



# Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, June 7, 2004, at 6:30 p.m., in the Tillamook Bay Community College North County Center, 36155 9<sup>th</sup> St., Nehalem, Oregon 97131.

A copy of the agenda for the meeting will be available beginning Thursday, June 4, 2004, after 9:00 a.m. at the Office of the College President, Tillamook Bay Community College, First St. Campus, 2510 First St., Tillamook, Oregon 97141.

Agenda items include an Invitation for Public Comment, Business Meeting, as well as Announcements and General Information. The Board reserves the right to change the order of items on the agenda.

The Board meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify Board Secretary, Sue Owens, at (503) 842-8222, Ext. 159, at least 48 hours in advance.

Pursuant to O.R.S. §192.660, the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public.

DATE NOTICE PUBLISHED: Wednesday, June 2, 2004

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
RALPH ORR - PRESIDENT  
TILLAMOOK BAY COMMUNITY COLLEGE

Notice  
Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. HEADLIGHT HERALD NEWSPAPER
3. NORTH COAST CITIZEN NEWSPAPER
4. KTIL/KMBD RADIO
5. COAST 105 RADIO
5. TBCC WEB SITE
6. TBCC ADMINISTRATORS AND STAFF
7. TBCC FACULTY SENATE PRESIDENT
8. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
9. ESD ADMINISTRATOR
10. OCCA EXECUTIVE DIRECTOR
11. PUBLIC BUDGET COMMITTEE

## **Tillamook Bay Community College**

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# Board of Education Meeting Agenda

**Date:**  
June 7, 2004

TBCC North County Center  
2510 First St., Tillamook, Oregon 97141

**Time:**  
6:30 p.m.

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
<b>1.</b>	<b>Call to Order • Acknowledge Guests -----</b> A. Vice President Guy Sievert and Dr. Brian Davis, Portland Community College B. Mr. Ed Armstrong, Tillamook School District #9	Chairman McGinnis
<b>2.</b>	<b>Approval of the Agenda ----- (Action)</b>	Chairman McGinnis
<b>3.</b>	<b>Invitation of Public Comment -----</b>  Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chairman McGinnis
<b>4.</b>	<b>Board Meeting and Executive Session Minutes from May 3, 2004 ----- (Action)</b>	Chairman McGinnis
<b>5.</b>	<b>Reports:</b> A. Financial Position ----- B. Oregon Community College Association ----- C. Natural Resource Education Initiative -----	Ms. Williams Mr. Jensen Mr. Armstrong
<b>6.</b>	<b>Old Business:</b> A. 2003-2004 Budget Resolutions and Transfers ----- (Action) B. Board Resolution – Insurance ----- (Action) C. 2004-2005 Tuition and Fee Schedule ----- (Action)	Ms. Williams Ms. Williams President Orr
<b>7.</b>	<b>New Business:</b> A. Wildland Firefighting Training Advisory Committee Appointments (Action) B. Budget Committee Reappointments ----- (Action)	Dean Gates President Orr
<b>8.</b>	<b>Standing Business:</b> A. Board of Education Policy ----- (Action) B. Strategic Planning and Accreditation ----- (Action) C. Facilities ----- D. Grants and Contracts ----- (Action) E. Personnel ----- (Action)	President Orr Dr. Gates President Orr President Orr President Orr
Pursuant to O.R.S. § 192.660(1)(c), the Board may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session, which will not be open to the public to consider Agenda Item 8.E		
<b>9.</b>	<b>Announcements and General Information -----</b>	President Orr
<b>10.</b>	<b>Invitation of Public Comment -----</b>	Chairman McGinnis
<b>11.</b>	<b>Adjournment ----- (Action)</b>	Chairman McGinnis



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# Board of Education Meeting Minutes

May 3, 2004

Kiawanda Community Center, Pacific City, OR 97135

**Call to Order:** Chairman McGinnis called the meeting to order at 6:36 p.m.

**Directors Present:** James McGinnis, Craig Wakefield, Wayne Jensen, Steve Shaw, Ann Swain, Bob Weitman

**Directors Absent:** Rose Wharton

**Staff Present:** President Orr, Dean Lori Gates, Sue Owens, Kyra Williams

**Guests Present:** Dr. Bill Carter of the Oregon Small Business Development Center Network

**Welcome of Guests:**

President Orr introduced and welcomed Dr. Bill Carter of the Oregon Small Business Development Center Network.

**Approval of Agenda:**

Director Swain moved to approve the agenda, Director Weitman seconded. Passed Unanimously. (4/0)

**Invitation of Public Comment:**

None.

**Approval of Minutes:**

Director Wakefield moved to approve the regular Board Meeting and Executive Session Minutes from March 1 and 15, 2004 as presented. Director Weitman seconded. Passed Unanimously. (4/0)

**Reports:**

Financial Position: (Agenda Item 5.A)

Ms. Williams stated there was nothing unusual to report and answered brief questions regarding rental fees for the health services program.

Chairman McGinnis stated for the record that the budget was done before the Community Education adjustments and that the numbers presented are not as bleak as they seem.

President Orr was asked to explain the Spirit Mountain Grant and refund. He stated it was a grant to assist in the funding of the EET program and was returned when the program was discontinued.

Oregon Community College Association: (Agenda Item 5.B)

In the absence of Director Jensen, President Orr briefly elaborated on information included in the board packet regarding 2005 Legislative Funding Request and OCCA Dues Increase and Supplemental Funding Request.



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President Orr stated he would be comfortable endorsing the letter to OCCA from Klamath Community College President Wes Channell, as included in the packet. Discussion followed. He stated that this topic would probably be discussed at the next President's Council meeting.

Directors Jensen and Shaw arrived at 6:48 p.m.

Director Jensen drew attention to Page 13 of Agenda Item 5.B Attachment #2 and President Orr shared more information received today. It was essentially the same information with one less option and updated figures. OCCA would like community college boards to rank the items in order of importance. Discussion followed. President Orr noted that these expenses are above what is currently being paid and that they are not included in the current budget. It was determined to request more information on items Number 1 and 3.

Guest Presentation - Oregon Small Business Development Center Network: (Agenda Item 5.C)

President Orr introduced Dr. Carter from the Oregon SBDC Network. Dr. Carter thanked the Board for welcoming him and shared a brief overview of who the Network is and its purpose as well as the current status. He asked that TBCC, along with the other community colleges, continue to support the Oregon SBDC Network's mission. A brief question and answer period followed.

**Old Business:**

Distribution Formula for the State Community College Support Fund: (Item 6.A)

President Orr presented the information as included in the board packet. Some discussion followed.

2003-2004 Budget Resolutions and Transfers: (Item 6.B)

Ms. Williams presented resolutions #16 and #17 as included in the board packet. Director Jensen moved to approve and authorize the Board Chair to sign 2003-2004 Budget Resolutions #16 and #17. Director Swain seconded. Passed Unanimously. (6/0)

Revised 2003-2004 Budget Schedule: (Item 6.C)

Ms. Williams presented the revised budget schedule as included in the board packet. Chairman McGinnis proposed to approve the revised 2004-2005 Budget Schedule as presented. Director Wakefield seconded. Passed Unanimously. (6/0)

Board members were asked to review the schedule and advise the President's Office if they could not attend any of the scheduled meetings.

**New Business:**

North County Community Advisory Committee Appointments: (Item 7.A)

Director Jensen moved to re-appoint Watson Hovis, Jane Knapp, Ginger Rickard, and Norma Bell to the North County Community Advisory Committee for two year terms beginning July of 2004. Director Swain seconded. Passed Unanimously. (6/0)

Preliminary Review of 2004-2005 Budget: (Item 7.B)



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President Orr elaborated on the budget summary included in the board packet and noted one error that the 12% stated in the “Contingency and Working Capital” paragraph on page 2 should be 10.2% instead. He stated that the detailed budget would be coming in the mail this week.

2004-2005 Tuition and Fee Schedule: (Item 7.C)

President Orr presented the proposed 2004-2005 Tuition and Fee schedule as included in the board packet.

**Standing Business:**

Board of Education Policy: (Agenda Item 8.A)

President Orr presented for first reading Policy Articles 310, 311, 407, 501, Appendixes A-1, A-2, B-1, C-1 and C-2 noting that most of them were necessary to implement changes in the budget. Policy Article 500 was presented for a 2<sup>nd</sup> reading.

Strategic Planning and Accreditation: (Agenda Item 8.B)

Dr. Gates reported that the process is moving along as noted in the board meeting material. Internal committees are now focusing on the TBCC Self-study and studying the criteria for accreditation candidacy to evaluate what improvements may be necessary to move forward.

Dr. Gates also elaborated on the proposed changes to the Mission and Goals stating the revisions bring them more in line with the standards.

There was some discussion in regards to our status with the PCC Self-study report. Dr. Gates stated we were on target, but that she anticipates more questions from them as the process continues.

Personnel: (Agenda Item 8.C)

President Orr stated that the position of Coordinator of Institutional Research had been offered and accepted by Cindy Rowe. The two Business Office Specialist position interviews had gone well and a decision was pending.

Chairman McGinnis called for a motion to move to executive session pursuant to O.R.S. § 192.660(1)(e), to consider Agenda Item 8.C.2. Director Jensen so moved. Director Shaw seconded. Passed Unanimously. (6/0)

Moved to executive session at 8:40 p.m.

Regular meeting resumed at 9:03 p.m.

Facilities: (Agenda Item 8.D)

Brief discussion of material presented in the board packet.

Grants and Contracts: (Agenda Item 8.E).

Director Swain moved to Ratify President Orr’s execution of the contracts with Lane Community College designated as Authorization #3 and with Tillamook County School Districts, designated as Authorization #4. Director Wakefield seconded. Passed Unanimously. (6/0)



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**Announcements and General Information:**

A short review and discussion of the information included in the board packet.

**Invitation of Public Comment:**

None.

**Adjournment.**

Director Jensen moved to adjourn the meeting. Director Swain seconded. Passed Unanimously. (6/0)  
Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Ralph Orr  
Clerk of the Board



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# Board of Education Executive Session Minutes

May 3, 2004

Great Room – Kiawanda Community Center  
34600 Cape Kiwanda Drive, Pacific City, OR 97135

**Call to Order:** Chairman McGinnis called the meeting to order at 8:45 p.m.

**Directors Present:** Jim McGinnis, Craig Wakefield, Wayne Jensen, Steve Shaw, Ann Swain, Bob Weitman

**Directors Absent:** Rose Wharton

**Guest Present:** None

**Staff Present:** President Orr

## **Consider position on 2004-2005 Employee Remuneration**

The Board reviewed and discussed proposed salary schedules and implementing policy.

**Return to Regular Session:** 9:03 p.m.

Submitted by Ralph Orr, Board Clerk



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## Financial Position

### **RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION** ----- Ms. Kyra Williams

Ms. Williams will be prepared to present the financial reports and address questions.



