



# TILLAMOOK BAY COMMUNITY COLLEGE

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

Jerry Hallberg, *President*

June 7, 2001

Headlight Herald  
PO Box 444  
Tillamook OR 97141

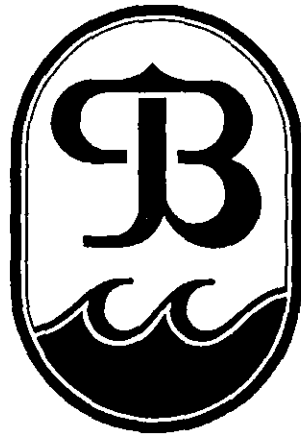
## LEGAL NOTICE SECTION:

Please publish the following in the June 13, 2001, edition of the Headlight Herald:

NOTICE IS HEREBY GIVEN, that an Executive Session of the Tillamook Bay Community College Board of Education will be held Monday, June 18, 2001, 5:30 p.m. in accordance with ORS 192.660 (1)(a) to consider candidates for interim President. The Executive Session is not open to the public. A special meeting of the Tillamook Bay Community College Board of Education will be held on Monday, June 18, 2001, 7:30 pm, at the First Christian Church, 2203 4<sup>th</sup> Street, Tillamook. This special meeting is in place of the regularly scheduled meeting on the first Monday in July. The following items are on the agenda: Discussion and appointment of interim President; Financial Report; Reports by the Manager of Human Resources, Dean of Instruction, Dean of Student Services and Director of College Development; Faculty ; Public comment; CCWD/OCCA/OSBA information; Announcements. The public is invited to attend the Board meeting. TBCC will provide reasonable accommodations to individuals with disabilities, call 377-2765. TDD 842-2178

Emmy Lou Orahood  
Secretary, Board of Education

# TILLAMOOK BAY COMMUNITY COLLEGE



## Regular Board Meeting Packet

June 18, 2001  
7:30 p.m.

First Christian Church  
2203 Fourth Street

**JERRY HALLBERG, PRESIDENT**

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

**PLEASE SIGN IN**

TBCC Board of Education Meeting

June 18, 2001

NAME (PLEASE PRINT)

ADDRESS

PHONE

George Miller	TBCC	842-8222 x132
Amy Getty	TBCC	X136
Bob Pietruszka	TBCC	X127
Kathy Schatz	"	865-2222
James V. James	"	x121
Sammi Olson	"	x131

**BOARD OF EDUCATION EXECUTIVE SESSION**

**June 18, 2001**

**5:30 p.m.**

**First Christian Church  
2203 4<sup>th</sup> Street, Tillamook**

**I. EXECUTIVE SESSION**

**BOARD OF EDUCATION SPECIAL MEETING**

**June 18, 2001**

**7:30 p.m.**

**First Christian Church  
2203 4<sup>th</sup> Street, Tillamook**

**A G E N D A**

**I. ADOPTION OF AGENDA**

**II. APPROVAL OF MINUTES**

- A. June 4, 2000 Public Hearing, Regular Meeting and Executive Session

**III. DISCUSSION AND APPOINTMENT OF INTERIM PRESIDENT**

**IV. PRESENTATIONS BY SEARCH COMPANIES**

**V. FINANCIAL REPORT**

- A. Budget Transfers  
B. Resolution 25 Special Fund - Intel Computer Grant  
C. Budget modifications for 2001-2002  
D. Budget Resolutions 26, 27 and 28 Adopting Budget, Making Appropriations, Levying and Classifying Property Tax Levy  
E. Workers Compensation Volunteer Coverage Resolution 29

**VI. HUMAN RESOURCES REPORT**

- A. Counselor Contract  
B. Faculty, Instructor/Case Manager, and Staff Step Increases  
C. 2000-2001 Administrative, Faculty, and Instructor/Case Manager Employment Agreements  
D. Faculty Policies: Second Reading  
1. Definitions and Miscellaneous Provisions (ARTICLE 300)  
2. Performance Appraisals and Evaluations  
3. Faculty Compensation  
4. Professional Improvement Leave

**VII. DIRECTOR, COLLEGE DEVELOPMENT REPORT**

**VIII. FACULTY REPORT**

**IX. PUBLIC COMMENT**

**X. ANNOUNCEMENTS**

**XI. ADJOURNMENT**

**TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION EXECUTIVE SESSION**

June 18, 2001

5:30 p.m.

First Christian Church  
2203 4<sup>th</sup> Street, Tillamook

**I. EXECUTIVE SESSION**

Executive Session to be held in accordance with ORS 192.660 (1)(a) to consider employment of a public employee.

**TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION REGULAR MEETING**

June 18, 2001

7:30 p.m.

First Christian Church  
2203 4<sup>th</sup> Street, Tillamook

**A G E N D A**

**I. ADOPTION OF AGENDA**

Action needed:            Motion to adopt the agenda

**II. APPROVAL OF MINUTES**

The June 4 2001, Public Hearing, Regular and Executive Session minutes are enclosed for review and approval.

Action needed:            Motion to approve the June 4, 2001, Public Hearing, Regular and Executive Session minutes.

**III. DISCUSSION AND APPOINTMENT OF INTERIM PRESIDENT**

Action needed:            Discussion and motion to offer the Interim President position to an approved candidate.

**IV. PRESENTATIONS BY SEARCH COMPANIES**

Action needed:            Informational

**V. FINANCIAL REPORT**

A.     Mark Sybouts will review proposed budget transfers.

Action needed:            Motion to approve budget transfers

B. Mark Sybouts will review Resolution 25, SPECIAL FUND, Intel Computer Grant

Action needed: Motion to adopt Resolution 25, SPECIAL FUND, Intel Computer Grant.

C. Mark Sybouts will review budget modifications for 2001-2002

Action needed: Motion to approve budget modifications.

D. Mark Sybouts will review Resolutions 26, 27 and 28, Adopting the Budget, Making Appropriations and Imposing and Categorizing Property Taxes.

Action needed: Motion to adopt Resolutions 26, 27 and 28, Adopting the Budget, Making Appropriations and Imposing and Categorizing Property Taxes.

E. Mark Sybouts will review Resolution 29, Extending Tillamook Bay Community College Service District's Workers' Compensation Coverage to Volunteers of Tillamook Bay Community College Service District.

Action needed: Motion to adopt Resolution 29, Extending Tillamook Bay Community College Service District's Workers' Compensation Coverage to Volunteers of Tillamook Bay Community College Service District.

## VI. HUMAN RESOURCES REPORT

A. Emmy Lou Orahoad will review the Counselor, Student Services, contract.

Action needed: Motion to approve employment agreement for Kay Scully as Counselor, Student Services from July 9, 2001 through June 30, 2002, at the rate of \$3,158.72 per month.

B. Step Increases

President Hallberg will recommend a step increase effective July 1, 2001 for regular full-time and regular part-time faculty, instructor/case managers, support staff, and administrators who have received satisfactory performance appraisals. The increases are included in the 2001-2002 budget and all performance appraisals will be completed by June 30, 2001

Action needed: Motion to approve a step increase effective July 1, 2001 for regular full-time and regular part-time faculty, instructor/case managers, support staff, and administrators who have received satisfactory performance appraisals.

President Hallberg will recommend a cost of living increase of 3.1% based on the increase of the annual Consumer Price Index from 1999-2000 for the Portland-Salem area as published by the Bureau of Labor Statistics for those staff who are currently on the last step of their salary schedule grade and who have received satisfactory performance appraisals.

Action needed: Motion to approve a cost of living increase of 3.1% for those staff who are currently on the last step of their salary schedule grade and who have received satisfactory performance appraisals.

C. 2001-2002 Administrative, Faculty and Instructor/Case Manager Employment Agreements.

A description of the proposed 2001-2002 Administrative, Faculty, and Instructor/Case Manager Employment Agreements is enclosed for Board review and approval.

Action needed: Motion to approve the 2001-2002 Administrative, Faculty, and Instructor/Case Manager Employment Agreements effective July 1, 2001.

D. The following Faculty Policies are enclosed for a second reading.

1. Definitions and Miscellaneous Provisions (ARTICLE 300)
2. Performance Appraisals and Evaluations
3. Faculty Compensation
4. Professional Improvement Leave

Action needed: Motion to adopt the Definitions and Miscellaneous Provisions, Performance Appraisals and Evaluations, Faculty Compensation and the Professional Improvement Leave Policies.

