried.

Mr. Hammond stated that if they employ an administrator they might have a limited program by the fall of 1967. A full program would be out of the question before the fall of 1968. The first budget should not be too large. The Board should be unanimous in its action. They should not hurry, as good planning takes time.

Mr. Smith emphasized this same point from his experience of twenty-five years on boards. Chairman Ashton then stated that all members should contact him regarding the next meeting. He will get out an agenda and a reminder of the meeting time and place.

By then the Board should decide where and how often to meet. Senator Huston mentioned that early morning meetings were often best. Mr. Tripp mentioned that Thursday evening proved best for the Planning Committee.

The next meeting was set for Thursday, January 5th, 1967, at 7.30 p.m. in the county school office. The Chairman will attempt to have a Community College president at this meeting.

Meeting adjourned.

County School Superintendent

Albany, Oregon
January 5, 1967

The Linn-Benton Community College Board met at 7.35 p.m. in the IED office in the Court House Annex. Present were: Dan Ashton, Russell Tripp, Kenneth J. Purdy, Glenn Huston, Robert Hadland, Herb Hammond, Jr., and Loren J. Smith. Also present were Harry Jacoby, President of the Roseburg Community College, Donald Shelton of the State Department of Education, W.H. Dolmyer of the Linn County School Office and reporters from two newspapers.

The meeting was called to order by the chairman, Mr. Ashton. Mr. Hammond moved the minutes be approved as mailed. Seconded by Mr. Tripp. Motion carried. The chairman discussed correspondence regarding buildings, etc.

The Board was sworn in by Judge Wendell H. Tompkins.

Mr. Jacoby was introduced. He discussed the beginning of his community college in March, 1964. Were in legal troubles at first, had been giving lower division transfer subjects three years -- Ashland (Southern Oregon College) gave lower division classes the first Fall. A budget was made. They found most people want college operating as soon as voted. Budget voted middle of June, small, passed 5 - 1. There were 158 full-time pupils to start. Operates 5.00 p.m. to midnight in available space. They offer no class until demanded. 70% transfer this year, 30% non-transfer. They had nothing to start, depended on Dr. Hatton, Mr. Loomis, and Mr. Shelton of the State Department for help. Some classes cannot be satisfied -- one class 50 applicants, took 20 for one class. The rest waited. This is third year, everything is in makeshift buildings -- garage, hospital, high school, classes Drain to Glendale.

They were given site. They have local, state, Federal money for buildings. Be careful in getting architect. A long-range plan is needed. The site selection is difficult. They had 22, cut to 7 to 3 to 1. Then site was given, 100 A. by V.T. Jackson. Site chosen -- closest utilities were five miles. They got advisory committee vocational-technical to work together closely. Helped choose areas to work in. The County put road in for college off old 99, near Winchester. The Board is enthusiastic. They met twice a week for a while. Even met at noons, plus Saturdays for a few hours at a time.

The first budget was voted on June 28th for one year. They now vote at regular school election. The first budget was too conservative, too slow. Behind on some things now because of this. First budget get \$190,000. -- AV = 108,000,000. There were 38 voting places. The first election called together the board chairman, superintendents, Service Clubs, etc. Use serial levy \$230,000, approximately 1.8 mills - 5 years, operating budget 1 mill, approximately. Would not be able to build fast enough except for Federal money. No bond issue. Now extension classes teach continuing education for juniors, seniors, graduates. Community college operates non-credit, Frosh, Sophomore classes.

carry many local programs. Mr. Hammond stated we are all talking the same thing -- establish a community college. We must plan this, to end up with the most useable buildings. We must take time to get a good administrator. How long will this take?

Dr. Shelton said, if employed, he can hardly come before mid-June or July 1. It will take probably until mid-March to select an administrator. Mr. Huston said preliminary planning, he is told, will take at least 45 hours each. Many meetings. The chairman called for the motion. Those in favor, 2; opposed, 3. Motion lost.

Mr. Tripp said to operate next Fall they would have to vote an operating budget. Dr. Shelton said as well as vote budget, they must tell the people the plan, mainly a planning budget, operate on small scale, if possible. Mr. Huston said to consider the motion carefully before presenting it. This motion will become part of our policy. Mr. Hammond said we should be unanimous in our decisions. We are not too far apart to do this. It was moved by Mr. Tripp, seconded by Mr. Smith, that for 1967-68 a budget be adopted which would provide sufficient latitude to commence limited operations during 1967-68 if it should appear feasible. Motion carried.

Regarding the Screening Committee, Mr. Hammond proposed a committee of seven professional people to furnish the Board names of three or four who would be candidates for Board to select a president. Suggested were Dr. Beals, Dr. Erickson (who suggested Harry Johnson instead), Dr. Oldfield, O.S.U., Dr. Collins, O.S.U., Dr. Freid, O.S.U., plus those listed in the minutes. It was moved by Mr. Smith and seconded by Mr. Tripp the original committee submit a list of names of proposed members for Screening Committee at the next meeting. Motion carried.

It was moved by Mr. Hammond that Dr. Beals' offer of study on curriculum survey be accepted. Seconded by Mr. Tripp. Motion carried.

It was moved by Mr. Hammond the regular meeting be the second and fourth Thursday of each month. Seconded by Mr. Tripp. Motion carried. The next meeting will be Thursday, January 12 at 7.30 p.m. at the county school office.

Meeting adjourned.

County School Superintendent

Albany, Oregon
January 12, 1967

The Linn-Benton Community College Board met at 7.30 p.m. in the Court House Annex. Those present were: Russell Tripp, Loren J. Smith, Glenn Huston, Robert Hadland, K.J. Purdy, Dan Ashton, Herb Hammond, Jr., and Brayton Weider, Corvallis-Gazette Times. Mr. Smith wrote Mr. Ashton he would not be able to come. Dr. Shelton from the State Department was also present.