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Agenda Item 5.A. Attachment #1

Tillamook Bay Community College  
Unaudited Summary Financial Information  
General Fund

Fiscal Year-to-Date Ended April 2004

83% of fiscal year elapsed

	2002-2003 Annual Budget	2002-2003 Actual	2002-2003 Percentage of Budget	2003-2004 Annual Budget	2003-2004 Actual	2003-2004 Percentage of Budget
<b>Resources</b>						
State	\$ 1,110,312	\$ 713,259.00	64.24%	\$ 1,436,895	\$ 1,440,308.00	100.24%
Tuition	\$ 354,722	\$ 247,312.50	69.72%	\$ 339,321	\$ 241,854.00	71.28%
Fees	\$ 46,000	\$ 67,332.56	146.38%	\$ 93,423	\$ 78,569.91	84.10%
Taxes	\$ 661,596	\$ 631,396.92	95.44%	\$ 684,150	\$ 650,410.55	95.07%
Timber	\$ 164,000	\$ 75,892.46	46.28%	\$ 118,910	\$ 94,212.34	79.23%
Sale of Goods	\$ 17,350	\$ 13,423.75	77.37%	\$ 20,050	\$ 9,575.00	47.76%
Interest	\$ 9,000	\$ 6,389.69	71.00%	\$ 6,000	\$ 9,329.40	155.49%
Rental	\$ 50	\$ -	0.00%	\$ 50	\$ 647.80	1295.60%
Miscellaneous	\$ 45,000	\$ 46,526.46	103.39%	\$ 10,210	\$ 2,754.22	26.98%
Working capital	\$ 440,335	\$ 457,951.09	104.00%	\$ 354,000	\$ 443,369.10	125.25%
Transfers				\$ 893	\$ 893.21	100.02%
Total resources	\$ 2,848,365	\$ 2,259,484.43	79.33%	\$ 3,063,902	\$ 2,971,923.53	97.00%
<b>Expenditures</b>						
Instruction	\$ 889,255	\$ 498,316.39	56.04%	\$ 719,140	\$ 366,322.91	50.94%
Instructional Suppo	\$ 284,741	\$ 156,912.05	55.11%	\$ 358,697	\$ 236,260.26	65.87%
Student Services	\$ 400,402	\$ 184,185.73	46.00%	\$ 264,047	\$ 200,743.29	76.03%
College Support	\$ 825,032	\$ 648,348.15	78.58%	\$ 866,349	\$ 619,685.47	71.53%
Plant Operation	\$ 136,580	\$ 134,944.38	98.80%	\$ 174,883	\$ 140,904.64	80.57%
Financial Aid	\$ 7,400	\$ 9,970.98	134.74%	\$ 11,500	\$ 14,755.09	128.31%
Transfers	\$ -	\$ -		\$ 40,000	\$ 40,000.00	100.00%
Contingency	\$ 4,955		0.00%	\$ 25,517		0.00%
Total expenditures	\$ 2,548,365	\$ 1,632,677.68	64.07%	\$ 2,460,133	\$ 1,618,671.66	65.80%
Ending fund balance	\$ 300,000	\$ 626,806.75	208.94%	\$ 603,769	\$ 1,353,251.87	224.13%

Agenda Item 5.A. Attachment #2  
Tillamook Bay Community College  
Unaudited Summary Financial Information (Modified Accrual Basis)  
Fiscal Year-to-Date Ended April 2004

	Fund No.	Beginning Working Capital	2003-2004 Revenue	2003-2004 Expenditures	Ending Working Capital	2003-2004 Spendable Budget	2002-2003 Prior Year Expenditures
Adult Basic Education	2	\$ -	\$ 5,016.90	\$ 35,479.65	\$ (30,462.75)	\$ 50,000.00	\$ 14,874.06
SBDC Federal Grant	4	\$ -	\$ 30,250.00	\$ 33,704.44	\$ (3,454.44)	\$ 30,250.00	\$ 25,788.73
SBDC State Grant	5	\$ -	\$ 2,744.39	\$ 23,583.10	\$ (20,838.71)	\$ 41,983.00	\$ 26,228.96
Veterans Grant	6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,995.23
Adult Ed Program Corrections Grant	8	\$ -	\$ -	\$ 2,987.06	\$ (2,987.06)	\$ 435.00	\$ 9,953.31
Student Assistance	9	\$ 4,485.83	\$ -	\$ 615.00	\$ 3,870.83	\$ 5,667.00	\$ 102.12
SBDC Program Income	11	\$ 22,764.81	\$ 6,404.00	\$ 8,335.83	\$ 20,832.98	\$ 26,194.00	\$ 4,518.59
Tilla-Biz Project 2001 Grant	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,308.87
BizCenter E-Commerce Grant	16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BizCenter Enhancement Grant	17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tilla-Start Project Grant	18	\$ 2,536.08	\$ -	\$ 820.22	\$ 1,715.86	\$ 2,789.00	\$ 1,332.19
The Art Bus	19	\$ 893.21	\$ -	\$ 893.21	\$ -	\$ 893.00	\$ -
English Literacy/Civics Grant	20	\$ -	\$ 1,722.71	\$ 12,813.99	\$ (11,091.28)	\$ 20,000.00	\$ 11,703.44
Microelectronics Technology Scholarships Grant	21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Welfare Reform JOBS Program	22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corrections Grant	23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IWEB Grant	24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sprint Yellow Pages Literacy Grant	25	\$ 2,385.07	\$ 3,000.00	\$ 180.37	\$ 5,204.70	\$ 4,284.00	\$ 1,293.90
U.S. Bank Literacy Grant	26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
United Way Literacy Grant	27	\$ 1,733.31	\$ 1,055.80	\$ 361.26	\$ 2,427.85	\$ 2,400.00	\$ 255.00
Teen Parent Funds	28	\$ 18,769.06	\$ 76,025.04	\$ 89,942.09	\$ 4,852.01	\$ 150,000.00	\$ 99,065.11
Connect 2 Jobs Skill Training Project Grant	29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,846.04
NOEA Grant	30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans Assistance Program	34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43.22
Community Block Child Care Grant	36	\$ -	\$ 2,896.61	\$ 3,091.27	\$ (194.66)	\$ 8,000.00	\$ 4,943.83
Spirit Mountain Community Fund	38	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -
Intel Computer Grant	39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tutor Grant	40	\$ -	\$ 1,634.51	\$ 8,480.92	\$ (6,846.41)	\$ 11,000.00	\$ 11,137.72
On Line Advisor Grant	41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Work Keys Mini Grant	42	\$ 2,903.84	\$ -	\$ -	\$ 2,903.84	\$ 2,904.00	\$ -
TEC Vocational Education Grant	44	\$ -	\$ -	\$ -	\$ -	\$ 18,282.00	\$ 2,400.00
Statewide Meetings	45	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -
Adult Ed Program Improvement Project Grant	46	\$ -	\$ -	\$ -	\$ -	\$ 4,700.00	\$ 2,553.26
Adult Ed Accountability Grant	47	\$ -	\$ 4,673.80	\$ 14,709.75	\$ (10,035.95)	\$ 16,000.00	\$ 8,286.99
The OR Community Foundation Grant	48	\$ 1,180.40	\$ 0.00	\$ -	\$ 1,180.40	\$ 1,181.00	\$ -
TCCF Literacy Grant	50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,306.77
Economic Development Council Grant	51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IWEB Connections Contract	55	\$ 7,500.00	\$ -	\$ 891.22	\$ 6,608.78	\$ 7,500.00	\$ -
Customized Training & Ed Service Projects	56	\$ 5,561.10	\$ 197.69	\$ -	\$ 5,758.79	\$ 25,000.00	\$ 17,283.53
Meyer Memorial Trust CIS Grant	59	\$ 6,376.12	\$ -	\$ -	\$ 6,376.12	\$ 26,350.00	\$ 2,500.00
Bay City Rental	62	\$ 3,999.26	\$ 7,107.50	\$ 5,382.31	\$ 5,724.45	\$ 17,401.00	\$ 2,156.71
Community Education	63	\$ -	\$ 86,138.00	\$ 67,654.21	\$ 18,483.79	\$ 219,028.00	\$ -
TWS - joint cost pool	79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TWS - WIA Adult Grant	80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,628.47
TWS - Dislocated Worker Grant	81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,153.78
TWS - Timber 15 Grant	82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,345.23
TWS - Welfare Reform Grant	83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,390.15
TWS - WIA Youth Grant	84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,608.44
TWS - Timber 14 Grant	85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TWS - Food Stamp Emp. & Training Grant	86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,007.36
TWS - JOBS Sheltered Work Experience	87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TWS - Work Incentive Grant	88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,840.17
<b>Total Special Fund</b>		<b>\$ 81,088.09</b>	<b>\$ 228,866.95</b>	<b>\$ 309,925.90</b>	<b>\$ 29.14</b>	<b>\$ 718,741.00</b>	<b>\$ 716,851.18</b>
AAWCC Scholarship Fund	31	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -
Associated Students of TBCC	32	\$ 612.02	\$ 486.40	\$ 834.22	\$ 264.20	\$ 2,600.00	\$ 149.36
Phi Theta Kappa Honorary Society Fund	33	\$ 420.89	\$ 1,490.95	\$ 1,334.30	\$ 577.54	\$ 2,400.00	\$ 1,296.00
TBCC Staff Coffee and Water	35	\$ (22.47)	\$ 490.10	\$ 923.59	\$ (455.96)	\$ 3,000.00	\$ 673.09
<b>Total Agency Fund</b>		<b>\$ 1,010.44</b>	<b>\$ 2,467.45</b>	<b>\$ 3,092.11</b>	<b>\$ 385.78</b>	<b>\$ 8,600.00</b>	<b>\$ 2,118.45</b>
Building Reserve Fund	60	\$ 347,080.61	\$ 3,457.00	\$ -	\$ 350,537.61	\$ -	\$ -
Bookstore	65	\$ 17,130.09	\$ 72,644.02	\$ 85,282.55	\$ 4,491.56	\$ 126,662.00	\$ 91,647.75

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2004
Total of Grants that borrow from the General Fund	\$ (81,059.25)	\$ 3,969.29	\$ 21,749.84	\$ (63,278.70)
Total of Grants that are not borrowing from the General Fund	\$ 81,088.39	\$ 721.00	\$ 6,957.91	\$ 87,325.30
<b>Total Special Fund</b>	<b>\$ 29.14</b>	<b>\$ 4,690.29</b>	<b>\$ 28,707.75</b>	<b>\$ 24,046.60</b>