**VII. DIRECTOR OF COLLEGE DEVELOPMENT REPORT**

Action needed: Informational

**VIII. FACULTY REPORT**

Action needed: Informational

**IX. PUBLIC COMMENT**

**X. ANNOUNCEMENTS**

- A. Next Board meeting: August 6, 2001, 7:30 p.m.,  
First Christian Church, 2203 4<sup>th</sup> Street, Tillamook

**XI. ADJOURNMENT**

**TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION  
EXECUTIVE SESSION MINUTES**

**June 18, 2001**

**5:30 pm**

**First Christian Church  
2203 Fourth Street, Tillamook**

**MEMBERS PRESENT**

Wayne Jensen, Craig Wakefield, Ann Swain, Jim McGinnis, Bob Weitman, Eva Noble and Steve Shaw

**OTHERS PRESENT**

Emmy Lou Orahoad and Betty Lester

**CALL TO ORDER**

Chairperson Wayne Jensen said the Board will now meet in Executive Session for the purpose of interviewing and appointing an Interim President.

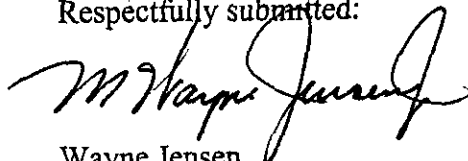
**INTERVIEWING AND  
APPOINTMENT OF  
INTERIM PRESIDENT**

The Board interviewed three candidates for the position of Interim President. At the conclusion of the interviews, the Board held a discussion period regarding the candidates.

**ADJOURNMENT**

There being no further business, the Executive Session was adjourned at 8:10 pm.

Respectfully submitted:



Wayne Jensen  
Chairman of the Board



**TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION REGULAR MEETING**

**June 18, 2001**

**8:20 p.m.**

**First Christian Church  
2203 4<sup>th</sup> Street, Tillamook**

- MEMBERS PRESENT** Wayne Jensen, Craig Wakefield, Steve Shaw, Ann Swain, Jim McGinnis, Robert Weitman and Eva Noble
- MEMBERS ABSENT** None
- STAFF PRESENT** Jerry Hallberg, Mark Sybouts, Jim Fullan, Emmy Lou Orahoad, Donna Acord, James Downes, Amy Getty, Steve Hoffman, Steve Kerr, George Miller, Sammie Olson, Bob Pietruszka, Kathy Schaefer and Betty Lester
- OTHERS PRESENT** Gail Pincus, Phil Pincus, Dr. Robert J. "Bob" Burns of OSBA Executive Search Services, Gail Woodworth and Floyd Hunsaker of Woodworth International Group
- CALL TO ORDER** Chairperson, Wayne Jensen, called the meeting to order at 8:20 pm.
- ADOPTION OF AGENDA** It was moved by Steve Shaw, seconded by Bob Weitman and the Board unanimously (7/0) adopted the June 18, 2001 Agenda.
- APPROVAL OF MINUTES** It was moved by Steve Shaw, seconded by Ann Swain and the Board unanimously (7/0) approved the June 4, 2001 Regular Meeting Minutes and the June 4, 2001 Executive Session Minutes as presented.
- DISCUSSION AND APPOINTMENT OF INTERIM PRESIDENT** Chairman Jensen opened the meeting for discussion and the appointment of the new Interim President. Hearing no discussion, it was moved by Ann Swain, seconded by Bob Weitman and the Board unanimously appointed Gail Pincus to the position of Interim President.
- PRESENTATION BY SEARCH COMPANIES** Jim Fullan, Director, College Development, introduced Dr. Robert J. "Bob" Burns, retired Oregon Department of Education deputy superintendent, former OSBA management services director and Clackamas ESD superintendent, with 28 years in school administration.
- Mr. Burns said he was pleased to be at the meeting and presented an outline of how OSBA's search service, which starts with the selection process and continues through the board's first year with

its new executive, includes assistance with the following:

- 1) Establish the search timeline, making sure the district can attract the largest pool of available candidates
- 2) Determine selection criteria which accurately reflect district and community priorities
- 3) Advertise the vacancy and candidate recruitment
- 4) Screen applications
- 5) Select the finalist
- 6) Establish good board/executive relations

In response to a question from the Board, Mr. Burns said the cost is approximately \$5,500 per year plus travel expenses which includes eight to ten onsite visits. Mr. Burns said the cost usually doubles the estimate due to a variety of reasons, one of which might be two rounds of interviews. Chairman Jensen thanked Mr. Burns for coming.

Mr. Fullan introduced Gail Woodworth and Floyd Hunsaker of Woodworth International Group.

Ms. Woodworth thanked the Board for allowing them to come and present an overview of the search process which her firm uses. Ms. Woodworth said their firm was a full service executive search firm both in the public and private sector. She mentioned, however, that they like to structure their services to fit the individual needs of the client, i.e., culture fit, type of person you are looking for so that they can come up with the ideal job description. Ms. Woodworth mentioned that the Board has a complete proposal before them. In response to a question from the Board, Ms. Woodworth replied that the cost would be 25% of the person's first year's salary. Meetings and travel to interview candidates are over and above the 25%.

Chairman Jensen thanked Ms. Woodworth and Mr. Hunsaker for coming. A meeting was set for the Board to meet again on Tuesday, June 26 at noon in Room 9 at the Tillamook Campus to hear two additional search presentations.

## **FINANCIAL REPORT**

Mr. Sybouts, Director of Administrative Services, reviewed the Budget transfers and responded to questions from the Board.

It was moved Steve Shaw, seconded by Ann Swain, and the Board unanimously (7/0) approved the Budget transfers.

Mr. Sybouts reviewed Resolution 25 SPECIAL FUND, Intel Computer Grant.

It was moved by Jim McGinnis, seconded by Steve Shaw and the Board unanimously (7/0) adopted Resolution 25 SPECIAL FUND, Intel Computer Grant.

Mr. Sybouts reviewed the budget modifications for 2001-2002.

It was moved by Craig Wakefield, seconded by Steve Shaw and the Board unanimously (7/0) approved the budget modifications for 2001-2002.

Mr. Sybouts reviewed Resolutions 26, 27 and 28, Adopting the Budget, Making Appropriations and Imposing and Categorizing Property Taxes.

It was moved by Steve Shaw, seconded by Jim McGinnis and the Board unanimously (7/0) adopted Resolutions 26, 27 and 28, Adopting the Budget, Making Appropriations and Imposing and Categorizing Property Taxes.

Mr. Sybouts reviewed Resolution 29, Extending Tillamook Bay Community College Service District's Workers' Compensation Coverage to Volunteers of Tillamook Bay Community College Services District.

It was moved by Ann Swain, seconded by Craig Wakefield and the Board unanimously (7/0) adopted Resolution 29, Extending Tillamook Bay Community College Service District's Workers' Compensation Coverage to Volunteers of Tillamook Bay Community College Services District.

Mr. Sybouts reviewed the Temporary Organizational Motions 2001-2002.

It was moved by Ann Swain, seconded by Craig Wakefield and the Board unanimously (7/0) approved the Temporary Organizational Motions 2001-2002 as follows:

- 1) That effective July 1, 2001, the Interim President/Clerk, Gail Pincus, Mark Sybouts, Director of Administrative Services or Jim Fullan, Director of College Development, be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures by two of the following three individuals: the Interim President/Clerk, Gail Pincus, the Deputy Clerk, Mark Sybouts, Director of Administrative Services, and/or Jim Fullan, Director of College Development, be authorized/required.

2) That Interim President/Clerk Gail Pincus, or Jim Fullan, Director of College Development, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board from July 1, 2001 until the regular Organizational Motions are approved August 6, 2001. The Interim President/Clerk or Director of College Development may delegate this authority in writing to the Director of Administrative Services/Deputy Clerk, Mark Sybouts, or the Full Charge Bookkeeper, Patty Jepson, at such time or times and to such extent as the President/Clerk or Director of College Development determines the delegation necessary or desirable.

## **HUMAN RESOURCES REPORT**

Emmy Lou Orahood, Manager of Human Resources, reported on the following:

\* Ms. Orahood announced that Kay Scully has been hired as the Counselor, Student Services. She requested that the Board approve Ms. Scully's contract.