Mr. Hammond in discussing previous minutes questioned the spelling of Mr. Craighead instead of Craig. Also O.S.U. Dr. Collins should be Dr. Cowan, Dr. Freed. Mr. Tripp moved approval of minutes as corrected. Mr. Hammond seconded the motion. Passed.

Mr. Shelton said Dr. Hatton will appear on invitation as Mr. Shelton will be an applicant, does not feel he should meet with this group regularly.

He then showed modifications to previous budget and proposed the following changes. This was a sample budget -- not related to local needs. Has to be viewed in this image.

Contingency Fund, \$47,000.00 -- anticipated money may not be received.

Page 4, Budget -- Tuition -- assumed rate of \$270 a year. - \$180.
Full time equivalent students at \$270. \$48,600.
Instructional fees -- out.
Food service -- out.
Bookstore (O.S.U. Bookstore) -- out, use O.S.U. bookstore.
Forfeited deposits -- out.
Investment earnings -- \$500.

Page 5. \$483 for 180 FTE	\$77,940	No. 7110
Voc. Ed. 70 to 60	\$19,800	
NDEA -- out		
\$2500 left in No. 7222 - Voc. Ed. Equipment		
Local sources	\$49,100	
State & Federal	99,740	
Total	\$ 148,840	instead of \$221,085

Page 6. Administration -- not altered.
Star mileage for board members.
Star rate.

Page 7. President 14 mo. Star
Sec.-clerk 14 mo. \$28,000 instead of \$32,000

Page 8. Clerk 12 mo. \$4200
Business Manager -- out

Page 9. (11400) -- nothing altered.

Page 10. 12100 -- left same. Guidance offered to Public Community.
12200 -- four man -- change to three-man. 14 mo. to 13 mo.
for Dean of Instruction. Same salary.

15,600
15,600
4,550

Page 11. Acct. 12310 -- 80 FTE instead of 130
Staff of 4
32,800 instead of 53,300
34,263 instead of 54,763
Supplies -- \$1300 to \$800
Travel -- delete

Page 12. Voc-Technical
70 FTE to 60
4 Inst. \$32,000
Clerical 1,462
\$33,462
Supplies \$70 to \$60
\$1500 instead of \$1750
Travel -- delete

Page 13. Other
2 Instructors instead of 3
\$16,400 instead of \$24,600
Supplies 40 = 400
Travel -- same
Substitutes and Sick Leave -- 500 instead of 2,378
Guidance and Counseling
\$5,250 In -
Deleted full-time counselor

Page 14. 12400 \$500 to \$400
12500 deleted library

Page 15. Public Infor. Service \$3,000 to \$1,800
\$1,000 to \$ 700
Board policies stay at \$500
Total \$3,000

Page 16. 2 Custodians -- out
contract custodial service \$1,050 instead of \$3,000
cleaning -- out
Total \$1,050

Heat -- out
Telephone -- same
Electricity \$280
Water \$48
Garbage \$60
Maintenance of plant -- out
Repair of equipment -- out
Leave in \$100 for non-instructional

Page 17. 7% of \$163,925 = \$11,475 instead of \$18,160
 Insurance -- \$100 (contents)
 Total - \$900
 17570 \$20,000 Rented Space
 Star Interest on Loans \$60,000 - 6 mo.
 30,000 - 3 mo.
 Total \$2,075
 Vending machine -- out
 First aid -- out

Page 18. Bookstore receipts -- out
 Building purchase -- out
 Remodeling -- out
 Instructional Equipment -- all out

Page 19. Audio Visual Equipment \$2,000 to \$1,000
 Vocational Equipment -- \$5,000 -- out
 Non-instructional Equipment

Typewriters	6 - 4
Calculators	2
Adding Machine	out
Secretarial desks	5 - 4
Chairs	5 - 4
Executive desks	7 - 4
Other \$500 instead of \$1,000	
Total	\$7,680
Contingency at 20%	

\$433 -- Legislature could decide not to give this amount the first year of operation. Forces operation budget one alternative -- write a pro-rate into it. Part-time might be less expensive than full time ratio.

Dr. Hatton prefers not to be on the Screening Committee. Screening Committee first priority.

The stationery will be printed Friday and delivered Monday to Mr. Dolmyer.

Mr. Tripp said he has received answers on the attorney situation. Have contacted major law firms, have given information. Suggests budget figure of \$1300. Limit ourselves. Four attorney firms contacted. Several factors -- bond issues inside retainer or outside. Other Community Colleges give range of \$500 - \$4,000 for attorneys from Community College. Have a full-time attorney attend board meetings. Take recommendation of committees. Weekly meetings too short for some of these reports.

Mr. Hadland wrote to architect, wrote to applicant, wrote for books "Starting a Community College".

Do you have loose-leaf notebook for everyone -- Mr. Dolmyer will duplicate all minutes.

Mr. Tripp moved the secretary pick up some type of book for the members. Anyone not wanting, tell secretary. No second.

Mr. Hammond said we need a committee to boil things down -- properly catalog all material. Comprehensive folder.

Mr. Ashton said we will get out a policy handbook for what group represents.

Mr. Hammond said the quicker we can get something that represents Linn-Benton, the better off. The committee can accomplish a great deal. Would like to see it tried that we handle by small committees. Mr. Ashton asked that Mr. Hammond study this. Give ideas by card to Mr. Hammond.

Mr. Hammond reported on the Screening Committee suggestions.

Lester Scott -- Lebanon Telephone Co.
 John Cox -- U-8J, Albany
 Dr. Lester Beals -- O.S.U.
 Elmo Smith -- Publisher
 Ed Sammonds -- Pres. U.S. National
 Dean Jacobsen -- U. of O.
 Dr. Larry Fish -- U.S. Dept. of Ed.
 Charles McCormack -- Albany
 Dr. Leonard Rice -- O.C.E.
 Hobart McQueary -- IED Board
 Felix Hammack -- Western Kraft
 Bill Swindells -- Western Wood Products
 (Columbia Wood Products)
 Roy Collins

Mr. Hammond moved that the Board appoint a Screening Committee. Mr. Tripp seconded the motion. Passed.