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2004

83% of Budget Period Expended

	General Fund			Special Fund			Building Reserve Fund			Enterprise Fund (Bookstore)			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		<u>\$ 531,643</u>			<u>\$ (30,433)</u>			<u>\$ 347,081</u>			<u>\$ (21,272)</u>			<u>\$ 1,020</u>	
Beginning Fund Balance (Note 1)	<u>\$ 354,000</u>	<u>\$ 443,369</u>	<u>125.25%</u>	<u>\$ 296,435</u>	<u>\$ 81,088</u>	<u>27.35%</u>	<u>\$ 347,394</u>	<u>\$ 347,081</u>	<u>99.91%</u>	<u>\$ 20,000</u>	<u>\$ 17,130</u>	<u>85.65%</u>	<u>\$ 110</u>	<u>\$ 1,010</u>	<u>918.58%</u>
Resources															
State Aid	\$ 1,436,895	\$ 1,440,308	100.24%												
Grants and Contracts				\$ 387,550	\$ 129,217	33.34%									
Tuition and Fees	\$ 432,744	\$ 320,424	74.04%	\$ 192,765	\$ 52,492	27.23%				\$ 50	\$ -				
Local Taxes	\$ 684,150	\$ 650,411	95.07%												
Timber	\$ 118,910	\$ 94,212	79.23%												
Sale of Goods	\$ 20,050	\$ 9,575	47.76%	\$ 100	\$ 50	50.00%				\$ 127,400	\$ 71,776	56.34%			
Interest	\$ 6,000	\$ 9,329	155.49%				\$ 5,645	\$ 3,457	61.24%						
Rental (Note 2)	\$ 50	\$ 648	1295.60%	\$ 12,401	\$ 7,108	57.31%									
Miscellaneous	\$ 10,210	\$ 2,754	26.98%	\$ 2,500	\$ -	0.00%				\$ -	\$ 868		\$ 8,490	\$ 2,467	29.06%
Transfers	\$ 893	\$ 893	0.00%	\$ 40,000	\$ 40,000	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	<u>\$ 2,709,902</u>	<u>\$ 2,528,554</u>	<u>93.31%</u>	<u>\$ 635,316</u>	<u>\$ 228,867</u>	<u>36.02%</u>	<u>\$ 5,645</u>	<u>\$ 3,457</u>	<u>61.24%</u>	<u>\$ 127,450</u>	<u>\$ 72,644</u>	<u>57.00%</u>	<u>\$ 8,490</u>	<u>\$ 2,467</u>	<u>29.06%</u>
Expenditures															
Salaries and Wages	\$ 1,694,563	\$ 1,136,104	67.04%	\$ 514,160	\$ 259,797	50.53%				\$ 20,241	\$ 16,665	82.33%			
Operating Expenditures	\$ 700,053	\$ 442,567	63.22%	\$ 203,688	\$ 49,235	24.17%				\$ 104,905	\$ 68,618	65.41%	\$ 8,600	\$ 3,092	35.95%
Capital Outlay	\$ -	\$ -		\$ -	\$ -					\$ -	\$ -				
Transfers	\$ 40,000	\$ 40,000	100.00%	\$ 893	\$ 893	100.02%				\$ -	\$ -				
Other budgetary accounts (Note 3)	\$ 25,517	\$ -	0.00%	\$ 210,367	\$ -	0.00%	\$ 353,039	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	<u>\$ 2,460,133</u>	<u>\$ 1,618,672</u>	<u>65.80%</u>	<u>\$ 929,108</u>	<u>\$ 309,926</u>	<u>33.36%</u>	<u>\$ 353,039</u>	<u>\$ -</u>	<u>0.00%</u>	<u>\$ 125,146</u>	<u>\$ 85,283</u>	<u>68.15%</u>	<u>\$ 8,600</u>	<u>\$ 3,092</u>	<u>35.95%</u>
Ending Fund Balance	<u>\$ 603,769</u>	<u>\$ 1,353,252</u>		<u>\$ 2,643</u>	<u>\$ 29</u>		<u>\$ -</u>	<u>\$ 350,538</u>		<u>\$ 22,304</u>	<u>\$ 4,492</u>		<u>\$ -</u>	<u>\$ 386</u>	
Adjustments to bring Ending Fund Balance to Ending Cash Balance															
Assets															
Receivables		\$ 75,349			\$ 4,690			\$ -			\$ 522			\$ -	
Inventories		\$ -			\$ -			\$ -			\$ 31,152			\$ -	
NET EFFECT ON CASH		<u>\$ (75,349)</u>			<u>\$ (4,690)</u>			<u>\$ -</u>			<u>\$ (31,673)</u>			<u>\$ -</u>	
Liabilities															
Accounts Payable		\$ 27,221			\$ 4,426			\$ -			\$ 402			\$ -	
Unearned Revenue (Note 4)		\$ 59,312			\$ -			\$ -			\$ -			\$ -	
Payroll		\$ 88,787			\$ 24,282			\$ -			\$ 2,496			\$ -	
NET EFFECT ON CASH		<u>\$ 175,321</u>			<u>\$ 28,708</u>			<u>\$ -</u>			<u>\$ 2,897</u>			<u>\$ -</u>	
NET ADJUSTMENTS		<u>\$ 99,971</u>			<u>\$ 24,017</u>			<u>\$ -</u>			<u>\$ (28,776)</u>			<u>\$ -</u>	
ENDING CASH BALANCE		<u>\$ 1,453,223</u>			<u>\$ 24,047</u>			<u>\$ 350,538</u>			<u>\$ (24,285)</u>			<u>\$ 386</u>	

Total Cash per General Ledger (Note 5) **\$1,803,909**

Cell: A11

Comment: Note 1. Negative Amount indicates borrowing from the General Fund.

Cell: A12

Comment: Note 2:

General Fund beginning fund balance is greater than budget due to cost reductions and revenue increases (such as timber) since the original conservative projection developed in February 2003. Agency Fund beginning fund balance is larger than anticipated due to student organizations not spending their funds down to the same extent that they have done in the past.

Cell: A23

Comment: Note 2. Rental of Bay City Site and a portion of Wilson School.

Cell: A36

Comment: Note 3. Contingency in the General Fund, repayment of borrowing in Special Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A64

Comment: Note 4. Assessed but unreceived property taxes.

Cell: N73

Comment: Note 5. Amount ties with cash and cash equivalents on deposit at end of month.

## Oregon Community College Association

### RECOMMENDATION

For information only – no action requested.

### BACKGROUND INFORMATION -----Mr. Wayne Jensen

Board Members Wayne Jensen, Ann Swain, Craig Wakefield, and President Orr attended the 2004 OCCA Convention. Each may wish to share their impressions. Attached are notes taken by Mrs. Ruth Jensen along with handouts from one convention session. Additional materials from the convention will be available to review at the Board Meeting.

### Oregon Community College Association

MISSION:	• To advocate, communicate, and collaborate in order to strengthen community colleges for the benefit of Oregonians.
SCHEDULE:	• The Association shall meet three times a year, generally in the fall, winter, and spring unless the Executive Committee decides otherwise.
OFFICERS:	Chair-----David Bridgham (Southwestern Oregon Community College)
	Vice-Chair-----Chuck Clemens (Clackamas Community College)
	Treasurer-----Wes Channel (Klamath Community College)
	Secretary-----Mary Spilde (Lane Community College)
	Immediate Past Chair -----JoAnne Beilke (Chemeketa Community College)
	Executive Director-----Andrea Henderson



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Thursday May 6, 2004

3:30 pm Opening Remarks – David Bridgham, OCCA President

Panel Discussion “ future of Community Colleges”

Panel:

Duncan Wyse	Oregon Business Council
Senator Kurt Schrader	Senator
David Longenecker	WICHE
Ralph Brietenstein –	State Board of Education
James Sager	Governor’s Office
Jack Roberts –[Moderator:]	Lane Metro Partnership, Inc

David Longenecker

1. Finances

Budget defecate, Tax Structure

2. Academic Productivity

Community Colleges – 10 credit hrs 1992  
University

3.Effects effusion Remedial ad.

Political population

Credit hours prenorrice

4.Governs – as higher education

17 institutions – community colleges

5 Access to success

thru college – will increase  
standards

Low tuition

Tuition – high teacher – high aide

3rd high – low aide

Senator Kirk Schrader – Education Committee

Financial picture, bleak – challenging

Population of CC      Laws of money

Income for education – future worse

Ways and means 2005-2007 (16 written)

Federal Money – Medicare

Board of Higher Education – [K-16] [K-20]

Revenue restructuring – distribution process “Challenges are there”

James Sager – Governor’s Office Education & Work force & Revenue

Oregon University System / K-12 /Community Colleges

Matrix/ Workforce Training [gaps]

Interstate ties, Work/High School – need professional/Technical learning

[Students] Stay in High School – enter work force with certification – traditional college prep

Better prepared – remediation – alleign with University System

K-12 provide [education] to retraining work force – economic development classes

Dr. Ralph Brietenstein [physician] State Board of Education

Future of CC bright – rooted in communities, issues, local boards

Develop workforce – view positive

Tuition Factor – work with partnership of [ other community colleges] and work force

Issues – access – capital construction bonds

Affordable accountability, adaptation

Low support/high tuition era of collaboration

Program approval [example light rail car repair at Chemecketa

Focus – company assessment – active learning - # of hours in classroom – endue knowledge

K-12 – authorize - proficiency – dylania = on line courses

Same board – asset - governor – higher education – concerned focus

Personnel – stay on issue

Duncan Wyss – Oregon Business Council

Future of Community Colleges      Learning what needs to be [10% HS grads – college degree  
[ 30% is update

Supply increases – advanced degrees

HS vs College advance Degree broadened - college 50 % advanced degree

HS – delivery – arena HS 4 yrs regular      Community Colleges - associate degrees – add professional technical

Finance

Cross section - Economic Development Labor Commissions

Focus – company assessment – active learning

[do # hrs in class – endue knowledge ??? ]

K-12 authorize proficiency

Jack Roberts - - Lane Metro Partnership, Inc –

# Oregon Community College Association

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May 7, 2004



## Overview of Government Standards and Practices Commission

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- ◆ Prohibits use of office for financial gain
- ◆ Requires public disclosure of conflicts of interest





## Definitions



- ♦ Public Official ORS 244.040(15)
- ♦ Actual Conflict of Interest ORS 244.020(1)
- ♦ Potential Conflict of interest ORS 244.020(7)
- ♦ Gift ORS 244.020(8)
- ♦ Legislative/Administrative Interest ORS 244.020(11)
- ♦ Relative ORS 244.020(16)

3

## Code of Ethics



- ♦ ORS 244.040(1)
  - Avoidance of financial detriment is a financial gain
  - Use of equipment/resources owned by your public agency employer for personal purposes is covered by this provision
    - Vehicles
    - Tools/equipment
    - Government employee discounts
    - Storing personal items on agency property (boats, rv's, etc)

4

## Code of Ethics

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- ♦ \$100 annual gift limitation      ORS 244.040(2)
  - Food & Beverage exemption
  - Entertainment exemption
  - Food, Lodging and Travel exemption



5

## Conflicts of Interest

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- ♦ A situation or circumstance does **not** create a statutory COI
- ♦ Requires **action** by a public official in an official capacity
- ♦ Disclosure requirements      ORS 244.120
- ♦ Disclosure **must** be recorded      ORS 244.130
  - *COI disclosure does NOT exempt you from code of ethics*



6

## Recent Advisory Opinions

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- |  |          |
|--|----------|
| ■ Cell phone allowance                               | 02A-1012 |
| ■ Discounted cell phone service for agency employees | 04A-1003 |
| ■ “Special” employee purchase programs               | 04A-1004 |

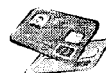


7

## Recent Cases of Interest

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- ◆ City manager contracting with own business
- ◆ City employee using city credit card for personal purposes
- ◆ City employee conducting outside business at work.



8

## Complaint Review Process

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- Preliminary Review
- Investigation
- Contested case hearing/lawsuit



9

## Sanctions

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- ◆ Civil penalty
- ◆ Forfeiture
- ◆ Status of sanctions

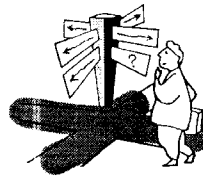


10

## How to get information from GSPC

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- ◆ Staff Opinion
- ◆ Formal Opinion
  - ORS 244.280(3)
- ◆ Telephone
  - (503) 378-5105
  - Fax: 503-373-1456
- ◆ Website
  - [gspc.state.or.us](http://gspc.state.or.us)
  - e-mail: [gspc.mail@state.or.us](mailto:gspc.mail@state.or.us)



## Natural Resource Education Initiative

### **RECOMMENDATION**

For information only – no action requested.

### **BACKGROUND INFORMATION** ----- **Mr. Ed Armstrong**

The Tillamook Education Consortium is exploring a joint project to develop a county-wide K-14 Natural Resource Education Initiative. Mr. Armstrong will share information on the Project and entertain questions.



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## 2003-2004 Budget Resolutions and Transfers

### **RECOMMENDATION**

Approve and authorize the Board Chair to sign 2003-2004 Budget Resolution #18.

### **BACKGROUND INFORMATION** ----- **Ms. Kyra Williams**

In compliance with Oregon Local Budget Law, Budget Transfers are needed to transfer money between or within budgeted funds and appropriate revenues unanticipated at the time the budget was approved.

<b>Resolution</b>	<b>Details</b>
#18	The discovery of extensive dry rot as the remodeling project continued necessitated these additional funds to repair the problem.