It was moved by Ann Swain, seconded by Craig Wakefield and the Board unanimously (7/0) approved the Employment Agreement of Kay Scully, Counselor, Student Services.

President Hallberg recommended a step increase effective July 1, 2001, for regular full-time and regular part-time faculty, instructor/case managers, support staff, and administrators who have received satisfactory performance appraisals. The increases are included in the 2001-2002 budget and all performance appraisals will be completed by June 30, 2001

It was moved by Jim McGinnis, seconded by Steve Shaw and the Board unanimously (7/0) approved a step increase effective July 1, 2001 for regular full-time and regular part-time faculty, instructor/case managers, support staff, and administrators who have received satisfactory performance appraisals.

President Hallberg recommended a cost of living increase of 3.1% based on the increase of the annual Consumer Price Index from 1999-2000 for the Portland-Salem area as published by the Bureau of Labor Statistics for those staff who are currently on the last step of their salary schedule grade and who have received satisfactory performance appraisals.

It was moved by Jim McGinnis, seconded by Bob Weitman and the Board unanimously (7/0) approved a cost of living increase of 3.1% for those staff who are currently on the last step of their salary

schedule grade and who have received satisfactory performance appraisals.

Ms. Orahood reviewed the 2001-2002 Administrative, Faculty, and Instructor/Case Manager Employment Agreements.

It was moved by Jim McGinnis, seconded by Steve Shaw and the Board unanimously (7/0) approved the 2001-2002 Administrative, Faculty, and Instructor/Case Manager Employment Agreements effective July 1, 2001.

Ms. Orahood noted that the following Faculty Policies will receive their second reading. She also mentioned that the changes to Article 4-: Professional Improvement Leave which the Board requested had been incorporated.

It was moved by Steve Shaw, seconded by Ann Swain and the Board unanimously (7/0) adopted the Definitions and Miscellaneous Provisions, Performance Appraisals and Evaluations, Faculty Compensation and Professional Improvement Leave.

**DIRECTOR OF  
COLLEGE  
DEVELOPMENT**

Mr. Fullan, Director of College Development, noted that a meeting has been set for Tuesday, June 26, at noon in Room 9 at the Campus to hear two additional search presentations.

Mr. Fullan mentioned that the Board approved bringing Tillamook Work Solutions on Board pending contract negotiations. Mr. Fullan asked the Board to approve a motion giving Mr. McGinnis authority to approve the agreement between Worksystems, Inc. and TBCC. Upon receipt of Mr. McGinnis's approval, Mr. Fullan will see to the execution of the agreement.

It was moved by Ann Swain, seconded by Bob Weitman and the Board unanimously approved the motion giving Mr. Fullan authority to act on the contract negotiations with Tillamook Work Solutions.

**FACULTY REPORT**

George Miller, Acting Director, Developmental Education, distributed a flyer entitled "Summary of Points from College-wide Meeting of June 8, 2001." Following are the primary points listed:

1. Flatten out the hierarchy - create an organizational structure with autonomy and responsibility distributed throughout the College as opposed to a hierarchical model where decisions are made at the top and funneled down.
2. Reform the budget process - while there will always be some limitations in TBCC's resources, these resources must

be allocated through inclusion and consultation with all members of the community college.

3. Create a working communication flow - Communication needs to go up and down, permeating the organization.

4. Student/customer centered direction - We need to listen and respond to the needs of the community at all times.

5. Embrace growth and change - By being proactive rather than reactive in the community, we will establish ourselves as both a cultural resource and leader in Tillamook County.

## ANNOUNCEMENTS

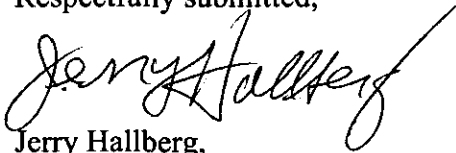
President Hallberg made the following announcements:

- \* Board Workshop, July 9, 6:00 pm, First Christian Church
- \* Next Board Meeting, August 6, 7:30 pm, First Christian Church

## ADJOURNMENT

There being no further business, it was moved by Steve Shaw, seconded by Bob Weitman, and the Board unanimously (7/0) agreed to adjourn the meeting at 9:35 pm.

Respectfully submitted,



Jerry Hallberg,  
Clerk

**2000-2001  
BUDGET TRANSFERS  
June 18, 2001**

GENERAL FUND

	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
1	INSTRUCTION - Other Payroll Expenses	INSTRUCTION - Travel and Meeting Expense	\$ 1,300.00	To provide for additional travel by instructors from outside of the county to come and teach classes
2	BOARD CONTINGENCY - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Support Staff - NCEP	\$ 4,000.00	Additional time of staff member now paid by college (previously Green Thumb workers)
3	BOARD CONTINGENCY - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Supplies	\$ 2,500.00	Additional supplies for Instructional Support
4	BOARD CONTINGENCY - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Telephone	\$ 800.00	Additional cost for telephone service
5	INSTRUCTIONAL SUPPORT - Other Contracted Services	INSTRUCTIONAL SUPPORT - Postage	\$ 250.00	Additional costs for postage meter equipment
6	INSTRUCTIONAL SUPPORT - Other Contracted Services	INSTRUCTIONAL SUPPORT - Public Information/Schedule Production	\$ 50.00	Additional costs for printing and mailing schedule of classes
7	BOARD CONTINGENCY - Board Operating Contingency	INSTRUCTIONAL SUPPORT - Annual Technology Cost - NCEP	\$ 2,000.00	To provide for internet connection for NCEP offices and classes

8	BOARD CONTINGENCY - Board Operating Contingency	STUDENT SERVICES - Support Staff	\$ 4,000.00	Additional costs for extra hours during registration, training of new staff and staff promotions
9	STUDENT SERVICES - Hourly	STUDENT SERVICES - Support Staff	\$ 4,000.00	Additional costs for extra hours during registration, training of new staff and staff promotions
10	BOARD CONTINGENCY - Board Operating Contingency	STUDENT SERVICES - Other Payroll Expenses	\$ 9,500.00	Additional costs due to insurance cost increases and higher than average other payroll expenses for Student Services Staff
11	BOARD CONTINGENCY - Board Operating Contingency	STUDENT SERVICES - Supplies	\$ 2,500.00	Additional costs for supplies used by student services
12	STUDENT SERVICES - Promotional Materials	STUDENT SERVICES - Telephone	\$ 50.00	Additional costs for telephone service
13	STUDENT SERVICES - Promotional Materials	STUDENT SERVICES - Postage	\$ 400.00	Additional costs for postage meter equipment
14	STUDENT SERVICES - Promotional Materials	STUDENT SERVICES - Printing	\$ 255.00	Additional costs of printing student handbook and other materials
15	STUDENT SERVICES - Materials for Resale - Placement Testing	STUDENT SERVICES - Materials for Resale - GED Testing	\$ 1,000.00	Additional costs for GED testing materials and licenses



16	BOARD CONTINGENCY - Board Operating Contingency	STUDENT SERVICES - Non-capital Equipment and Furniture	\$ 1,260.00	Costs for computer monitors needed to access PCC banner program
17	STUDENT SERVICES - Materials for Resale - Placement Testing	STUDENT SERVICES - Repair contracts	\$ 103.00	Additional costs for copier repairs and scantron maintenance agreements
18	BOARD CONTINGENCY - Board Operating Contingency	COLLEGE SUPPORT - Administrative	\$ 10,110.00	Additional costs for President's final payroll
19	BOARD CONTINGENCY - Board Operating Contingency	COLLEGE SUPPORT - Other Payroll Expenses	\$ 2,630.00	Additional costs for President's final payroll
20	BOARD CONTINGENCY - Board Operating Contingency	COLLEGE SUPPORT - Professional Services	\$ 5,000.00	Additional costs for advertising open positions and personnel legal costs
21	BOARD CONTINGENCY - Board Operating Contingency	COLLEGE SUPPORT - Governing Board	\$ 1,000.00	Costs of two sets of pictures and frames of board members
22	PLANT OPERATION & MAINT. - Other Contracted Services	PLANT OPERATION & MAINT. - Supplies	\$ 1,000.00	Additional costs for maintenance supplies