Mr. Purdy suggested decide what areas (ed., business, industry), etc. Mr. Ashton suggested one member should be from a community college. Mr. Tripp mentioned Dale Parnell of Lane County. Mr. Hammond suggested the Board appoint a chairman. Les Beals offered to serve in this capacity. Mr. Purdy moved Dr. Beals be included in the Screening Committee to serve as Chairman. Mr. Hammond seconded the motion. Passed.

<u>Industry</u>	<u>Adm. Edu.</u>	<u>Business</u>	<u>Community College</u>
Hammack	Cox (Chas.Schmidt)	Ed Sammonds	Dale Parnell
Elmo Smith, Dem.H	H. Johnson	Glen Jackson	Beals, Chairman
Chas.McCormack(Alt.)		(Alt.)	Fish
		Archie Rice	(Oldfield, Alt.)

It was moved by Mr. Hammond and seconded by Mr. Tripp the above be contacted as a Screening Committee. Motion carried.

The Chairman referred to policy statement as recommended by the State Department. (Sample Policy Statement). It was moved by Mr. Hammond sample policy be adopted with Sec. 5 deleted. Seconded by Mr. Tripp and carried. Reference was made to memorandum of January 9 from Dan Ashton. No action was taken.

A discussion followed on the qualification for position of Community College President as presented by the State Department. The secretary is to reproduce the qualifications as attached. The motion was made by Mr. Tripp and seconded by Mr. Purdy to adopt reproduced copy, send to Dr. Beals.

It was moved by Mr. Tripp the Screening Committee supply the Board not less than two, more than four, names for consideration for President. Seconded by Dr. Shelton. Motion carried.

Copies of articles "Selecting a College President" -- Bill J. Priest, were given to Board members to study before selection of a President.

There was a discussion of a Budget Committee.

Suggestions:

John Gilbert
Ed Poland
Jim Waggoner
Virgil Freed
Roy Collins
Two to be added by members absent.

It was moved by Mr. Hammond and seconded by Mr. Tripp the above be accepted on the budget committee. Motion carried. Each Board member notify his committee member.

The next meeting will be at 7.30 p.m., January 26, in the Court House Annex.

Meeting adjourned.

County School Superintendent

Albany, Oregon
January 26, 1967

The Linn-Benton Community College Board met at 7.30 p.m. in the Court House Annex. Present were: Dan Ashton, Chairman; Russell Tripp, K.J. Purdy, Herb Hammond and W.H. Dolmyer.

The meeting was opened by the chairman. It was moved by Mr. Purdy and seconded by Mr. Hammond that the minutes of the previous meeting be approved as mailed.

Communications were as follows:

Replies from Community Colleges regarding board policy were received by Mr. Ashton and shown to the group. Teacher applications were read and filed for the future president. President applications were read and given to Mr. Hammond to present to the Screening Committee.

Bills for the IBM typewriter were read. It was moved by Mr. Tripp, seconded by Mr. Purdy, the bills be allowed. Motion carried. It was moved by Mr. Purdy, seconded by Mr. Tripp, that checks may be signed for payment of bills on the approval of the Board by the chairman or secretary. Motion carried.

The Chairman announced that the Screening Committee, with the exception of Mr. Sammons, had all accepted their appointment. The first meeting will be February 4th.

Mr. Tripp gave a progress report on the selection of an attorney. He stated the final report should be made by him and Mr. Huston jointly. He has replies from legal firms and will give the report at the next meeting even if Mr. Huston is unable to attend.

A discussion followed regarding hours for the board meetings. It was finally moved by Mr. Hammond, seconded by Mr. Tripp, that the regular board meeting will be 7.30 p.m. to not later than 10.00 p.m. Motion carried.

There was a discussion regarding material sent by community colleges on policy. Each member might take one pack home, read it and return it the next meeting. They might all be left on file in the county office.

Mr. Hammond reported he has already started work on policies for the Linn-Benton Board. He feels these should be simple and rough to start with and remodeled by the Board as time goes on. He will try to have a preliminary statement ready for the next meeting.

Mr. Tripp discussed the need for a two-county area map mounted on some type of board. This map should possibly show zones and population areas. He stated that Mr. Ed Watson and Mr. Holloway were approached regarding such a map. They indicated they could not

make such a map without some cost involved to the Community College Board. They might use the State Highway maps and cut them to join the two-county area. These may be had on one-half inch scale or one-inch scale.

Mr. Hammond stated that some people objected to the last election in having voters of both counties voting for each candidate. He moved that the Legislature be asked to amend the Community College Election Law in regard to area elections to permit voters to vote on members from their zone only, that the Board further go on record as opposed to elections "at large" and favor voting by zones for board members. Seconded by Mr. Tripp, and carried. Mr. Hadland will be asked to contact legislators of Benton and Linn Counties to see if they will sponsor such a bill.

Budget B was further discussed. Mr. Hammond stated that the Board should determine a reasonable total assessment, then put something in each item to be transferred and used later as the need shows.

Mr. Ashton mentioned advisability of a continuing levy. Mr. Hammond stated that the Board is not ready yet to request a serial levy or a bond issue. The voters who approved the Community College did not anticipate a large first-year budget. Mr. Hammond is thinking in terms of a one mill levy. If the amount raised by this levy is not used in the 1967-68 school year it could be transferred to an earmarked fund such as site. One mill will bring in about \$170,000. It was finally moved by Mr. Hammond that the total local levy be about \$170,000, that the total proposed budget be \$307,023.00. Seconded by Mr. Purdy and carried.