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RESOLUTION #18

Tillamook Bay Community College  
Board of Education  
June 7, 2004

Budget Transfers in General Fund

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.450, provides for transfers of appropriations within a fund or from one fund to another after enactment of an appropriation resolution:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this resolution transferring appropriations within the General Fund as follows:

From	To	Amount	Reason
<b>Contingency:</b> Operating Contingency	<b>Plant Operation &amp; Maintenance:</b> Building Improvements	\$20,000	Additional construction costs for remodel and roof repair

RESOLVED this 7<sup>th</sup> day of June, 2004, by the Board of Education, Tillamook Bay Community College.

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

Attest:

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



## Board Resolution - Insurance

### **RECOMMENDATION**

Approve and authorize the Board Chair to sign a Board Resolution continuing workman's compensation insurance coverage for volunteers.

### **BACKGROUND INFORMATION** ----- **Kyra Williams**

Approval of this resolution (attached) will continue the workman's compensation insurance coverage for volunteers established several years ago. Continuation requires an annual board resolution.

Ms. Williams will be prepared to address questions.



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## BOARD RESOLUTION

Tillamook Bay Community College  
Board of Education  
June 7, 2004

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

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Tillamook Bay Community College 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 (520 hours @ \$7.05 per hour)	\$3,666
8868V	Work Experience Students - Nursing Assistant (3,520 hours @ \$7.05 per hour)	\$24,816
8868V	Work Experience Students - Clerical (450 hours @ \$7.05 per hour)	\$3,173
8868V	Hourly professional employees/ Teachers/clerical volunteers (1,080 hours @ \$7.05 per hour)	\$7,614

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. A roster of active volunteers (non-public safety) 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

3. Unanticipated volunteer projects or exposure not addressed herein will be added onto Tillamook Bay Community College'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 to provide for workers' compensation insurance coverage as indicated on the preceding page. This resolution will be updated annually.

RESOLVED this 7th day of June, 2004, By the Board of Education, Tillamook Bay Community College for coverage to be effective as of July 1, 2004.

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

Attest:

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

## 2004-2005 Tuition and Fees

### RECOMMENDATION

Adopt 2004-2005 Tuition and Fee Schedule as presented.

### BACKGROUND INFORMATION

----- President Orr

The 2004-2005 Budget proposes an inflation rate based increase of \$1.00 per credit hour and no change in fees. An informal poll of the other community colleges in the state indicates the proposed increase will keep us slightly below the state average for tuition and at the average for combined tuition and per credit fees. Clatsop is projecting \$54, Oregon Coast \$56 and PCC \$62 per credit for tuition.

Staff also recommend a change in the title of a basic skill fee to reduce confusion associated with the fee.

Tuition or Fee Item	Current 2003-2004	Proposed 2004-2005
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$54	\$55
Out-of-State Tuition per Credit Hour	\$75	\$75
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctor Testing per test for non-TBCC Credit Student, former Credit Student or Staff	\$25	\$25
Proctor Testing for TBCC Credit Student, former Credit Student or Staff	\$0	\$0
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Graduation Fee	\$30	\$30
Printed Catalog (first copy from academic advisor free)	\$3	\$3
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$25/year	\$25/year
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Basic Skills Upgrade Course Tuition	\$25	\$25
Basic Skills Upgrade Materials and Technology Fee	\$25	\$25
Adult Basic Skills Enrollment Fee		
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level



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## Wildland Firefighting Training Advisory Committee Appointments<sup>i</sup>

### **RECOMMENDATION**

Appoint Travis Medema as Chair and Kent Mortensen, Don Reynolds, and Lori Gates as members of the TBCC Wildland Firefighting Training Advisory Committee.

### **BACKGROUND INFORMATION** ----- **President Orr**

TBCC offering of Wildland Firefighting Training Courses certified by the Pacific Northwest Wildfire Coordination Group requires establishment of an Advisory Committee with representation from at least one local wildland fire management agency. We appreciate the willingness of the following individuals to service on the proposed Committee:

Name	Agency	Title
Travis Medema	Oregon Department of Forestry	Protection Unit Forester
Kent Mortensen	U.S. Bureau of Land Management	Forestry Tech, Silviculture and Tillamook District Fuels Specialist
Don Reynolds	Bay City Fire Department	Fire Chief

### **Wildland Firefighting Training Advisory Committee**

PURPOSE:       •   Serve as the professional advisory committee for Tillamook Bay Community College wildland firefighting courses.

SCHEDULE:       •   Annually, or more often as called by the Chair.

MEMBERSHIP: Chair-----Travis Medema  
Member-----Kent Mortensen  
Member-----Don Reynolds  
TBCC Dean of Instruction and Student Services-----Dr. Lori Gates

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<sup>i</sup> ADVISORY COMMITTEES – Board Policy Article No. 224

The District Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the District Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.



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## Budget Committee Appointments

### RECOMMENDATION

Offer reappointment to members of the Budget Committee whose terms have expired (italicized in table) and if necessary, approve advertising to fill Budget Committee vacancies seeking interested county residents residing in the appropriate zone with budgeting, finance, or business management experience.

### BACKGROUND INFORMATION ----- President Orr

The current composition of the Budget Committee is as follows:

Zone	Areas Represented	Board Member	Budget Committee Member	Term Expires
1	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, and Union	Rose Wharton	Bernie Nelson	6/30/05
2	Fairview, Netarts, Oceanside, South Prairie, and Westside	Craig Wakefield	Van Moe	6/30/06
3	City of Tillamook (Precincts 1-6), Eastside, and Trask	Wayne Jensen	J. Robert McPheeters	6/30/05
4	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley	Stephen Shaw	Bill Dahlien	6/30/06
5	Nehalem, Pine Grove, Rockaway Beach and Wheeler	Ann Swain	<i>Ward Weissenfluh</i>	<i>6/30/04</i>
6	At-Large	James McGinnis	Vicki Goodman	6/30/05
7	At-Large	Robert Weitman	<i>Jack Mulder</i>	<i>6/30/04</i>



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## Board of Education Policy<sup>i</sup>

### **RECOMMENDATION**

Approve deletion of Article 501, Grievance Procedures and adoption of Article 500, Student Rights and Responsibilities.

### **BACKGROUND INFORMATION** ----- **President Orr**

In the attached Articles, new text is in boldface and text proposed for deletion is lined through.

<b>Policy</b>	<b>Status</b>
Article 310, Non-faculty Job Classification	Presented for second reading. Updated to reflect current practice and changed job titles.
Article 311, Compensation	Presented for second reading. Amended to reflect proposed 2004-2005 budget and compensation study recommendations.
Article 407, Faculty Compensation	Presented for second reading. Amended to implement compensation study recommendations and implement 2004-2005 Budget.
Article 500, Student Rights and Responsibilities	Presented for third reading and approval. Update of policy to reflect current practice.
Article 501, Grievance Procedures	Presented for second reading and proposed deletion. Replaced by updated Article 500.
Appendix A-1, Staff Salary Grades	Presented for second reading. Amended to implement compensation study recommendations and implement 2004-2005 Budget.
Appendix A-2, Executive, Management, Support Staff Salary Schedule	Presented for second reading. Amended to implement compensation study recommendations and implement 2004-2005 Budget.
Appendix B-1, Summary of Employee Benefits	Presented for second reading. Amended to implement compensation study recommendations and implement 2004-2005 Budget.
Appendix C-1, Regular Full-Time and Regular Part-Time 180 and 195 Day Faculty Salary Schedules	Presented for second reading. Amended to implement compensation study recommendations and implement 2004-2005 Budget.
Appendix C-3, Non-Regular Faculty Salary Schedule	Presented for second reading. Amended to implement 2004-2005 Budget.

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<sup>i</sup>TBCC POLICY MANUAL - ARTICLE 102: POLICIES AND PROCEDURES

A. The policies and procedures adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as District employees.



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B. Any policy or procedure needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies and procedures governing the District shall be considered by the Board at a minimum of two separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and procedures and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies and procedures is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President of the District.



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Article No.: 310

Approved: *Pending*

Reference: 310.2A, Appendix A1, Appendix A2

**310.1 ~~JOB DESCRIPTION~~ POSITION INVENTORY**

- A. ~~Human Resources shall provide e~~**Each employee is provided** with a copy of a ~~job description~~ **Position Inventory** at the time of job entry. The employee shall perform the duties as listed in the ~~job description~~ **Position Inventory**.
- B. Modifications to an employee's ~~job description~~ **Position Inventory** that do not change the job classification shall be made during **the annual** performance appraisal by ~~Human Resources at the request of~~ the employee's supervisor. See 310.2 A. for substantial modifications to job descriptions.
- C. ~~Included in the job description shall be an assigned college facility as the regular workplace. It is understood that there will be no reimbursement of mileage for travel incurred between the employee's home and the employee's regular workplace.~~

**310.2 ~~CLASSIFICATION SYSTEM~~ JOB REEVALUATION**

~~A classification system, as adopted by the Board of Education on March 1, 1994, will be maintained by Human Resources. Human Resources will conduct updates and surveys to maintain the integrity of this system. See Appendix A-1 and A-2.~~

**~~A. Job Reevaluation~~**

- A. When the duties and responsibilities of a position substantially change, when the position is perceived as inaccurately classified, or when a title change is being requested, employees ~~and supervisors~~ will have an opportunity to have their position/title reevaluated.
- B. Requests for a job **classification** reevaluation ~~may~~ **must** be submitted to ~~Human Resources~~ **with the endorsement of the employee's supervisor(s) to the Dean of Administrative Services between July and October** ~~during September~~ of each year.
- C. ~~Such requests may be initiated by the employee and/or employee's supervisor, and will be submitted in an approved format. Input from both the employee, supervisor and/or department head is required.~~ **Reclassifications submitted to the Dean of Administrative Services will be presented to the President as part of a preliminary annual budget and if approved by the President will be included in the next annual budget and become effective upon the implementation of that budget.**
1. ~~Each affected employee and supervisor will be furnished a copy of the decision of Human Resources/President by November 30 of the same year. The decision may include but is not limited to the following:~~



## NON-FACULTY JOB CLASSIFICATION

Page 2/2

Article No.: 310

Approved: *Pending*

Reference: 310.2A, Appendix A1, Appendix A2

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- a. ~~Reclassification to a higher level job classification. (Resulting pay increase to become effective July 1 of the following budget year)~~
- b. ~~Elimination or change of duties and responsibilities. (Effective immediately)~~
- c. ~~Change in job title. (Effective immediately)~~
- d. ~~No change in job classification or title.~~

~~A copy of the request and the response will be placed in the employee's personnel file.~~



**Tillamook Bay Community College**

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Article No.: 311

Approved: *Pending*

Reference: Articles 310.2, 309.4, 312, 313, Appendix A, B, C; Fair Labor Standards Act

### 311.1 PAY

#### A. Salary Schedule/Placement

1. Salary schedules and placement for all positions exclusive of the President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
- ~~2. The salary grade for each position shall be based on the College's job classification system (see Article 310.2, Appendix A-1 and A-2).~~
2. Initial salary placement of each new position shall normally be on the first **longevity** step of the grade at which the position is classified. The President has the prerogative to authorize initial salary placement on a higher step.
3. **Longevity step movement occurs once each year and increments at the beginning of each new contract year provided the employee has completed at least three months of service in the prior contract year. Longevity steps are maintained when an employee is promoted, reclassified, transferred, or reassigned.**
4. **Temporary full-time or temporary part-time employees shall be paid at the Longevity Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.**
5. **Executive and Management positions are classified as Grade 17 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 16 or lower and are classified as non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.**
6. **Placement on the Salary Schedule for Executive and Management positions will be increased one grade for attainment of the Ph.D, Ed.D, or equivalent and reduced one grade for those holding a BS/BA or equivalent degree and two grades for those holding an AA/AS or equivalent degree and three grades for those holding less than an AA/AS or equivalent degree. The President may advance the education factor one level, not to exceed the MA/MS Degree or equivalent for five years of successful experience with the College or at anytime for a comparable certificate or license (i.e. CPA, CMA, etc.) .**
7. **The President may grant a discretionary increase or decrease of up to three grades and/or steps.**