**2000-2001**  
**BUDGET TRANSFERS**  
 June 18, 2001

SPECIAL FUND

	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
1	Veterans' Grant COLLEGE SUPPORT - Telephone	Veterans' Grant COLLEGE SUPPORT - Other Payroll Expenses	\$ 930.00	Grant modifications to cover increased insurance costs
2	BizCenter (SBDC) Program Income INSTRUCTIONAL SUPPORT - Other Expense	BizCenter (SBDC) Program Income INSTRUCTIONAL SUPPORT - Library Development/Publications	\$ 600.00	Additional cost for library materials for BizCenter library available to clients
3	BizCenter (SBDC) Program Income INSTRUCTIONAL SUPPORT - Other Expense	BizCenter (SBDC) Program Income INSTRUCTIONAL SUPPORT - Public Information/Advertising	\$ 500.00	Additional costs for advertising workshops and other program services available to businesses
4	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Non-capital Equipment - equipment	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Supplies	\$ 180.00	Additional cost for enhancement grant supplies
5	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Non-capital Equipment - equipment	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Travel and Meeting Expense	\$ 700.00	Additional travel costs to visit clients served through grant
6	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Non-capital Equipment - equipment	BizCenter (SBDC) Enhancement Grant INSTRUCTIONAL SUPPORT - Public Information/Advertising	\$ 600.00	Additional costs for advertising grant programs

7	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Public Information/Advertising	BizCenter (SBDC) Enhancement Grant INSTRUCTIONAL SUPPORT - Public Information/Advertising	\$ 600.00	To reclassify advertising costs to more appropriate Instructional Support
8	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Non-capital Equipment - equipment	BizCenter (SBDC) Enhancement Grant STUDENT SERVICES - Scholarships	\$ 115.00	Additional scholarships for program participants
9	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Hourly	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Other Contracted Services	\$ 2,102.00	To provide for contracting grant services while staff member is out for health reasons
10	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Other payroll Expenses	BizCenter (SBDC) Enhancement Grant INSTRUCTION - Other Contracted Services	\$ 809.00	To provide for contracting grant services while staff member is out for health reasons
11	Corrections Grant INSTRUCTION - Non-Capital Equipment	Corrections Grant INSTRUCTION - Supplies	\$ 145.00	To provide for additional supplies costs
12	U.S. Bank Literacy Grant INSTRUCTION - Public Information/Advertising	U.S. Bank Literacy Grant INSTRUCTION - Instructional Contract	\$ 345.00	To provide for contracted instructional services provided under grant
13	U.S. Bank Literacy Grant INSTRUCTION - Other Payroll Expenses	U.S. Bank Literacy Grant INSTRUCTION - Instructional Contract	\$ 55.00	To provide for contracted instructional services provided under grant
14	United Way Literacy Grant INSTRUCTION - Travel and Meeting Expense	United Way Literacy Grant INSTRUCTION - Supplies	\$ 250.00	To provide for additional instructional supplies for literacy program

15	Connect 2 Jobs Skill Training Project Grant INSTRUCTION - Supplies	Connect 2 Jobs Skill Training Project Grant INSTRUCTION - Public Information/Advertising	\$ 3,500.00	To provide for advertising microelectronics program
16	Connect 2 Jobs Skill Training Project Grant INSTRUCTION - Supplies	Connect 2 Jobs Skill Training Project Grant INSTRUCTION - Travel and Meeting Expenses	\$ 500.00	To provide for instructor travel for microelectronics program
17	NOEA Grant INSTRUCTION - Non-capital Equipment - equipment	NOEA Grant INSTRUCTION - Public Information/Advertising	\$ 124.00	To provide for advertising public notice for bids to acquire microelectronics equipment
18	Tutor Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Tutor Grant INSTRUCTIONAL SUPPORT - Administrative	\$ 40.00	Adjustment for changes in payroll benefit costs
19	Adult Education Program Improvement Project Grant INSTRUCTIONAL SUPPORT - Travel and Meeting Expenses	Adult Education Program Improvement Project Grant INSTRUCTIONAL SUPPORT - Hourly	\$ 91.00	Additional payroll costs for program improvement project
20	Adult Education Program Improvement Project Grant INSTRUCTIONAL SUPPORT - Travel and Meeting Expenses	Adult Education Program Improvement Project Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	\$ 97.00	Additional payroll costs for program improvement project
21	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Support Staff	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Hourly	\$ 427.00	Grant modifications to provide
22	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Support Staff	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Travel and Meeting Expenses	\$ 377.00	To provide travel costs for training related to software for tracking information reported to state

23	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Travel and Meeting Expenses	\$ 21.00	To provide travel costs for training related to software for tracking information reported to state
24	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Supplies	\$ 16.00	Additional supply costs for tracking state statistics
25	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Other Payroll Expenses	Adult Education Accountability Grant INSTRUCTIONAL SUPPORT - Non-capital Equipment - technology	\$ 897.00	To provide for updated computer needed for new software
26	Customized Training & Education Service Projects INSTRUCTION - Administrative	Customized Training & Education Service Projects INSTRUCTION - Instructional Personnel	\$ 210.00	To provide for instructional costs for customized training
27	Customized Training & Education Service Projects INSTRUCTION - Support Staff	Customized Training & Education Service Projects INSTRUCTION - Instructional Personnel	\$ 82.00	To provide for instructional costs for customized training
28	Customized Training & Education Service Projects INSTRUCTION - Non-Capital Equipment - equipment	Customized Training & Education Service Projects INSTRUCTION - Instructional Personnel	\$ 200.00	To provide for instructional costs for customized training

RESOLUTION 25

Tillamook Bay Community College Service District  
Board of Education  
June 18, 2001

SPECIAL FUND - Intel Computer Grant

The President RECOMMENDS adoption of the following resolution:

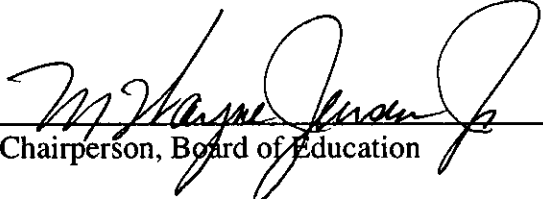
WHEREAS, the 2000-2001 budget of Tillamook Bay Community College Service District (TBCC) did not predict a grant from Intel to purchase computers for the Electronics Program; and

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:

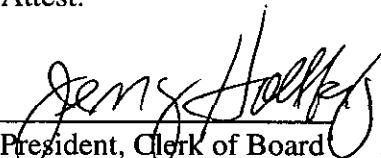
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution in the full amount of \$10,800.00 for the purpose shown below, hereby appropriated as follows:

Instruction	\$10,800.00
Total	\$10,800.00

RESOLVED this 18<sup>th</sup> day of June, 2001, by the Board of Education, Tillamook Bay Community College Service District.

  
\_\_\_\_\_  
Chairperson, Board of Education

Attest:

  
\_\_\_\_\_  
President, Clerk of Board

**SPECIAL FUND - Intel Computer Grant**

<b>DESCRIPTION</b>	<b>ADOPTED 2000-2001</b>	<b>REVISED 2000-2001</b>
Resources		
Other Sources	\$ 0.00	\$ 10,800.00
Beginning Working Capital	\$ 0.00	\$ 0.00
Total Resources	\$ 0.00	\$ 10,800.00
Expenditures		
Instruction		
Materials and Services		
Non-capital Equipment and Funitrue	\$ 0.00	\$ 10,800.00
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 10,800.00</b>

Tillamook Bay Community College

GENERAL FUND: RESOURCES

ACCOUNT DESCRIPTION	ACTUAL 1998-1999	ACTUAL 1999-2000	ADOPTED 2000-2001	PROPOSED 2001-2002	APPROVED 2001-2002	REVISED 2001-2002
RESOURCES:						
STATE SOURCES:						
COMMUNITY COLLEGE SUPPORT FUND	\$896,326	\$947,802	\$960,000	\$1,088,000	\$1,088,000	\$1,088,000
LOCAL SOURCES:						
CURRENT TAXES	\$522,752	\$557,419	\$550,000	\$580,000	\$580,000	\$580,000
PRIOR YEARS TAXES	\$49,180	\$35,441	\$41,000	\$41,000	\$41,000	\$41,000
COUNTY TIMBER REVENUE	\$163,083	\$235,499	\$100,000	\$100,000	\$100,000	\$100,000
TUITION & FEES:						
TUITION	\$231,335	\$205,404	\$229,000	\$229,500	\$229,500	\$229,500
FEES	\$21,944	\$26,058	\$44,950	\$45,550	\$45,550	\$45,550
OTHER RESOURCES:						
SALE OF GOODS/SERVICES	\$11,284	\$10,314	\$11,100	\$9,550	\$9,550	\$9,550
INTEREST INCOME	\$37,235	\$39,859	\$37,000	\$37,000	\$37,000	\$37,000
RENTAL INCOME	\$9,000	\$8,400	\$9,200	\$8,400	\$8,400	\$8,400
MISCELLANEOUS	\$25,510	\$29,495	\$28,065	\$26,414	\$26,414	\$26,414
ENERGY LOAN						
TRANSFER IN FROM BUILDING RESERVE FUND						\$125,000
NET WORKING CAPITAL	\$620,361	\$521,380	\$500,000	\$500,000	\$500,000	\$500,000
RESOURCES TOTAL	\$2,588,010	\$2,617,071	\$2,510,315	\$2,665,414	\$2,665,414	\$2,790,414