Mr. Ashton reported that Senator Huston suggested Jack Buchanan of Lebanon for a budget committee member and that Loren Smith recommended Clair Miller, Rt. 2, Corvallis, as a budget committee member. It was moved by Mr. Tripp, seconded by Mr. Purdy, that these two be added to the Budget Committee. Motion carried.

Budget dates were approved, the College Board to meet at 7.30 p.m. on February 9. The Budget Committee will meet at 8.00 p.m. on this date.

Legal ads are to be placed in the Democrat-Herald and Corvallis Gazette-Times for February 23.

Meeting adjourned.

Albany, Oregon
February 9, 1967

The Linn-Benton Community College Board met at 7.30 p.m. in the Court House Annex. Members present were Dan Ashton, Chairman; Russell Tripp, Glenn Huston, K.J. Purdy, Robert Hadland, Loren J. Smith, and W.H. Dolmyer, County School Superintendent. Mr. Hammond phoned from Corvallis that another meeting was keeping him so late that it would not be profitable to attend this meeting. However he will be at the next meeting and bring proposed policies. He also reported that he would give a financial statement at the next meeting.

Mr. Tripp reported on the progress in obtaining an attorney and will make a full report later.

The following members of the Budget Committee were present: Jack Buchanan, James Waggoner, Ed Poland, Virgil Freed, John Gilbert, Clair Miller and Roy Collins.

Mr. Ashton, Chairman, called for nominations for chairman of the Budget Committee. Jack Buchanan was nominated for chairman. It was moved, seconded and carried the nominations be closed and the secretary cast an unanimous ballot for Mr. Buchanan. Mr. Buchanan then took charge of the meeting and called for nominations for Budget Committee Secretary. Mr. Collins was nominated for Secretary and it was moved, seconded, and carried that the nominations be closed and the secretary cast an unanimous ballot for Mr. Collins.

The minutes were turned over to Mr. Collins by Mr. Dolmyer, and Mr. Collins acted as secretary for the remainder of the meeting.

A previous explanation of the tentative budget was given. Budget forms were given to all Board and Budget Committee members and the budget was gone over item by item and amended as follows:

A motion was made by Mr. Huston and seconded to transfer \$400 from 11200 (2) to Contingency Fund. Motion lost.

A motion was made by Mr. Tripp to change 11200 (Other) from Dues to Educational dues and publications. The motion was seconded and carried.

In the 11300 Series a motion was made by Mr. Tripp and seconded to transfer Travel \$400 to 11600 Travel. Motion lost.

A motion was made by Mr. Waggoner to reduce 11300 Travel from \$400 to \$100 and transfer the other \$300 to 11600 Other Expenses. Seconded and motion carried. It was moved by Mr. Waggoner that all items in the 11000 Series totalling \$48,180 be approved as amended. Seconded and carried.

It was moved by Mr. Huston to reduce \$31,200 listed in 12200 (1) and (2) to \$7,800 and transfer the \$23,400 difference to Contingency Fund. Motion seconded, and carried.

In the 12310 Series it was moved by Mr. Tripp to change 4 instructors to 3 and reduce \$32,800 to \$24,600; also in 12320 increase 4 instructors to 6 and increase \$32,000 to \$49,200. Motion seconded and carried.

In the 12320 Supplies it was moved by Mr. Tripp to increase \$1,500 to \$2,000. Motion seconded and carried.

In 12360 it was moved by Mr. Tripp to increase sick leave from \$500 to \$1,000. Motion seconded and carried.

It was then moved by Mr. Freed that all items in the 12000 Series totalling \$128,025 be approved as amended. Motion seconded, carried.

In the 13000 Series it was moved by Mr. Huston to increase Sub-Section (d) Site Location from \$500 to \$4,000. Motion seconded and carried.

It was moved by Mr. Hadland that the 13000 Series now totalling \$6,250 be approved as amended. Motion seconded and carried.

In the 14000 Series it was moved by Mr. Hadland that the series be approved without change in the total of \$3,200. Motion seconded and carried.

It was moved by Mr. Huston that the 15000 Series in the total of \$3,188 be approved without change. Motion seconded and carried.

It was moved by Mr. Huston that item 16320 \$100 be approved without change. Motion seconded and carried.

In the 17000 Series it was moved by Mr. Huston that the Series be approved without change in the total of \$35,000. Motion seconded and carried.

In the 30000 Series it was moved by Mr. Tripp that a new Item 32000 Voc-Tech Instruction Equipment be added in the amount of \$10,900. Motion seconded and carried.

It was moved by Mr. Freed that the 30000 Series be approved without change except the addition of the \$10,900 for Voc-Tech Instruction Equipment. Motion seconded and carried.

It was moved by Mr. Waggoner to change the item Estimate of Tax Levied but not Received from 5% to 13% of \$162,327, or an increase in this item from \$8,116 to \$21,102. Motion seconded and carried.

The Budget Committee adjourned and the meeting was turned back to the Chairman of the Community College Board.

Mr. Ashton called the next meeting for February 23 at 7.30 p.m. and adjourned the meeting.

Albany, Oregon
February 23, 1967

The Linn-Benton Community College Board met at 7:30 P. M. in the IED office. Present were: Dan Ashton, chairman, Senator Huston, K. J. Purdy, Robert Hadland, and Russell Tripp. Mr. Hammond had phoned previously that he would not be able to attend the meeting.

Following roll call, communications were noted. Dr. Zapp of The Dalles had phoned wanting the note-book of the background notes Linn-Benton used in promoting their Community College. The Community College project in The Dalles area is about where Linn-Benton was in September. The Board approved sending this note-book to Dr. Zapp and requesting its return as soon as possible.