#### ~~B. Pay Increases~~



## NON-FACULTY STAFF COMPENSATION

Page 2/5

Article No.: 311

Approved: *Pending*

Reference: Articles 310.2, 309.4, 312, 313, Appendix A, B, C; Fair Labor Standards Act

- ~~1. 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:~~

- ~~a. Salary schedule step increase~~
- ~~b. Cost of living increase~~
- ~~c. Fixed percentage or dollar increase~~
- ~~d. Range Adjustments~~

~~for all, or designated, categories of employees. Only employees who have received a satisfactory annual performance appraisal will be eligible for pay increases.~~

- ~~2. Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 309.4. Pay increases may be granted upon return to satisfactory status without retroactive compensation.~~

### ~~C. Application of Pay Policy to Promotions, Reclassifications, Transfers, Reassignments and Demotions~~

- ~~1. Promotion, reclassification, transfer, and reassignment to a position at a higher salary classification grade. An employee promoted, reclassified, transferred, or reassigned to a position at a higher salary classification grade shall be paid no less than his/her current salary. The actual step will be determined by Human Resources with the approval of the President.~~
- ~~2. Transfer or reassignment to a position at the same salary classification grade. An employee transferred or reassigned within the College to a different position at the same salary classification grade shall continue at the same step.~~
- ~~3. Transfer, reassignment, or reclassification to a lower salary classification grade. The salary of an employee, who transfers, is reassigned, or whose job is reclassified to a lower salary classification grade or who accepts a position at a lower salary classification grade will be placed on the grade for that new job classification. The step on that grade will be determined by Human Resources with approval of the President.~~

### D. Work Schedule

1. Non-Exempt Employees.

For full-time employees, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor, ~~Human Resources~~, and the President, an



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Article No.: 311

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Reference: Articles 310.2, 309.4, 312, 313, Appendix A, B, C; Fair Labor Standards Act

employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor not to exceed eight hours per day.

2. Exempt Employees.

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

3. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

E. Overtime Compensation

1. As provided for in the Fair Labor Standards Act and in accordance with state wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

**311.2 BENEFITS**

- A. The College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly cash stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be of sufficient amount to pay for the insurance coverage of the employee in at least one of the College-approved group insurance plans. Any amount of cash stipend provided for insurance in excess of the cost of the employee coverage may be applied to dependent insurance coverage or received as cash compensation.
- B. The College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
- C. The College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
- D. Tuition Waiver/Tuition Assistance Policy



Article No.: 311

Approved: *Pending*

Reference: Articles 310.2, 309.4, 312, 313, Appendix A, B, C; Fair Labor Standards Act

1. The Board agrees to waive tuition for classes for any eligible employee, spouse, and dependent child under 21, as described in the Summary of Employee Benefits Chart and the TBCC Tuition Waiver/Tuition Assistance Policy in Appendix B-1.
2. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
3. Employees eligible for a tuition waiver shall be granted a fifteen percent discount on all TBCC Bookstore purchases. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
4. Fees and admission charges for classes and other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the President.
5. Subject to available budgeted funds, Tillamook County General Hospital, YMCA, and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Regular full-time and regular part-time staff may petition their supervisors in writing for tuition **and fee** assistance for staff and professional development. Petitions for assistance must be forwarded to and approved by the College President.

E. Leave (See Articles 312, 313)

1. As provided for in the Fair Labor Standards Act and in accordance with state wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 40 hours of compensatory time is carried forward from one month to the next. A maximum of 40 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.
3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.



Article No.: 311

Approved: *Pending*Reference: Articles 310.2, 309.4, 312, 313, Appendix A, B, C; Fair Labor Standards Act

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4. During the months of July and August, the College, at the College President's discretion, may establish a workday of ten hours and a workweek of any four consecutive workdays for some or all employees.



Article No.: 407

Approved: *Pending*

Reference:

**407.1 INITIAL SALARY STEP PLACEMENT****1. Regular full-time and regular part-time faculty.**

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 or 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.

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.

**Pay Increases**

Pay increases for regular full-time and regular part-time faculty, with satisfactory performance

1. 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 increases

d. Faculty salary schedule adjustment





Article No.: 407

Approved: *Pending*

Reference:

2. ~~Pay increases for regular full time and regular part time faculty, 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.~~

**The College recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and hold the best teaching talent available. Consistent with this policy, a salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify annually this schedule. In the application of this policy, 1.33 quarter or term based credits will be counted as equivalent to one semester credit. Credit must be from a regionally accredited institution.**

## **1. Initial Placement on the Salary Schedule**

### **A. Education and Occupational Experience**

- 1. New occupational faculty without a Bachelor's Degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's Degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified occupational experience.**



Article No.: 407

Approved: *Pending*

Reference:

2. New faculty with a Master's Degree in the field to be taught and no teaching or occupational experience are initially placed on Step 1.

**B. Longevity Credit for Teaching Experience and Occupational Experience Beyond Initial Placement**

1. New faculty may receive additional credit for steps on the salary schedule beyond Step 1 upon presentation of approved and verified post-secondary teaching and/or occupational experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or occupational experience may be credited for additional steps as follows:

<u>Prior Teaching Experience</u>	<u>Step Placement</u>
0 to .9 year .....	1
1 to 1.9 years .....	2
2 to 2.9 years .....	3
3 to 4.9 years .....	4
5 to 6.9 years .....	5
7 or more years.....	6
<u>Prior Occupational Experience</u>	<u>Step Placement</u>
0 to 1.9 years .....	1
2 to 3.9 years .....	2
4 to 5.9 years .....	3
6 to 7.9 years .....	4
8 to 9.9 years .....	5
10 or more years.....	6

**C. Education Credit for Professional Growth Beyond Initial Placement**

1. New faculty who hold a Bachelor's or Master's Degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and/or occupational experience. Verified graduate semester credits in the field to be taught will be credited on a one for one basis, to a maximum of thirty (30) graduate semester credits for new occupational faculty with a Bachelor's Degree. New faculty who hold a Master's Degree may be credited with up to sixty (60) verified, graduate semester credits in the field to be taught. For occupational faculty, each additional full year of verified occupational experience in the field to be taught, beyond eleven (11), will substitute for five (5) graduate semester credits. The maximum placement on the salary schedule for a Bachelor's Degree is the MA + Thirty (30), Step Six (6). No more than thirty (30) graduate semester credits will be credited to the salary schedule for occupational experience. Faculty without a Bachelor's Degree cannot be placed beyond the MA column.



Article No.: 407

Approved: *Pending*

Reference:

2. New faculty will normally be placed on the schedule through Step 6. The College President may elect to place new faculty at any point on the schedule. Placement beyond the schedule requires approval of the College President and the Board of Education.

## **2. Advancement Through the Salary Schedule for Professional Growth**

### **A. Limitations to advancement through the salary schedule**

1. Faculty without a Bachelor's Degree will not advance beyond the MA column.
2. Movement on the salary schedule will not be approved for advancement on the salary schedule in fields other than that for which faculty are under contract with the College. An exception may be granted by the Dean of Instruction and Student Services for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in an additional discipline. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
3. A maximum of six (6) semester credits of undergraduate course work will be allowed for advancement on the salary schedule. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
4. Faculty may seek advance approval for a maximum of ten (10) semester credits outside the teaching field to be applied to the salary schedule if these are clearly related to non-teaching assignments, such as curriculum development. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.

### **B. Conditions for advancement through the salary schedule**

1. All credits for advancement through the salary schedule must be recommended by the Faculty Curriculum Committee and the Dean of Instruction and Student Services and approved by the College President.
2. Graduate credit courses in the major teaching area will be awarded provided the courses are completed and an official transcript is furnished to the Dean of Instruction and Student Services to verify successful completion.
3. Continuing Education Unit (CEU) credits will not be considered for advancement on the salary schedule.
4. Credits applied to the salary schedule for Bachelor's Degree occupational faculty must either be in the instructor's major teaching area or part of an approved Master's program in the major teaching area. An outlined sequence of specific courses leading to the degree, including authorized signatures from the university, must be submitted in advance for approval.



Article No.: 407

Approved: *Pending*

Reference:

Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.

5. Occupational experience will be credited at a rate of sixty (60) clock hours of employment equivalent to one (1) graduate semester credit to a maximum of thirty (30) graduate semester credits. In order to receive credit, an instructor must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the occupational experience to be gained through the employment. Appropriate verification of the occupational experience must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year. Occupational experience will only be credited to faculty whose teaching loads are comprised of at least 75% occupational courses.
6. Credit for academic experience directly related to teaching responsibilities may be awarded using the following guidelines. Prior approval for academic experience is not required; however, documentation must be presented as specified below in order to allow for evaluation for credit to be applied to the salary schedule.
  - a. Artistic Activity: Public exhibitions, concerts, dramatic presentations, recitals, productions, performances and poetry/literary readings.
    - (1) Art Exhibits: An exhibit must be viewed in a public place such as a museum, art gallery, college, etc. It must be a juried show. Other acceptable activities may include a colloquium on the arts, published art work, performances before a public audience, and jurying.
    - (2) Documentation: The event should be documented by media reviews and coverage, regional and national art publications, brochures, programs, and/or letters.
    - (3) Credits: One semester credit equals 60 hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
    - (4) Limitations: Vanity gallery, home exhibitions, or home performance are not acceptable.
    - (5) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.



Article No.: 407

Approved: *Pending*

Reference:

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- b. **Publications and Other Printed Material:** The production of such materials as books, book reviews, musical scores, articles, stories, lab books, and handbooks.
- (1) **Types of Printed Material:** Items printed for use at TBCC will be excluded. Printed material must be published in refereed journals, magazines, and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
  - (2) **Documentation:** A copy of the printed material.
  - (3) **Credits:** One credit for each sixty (60) hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
  - (4) **Limitations:** Credit will not be given for unpublished manuscripts. The publication must be appropriate to the faculty person's discipline.
  - (5) **Evaluation for Credit:** Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.
7. Non-credit courses that require certification of successful completion prior to faculty being approved to teach the courses may be applied to the faculty salary schedule. In order to receive credit, faculty must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the course(s) and the applicability to their instructional responsibility. If approved, credit will be awarded at a rate of sixty (60) clock hours of preparation equivalent to one (1) graduate semester credit to a maximum of fifteen (15) credits. Appropriate verification of the successful completion must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year.
8. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular annual contract.
- C. Tillamook Bay Community College will provide up to \$200 per semester credit hour tuition and fees reimbursement for each credit hour earned toward movement on the College's faculty salary schedule to a maximum of ten (10) credits annually and thirty (30) credits cumulative. Application for reimbursement must be made in advance of enrollment on the TBCC Professional Development Application Form.
3. Advancement Through the Schedule for Longevity



Article No.: 407

Approved: *Pending*

Reference:

- A. Faculty without a Bachelor's Degree will not move beyond the MA column.**
- B. Eligible faculty will be advanced through the steps of the salary schedule, usually at the rate of one step per year, for satisfactory performance of assigned duties.**
- C. Faculty on improvement leave shall continue to advance through the schedule.**
- D. The College President may hold faculty on step. For exceptional teaching and/or service to the College, the College President may advance faculty more than one step and may also advance faculty beyond the salary schedule in an amount not to exceed 15% of the Master's base salary.**

4. Unsatisfactory performance

Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 406.3. 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



Article No.: 407

Approved: *Pending*

Reference:

~~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.~~

#### 407.2 Community Education and Continuing Education Faculty Compensation

- A. Community Education and Continuing Education Instructors are hired on a short-term contractual basis and receive as compensation 50% of the course or workshop tuition (excluding fees) revenue of the courses they teach. The Dean of Instruction and Student Services may guarantee a minimum enrollment level of compensation in continuing education courses in order to support a degree or certificate program or meet a community occupational training need.
- B. Community and Continuing Education Faculty receive no employee benefits except as required by law.
- C. Pay increases for Community and Continuing Education Faculty will be solely based on tuition increases or enrollment increases in the courses or workshops they teach.