Tillamook Bay Community College

GENERAL FUND: SUMMARY

ACCOUNT DESCRIPTION	ACTUAL 1998-1999	ACTUAL 1999-2000	ADOPTED 2000-2001	PROPOSED 2001-2002	APPROVED 2001-2002	REVISED 2001-2002
TOTAL RESOURCES	\$2,588,010	\$2,617,071	\$2,510,315	\$2,665,414	\$2,665,414	\$2,790,414
REQUIREMENTS:						
INSTRUCTION	\$520,484	\$480,361	\$645,226	\$639,468	\$649,468	\$649,468
INSTRUCTIONAL SUPPORT	\$438,303	\$471,947	\$537,065	\$609,805	\$609,805	\$609,805
STUDENT SERVICES	\$310,129	\$329,785	\$361,283	\$407,230	\$407,230	\$407,230
COLLEGE SUPPORT	\$494,718	\$561,823	\$570,147	\$599,363	\$599,363	\$712,363
PLANT OPERATION AND MAINTENANCE	\$101,415	\$117,054	\$138,094	\$141,048	\$148,398	\$148,398
COMMUNITY SERVICE	\$305	\$345	\$500	\$500	\$500	\$500
FINANCIAL AID	\$10,127	\$12,998	\$18,000	\$18,000	\$18,000	\$18,000
DEBT SERVICE	\$51,150	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$140,000	\$150,000	\$132,650	\$144,650
OTHER FINANCING USES	\$140,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL EXPENDITURES	\$2,066,631	\$2,124,313	\$2,510,315	\$2,665,414	\$2,665,414	\$2,790,414
ENDING FUND BALANCE	\$521,379	\$492,758	\$0	\$0	\$0	\$0
TOTAL REQUIREMENTS	\$2,588,010	\$2,617,071	\$2,510,315	\$2,665,414	\$2,665,414	\$2,790,414

Tillamook Bay Community College

GENERAL FUND: REQUIREMENTS

ACCOUNT DESCRIPTION	ACTUAL 1998-1999	ACTUAL 1999-2000	ADOPTED 2000-2001	PROPOSED 2001-2002	APPROVED 2001-2002	REVISED 2001-2002
COLLEGE SUPPORT:						
PERSONAL SERVICES						
ADMINISTRATIVE	\$191,576	\$231,420	\$242,376	\$249,004	\$249,004	\$347,082
SUPPORT STAFF	\$86,836	\$90,554	\$90,622	\$93,350	\$93,350	\$93,350
HOURLY	\$2,423	\$1,864	\$3,000	\$3,000	\$3,000	\$3,000
OTHER PAYROLL EXPENSES	\$94,022	\$116,368	\$133,949	\$144,539	\$144,539	\$159,461
TUITION WAIVERS	\$772	\$543	\$2,000	\$2,000	\$2,000	\$2,000
MATERIALS AND SERVICES						
SUPPLIES	\$8,217	\$9,525	\$9,000	\$9,500	\$9,500	\$9,500
TRAVEL AND MEETING EXPENSE	\$13,996	\$14,424	\$13,000	\$14,000	\$14,000	\$14,000
TELEPHONE	\$3,236	\$3,928	\$3,500	\$3,500	\$3,500	\$3,500
POSTAGE	\$4,439	\$4,156	\$4,500	\$4,500	\$4,500	\$4,500
PRINTING	\$105	\$651	\$600	\$650	\$650	\$650
PROFESSIONAL SERVICES	\$39,197	\$41,171	\$20,000	\$25,000	\$25,000	\$25,000
INSURANCE	\$8,927	\$9,520	\$9,500	\$9,500	\$9,500	\$9,500
ASSOCIATION MEMBERSHIP	\$12,969	\$14,505	\$14,000	\$14,500	\$14,500	\$14,500
STAFF DEVELOPMENT	\$3,294	\$7,793	\$5,500	\$5,500	\$5,500	\$5,500
GOVERNING BOARD	\$4,504	\$3,392	\$3,000	\$3,000	\$3,000	\$3,000
ELECTIONS	\$2,716	\$0	\$3,000	\$0	\$0	\$0
MATERIALS FOR RESALE	\$958	\$823	\$1,000	\$1,000	\$1,000	\$1,000
MISCELLANEOUS	\$23	\$3	\$100	\$100	\$100	\$100
EQUIPMENT LEASING		\$2,180		\$3,720	\$3,720	\$3,720
ANNUAL TECHNOLOGY COST	\$2,700	\$2,377	\$2,500	\$2,500	\$2,500	\$2,500
NON-CAPITAL EQUIPMENT AND FURNITURE	\$10,224	\$3,245	\$5,000	\$6,500	\$6,500	\$6,500
BANKING EXPENSES	\$2,397	\$2,141	\$2,500	\$2,500	\$2,500	\$2,500
EQUIPMENT REPAIR	\$1,187	\$1,240	\$1,500	\$1,500	\$1,500	\$1,500
COLLEGE SUPPORT TOTAL	\$494,718	\$561,823	\$570,147	\$599,363	\$599,363	\$712,363

Tillamook Bay Community College

GENERAL FUND: REQUIREMENTS

ACCOUNT DESCRIPTION	ACTUAL 1998-1999	ACTUAL 1999-2000	ADOPTED 2000-2001	PROPOSED 2001-2002	APPROVED 2001-2002	REVISED 2001-2002
CONTINGENCY:						
BOARD OPERATING CONTINGENCY			\$140,000	\$150,000	\$132,650	\$144,650
CONTINGENCY TOTAL	\$0	\$0	\$140,000	\$150,000	\$132,650	\$144,650

Tillamook Bay Community College

BUILDING RESERVE FUND

ACCOUNT DESCRIPTION	ACTUAL 1998-1999	ACTUAL 1999-2000	ADOPTED 2000-2001	PROPOSED 2001-2002	APPROVED 2001-2002	REVISED 2001-2002
RESOURCES:						
BEGINNING FUND BALANCE	\$141,442	\$288,534	\$445,000	\$560,000	\$560,000	\$480,000
DONATIONS	\$0	\$0				
MISCELLANEOUS						
INTEREST INCOME	\$7,092	\$16,750	\$15,000	\$35,000	\$35,000	\$35,000
SALES OF FIXED ASSETS	\$0	\$0				
TRANSFERS IN FROM GENERAL FUND	\$140,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>TOTAL RESOURCES</b>	<b>\$288,534</b>	<b>\$455,284</b>	<b>\$560,000</b>	<b>\$695,000</b>	<b>\$695,000</b>	<b>\$615,000</b>
REQUIREMENTS:						
PLANT OPERATION AND MAINTENANCE:						
MATERIALS AND SERVICES						
PROFESSIONAL SERVICES			\$10,000	\$10,000	\$10,000	\$10,000
OTHER CONTRACTED SERVICES			\$5,000	\$5,000	\$5,000	\$5,000
NON-CAPITAL EQUIPMENT AND FURNITURE			\$40,000	\$40,000	\$40,000	\$40,000
CAPITAL OUTLAY						
LAND ACQUISITION			\$100,000	\$100,000	\$100,000	\$100,000
EQUIPMENT						
BUILDING IMPROVEMENTS			\$100,000	\$100,000	\$100,000	\$100,000
OTHER FINANCING USES						
TRANSFERS OUT TO GENERAL FUND						\$125,000
RESERVE FOR FUTURE EXPENDITURES			\$305,000	\$440,000	\$440,000	\$235,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$560,000</b>	<b>\$695,000</b>	<b>\$695,000</b>	<b>\$615,000</b>
ENDING FUND BALANCE	\$288,534	\$455,284	\$0	\$0	\$0	\$0
<b>TOTAL REQUIREMENTS</b>	<b>\$288,534</b>	<b>\$455,284</b>	<b>\$560,000</b>	<b>\$695,000</b>	<b>\$695,000</b>	<b>\$615,000</b>

## #26 RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College Service District hereby adopts the budget for fiscal year 2001-2002 in the sum of \$4,487,832.00 now on file at the District administrative offices in Bay City, Oregon.