Signature cards were given the chairman and secretary for the First National Bank checking. The balance stated was \$ 486.84. After some discussion as to the depository, it was moved by Mr. Tripp, seconded, and carried, that the First National Bank of Albany be the College depository for the present.

Mr. Tripp gave a report on employing of attorneys. He stated that Community Colleges had been questioned and in their replies all recommended attorneys. Attorney fees run from \$ 50 to \$ 400 a month. Albany elementary has an attorney-clerk. Corvallis uses an attorney only as the occasion demands. Letters had been received from two Albany firms interested in the position and were read to the board by Mr. Tripp. The Weatherford-Horton letter stated their background in school work and suggested \$ 100 per month for regular board work plus special fees for bond issues and litigation. Bond issue fees would be at the state scale ranging from \$ 1300 to \$ 2900. The Long-Bodtker letter was read. They also stated their background of experience in school matters and offered regular services except litigation and bond issues for \$ 85.00 a month the first year. It was moved by Mr. Purdy, seconded by Mr. Tripp that the Long-Bodtker firm be employed. Motion carried.

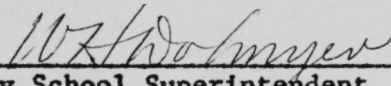
The Board recessed to meet with the Budget Committee. The Community College Board re-convened at 9:30 P. M.

Mr. Tripp discussed the need for a map of the Community College area. Since maps of the two counties are not on the same scale they would have to use State Highway maps joined together. The Planning Office will do this for \$ 20. It was moved by Mr. Purdy, seconded by Mr. Hadland, and carried, that the two-county map be made by the Planning Office.

Mr. Ashton discussed the restrictions as to site locations. It was decided to table any discussion of site until after the passing of the budget.

It was reported that the Screening Committee for president had had one meeting and will have another March 4. They hope to have recommendations by March 15th.

Meeting adjourned.



County School Superintendent

Albany, Oregon
March 9, 1967

The Linn-Benton Community College Board met in the Court House Annex at 7.30 p.m. Present were Dan Ashton, Chairman; Russell Tripp, Robert Hadland, Herb Hammond, Jr., and K.J. Purdy.

Also present was a committee of twelve from OSC regarding a study, and the Democrat-Herald reporter. (Dr. Beals appeared at 9.00 p.m.)

Minutes of the February 23 meeting were approved as read.

Communications were read by Mr. Hammond.

Phone calls were noted from Senator Huston and Representative Smith - absent - Committee work in Salem tonight.

The Committee introduced themselves and gave a report to the Community College Board.

There was a discussion of non-transfer students.

1. Pre-vocational and vocational offerings.
2. Semi-skilled, skilled, technical, and clerical workers.
3. Sales, Service and Health Occupations.
4. Adult Education.

Paper No. 1 was discussed by Richard D. Boss

Paper No. 2 was discussed by Ronald E. Kaiser

Paper No. 3 was discussed by Charles Smith

Paper No. 4 was discussed by Horton Fross and others

The reports were summarized by the chairman who offered to return with further explanation if requested.

The next meeting was set for 7.30 a.m. on Thursday, March 16, at the Linton House for breakfast. This will be a closed meeting.

Bills were presented by Mr. Hadland. It was moved by Mr. Tripp, seconded by Mr. Purdy, and carried, the bills be allowed.

Meeting adjourned.

County School Superintendent

Albany, Oregon
April 13, 1967

The Linn-Benton Community College Board met at 7.30 p.m. in the Court House Annex. Present were Dan Ashton, chairman; K.J. Purdy, Russell Tripp, Robert Hadland, Glenn Huston, Herb Hammond, Jr., Mrs. Ashton, reporters from the Democrat-Herald, Oregon Statesman, Lebanon Express, Attorney Long, and several visitors from Corvallis and Lebanon.

The meeting was called to order by the chairman, Dan Ashton.

Roll was called.

Minutes of the previous meeting were approved as mailed.

It was noted by Chairman Ashton that all applicants for teaching positions be contacted by Secretary Hadland.

There was a discussion regarding liability insurance. Attorney Long mentioned government immunity, and if insurance taken, have no government immunity in insurance. He recommends liability insurance through agents committee, split insurance. Mr. Hammond and Mr. Tripp recommended waiting until President is on the job - contact him.

A correction was noted to be made in the Notice of Election to Exceed the 6%.

The cost of renting space from high schools was discussed. A phone message from Roseburg was read. The secretary is to mail out the letters from Douglas and Lane County regarding costs, when received.

Mr. Hammond, Mr. Tripp and Mr. Ashton discussed the tour of the area by President Schafer and groups he was introduced to, in his recent trip to Linn-Benton counties.

It was mentioned that Mr. Schafer's contract, and all other contracts, would have two signatures -- Chairman and Clerk.

Promotion of the first budget was mentioned, through mail-outs by banks, Wards, Sears, and hand-outs by Chambers of Commerce of various areas.

Vacant space in various towns was discussed -- other than space in schools, through Chambers of Commerce, for office space, especially plus warehouse, and class. The secretary is to write a letter of inquiry to all Chambers of Commerce for available space -- other than school space -- for President to act on in May. Mr. Hammond mentioned the Board should especially have available office spaces to choose from.

Choice of an architect was discussed. Mr. Ashton mentioned an architect could help in site selection. Mr. Hadland mentioned using the President to help choose an architect. Mr. Tripp mentioned Frank Bennett, advising strong use of the President in choosing an architect and planning buildings.

Mr. Tripp also mentioned architectural competition as used in Eugene. Mr. Huston said to go to other colleges -- see cost per square foot -- how usable the building was. Mr. Tripp mentioned Clackamas Community College -- building an administrative building to be converted to class space later.

