



## MEMORANDUM

TO: Board Members

DATE: January 27, 1983

FROM: Personnel Committee

RE: Personnel Salary Schedules

The Personnel Committee met January 24, 1983 to discuss personnel salary schedules for the 1983-84 academic year. Wayne Jensen, Carl Hensley and Roy Mason were present at the meeting. Ron Hays did not attend due to illness. After considerable deliberation it is the recommendation of the committee that the Board take action on the following proposals:

1. Action. Adopt a "classified" salary schedule as presented in Exhibit A of this memorandum.

### Discussion.

President Mason presented the committee with the current classified salary schedules of three Tillamook County public agencies including: Tillamook County Government, School District #9, and Tillamook Educational Service District (see Exhibit D) as well as the current Portland Community College schedule. The proposed salary schedule is lower than any of the examined schedules for comparable job descriptions.

Treaty Oak A.E.D. is currently using the P.C.C. salary schedule which has a base pay rate 15.8% higher for comparable positions than the proposed schedule.

The salary schedule represents a 5% anniversary increase through 10 years of service, step increases. A 10% salary increase is reflected between each level. Mr. Hensley noted that work production (students) has increased over 40% since last year, and that this schedule represented an increase of approximately 8% in salary.

### Recommendation.

The committee felt that the proposed schedule is conservative in relation to existing salaries and within the acceptable pay levels for the job descriptions. The committee recommends the adoption of the "classified salary schedule" Exhibit A.

Budget Impact.

The proposed schedule would require an increase in two budgeted salary levels, \$760 (8%) at Level I (9,500 to 10,260) and \$324 (2.8%) at Level II (11,400 to 11,724).

2. Action. Reclassification of Secretary to the Dean of Instruction.

Discussion.

President Mason requested the Secretary to the Dean of Instruction position be classified as Level III on the proposed salary schedule. He noted that this position, currently held by Julie McDonald, has had added to it numerous job duties and responsibilities over the last year.

Recommendation.

The committee felt that on President Mason's recommendation of exceptional performance by Ms. McDonald and increases in job responsibility the position should be reclassified to Level III.

Budget Impact.

The proposed position upgrade would require an increase in one budgeted salary level, \$1,296 (11%) at Level III (11,400 to 12,696).

3. Action.

Adoption of "Supervisory" salary schedule, Exhibit B.

Discussion.

President Mason reviewed the position of Assistant to the President in relation to the fiscal manager and supervisory positions at the previously mentioned institutions plus Neah-Kah-Nie School District #56 and the OCCA salary schedule report of the 13 other community college districts. It was noted that Cheryl Van Natta is currently serving as Board Secretary, Secretary to the President, Assistant to the President, Bookkeeper, Payroll Clerk and Office Supervisor. Mr. Mason recommended that the position be reclassified as a "Supervisory" Level II, be a contracted position with a minimal educational and experience requirement. This schedule also includes a 5% anniversary step increase and a 10% between levels increase.

Recommendation.

The committee recommends the adoption of the "Supervisory" salary schedule (Exhibit B) and that Assistant to the President position be classified as a Level II supervisory position and include the title of Deputy Clerk of the District.

Budget Impact.

This action would require an increase in one budgeted salary level of \$882 (6%) at Level II (14,300 to 15,182).

4. Action.

Adoption of "Administrative" salary schedule.

Discussion.

President Mason presented a three level "Administrative" salary schedule (Exhibit C) based on the approximate salary negotiated last year for the Dean of Instruction. The first level of this schedule is currently not filled but would represent a beginning administrative salary. The schedule has a 10% level increase and a 5% step increase as do the previously proposed salary schedules.

The committee reviewed the administrative salary schedules of the five previously mentioned organizations and found the proposed schedule to be considerably less than all comparable schedules.

Recommendation.

The committee recommends the adoption of the "Administrative" salary schedule (Exhibit C).

Budget Impact.

The proposed schedule budget impact is difficult to measure due to the part-time nature of the Student Services position. The base increase would be \$1,575 (7%) Level II (22,000 to 23,575). However as the Student Services position is .5 FTE at 10 months the realized increase would be \$656 (7%) (9,167 to 9,823). This figure would be increased if the position is funded at a higher FTE.

The increase for the Dean of Instruction is \$150 over the current contract and \$2,650 (11%) over last year (24,500 to 26,650).

5. Action.

Adopt a merit increase of one step for the Dean of Instruction.

Discussion.

President Mason cited the exceptional performance this year of Dick Minisce and recommended that the Board grant him a one step merit increase to \$27,675. Mr. Mason pointed out that this salary was still considerably below the salaries of administrators in all the school districts in Tillamook County.

Recommendation.

The committee recommends a merit increase for the Dean of Instruction from step 3 to step 4, Level III on the Administrative salary schedule.

Budget Impact.

This action would increase the contracted budget amount by \$1,175 (4%), 26,500 to 27,675. It includes an overall budget increase of \$3,175 (13%), 24,500 to 27,675. Nine percent of this increase is currently guaranteed by contract agreements.

6. Action.

Determination of level of funding for Student Services Director position.

Discussion.