## #27 RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2001, and for the purposes shown below are hereby appropriated as follows:

### General Fund

Instruction	\$ 649,468.00
Instructional Support	609,805.00
Student Services	407,230.00
College Support	712,363.00
Plant Operation & Maintenance	148,398.00
Community Service	500.00
Financial Aid	18,000.00
Board Operating Contingency	144,650.00
Transfer to Building Reserve Fund	<u>100,000.00</u>
TOTAL GENERAL FUND	<u>\$2,790,414.00</u>

### Special Fund

Instruction	\$ 407,709.00
Instructional Support	174,491.00
Student Services	83,940.00
College Support	121,075.00
Plant Operation & Maintenance	26,750.00
Short-term Loan Repayment	126,582.00
Board Operating Contingency	<u>6,000.00</u>
TOTAL SPECIAL FUND	<u>\$ 946,547.00</u>

### Agency Fund

Student Services	\$ <u>5,600.00</u>
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### Enterprise Fund

Instruction	\$ <u>100,010.00</u>
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### Building Reserve Fund

Plant Operation & Maintenance	\$ 255,000.00
Transfer to General Fund	<u>125,000.00</u>
TOTAL BUILDING RESERVE FUND	<u>\$ 380,000.00</u>

TOTAL APPROPRIATIONS ALL FUNDS \$4,222,571.00

RESOLUTIONS 26, 27, 28 (PAGE 1)

**Amounts not appropriated:**

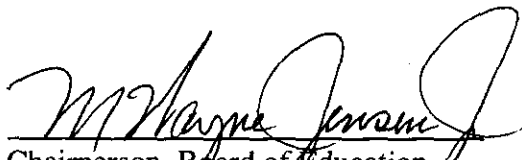
<u>Special Fund - Ending Fund Balance</u>	\$ 10,261.00
<u>Building Reserve Fund - Reserved for Future Expenditures</u>	235,000.00
<u>Enterprise Fund - Ending Fund Balance</u>	20,000.00

**#28 RESOLUTION IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College Service District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.2636 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2001-2002 upon the assessed value of all taxable property within the district.

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
General Fund	\$0.2636 / \$1,000	\$0

The above Resolutions 26, 27, and 28 were approved and declared adopted this 18 day of June, 2001.

  
Chairperson, Board of Education  
Tillamook Bay Community College Service District

Attest:

  
President, Clerk of Board

RESOLUTION 29

Tillamook Bay Community College Service District  
Board of Education  
June 18, 2001

Resolution Extending Tillamook Bay Community College Service District's Workers' Compensation Coverage to Volunteers of Tillamook Bay Community College Service District

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Tillamook Bay Community College Service District elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed below:

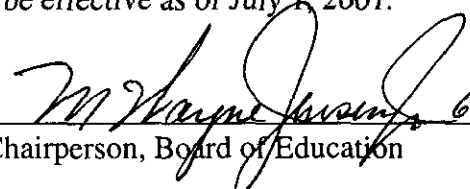
Class	Description	Estimated assumed volunteer payroll
8868V	Work Experience Students - Emergency Medical Technician trainees (600 hours @ \$6.50 per hour)	\$3,900
8868V	Work Experience Students - Nursing Assistant (3,520 hours @ \$6.50 per hour)	\$22,800
8868V	Work Experience Students - Clerical (476 hours @ \$6.50 per hour)	\$3,094
8868V	Hourly professional employees/ Teachers/clerical volunteers (100 hours @ \$6.50 per hour)	\$650

1. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and

2. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated in writing between Tillamook Bay Community College Service District and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
3. A roster of active volunteers (public safety, non-public safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services (CIS) may request copies of these rosters during the year-end audit; and
4. Unanticipated volunteer projects or exposure not addressed herein will be added onto Tillamook Bay Community College Service District's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Tillamook Bay Community College Service District to provide for workers' compensation insurance coverage as indicated on the preceding page. This resolution will be updated annually.

RESOLVED this \_\_\_\_ day of June, 2001, By the Board of Education, Tillamook Bay Community College Service District for coverage to be effective as of July 1, 2001.

  
Chairperson, Board of Education      6-18-01  
Date

Attest:

  
President, Clerk of Board      6/18/01  
Date



TEMPORARY ORGANIZATIONAL MOTIONS  
2001-2002

1. Authorize check signatures.

Move that effective July 1, 2001 the Interim President/Clerk, Gail Pincus, Mark Sybouts, Director of Administrative Services or Jim Fullan, Director of College Development be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures by two of the following three individuals: the Interim President/Clerk, Gail Pincus, the Deputy Clerk, Mark Sybouts, Director of Administrative Services, and/or Jim Fullan, Director of College Development, be authorized/required.

2. Grant authority to sign and administer federal and state grant funds.

Move that Interim President/Clerk, Gail Pincus, or Jim Fullan, Director of College Development, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board from July 1, 2001 until the regular Organizational Motions are approved August 6, 2001. The Interim President/Clerk or Director of College Development may delegate this authority in writing to the Director of Administrative Services/Deputy Clerk, Mark Sybouts, or the Full Charge Bookkeeper, Patty Jepson, at such time or times and to such extent as the President/Clerk or Director of College Development determines the delegation necessary or desirable.

**Personnel Report  
June 18, 2001**

A. Kay Scully, Counselor, Student Services

MA in Counseling, Western Oregon University  
BS in Anthropology, Western Oregon University

1994-Present Counselor/Faculty, Eastern Oregon University

1994-Present Director of Micronesian Student Program

1994-1994 Instructor, English as a Second Language, Lane Community College

1992-1993 Educational Specialist, Clatsop Educational Service District

1988-1992 Instructor-ESL, Adult Basic Education (GED), Clatsop Community College

B. Step Increases - Salary scale was approved at June 4, 2001 Board meeting. President Hallberg will make recommendations.

C. 2001-2002 Employment Agreements (Chart enclosed)

D. Professional Improvement Leave policy was changed as directed by the Board.

4-.5 Application and Selection Process now reads:

D. The review committee will notify the applicant(s) and the President of their decision. The President will forward his/her recommendation to the Board of Education. Faculty members who disagree with the outcome of the review committee decision may follow the grievance procedure.

E. The Board of Education will make a final decision by the end of Winter term.

**ADMINISTRATIVE EMPLOYMENT AGREEMENT RENEWALS  
2001-2002**

POSITION TITLE	FTE	TERM	SALARY	FUNDING
Terrie Minner, Dean of Students Services	1.0	2 YR	\$ 50,451.00	General Fund
Mark Sybouts, Director, Administrative Services	1.0	2 YR	\$ 53,093.95	General Fund
Bob Pietruszka, Director, Computer Services Department Chair, Science	1.0	2 YR	\$ 58,669.11	.5 GF - Instruction .5 GF - College Support
Jim Fullan Director, College Development	1.0	2 YR	\$ 45,968.78	General Fund
George Miller Interim Director, Developmental Education	1.0	July 1, 2001 - December 31, 2001	\$ 37,904.58	GF - Instructional Support Teen Parent
Kay Scully Counselor	1.0	1 YR	\$ 37,904.58	General Fund
Emmy Lou Orahood Manager, Human Resources	1.0	2 YR	\$ 36,099.60	General Fund
Donna Acord, Director, Professional/Technical Ed.	1.0	2 YR	\$ 39,799.81	General Fund
Barbara Bush, Director, SBDC	1.0	2 YR	\$ 39,799.81	SBDC Federal SBDC State General Fund
Lila Ekstrom, Reference Librarian	1.0	1 YR	\$ 32,817.82	General Fund
James Downes, Institutional Researcher	1.0	2 YR	\$ 34,458.71	General Fund
Sammie Olson, Coordinator, Central County Education Programs and Schedule Production	1.0	2 YR	\$ 36,346.30	General Fund
Kathy Schaefer, Coordinator, South County Education Programs	.5	2 YR	\$ 17,307.76	General Fund
Judy Shaw	.6	2 YR	\$ 18,795.66	General Fund
Steve Weld Veterans' Service Officer	1.0	1 YR*	\$ 29,902.19	Veterans