Mr. Hammond suggested site as coming first. Might get site before hiring an architect, have a series of closed meetings to discuss site, perhaps purchase. Mr. Huston mentioned \$4,000 in budget for site selection. Had better hire engineers and such specialists to help select site -- take plenty of time to select an architect and will not waste money. Mr. Purdy said the Board should not make any policy statement regarding buildings at this time.

Mr. Huston mentioned Community College bills in the legislature as being quite favorable to new community colleges.

Mr. Purdy stated that it is time the Board should let the public know they are open for site suggestions -- need list of sites available -- minimum of 100 acres.

Mr. Hammond reported on old business.

1. Financing -- balance of donated fund. About \$490 balance. He suggested they borrow from this until budget passed, money available, then \$490 fund be held separate from loan fund for students. It was moved by Mr. Hammond, seconded by Mr. Tripp. Mr. Long suggested holding this -- apply for Federal funds. Mr. Long re-wrote the motion "That the District shall establish a Student Loan Fund under Provision of ORS 341.475 and that at an appropriate time in the future those monies remaining on hand from donations be placed in the loan fund". Motion carried.

2. Philosophy and objectives. Preliminary draft prepared, to be not a finished product, but to be built on. (Copy attached). Board members are to read this and discuss it next time. Dr. Schafer is to get copies of this and all board minutes.

Mr. Tripp mentioned the possibility of skipping the next meeting - may have President here then. The Chairman is to call a meeting if necessary, otherwise omit next regular meeting. Mr. Zielaskowski of Corvallis said he would like to attend future meetings - his work with Corvallis High School parallels Community College work.

The meeting adjourned to meet on May 11 at 7.30 p.m., Court House Annex, or on call by the Chairman.

Albany, Oregon
May 11, 1967

The Linn-Benton Community College Board met at 7.30 p.m. with the following members present: Dan Ashton, Chairman; Russell Tripp, Loren J. Smith, Glenn Huston, K.J. Purdy, Herb Hammond, Jr., the press, and eight visitors.

The previous minutes were approved as mailed.

Communications were read, including offers of rental space in Albany, Corvallis, and a letter from the Albany Chamber of Commerce. It was determined that paper publicity would be enough notice to realtors regarding office space; that President Schafer would be in Albany next week and look over spaces offered.

The Clyde McCully bill was discussed -- \$81.90 plus \$10.00 plus car mileage. It was moved by Mr. Huston a check be sent in the amount of \$91.90. Motion seconded by Mr. Smith. Motion carried.

A resolution was made, seconded and carried that the Tally Sheet be approved and signed, showing Linn-Benton Area Education District first budget approved, carried by 4,615 YES; 3,669 NO; a majority of 946 votes for \$180,589.00.

There was a discussion of OSU's request to use Dr. Schafer for summer classes, by Senator Huston, Mr. Hammond, Mr. Tripp, Rep. Smith and Mr. Purdy. No decision was reached, pending Dr. Schafer's arrival.

(g) Methods of possibly starting lower division classes next Fall were discussed. Mr. Huston mentioned classes for medical assistants and other vocational-technical classes, rather than lower division. Mr. Ashton stated that lower division would be in addition to vocational-technical classes.

(d) Outstanding bills and monthly expenses prior to tax money coming in were discussed. Possibly borrow on open account each month until December. It was suggested that Attorney Long, Mr. Dolmyer, Mr. Ashton contact banks - find rates and options they offer.

It was moved by Mr. Hammond that First National be depository first two years; Citizens Valley, second two years; U.S. National, third two years; and Citizens Bank of Corvallis, fourth two years. Seconded by Mr. Huston. Motion carried. College is to borrow from depository.

(h) Regarding site - it was suggested by Mr. Hammond the Board meet in executive session as committee of the whole and discuss approaches to site and architect. Mr. Tripp also favored this; Board should avoid controversy where possible. Mr. Smith suggested the Board look at sites available, eliminate down to about four, then get specialist help choose one.

It was moved by Mr. Huston, seconded by Mr. Tripp, the meeting be adjourned.

Motion carried.

County School Superintendent

LINN-BENTON COMMUNITY COLLEGE
COURTHOUSE ANNEX
ALBANY, OREGON

MINUTES OF THE MAY 25, 1967 BOARD OF EDUCATION MEETING

1. Call to Order:

The meeting was called to order at 7.45 p.m.

2. Roll Call:

Members present:

Dan Ashton, Russell Tripp, Loren Smith,
K.J. Purdy, Herb Hammond, Jr.

Members Absent:

Glenn Huston, Robert Hadland.

3. Guests:

Eight citizens of the district including the press.

4. Approval of Minutes:

The minutes of the May 11, 1967 Board meeting were approved on motion of Mr. Tripp, seconded by Mr. Smith and carried.

5. Old Business:

(a) Chairman Ashton requested board members to submit any bills to him which had accumulated during the preceding months.

(b) Resolution #1. It was moved by Mr. Hammond, seconded by Mr. Tripp, and carried to approve the following resolution to borrow funds to meet current expenses:

SHORT TERM BORROWING RESOLUTION FOR BORROWING BY SCHOOL DISTRICTS
PURSUANT TO ORS 332.085

It is hereby certified that at a meeting of the District School Board of Linn-Benton Community College, Linn and Benton Counties, Oregon, duly and regularly called and held on the 25th day of May, 1967, the adoption of the following resolution was moved, seconded, and unanimously carried:

RESOLUTION #1

BE IT RESOLVED that it is hereby found and determined that, for the purpose of meeting current expenses for which provision has been made in the duly adopted budget of this school district, it will

be necessary to borrow money prior to December 15, 1967, in an amount not exceeding in the aggregate the sum of \$100,000.00 and it is further found and determined that the amount of revenues estimated for the unexpired portion of the current fiscal year from sources other than the collection of ad valorem taxes on real and personal property is the sum of \$149,340.00.