Article No.: 500

Approved: *Pending*

Reference: ORS 341.290, Catalog

**A. General Policy**

~~Admission to Tillamook Bay Community College carries with it the responsibility for students to conduct themselves as a responsible member of the college community. When a student enrolls at the College, the student assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.~~

**B. Violations**

~~Pursuant to ORS 341.290, the College has established the following rules to govern student conduct while students are on College owned or controlled property or at College or student organization sponsored functions.~~

~~Disciplinary action may result from a student's commission of any of the actions listed herein, or any violation of civil or criminal law while on College property.~~

- ~~1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college personnel, students or college visitors.~~
- ~~2. Assault, battery, or any threat of force or violence upon a student, or college personnel, or upon a college visitor.~~
- ~~3. Willful misconduct resulting in injury or death to a student or college personnel or a college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the college, college personnel, students in attendance at the college or college visitors.~~
- ~~4. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic or controlled substances.~~
- ~~5. Willful or persistent smoking in an area where smoking has been prohibited by law or regulation of the college.~~
- ~~6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~7. The forgery, alteration or misuse of college documents, records or identification, or knowingly furnishing false information to the college.~~
- ~~8. Academic cheating or plagiarizing or aiding or abetting cheating or plagiarism.~~
- ~~9. The unauthorized entry or use of college property.~~





Article No.: 500

Approved: *Pending*

Reference: ORS 341.290, Catalog

- ~~10. — Disorderly, lewd, indecent, or obscene conduct.~~
- ~~11. — Sexual assault or sexual harassment of any student, faculty or staff member.~~
- ~~12. — The possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances.~~
- ~~13. — The obstruction or disruption, on or off campus, of the college's educational or administrative process or any other college function.~~
- ~~14. — The violation of any previous order issued by the college President that is not inconsistent with any of the other provisions of this policy. This order may be given by posting a notice on an official bulletin board designated for this purpose.~~
- ~~15. — Conduct which materially or substantially disrupts the educational process of the College.~~
- ~~16. — Attempting to perform any previously identified act that constitutes a cause for disciplinary action.~~
- ~~17. — Any other cause not previously listed which is reasonably identified as good cause by the President, Dean of Instruction or Dean of Students.~~

**C. — Enforcement**

~~The faculty member is responsible for conduct in the classroom and is authorized to take such steps as are necessary when behavior of a student interrupts the normal classroom procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and must report the infraction in writing to the Dean of Instruction, Dean of Students, or their designee at the earliest possible opportunity.~~

~~All College faculty and staff members are responsible for immediate reporting of student misconduct covered by this policy which occurs outside the classroom and are responsible to take immediate action to prevent further harm to persons or property. Reporting to police and college administration, and confrontation with the offender in a manner which does not jeopardize the safety of the faculty or staff member, is considered appropriate action to prevent further harm to persons or property.~~

**D. — Procedures**

~~In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Many disciplinary proceedings will be conducted informally between the student and a Dean and/or designee.~~



Article No.: 500

Approved: *Pending*

Reference: ORS 341.290, Catalog

1. ~~Students in violation of institutional regulations, or civil or criminal law shall be so informed. Constitutional rights which apply to the College and its students shall be observed in carrying out any investigation related to the disciplinary proceedings.~~
2. ~~Pending action on the charges, the status of the student shall not be altered, nor shall his/her right to be present on the campus and to attend classes be suspended, except for reasons related to the safety and well-being of students, faculty, staff, or College property, or the interference with or the disruption of the order of the College, as judged by the Dean.~~

**E. ~~Use of Disciplinary Authority~~**

~~In cases referred to a Dean, s/he shall determine the outcome of the alleged action(s) by the student.~~

~~At an initial conference with the Dean or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter.~~

~~No disciplinary sanction as serious as expulsion, suspension, disciplinary probation, or disciplinary warning shall be imposed unless the student has been notified of the charges against him/her.~~

~~Students will be provided with the opportunity to:~~

- ~~Appear along with any person to advise him/her and assist him/her before an appropriate College official or committee;~~
- ~~Know the nature and source of the evidence against him/her and to present evidence in his/her own behalf. Cross-examination and the extent thereof shall be permitted only by the discretion of the Dean, but, if permitted, shall apply to both parties.~~
- ~~Have his/her case reviewed through the Student Grievance Process at his/her request.~~
- ~~Withdraw from College of his/her own volition at any time during the disciplinary process.~~

~~After considering the evidence in the case and interviewing persons as appropriate, the Dean may take one of the following actions:~~

- ~~Terminate the proceedings, exonerating the student.~~
- ~~Dismiss the case after appropriate counseling and advice.~~
- ~~Impose any of the sanctions described below.~~

~~The student will be notified in writing of the action taken and of his/her rights. In the case of a student under 16 years of age being suspended or expelled, written notice shall also be sent to the parents or guardian(s) of the student.~~



Article No.: 500

Approved: *Pending*

Reference: ORS 341.290, Catalog

**F.—— Readmission After Dismissal**

A student dismissed from the College may be readmitted only on written petition to the Dean of Students. Petitions must indicate how specific conditions have been met and reasons which support the consideration. The Dean may use whatever review procedures are at his/her disposal in consideration of readmission. The Dean shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express the reasons in writing.

**G.—— Sanctions**

Tillamook Bay Community College may apply sanction or take other appropriate action when violation of this or any other College policy has been found.

Sanctions may include:

- Expulsion from (i.e., removal of the privilege to attend or to use any of its facilities) Tillamook Bay Community College.
- Suspension from the privilege of attending Tillamook Bay Community College or using any of its facilities for a specified period of time or until specific conditions have been met.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
- Disciplinary admonishment and warning.

**H.—— Grievance**

The student has the right to appeal any disciplinary action by a faculty member under the process outlined in the Student Grievance Procedure.

**I.—— Reporting, Recording, and Maintaining Records**

Records of all disciplinary proceedings shall be kept by the Dean of Students. Documents or other physical evidence produced or considered shall be retained for a minimum period of three years.

The Dean of Students shall keep accurate records of all disciplinary proceedings. All disciplinary actions will be entered on a student's disciplinary record and shall be maintained for a period of no less than three years. In any case in which a student, disciplined pursuant to this procedure, is subsequently exonerated in the course of disciplinary or appeal proceedings, while the records shall be kept, the College shall not use or transmit same for any reason, unless the same is approved in writing by the student, or is part of any court or federal or state agency proceeding.

In cases pending use of the grievance procedure, all documents related to the case shall be forwarded to the management official responsible for the next step in the procedure.



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**500.1 COLLEGE/STUDENT RESPONSIBILITIES**

Tillamook Bay Community College provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

In order to assist students to benefit from courses, programs, and activities, the College also provides academic advising services which students are encouraged to make use of on a voluntary basis. The confidentiality of student record information obtained by advising services will be strictly maintained, except when TBCC is legally obligated to disclose student record information.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

**A. General Policies**

A student's registration obligates him/her to comply with the policies and regulations of the College. Admission to or registration with the College, conferring of degrees, and issuance of academic transcripts as prescribed by the College and state guidelines will be withheld for the failure to meet financial obligations to the College or other legal reasons.

Tillamook Bay Community College is granted the right by law to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law and as provided by this handbook, in the enforcement of all such rules.

**B. Freedom of Access to Higher Education**

The College's goal is to provide an environment that encourages individuals to realize their potential. Therefore, it is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation.

**C. Protection of Freedom of Expression**

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.



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Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

**D. Protection Against Improper Evaluation and Improper Disclosure**

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

**E. Student Records**

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, Board Policy, and Oregon laws pertaining to education records.

**F. Student Organizations**

Students may form student clubs and organizations under the provisions of the ASTBCC Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

As constituents of the academic community, TBCC students shall be free, individually and



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collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

### **G. Sale and Distribution of Material and Fund-Raising Activities**

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for ASTBCC must be approved by the Dean of Instruction and Student Services and coordinated with the TBCC Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Dean of Instruction and Student Services.

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. The College shall be guided by laws regarding libel, slander, and obscenity. Any persons desiring to distribute publications shall first register with the College President or designee so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

### **H. Right of Access to College Facilities**

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines to be disruptive to the order of the College, threatening to the health and welfare of the College community, or that interferes with the ingress



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and/or egress of persons from College facilities, the College President or designee shall have the authority to:

1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or
2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

## **500.2 CODE OF STUDENT CONDUCT**

### **A. General Policies**

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. TBCC administration and its Board, however, retain the authority to create and enact College policy.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by the Dean of Instruction and Student Services or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

### **B. Violations**

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.

1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.





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4. Unauthorized use or access of College electronic communications media, equipment, files, or data.
5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.
6. Malicious destruction, damage, or misuse of College or private property (including library materials).
7. Theft or conversion of College property.
8. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.
10. Any behavior that is disruptive to the educational process of the College as determined by a College official.
11. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
12. Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.
13. Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
14. Failure to disperse when an assembly is ordered to disperse by College officials.
15. Failure to comply with a notice against trespass.
16. Failure to comply with the following rules regarding firearms and weapons:
  - a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon





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Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.

- b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.
  - c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.
17. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.
18. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Dean of Instruction and Student Services or designee, that the behavior is substantially likely to disrupt the educational process of the College.

### **C. Sanctions**

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action.

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Dean of Instruction and Student Services to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the Dean of Instruction and Student Services or designee pursuant to the provisions of the Code of Student Conduct.

The Dean of Instruction and Student Services or designee may impose the following sanctions for violations of the Code of Student Conduct:



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1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
3. Removal from class(es) for which the student is currently registered;
4. Restitution for damages;
5. A specified period of college and/or community service;
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
7. Disciplinary admonition and warning.
8. Any other sanction the College deems educationally appropriate.

The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

#### **D. Disciplinary Due Process Hearing Procedures**

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the Dean of Instruction and Student Services or designee.

1. Students in violation of institutional regulations or civil or criminal law shall be so informed.
2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by the Dean of Instruction and Student Services or designee.
3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Dean of Instruction and Student



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Services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be determined, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.

In cases that are not resolved informally, the Dean of Instruction and Student Services or designee shall use the following hearing procedure:

**Step 1:** At an initial conference with the Dean of Instruction and Student Services or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.

**Step 2:** The student must submit all of his/her evidence within 7 calendar days of the initial conference.

**Step 3:** After considering the evidence in the case and interviewing persons as appropriate, the Dean of Instruction and Student Services, or designee, may take one of the following actions:

- a. Terminate the proceedings, exonerating the student.
- b. Dismiss the case after appropriate counseling and advice.
- c. Impose an appropriate sanction as described above.

The student will be notified in writing of the decision of the Dean of Instruction and Student Services or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7



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calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

**E. Readmission After Suspension**

A student suspended from the College may be readmitted only on written petition to the Dean of Instruction and Student Services or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Dean of Instruction and Student Services or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The decision of the Dean of Instruction and Student Services or designee is final.

**F. Records**

Records of all disciplinary actions shall be kept by the Dean of Instruction and Student Services in accordance with the state archival policies.