\*1 YR Employment Agreement based on grant funding

**FACULTY & INSTRUCTOR/CASE MANAGER  
EMPLOYMENT AGREEMENT RENEWALS  
2001-2002**

POSITION TITLE	FTE	TERM	ANNUAL SALARY	FUNDING
<b>FACULTY</b>				
Instructor, Business Technologies	1.0			General Fund
Instructor, Electronics Engineering Technology (EET)	1.0			Connect 2 Grant
Instructor, BioScience	.5			General Fund
Steve Kerr, Instructor, Math	1.0	2 YR	\$ 40,517.96	General Fund
Amy Getty, Instructor, English	1.0	1 YR	\$ 35,000.93	General Fund
John Russell Instructor, History	.6	1 YR	\$ 19,048.13	General Fund
<b>INSTRUCTOR/CASE MANAGER</b>				
Sam Mulder Instructor/Case Manager, Adult Basic Skills Lab	.6	July 1, 2001 - December 31, 2001	\$ 18,396.63	GF - Instruction ABE
Linda Northrop, Instructor/Case Manager, Teen Parent Program	1.0	1 YR*	\$ 41,088.75	Teen Parent

\* 1 YR Employment Agreement based on grant funding

**ARTICLE 300: DEFINITIONS AND MISCELLANEOUS PROVISIONS**

A. For the purpose of this Policy statement, the following definitions shall apply:

1. "Board" shall mean the Board of Education of Tillamook Bay Community College Service District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College Service District.
2. "President" shall mean the President of Tillamook Bay Community College Service District.
3. The word "Management" used herein refers to the Board or to the person to whom the Board has delegated its authority.
4. "Supervisor" shall mean any employee of the College who directly supervises the work of an employee.
5. "Exempt (Administrative)" shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college.
6. "Non-Exempt Support Staff" shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college.
7. "Regular Employee" shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget.
8. "Temporary Employee" shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week.
9. "On-Call Employee" shall mean any person who works on an as-needed basis only.
10. "Full-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.
11. "Part-time Employee" shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.

12. "Introductory Employee" shall mean an intended regular employee who is undergoing the first six months of employment, as provided in Article 309 herein.
13. "Probationary Employee" (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.
14. "Confidential Employee" shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.
15. "College" shall mean the institution of Tillamook Bay Community College Service District, which includes students, faculty and employees.
16. "Facilities" shall mean all locations used by the College.
17. "Department" shall mean an organizational unit that provides related services and/or instructional programs.
18. "Job Classification" shall mean an individual position or group of positions with a single job title.
19. "Salary Classification" shall mean the grade on the salary schedule to which a given job title is assigned.
20. "Position Description" shall mean a statement which has been prepared by Management and is on file in Administrative Services that outlines the general function, duties, responsibilities, and qualifications for each job title within the job classification system adopted by Management.
21. "Faculty" shall mean Regular Full-time and Part-time Faculty, Instructor/Case Managers and Adjunct Faculty.
22. A personnel policy in Section III of the TBCC Policy Manual applies to faculty only if the policy is not already included in the Faculty Policy Manual, Section IV.

**B. Miscellaneous Provisions**

1. All references herein to employees or other persons include both female and male persons.
2. The word "shall" is mandatory and the word "may" is permissive.
3. The singular shall apply to the plural where appropriate in the contract.
4. The College fiscal year extends from July 1 through June 30.

## ARTICLE 4--: PERFORMANCE APPRAISALS & EVALUATIONS

### 4--.1 Trial Period for Regular Full-time and Part-time Faculty and Instructor/Case Managers

Instruction is the core of our college's mission. Therefore, an instructor's first year is considered a trial period during which he/she has the opportunity to demonstrate his/her ability to meet the needs of our students and fulfill the duties and responsibilities outlined in the instructor's position description. In order to facilitate the instructor's success, the Dean of Instruction or his/her designee will:

- A. Conduct a minimum of one classroom observation per term;
- B. Review student evaluations with the instructor from each of his/her classes; and
- C. Before the end of Winter Term, complete a written performance appraisal based on the duties and responsibilities outlined in the instructor's position description, classroom observations, and student evaluations. The performance appraisal shall be reviewed by the instructor and the Dean of Instruction before it is sent to the Human Resources administrator. A copy will be provided to the instructor and placed in the instructor's personnel file.
- D. In March, the college will notify the instructor whether an employment agreement will be offered for the next academic year. The decision will be based on the performance appraisal, recommendation of the Dean of Instruction and the availability of funding.
- E. Unless otherwise notified by the Dean of Instruction, during the instructor's second academic year, his/her performance will be appraised according to the process outlined in Article 4--.2.

### 4--.2 Annual Faculty & Instructor/Case Manager Performance Appraisals

Regular full-time and regular part-time faculty and instructor/case managers will receive annual performance appraisals. The performance appraisal is based on:

- the duties and responsibilities outlined in the instructor's position description
  - classroom observations
  - student evaluations
- A. The written performance appraisal shall be reviewed by the instructor, the instructor's immediate supervisor and the Dean of Instruction before it is sent to the Human Resources Officer. A copy will be provided to the instructor and placed in the instructor's personnel file.

- B. Instructors who receive a satisfactory rating on their annual performance appraisal will be eligible for pay increases in accordance with Article 4—B. *(faculty compensation)*

#### 4--3 Probation for Unsatisfactory Performance

- A. An instructor who receives an unsatisfactory performance appraisal rating will be placed on a probationary period of at least 3 months but no more than one year. Before the probationary period begins, the instructor and the immediate supervisor will develop a plan for improvement.
- B. All salary increases will be withheld during the probationary period.
- C. Prior to March of the next school year or the end of the probationary period, the instructor's immediate supervisor shall prepare a written evaluation of the instructor's performance.
- D. This written evaluation shall be reviewed with the instructor and signed by the immediate supervisor, and the Dean of Instruction. Copies will be forwarded through appropriate administrative channels to the President and will be provided to the instructor and placed in the instructor's personnel file.
- E. If the instructor fails to achieve a satisfactory performance rating within the specified probationary period, the instructor's employment agreement will not be renewed.

#### 4--4 Performance Appraisal Ratings

The instructor's immediate supervisor retains sole discretion to determine whether the instructor's performance appraisal rating is satisfactory or unsatisfactory. If the instructor does not agree with the rating, he/she may follow the grievance procedure.

#### 4--5 Letters of Intent

In March of each year, letters of intent to rehire or not to rehire will be sent to instructors who are currently on one-year employment agreements and to instructors who are on the second year of a two-year employment agreement. The decision to rehire will be based on satisfactory performance, recommendation of the Dean of Instruction and availability of funding.

#### 4--6 Two-Year Faculty Employment Agreements



- A. Instructors will be offered two-year employment agreements with the recommendation of the Dean of Instruction, approval of the President, and availability of funding after two years of satisfactory performance appraisals.
- B. Each June thereafter, instructors will be offered another two-year employment agreement based on satisfactory performance appraisals, the recommendation of the Dean of Instruction, approval of the President, and availability of funding.

#### 4--7 Adjunct Faculty Evaluations

- A. Adjunct faculty will be evaluated by their students.
- B. Adjunct faculty teaching credit courses and other instructors identified by the Dean of Instruction will receive a classroom observation by their immediate supervisor or a designee approved by the Dean of Instruction.
- C. The classroom observation shall be reviewed by the adjunct faculty member and his/her immediate supervisor before it is sent to the Human Resources administrator. A copy will be provided to the adjunct faculty member and placed in his/her personnel file.

ARTICLE 4-- : FACULTY COMPENSATION

A. Initial Salary Step Placement

1. Regular full-time and regular part-time faculty and instructor/case managers

Education, credentials, and professional experience considered for initial salary step placement must be relevant to the assigned subject area(s).

a. Education and Credentials

- Step 1: Bachelors Degree
- Step 2: Bachelors Degree with special credential(s), e.g. CPA, teaching certificate
- Step 3: Masters Degree  
Bachelors Degree plus 60 semester/90 quarter graduate credit hours
- Step 4: Multiple Masters Degrees in different assigned subject areas  
Doctorate

b. Professional Experience

The maximum number of additional steps awarded shall be two (2).