The various funding levels of the Student Services Director position were discussed. The position is currently being funded at .5 FTE for 10 months. FTE levels varying from the current level of .5 FTE for 12 months, .8 FTE for 10 or 12 months to 1.0 FTE for 10 or 12 months were discussed. Recommendations of greater than .7 FTE could be offset by ABE/GED grant money, if available next year.

Recommendation.

The committee felt that the entire Board should review the position to determine the level of FTE. The committee did not want to make a recommendation at this time.

Budget Impact.

The impact will be determined by the level of FTE arrived at by the Board. The following impacts are based on various FTE levels:

1. .5 FTE, 10 month (current)	\$656	(9,167 to 9,823)
2. .5 FTE, 12 month	\$2,621	(9,157 to 11,788)
3. .8 FTE, 10 month	\$6,550	(9,167 to 15,717)
4. .8 FTE, 12 month	\$9,693	(9,167 to 18,860)
5. 1.0 FTE, 10 month	\$9,693	(9,167 to 18,860)
6. 1.0 FTE, 12 month	\$14,408	(9,167 to 23,575)

7. Action.

Review of Presidential contract negotiations.

Discussion.

President Mason presented a proposal for salary and benefits for the position of President 1983-84 and 1984-85 (Exhibit E). The proposal included a salary freeze for 1983-84 at the currently negotiated level. The proposal did include a benefit package proposal for automobile and expenses. The 1984-85 proposal included a 5% step increase and a 10% merit increase. It also includes annuity benefit for the second year of the contract.

Recommendation.

The committee felt that the President's negotiation should be held in executive session with the entire Board, and that it should not make a recommendation to the Board at this time.

Budget Impact.

Pending.

EXHIBIT A

PROPOSED TILLAMOOK BAY AREA EDUCATION DISTRICT  
CLASSIFIED SALARY SCHEDULE

	1	2	3	4	5	6	7	8	9	10
		(Traci Rubio) 9,500								
Level I	814 9768	855 10,260	895 10,773 (Debi Duran) 11,400	936 11,235	977 11,724	1018 12,216	1058 12,696	1099 13,188	1140 13,680	1180 14,160
Level II	895 10,773	936 11,236	977 11,724 (Julie McDonald) 11,400	1018 12,216	1058 12,696	1099 13,188	1140 13,680	1180 14,160	1221 14,652	1262 15,144
Level III	977 11,724	1018 12,216	1058 12,696	1099 13,188	1140 13,680	1180 14,160	1221 14,652	1262 15,144	1302 15,624	1343 16,116

Increments

Level I Admissions Secretary  
(General Secretary)

5% annual step  
10% between levels

Level II Student Services Secretary  
(Departmental Secretary)

Level III Secretary to the Dean of Instruction  
(Dean's Secretary)

EXHIBIT B

PROPOSED TILLAMOOK BAY AREA EDUCATION DISTRICT  
SUPERVISORY SALARY SCHEDULE

(A.A.)	1	2	3	4	5	6	7	8	9	10
Level I	12,660	13,293	13,926 (Cheryl Van Natta) 14,300	14,559	15,192	15,825	16,458	17,091	17,724	18,357
Level II	13,926	14,559	15,182	15,825	16,428	17,091	17,724	18,357	18,990	19,623

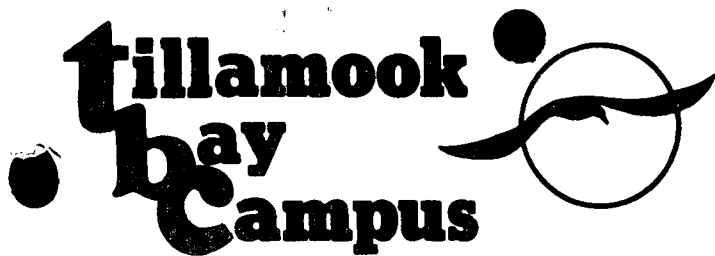
Level I Office Manager  
Level II Bookkeeper/Deputy Clerk/Assistant to the President

EXHIBIT C

ADMINISTRATIVE SALARY SCHEDULE

(B.S.) (B.A.)	1	2	3	4	5	6	7	8	9	10
Level I	20,500	21,525 (Barbara Rice) 22,000	22,550	23,575	24,600	25,625	26,650	27,675	28,700	29,725
Level II	22,550	23,575	24,600	25,625 (Dick Minisce) 24,500	26,650	27,675	28,700	29,725	30,750	31,775
Level III	24,600	25,625	26,650	27,675	28,700	29,725	30,750	31,775	32,800	33,825

Level 1  
Level 2 Director of Student Services  
Level 3 Dean of Instruction



Roy B. Mason, President

503/377-2241

Tillamook Bay Area Education District  
6385 Tillamook Ave., Bay City, Oregon 97107

#### AGENDA

Meeting will be held: February 7, 1983  
6:00 PM  
Tillamook Bay Campus  
Bay City, Oregon

1. Approval of Minutes
2. Budget Report
3. Committee Reports
  - a. Personnel
  - b. Policy
  - c. Foundation
4. Adopt tuition schedule and fees
5. Adoption of Pay Schedules
6. Establish date for Executive Evaluation
7. Review North & South County Board Meeting Schedule
8. Non-agenda items