**500.3 ACADEMIC INTEGRITY POLICY****A. Introduction**

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. TBCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

**B. Guidelines for Academic Integrity**

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.



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Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

### **C. Forms of Academic Dishonesty**

Actions constituting violations of academic integrity include, but are not limited to, the following:

1. **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
3. **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
4. **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
5. **Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

### **D. Penalties for Academic Dishonesty**

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

1. Verbal or written warning.
2. A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the Dean of Instruction and Student Services:

1. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in



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accordance with the Code of Student Conduct:

1. Disciplinary admonition and warning.
2. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
3. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
4. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

**E. Academic Dishonesty Complaint and Hearing Procedures**

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.
5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Dean of Instruction and Student Services (Dean) may be requested.
6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the Dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.



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7. Within 10 days of receiving an Academic Dishonesty Report form, the Dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and Dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and Dean may proceed with the process to completion. The Dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The Dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the Dean sends a written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Dean. The decision of the Dean of Instruction and Student Services is final.
10. The Dean sends a final report to the College President. The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
  - a. Disciplinary admonition and warning.
  - b. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
  - c. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
  - d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

**SOURCES**

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

**500.4 GRIEVANCE PROCEDURE****A. Introduction**

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute.





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The student will be allowed to have an advocate of his/her choice (such as a TBCC Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Dean of Instruction and Student Services.

Any other complaint about college services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Dean of Instruction and Student Services or designee, who will forward it to the appropriate administrator.

## **B. Grievance Procedure**

### **Step 1: Faculty/Staff Member:**

- a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

### **Step 2: Dean of Instruction and Student Services**

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form, with supporting evidence, to the Dean of Instruction and Student Services or designee within 14 calendar days of the communication with the faculty/staff member. The Dean of Instruction and Student Services or designee will review the grievance.
- b. Within 14 calendar days, the Dean of Instruction and Student Services will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

### **Step 3: College President**

- a. The student may appeal the decision in Step 2 if (1) TBCC procedures were not followed or





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(2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

- b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

### **C. Reporting, Recording, and Maintaining Records**

When the grievance is concluded, all documentation shall be forwarded to the Dean of Instruction and Student Services, who will maintain them in accordance with the state archival policies.



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**501.1 ~~STUDENT GRIEVANCE PROCEDURE~~**

~~Any student or group of students with a grievance concerning school policy, personnel, or facilities has the right to be heard promptly. A grievance is any situation where the student feels that a Tillamook Bay Community College employee or policy is unfair or has been applied in an arbitrary or capricious manner.~~

~~Tillamook Bay Community College is committed to attempting to resolve student grievances at the lowest possible level. Students who need guidance in how to proceed with a problem or complaint, may at any stage of the process, contact an advisor or the Dean of Students for assistance. Concerns or complaints involving discrimination on the basis of race, color, religion, sex, age, national origin, or handicapping condition, should be directed to the College's Affirmative Action Officer.~~

~~A student with a grievance should follow the process as outlined below:~~

**Step 1: Staff Member / Instructor**

~~The student should discuss the problem with the instructor or staff member directly involved within a reasonable period of time.~~

**Step 2: Supervisor / Dean of Instruction**

~~In cases where the problem is not resolved in discussions with the staff member involved or where such discussion is inappropriate, the student should speak to the immediate supervisor of the staff member (in the case of faculty, the supervisor is the Dean of Instruction) within a reasonable period of time.~~

**Step 3: Dean of Students / Dean of Instruction**

~~If the student is not satisfied with the outcome of the meeting with the supervisor or the staff member, the student may contact the Dean of Students (contact the Dean of Instruction in cases where the Dean of Students is the staff member's supervisor). This contact must be made in writing within seven (7) calendar days of the discussion with the staff member's supervisor.~~

~~The Dean of Students or Dean of Instruction shall meet with the student and the involved parties in order to consider the grievance, the issues and facts, and attempt to arrive at a mutually acceptable solution.~~

~~If no resolution is found, the Dean of Students or Dean of Instruction shall issue a written decision to the parties involved within seven (7) calendar days of the receipt of the student's grievance.~~

**Step 4: President**

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~~If the student is not satisfied with the decision of the Dean of Students or the Dean of Instruction, the student may appeal to the President in writing within seven (7) calendar days of receipt of the decision of the Dean of Students or the Dean of Instruction.~~

~~Within seven (7) calendar days of receipt of the appeal from the student, the President:~~

~~May meet with the student and the involved parties in order to consider the grievance, the issues and facts, and attempt to arrive at a mutually acceptable solution.~~

~~If no solution is found, the President shall issue a written decision to the parties involved. The decision of the President is final.~~

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### **501.2—~~GRADE GRIEVANCE~~**

~~Note to the Student: By far, the great majority of differences between a student and instructor arises as a result of grades assigned. The instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade.~~

~~When a student believes that a grading policy has not been followed, the student should discuss this concern with the appropriate course instructor.~~

~~Following are the procedures to be used when a grievance is contemplated. The procedure should be completed within 90 days after the availability of grades for the term during which the student was enrolled in the given course, and Stage 2 must be commenced within 30 days of the issuance of the grade.~~

#### **Stage 1**

~~Prior to filing a grievance, an attempt must be made to solve the problem. The student is expected to contact his/her instructor directly to discuss their differences when grades are available to the student. At this stage, most differences will be resolved. This contact should be conducted privately and the pertinent issues should be well defined so that they may be discussed as objectively as possible.~~

~~If the problem cannot be resolved at this level, then the student may progress to Stage 2 after informing the instructor that he/she plans to file a grievance.~~

#### **Stage 2**

~~The student submits a written request for a meeting with the Dean of Instruction to resolve the grievance.~~

~~The written request must include, in detail, the basis for initiating the grievance.~~



## GRIEVANCE PROCEDURES

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Reference:

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~~The student shall initiate this request within five (5) school days after meeting with the instructor, and the Dean of Instruction shall meet with the instructor and student within five (5) school days of reception of the formal request and all relevant data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.~~

~~At this stage, if the issue cannot be resolved to the satisfaction of the instructor and student, the Dean of Instruction assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. Within three (3) school days, the decision and proposed action of the Dean of Instruction will be communicated in writing with copies to the following:~~

- ~~1. — Student involved~~
- ~~2. — Faculty member involved~~
- ~~3. — President~~

~~The Dean of Instruction's decision completes the Tillamook Bay Community College's Grade Grievance Procedures.~~



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## NON-FACULTY SALARY GRADES

Page 1/2

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

### ~~2003-2004 STAFF SALARY GRADES~~

GRADE	JOB TITLE
<del>1</del>	
<del>2</del>	<del>Clerical Specialist</del>
<del>3</del>	<del>Secretary</del>
<del>4</del>	<del>Accounting Specialist</del> <del>Computer Lab Assistant</del> <del>Math Lab Assistant</del>
<del>5</del>	<del>Campus Security</del> <del>Enrollment Services Assistant</del> <del>Financial Aid Specialist</del> <del>Teen Parent Program Assistant</del> <del>Testing Examiner</del>
<del>6</del>	<del>Administrative Assistant</del> <del>Payroll Specialist and Purchasing Agent</del> <del>Program Assistant, Small Business Development Center</del> <del>TOPS Accountability Specialist</del> <del>Bookstore/Cashier</del>
<del>7</del>	<del>Enrollment Services Supervisor</del> <del>Full Charge Bookkeeper</del> <del>Information Specialist</del>
<del>8</del>	<del>Manager, Instructional Support</del> <del>Manager, Course Information</del> <del>Business Counselor</del>
<del>9</del>	<del>Academic Advisor</del> <del>Literacy Program Coordinator</del>
<del>10</del>	<del>Coordinator, Institutional Research</del>
<del>11</del>	<del>Director, Small Business Development Center</del> <del>Director, Learning Resource Center</del> <del>Manager, Human Resources</del> <del>Director, Skills Development Center</del> <del>Director, Community Education</del>
<del>12</del>	<del>Director, College Development</del> <del>Director, Computer Services</del>
<del>13</del>	<del>Director, Administrative Services</del>



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**NON-FACULTY SALARY GRADES**

Page 2/2

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

14

~~Dean of Instruction & Student Services~~**2004-2005 Executive and Management Staff Salary Grades (Exempt)**

<b>GRADE</b>	<b>POSITION TITLE</b>
<b>30</b>	<b>Dean of Instruction and Student Services</b>
<b>29</b>	<b>Dean of Administrative Services</b>
<b>26</b>	<b>Director, Information Technology</b>
<b>22</b>	<b>Comptroller</b>
<b>22</b>	<b>Director, Library</b>
<b>22</b>	<b>Director, Continuing and Community Education</b>
<b>22</b>	<b>Director, Professional Technical Education</b>
<b>22</b>	<b>Director, Skills Development Center</b>
<b>22</b>	<b>Director, Small Business Development Center</b>
<b>20</b>	<b>Coordinator, Institutional Research</b>
<b>17</b>	<b>Academic Advisor</b>
<b>17</b>	<b>Registrar</b>
<b>17</b>	<b>Coordinator, Literacy Program</b>

**2004-2005 Professional Support Staff Salary Grades (Non-Exempt)**

<b>GRADE</b>	<b>POSITION TITLE</b>
<b>13</b>	<b>Course Information Specialist</b>
<b>13</b>	<b>Executive Secretary</b>
<b>13</b>	<b>Information Technology Specialist</b>
<b>13</b>	<b>Instructional Support Specialist</b>
<b>13</b>	<b>Marketing and Public Relations Specialist</b>
<b>10</b>	<b>Business Office Specialist</b>
<b>10</b>	<b>Secretary</b>
<b>10</b>	<b>TOPS Accountability Specialist</b>
<b>9</b>	<b>Enrollment Services Specialist</b>
<b>9</b>	<b>Financial Aid Specialist</b>
<b>9</b>	<b>Small Business Development Center Assistant</b>
<b>9</b>	<b>Teen Parent Program Assistant</b>
<b>6</b>	<b>Math Lab Assistant</b>
<b>3</b>	<b>Security Officer</b>

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2003 - 2004 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

1/3

TILLAMOOK BAY COMMUNITY COLLEGE

2003 - 2004 Salary Schedule (Each step increased 1.3%) 2004-2005 Executive, Management, Support Staff Salary Schedule