- i. One (1) step for every four (4) years of full-time or equivalent part-time post-secondary teaching experience. Secondary teaching experience also may be relevant for instructor/case managers.
- ii. One (1) step for every six (6) years of full-time or equivalent part-time work experience.

2. Adjunct Faculty

Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule.

B. Pay Increases

1. Pay increases for regular Full-time and regular Part-time Faculty, and instructor/case managers with satisfactory performance

Each year the Board of Education, in conjunction with the Budget Committee, will assess the college's fiscal situation. Based on a positive assessment, the Board may approve one, or any combination, of the following for faculty who have received a satisfactory annual performance appraisal:

- a. salary schedule step increase
- b. cost of living increase based on the Consumer Price Index (CPI) for Portland, Oregon published in February of each year by the U.S. Bureau of Labor Statistics
- c. fixed percentage or dollar increase
- d. faculty salary schedule adjustment

2. Pay increases for regular full-time and regular part-time faculty, and instructor/case managers with satisfactory performance on the final step of their salary schedule

Each year the Board of Education, in conjunction with the Budget Committee, will assess the college's fiscal situation. Based on a positive assessment, the Board may approve one, or any combination, of the following for faculty who have received a satisfactory annual performance appraisal:

- a. cost of living increase based on the Consumer Price Index (CPI) for Portland, Oregon published in February of each year by the U.S. Bureau of Labor Statistics
- b. fixed percentage or dollar increase
- c. faculty salary schedule adjustment

3. Pay increases based on promotion

A promotion is defined as an increase in compensation to an employee which is based on either:

- a. advancement from one's current position to a position involving increased responsibility and authority, or
- b. demonstration of exemplary performance in one's current position in accordance with current college guidelines on performance-based advancement.

All promotions are subject to approval by the President.

4. Unsatisfactory performance

Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 4-.3. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

5. Pay increases for adjunct faculty

With the approval of the TBCC Board of Education, based on sufficient funding, and satisfactory performance, adjunct faculty will advance in tier based on the following:

- a. Adjunct faculty will move to Tier 2 the July 1 following completion of teaching 500 contact hours at TBCC. The 500 contact hours must be completed by the end of Spring Term.
- b. Adjunct faculty will move to Tier 3 the July 1 following completion of teaching 1,000 contact hours at TBCC. The 1,000 contact hours must be completed by the end of Spring Term.
- c. Adjunct faculty will move to Tier 4 the July 1 following completion of teaching 1,500 contact hours at TBCC. The 1,500 contact hours must be completed by the end of Spring Term.

- d. Adjunct faculty will move to Tier 5 the July 1 following completion of teaching 2,000 contact hours at TBCC. The 2,000 contact hours must be completed by the end of Spring Term.
- e. Adjunct faculty will move to Tier 6 the July 1 following completion of teaching 2,500 contact hours at TBCC. The 2,500 contact hours must be completed by the end of Spring Term.

C. Advancement

Upon attainment of an advanced degree in the faculty member's instructional area(s) or assignment(s) and satisfactory performance, regular full-time and regular part-time faculty and instructor/case managers will be awarded for the next fiscal year the greater of:

1. a one step increase in addition to any possible annual step increase, or
2. initial step placement for that degree.

## ARTICLE 4--: PROFESSIONAL IMPROVEMENT LEAVE

### 4--.1 Purpose

The purpose of Professional Improvement Leave is to provide eligible faculty an opportunity for professional growth and development related to their instructional area(s) and/or assignment(s), thereby enhancing their value to the College. Professional Improvement Leave is awarded to an eligible faculty member; it is not a right based on years of service.

Examples of professional improvement leave activities include, but are not limited to:

- A. Study at a recognized college, university, or technical school;
- B. A work experience program designed to update or upgrade knowledge and/or skills; and
- C. Independent or collaborative study, research, writing or other project.

All professional improvement leave activities must be related to the faculty member's current or future instructional area(s) and/or assignment(s) as determined by the college.

### 4--.2 Eligibility

Faculty must meet the following requirements to be eligible for professional improvement leave:

- A. Must have completed six or more academic years of regular full-time or regular part-time employment.

Any year in which an employee has an unpaid leave of absence of one full term or more shall not constitute a completed year of service for purposes of computing eligibility for professional improvement leave.

- B. Must have fulfilled previous professional improvement leave agreements( 4-.6).

### 4--.3 Compensation

#### A. Compensation During Leave

Professional Improvement Leaves may be for one, two, three, or four terms depending upon the length of the faculty member's work year. Compensation during the term(s) of leave will be pro-rated based on the following percentages:

- 1. 80% for a one-term leave
- 2. 70% for a two-term leave
- 3. 60% for a three or four-term leave

Contact the Payroll Specialist in the Business Office for specific calculations.

B. Salary and/or Salary Schedule Placement on Return from Leave

Pay increases approved by the Board of Education as described in Article 4--- B, will apply to faculty members currently on or returning from Professional Improvement Leave.

4--.4 Benefits

- A. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable to regular full-time or regular part-time faculty, will continue during the period of the Professional Improvement Leave.
- B. Sick leave will not accrue during Professional Improvement Leave.

4--.5 Application and Selection Process

- A. Applications are available in the Office of Instruction.
- B. Applications must be approved by the faculty member's immediate supervisor and submitted to the Dean of Instruction by the end of Fall Term for consideration for leave during the following academic year.
- C. Approved applications will be forwarded to a review committee formed by the Dean of Instruction. This committee will include the Dean of Instruction, one other administrator, and three College employees, one of which must be a regular full-time or regular part-time faculty member.
- D. The review committee will notify the applicant(s) and the President of their decision. The President will forward his/her recommendation to the Board of Education. Faculty members who disagree with the outcome of the review committee decision may follow the grievance procedure.
- E. The Board of Education will make a final decision by the end of Winter term.

4--.6 Leave Agreement

The Leave Agreement will include, but is not limited to:

A. Report and/or Documentation Required

Upon return from his/her leave, the faculty member shall, within three months of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies will be forwarded to the Dean of Instruction and the President.

B. Time Commitment upon Return

Upon completion of the professional improvement leave, the faculty member agrees to return to Tillamook Bay Community College for a minimum period of time equal to the professional improvement leave. The Leave Agreement does not preclude the faculty member's employment agreement.

C. Repayment in Lieu of Return

Provisions shall be made so that the faculty member may repay the professional improvement leave salary in lieu of his/her return to Tillamook Bay Community College.

The Leave Agreement and the Approved Professional Improvement Leave Application will be placed in the faculty member's personnel file with copies to the Dean of Instruction and applicant.

PROFESSIONAL IMPROVEMENT LEAVE COMMITTEE  
GENERAL GUIDELINES

1. The applicant's proposal shall address how the Professional Improvement Leave will provide the faculty member the opportunity for professional growth and development related to his/her instructional area(s) or assignment(s), thereby enhancing his/her value to the College. The following includes, but does not limit, areas in which professional improvement leave may enhance a faculty member's value:
  - a) instructional methodology
  - b) curriculum development
  - c) instructional content
  - d) learning philosophies
  - e) incorporation of advanced/emerging technologies
  - f) supervisory training
  - g) teamwork skills
2. The committee will consider other factors that appear to be relevant, such as:
  - a) needs identified by the College's Strategic Plan
  - b) needs identified by the Office of Instruction Operational Plan
  - c) funding
3. The committee will assure a fair distribution of Professional Improvement Leave opportunities.
4. The committee will develop a tool to evaluate the application(s).
5. If a faculty member declines an approved Professional Improvement Leave, the committee will reconvene to consider an alternate applicant.



**TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION  
MEETING DATES**

**2001-2002**

**August 6, 2001**

**September 10, 2001**

**October 1, 2001**

**November 5, 2001**

**December 3, 2001**

**January 7, 2002**

**February 4, 2002**

**March 4, 2002**

**April 8, 2002**

**May 6, 2002**

**June 3, 2002**

**June 17, 2002**

**\* No meeting in July.**

**\*\* Always two meetings in June.**