BE IT FURTHER RESOLVED that D.L. Ashton, Chairman and R. Hadland, Secretary of this school board, acting for and on behalf of this school board, be and they hereby are authorized and empowered;

(a) To borrow from The First National Bank of Oregon on such terms as may be agreed upon between them and the said bank, such sum or sums of money as in their judgement should be borrowed for the payment of current expenses for which provision has been made in the duly adopted budget, not exceeding in the aggregate the said sum of \$100,000.00.

(b) To execute and deliver to said bank the promissory note or notes of this school district on forms which may be submitted or approved by said bank at such rates of interest, with such materials and on such terms as may be agreed upon.

(c) To provide to said bank such further evidence as it may require concerning the amount of uncollected taxes, the amount of collections from sources other than ad valorem taxes subsequent to the date of this resolution and the amount of borrowings made pursuant hereto or otherwise and, generally, to do and perform such other acts and things and to execute and deliver such other documents as may in their discretion appear reasonably necessary or proper in order to carry into effect any of the provisions hereof.

I do further certify that the foregoing resolution has been entered in the Official Records of said school board; that it is in full force and effect; and that it constitutes the entire action of said school board relating to the subject matter thereof.

Clerk of School District
LINN-BENTON COMMUNITY COLLEGE
OREGON

Attest:

D. L. Ashton, Chairman
District School Board
LINN-BENTON COMMUNITY COLLEGE
OF LINN AND BENTON COUNTIES

MINUTES OF THE JUNE 7, 1967 LINN-BENTON COMMUNITY COLLEGE
BOARD MEETING

1. Call to Order:

The meeting was called to order at 7.35 p.m. by
Chairman Ashton.

2. Roll Call:

Members present:

Dan Ashton, Russell Tripp, Loren Smith, K.J. Purdy,
Herb Hammond, Jr., Glenn Huston

Members Absent:

Robert Hadland.

3. Guests:

Sixteen citizens of the district including the press.

4. Approval of Minutes:

The minutes of the May 25, 1967 board meeting were approved
on motion of Mr. Tripp, seconded by Mr. Smith and carried.

5. Payment of Bills:

Payment of expenditures amounting to \$670.53 for purchase
of supplies, newspaper advertising, mileage, etc., were
approved on motion of Mr. Tripp, seconded by Mr. Purdy
and carried.

6. Old Business:

(a) Enrollment Estimates:

President Schafer presented a progress report on the
returned senior questionnaires and newspaper opinion
polls. He explained that the numbers shown should not
be interpreted as individuals since the totals are inflated
because of multiple course choice by some individuals.

In summary the survey indicated:

110 - Vocational-Technical Reports
43 - Lower Division Reports

Of the 446 requests 176 fell within the general business
curriculum. Art, Automotive Tech., English Comp., Psychology,
Forestry, Law Enforcement and Intermediate Algebra represented
areas of considerable interest.

A copy of the questionnaire will be included with the official minutes of the meeting.

(b) Tuition:

Following a review of tuition rates for other community colleges, the President recommended the establishment of the following tuition rates:

\$180 for district students
\$330 for outside district students
\$600 for out-of-state students

Following a discussion, action was postponed until additional information could be provided regarding credit for students living a considerable distance from the college. President Schafer commented that a decision should be reached by the next meeting so that plans could be prepared for the fall program.

(c) Temporary Office Location:

President Schafer reported that he and Chairman Ashton had investigated other available sites for temporary office and classroom space. Because of the possible availability of the Capital Business College facility it was recommended that action be delayed on selection of an office location.

7. New Business:

(a) Selection of Clerk:

President Schafer recommended that action on selecting a clerk be postponed because he expected to recommend a person as Business Manager at the next board meeting who might logically be selected as Clerk.

(b) Quarterly Audit:

President Schafer recommended that the Board consider the advisability of approving a policy of quarterly audits during the first years of the college development as a measure to ensure that expenditures are kept in line with financial ability to support the program. Following some discussion, President Schafer was requested to obtain bids on the cost of quarterly versus annual audits. It was moved by Mr. Tripp, seconded by Mr. Smith and carried to hold quarterly audits.

(c) Payroll:

The President reported that following discussion with county office personnel and the data processing department it was suggested that the two employees' accrued salaries be paid up to June 1, 1967 by check and that the July 1 payroll would

pick up all deductions and be processed through the county schools office. It was moved by Mr. Huston, seconded by Mr. Purdy and carried to approve the procedure presented.

(d) Screening Committee Expenses:

Chairman Ashton reviewed a letter from Dr. Beals regarding letters of appreciation to members of the screening committee and reimbursement for the two members who travelled from Eugene to Portland on three occasions. It was moved by Mr. Tripp, seconded by Mr. Hammond and carried to approve the expenditure of \$59.00 for committee expenses.

(e) Advisory Committees:

It was moved by Mr. Huston, seconded by Mr. Smith and carried to authorize the formation of advisory committees in Nursing, Business and Automotive Technology.

(f) College District Map:

As a result of discussion led by Mr. Tripp it was decided to order sufficient copies of the district map so that wide distribution could be provided. It was also recommended that a letter of appreciation be written to Mr. Gary Holloway for his contribution in providing the district map.

(g) Site Presentations:

Chairman Ashton introduced Mr. Dan Dunham, Director of Vocational Education for Lebanon High School who presented copies of the Lebanon site offers to the Board and President. He presented slides and maps showing the various site locations and discussed the attributes of each location. Following the presentation and discussion, Chairman Ashton thanked Mr. Dunham and the Lebanon Chamber of Commerce for their interest in Linn-Benton Community College development.

8. Adjournment:

Mr. Huston moved, Mr. Smith seconded, that the meeting be adjourned at 9.20 p.m. Carried.

Approved: _____

D. S. Ashton
Chairman

MINUTES OF THE JUNE 22, 1967 LINN-BENTON COMMUNITY COLLEGE BOARD
MEETING

1. Call to Order:

The meeting was called to order at 7.35 p.m. by Vice Chairman Russell Tripp. Mr. Tripp reported that Chairman Dan Ashton was ill and suggested that an appropriate letter and card be mailed to him.

2. Roll Call:

Members present:

Russell Tripp, Loren Smith, Glenn Huston, K.J. Purdy.

Absent:

Dan Ashton, Robert Hadland, Herb Hammond.

Guests:

Nine citizens of the district and three members of the press.

3. Approval of Minutes:

The minutes of the June 7 Board Meeting were approved on motion of Mr. Purdy, seconded by Mr. Huston and carried.

4. Communications:

President Schafer reported that he had received two letters from citizens of Lebanon regarding the proposed college sites. The first letter was from Charles Langmack requesting site No. 2 be removed from the active list of proposed building sites due to the fact that this is valuable land and capable of growing first class crops. The second letter was from John and Edith Miller offering 102 acres for a building site at a price of \$90,000. Vice Chairman Tripp suggested the letters be filed for future reference.

5. Payment of Bills:

Payment of expenditures amounting to \$142.45 were approved on motion of Mr. Smith, seconded by Mr. Huston and carried.

6. Reports:

- (a) President Schafer reported negotiations are still under way to acquire the Capitol Business College building and hoped to have recommendations to make prior to the next Board meeting.
- (b) President Schafer reported on the fine editorial in the Corvallis Gazette-Times regarding his progress report to the Steering Committee.

6. Reports: (Continued)

- (c) President Schafer requested the Board to submit names for the Advisory Committees by next week, and prior to the next Board meeting he will submit this list of names to the Board for their recommendations.
- (d) The President gave a brief rundown on his meeting in Salem regarding the proposed nursing program, and advised he had a follow-up meeting called for Friday, 23 June with Ms. Ann Mills and her staff for further discussion. He is hoping to eventually offer five or more programs in the para-medical field.
- (e) Quarterly Audit Expense: President Schafer reported he had discussed this with the two men who audit the school books in Linn and Benton counties, and both felt the quarterly audit an excellent idea. By the next meeting he will make a presentation of the qualifications of the various auditors for Board approval.
- (f) S.B. 99: Additional state and federal funds to community colleges as a result of S.B.99 necessitated amending the previously adopted budget. Following considerable discussion the budget was increased in the following accounts:

<u>Account No.</u>	<u>Previously Approved</u>	<u>Amended</u>
12320 Vocational-Technical Staff	\$ 49,200	\$ 57,400
12340 Other Adult Education	16,400	24,600
12534 Audio Visual Supplies	0	800
12575 Library Books	0	7,000
14137 Advisory Committee Expenses	0	200
50000 Operating Contingency	50,944	59,769

The additional state funds and the lowering of the tuition rate resulted in increasing the budget \$32,225.00. Local tax rate was not altered.

It was moved by Mr. Huston, seconded by Mr. Smith, that the proposed budget items be changed as outlined.

7. Old Business:

- (a) Tuition Rate Establishment: After some discussion it was moved by Mr. Huston, seconded by Mr. Purdy and carried that the following tuition rates be established as proposed at the Board meeting of June 7:

College year tuition rate for students carrying 12 or more units:

- \$180 for district students
- \$330 for outside district students
- \$600 for out-of-state students

7. Old Business: (Continued)

Part-time students - \$5.00 per credit hour.

- (b) Adult Education: President Schafer reported he had met with the Superintendents of the Sweet Home, Lebanon, Albany and Corvallis school districts to discuss the community college assuming the role of administering adult education programs now offered by the high schools. All concerned are in favor of this arrangement.
- (c) Lower Division Courses: President Schafer reported on meetings with Dr. Nicholas regarding contracting lower division courses through the Continuing Education Division at O.S.U. Students would pay community college rates but the Continuing Education Division would provide courses and instructors. President Schafer stated he hoped to have a program to present to the Board for approval at the July 13 meeting.

8. New Business:

- (a) Request for Approval to Offer Classes: President Schafer reported that before classes can commence application must be made to the State Board of Education for their approval.

It was moved by Mr. Smith, seconded by Mr. Purdy, to contact the State Board of Education for approval to offer courses.

- (b) Broker of Record: President Schafer discussed the advisability of a Broker of Record to handle insurance programs for the community college. He asked Mr. Merle Long to comment on this procedure. Mr. Long discussed the broker of record approach to handling the insurance matter and recommended that this method be used.

President Schafer indicated he had received a letter from a company in Lebanon interested in representing the college as its insurance agent, and offering to make a presentation to the Board, at the Board's convenience.

It was moved by Mr. Smith, seconded by Mr. Huston, that President Schafer contact insurance associations within the district and request them to submit a proposal to the Board for consideration.

- (c) Awarding of Automobile Lease: President Schafer reported that the only bid received for the lease of an automobile was from Wilson Motor Co., Corvallis, offering a Ford Galaxie 500 at a monthly rental of \$87.50. After some discussion it was moved by Mr. Huston, seconded by Mr. Smith, that the rental bid be rejected and a new bid offered for the outright purchase of a car for the President of the community college.

8. New Business: (Continued)

- (d) Secretary Salary Schedule: It was moved by Mr. Huston, seconded by Mr. Smith, to hire Mrs. Margaret Bishop at a salary of \$420.00 per month effective 1 July, 1967.
- (e) Board Policy Discussion pp. 13 - 21 -- to be discussed at a later date.

9. Other Business:

Correction: Meeting dates are to be held on the second and fourth Thursday of each month, not the first and third Thursday as stated in the Board Policy Development, page 16.

10. Adjournment:

Mr. Huston moved, Mr. Smith seconded, that the meeting be adjourned at 9.06 p.m. Carried.

Approved: _____

D. Huston
Chairman