STEPS	4	2	3	4	5	6	7	8	9	10
<b>STAFF SALARY SCHEDULE</b>										
Hourly			\$7.26	\$7.62	\$8.00	\$8.40	\$8.82	\$9.27	\$9.73	\$10.21
Grade-1										
hourly			\$7.12	\$7.47	\$7.85	\$8.24	\$8.65	\$9.08	\$9.54	\$10.01
monthly			\$1,233.65	\$1,295.34	\$1,360.10	\$1,428.11	\$1,499.51	\$1,574.49	\$1,653.21	\$1,735.87
annual			\$14,803.84	\$15,544.03	\$16,321.23	\$17,137.29	\$17,994.16	\$18,893.87	\$19,838.56	\$20,830.49
Grade-2										
hourly	\$7.10	\$7.46	\$7.83	\$8.22	\$8.63	\$9.06	\$9.52	\$9.99	\$10.49	\$11.02
monthly	\$1,230.86	\$1,292.40	\$1,357.02	\$1,424.87	\$1,496.11	\$1,570.92	\$1,649.46	\$1,731.94	\$1,818.53	\$1,909.46
annual	\$14,770.27	\$15,508.78	\$16,284.22	\$17,098.43	\$17,953.35	\$18,851.02	\$19,793.57	\$20,783.25	\$21,822.41	\$22,913.54
Grade-3										
hourly	\$7.81	\$8.20	\$8.61	\$9.04	\$9.49	\$9.97	\$10.47	\$10.99	\$11.54	\$12.12
monthly	\$1,353.94	\$1,421.64	\$1,492.72	\$1,567.36	\$1,645.72	\$1,728.01	\$1,814.41	\$1,905.13	\$2,000.39	\$2,100.41
annual	\$16,247.30	\$17,059.66	\$17,912.64	\$18,808.28	\$19,748.69	\$20,736.12	\$21,772.93	\$22,861.58	\$24,004.66	\$25,204.89
Grade-4										
hourly	\$8.59	\$9.02	\$9.47	\$9.95	\$10.44	\$10.97	\$11.51	\$12.09	\$12.69	\$13.33
monthly	\$1,489.34	\$1,563.80	\$1,641.99	\$1,724.09	\$1,810.30	\$1,900.81	\$1,995.85	\$2,095.64	\$2,200.43	\$2,310.45
annual	\$17,872.03	\$18,765.63	\$19,703.91	\$20,689.10	\$21,723.56	\$22,809.74	\$23,950.22	\$25,147.74	\$26,406.12	\$27,726.38
Grade-5										
hourly	\$9.45	\$9.92	\$10.42	\$10.94	\$11.49	\$12.06	\$12.67	\$13.30	\$13.96	\$14.66
monthly	\$1,638.27	\$1,720.18	\$1,806.19	\$1,896.50	\$1,991.33	\$2,090.89	\$2,195.44	\$2,305.21	\$2,420.47	\$2,541.49
annual	\$19,659.23	\$20,642.19	\$21,674.30	\$22,758.01	\$23,895.92	\$25,090.71	\$26,345.25	\$27,662.51	\$29,045.63	\$30,497.92
Grade-6										
hourly	\$10.40	\$10.92	\$11.46	\$12.04	\$12.64	\$13.27	\$13.93	\$14.63	\$15.36	\$16.13
monthly	\$1,802.10	\$1,892.20	\$1,986.81	\$2,086.15	\$2,190.46	\$2,299.98	\$2,414.98	\$2,535.73	\$2,662.52	\$2,795.64
annual	\$21,625.15	\$22,706.41	\$23,841.72	\$25,033.81	\$26,285.51	\$27,599.78	\$28,979.77	\$30,428.76	\$31,950.20	\$33,547.70
Grade-7										
hourly	\$11.44	\$12.01	\$12.61	\$13.24	\$13.90	\$14.60	\$15.33	\$16.09	\$16.90	\$17.74
monthly	\$1,982.31	\$2,081.42	\$2,185.49	\$2,294.77	\$2,409.50	\$2,529.98	\$2,656.48	\$2,789.30	\$2,928.77	\$3,075.21
yearly	\$23,787.67	\$24,977.05	\$26,225.90	\$27,537.20	\$28,914.06	\$30,369.76	\$31,877.75	\$33,471.64	\$35,145.22	\$36,902.48



Tillamook Bay Community College

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2003 - 2004 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

2/3

ADMINISTRATIVE SALARY SCHEDULE															
Grade-8															
hourly	\$12.68	\$13.21	\$13.87	\$14.66	\$15.29	\$16.06	\$16.86	\$17.70	\$18.69	\$19.62					
monthly	\$2,180.54	\$2,289.56	\$2,404.04	\$2,524.24	\$2,650.46	\$2,782.98	\$2,922.13	\$3,068.23	\$3,221.64	\$3,382.73					
annual	\$26,166.43	\$27,474.76	\$28,848.49	\$30,290.92	\$31,806.46	\$33,396.74	\$35,066.62	\$36,818.80	\$38,669.74	\$40,592.73					
Grade-9															
hourly	\$13.84	\$14.53	\$15.26	\$16.02	\$16.82	\$17.66	\$18.54	\$19.47	\$20.45	\$21.47					
monthly	\$2,398.69	\$2,518.52	\$2,644.45	\$2,776.67	\$2,915.60	\$3,061.28	\$3,214.34	\$3,375.06	\$3,543.81	\$3,721.00					
annual	\$28,783.08	\$30,222.23	\$31,733.34	\$33,320.01	\$34,986.01	\$36,735.31	\$38,572.08	\$40,500.68	\$42,525.71	\$44,652.00					
Grade-10															
hourly	\$15.22	\$15.98	\$16.78	\$17.62	\$18.50	\$19.43	\$20.40	\$21.42	\$22.49	\$23.61					
monthly	\$2,638.45	\$2,770.37	\$2,908.89	\$3,054.33	\$3,207.05	\$3,367.40	\$3,535.77	\$3,712.66	\$3,898.19	\$4,093.10					
annual	\$31,661.38	\$33,244.45	\$34,906.68	\$36,652.01	\$38,484.61	\$40,408.84	\$42,429.28	\$44,560.76	\$46,778.28	\$49,117.20					
Grade-11															
hourly	\$16.74	\$17.68	\$18.46	\$19.38	\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	\$25.98					
monthly	\$2,902.29	\$3,047.41	\$3,199.78	\$3,359.77	\$3,527.76	\$3,704.14	\$3,889.35	\$4,083.82	\$4,288.01	\$4,502.41					
annual	\$34,827.52	\$36,568.90	\$38,397.34	\$40,317.21	\$42,333.07	\$44,449.72	\$46,672.21	\$49,005.82	\$51,456.11	\$54,028.92					
Grade-12															
hourly	\$18.42	\$19.34	\$20.31	\$21.32	\$22.39	\$23.51	\$24.68	\$25.92	\$27.21	\$28.57					
monthly	\$3,192.52	\$3,352.15	\$3,519.76	\$3,695.74	\$3,880.53	\$4,074.56	\$4,278.29	\$4,492.20	\$4,716.81	\$4,952.65					
annual	\$38,310.27	\$40,226.79	\$42,237.08	\$44,348.93	\$46,566.38	\$48,894.70	\$51,339.43	\$53,906.40	\$56,601.72	\$59,431.81					
Grade-13															
hourly	\$20.26	\$21.27	\$22.34	\$23.46	\$24.63	\$25.86	\$27.16	\$28.51	\$29.93	\$31.43					
monthly	\$3,511.78	\$3,687.36	\$3,871.73	\$4,065.32	\$4,268.58	\$4,482.01	\$4,706.11	\$4,941.42	\$5,188.49	\$5,447.92					
annual	\$42,141.30	\$44,248.37	\$46,460.79	\$48,783.83	\$51,223.02	\$53,784.17	\$56,473.38	\$59,297.04	\$62,261.90	\$65,374.99					
Grade-14															
hourly	\$22.29	\$23.40	\$24.57	\$25.80	\$27.09	\$28.44	\$29.87	\$31.36	\$32.93	\$34.57					
monthly	\$3,862.95	\$4,056.10	\$4,258.91	\$4,471.85	\$4,695.44	\$4,930.22	\$5,176.73	\$5,435.56	\$5,707.34	\$5,992.71					
annual	\$46,355.43	\$48,673.20	\$51,106.86	\$53,662.21	\$56,345.32	\$59,162.58	\$62,120.71	\$65,226.75	\$68,488.00	\$71,912.49					





## 3/3

Approved:

~~Reference:~~



## SUMMARY OF EMPLOYEE BENEFITS

Page 1/1

Article No.: Appendix B – 1

Approved: Pending

Reference:

## SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave*	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only per term	Qual. Pos.
FT Administrative Staff 40 hours/week	X		12	20	11	5	3	unlimited emp + dep	X
FT Support Staff 40 hours/week	X		12	10 to 20****	11	5	3	unlimited emp + dep	X
PT Admin. & Support Staff 20 hours or more per week	X**		X**	X**	X***	5***	X**	6 credits emp + dep	X
PT Admin. & Support Staff Less than 20 hours per week								6 credits emp + dep	✗ Qual. Pos.
Temporary & On-Call Employees								6 credits emp + dep	✗ Qual. Pos
180/ day Regular Faculty 1. FTE	X		10		5	5	3	unlimited emp + dep	X
180/ day Regular Faculty .5-.99 FTE	X**		X**					6 credits emp + dep	X
Adjunct Faculty Term-by-term								6 credits emp + dep current term	✗ Qual. Pos

“X” Indicates benefit is provided  
\* From sick leave accrual

\*\* Prorated on actual hours or FTE (full-time equivalent)  
\*\*\* Paid based on scheduled hours

\*\*\*\* based on longevity (see Article 312)

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2003 - 2004 STAFF SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

1/1

TILLAMOOK BAY COMMUNITY COLLEGE  
2003—2004 2004-2005 Regular Full-Time & Regular Part-Time Faculty Salary Schedule  
180 DAY CONTRACT

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Annual Salary	\$27,780.65	\$29,169.69	\$30,628.18	\$32,159.59	\$33,767.56	\$35,455.94	\$37,228.74	\$39,090.18	\$41,044.69	\$43,096.93	\$45,251.77	\$47,514.36	\$49,249.83	\$52,384.58
Monthly	\$2,315.05	\$2,430.81	\$2,552.35	\$2,679.97	\$2,813.96	\$2,954.66	\$3,102.40	\$3,257.52	\$3,420.39	\$3,591.41	\$3,770.98	\$3,959.53	\$4,104.15	\$4,365.38
Daily	\$154.34	\$162.05	\$170.16	\$178.66	\$187.60	\$196.98	\$206.83	\$214.38	\$228.03	\$239.43	\$251.40	\$263.97	\$273.61	\$291.03
Hourly	\$19.29	\$20.26	\$21.27	\$22.33	\$23.45	\$24.62	\$25.85	\$26.80	\$28.50	\$29.93	\$31.42	\$33.00	\$34.20	\$36.38

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
Step																		
1	\$32,240	\$33,207	\$34,203	\$35,230	\$36,286	\$37,375	\$38,496	\$39,651	\$40,841	\$42,066	\$43,328	\$44,628	\$45,967	\$47,346	\$48,766	\$50,229	\$51,736	\$53,288
2	\$32,885	\$33,871	\$34,887	\$35,934	\$37,012	\$38,122	\$39,266	\$40,444	\$41,657	\$42,907	\$44,194	\$45,520	\$46,885	\$48,292	\$49,741	\$51,233	\$52,770	\$54,353
3	\$33,542	\$34,549	\$35,585	\$36,653	\$37,752	\$38,885	\$40,051	\$41,253	\$42,491	\$43,765	\$45,078	\$46,431	\$47,824	\$49,258	\$50,736	\$52,258	\$53,826	\$55,441
4	\$34,213	\$35,240	\$36,297	\$37,386	\$38,507	\$39,663	\$40,853	\$42,078	\$43,340	\$44,641	\$45,980	\$47,359	\$48,780	\$50,243	\$51,751	\$53,303	\$54,902	\$56,549
5	\$34,898	\$35,945	\$37,023	\$38,134	\$39,278	\$40,456	\$41,670	\$42,920	\$44,207	\$45,533	\$46,899	\$48,306	\$49,756	\$51,248	\$52,786	\$54,369	\$56,000	\$57,680
6	\$35,596	\$36,663	\$37,763	\$38,896	\$40,063	\$41,265	\$42,503	\$43,778	\$45,091	\$46,444	\$47,837	\$49,273	\$50,751	\$52,273	\$53,841	\$55,457	\$57,120	\$58,834
7					\$40,864	\$42,090	\$43,353	\$44,654	\$45,993	\$47,373	\$48,794	\$50,258	\$51,766	\$53,319	\$54,918	\$56,566	\$58,263	\$60,011
8								\$45,547	\$46,913	\$48,320	\$49,770	\$51,263	\$52,801	\$54,385	\$56,017	\$57,697	\$59,428	\$61,211
9											\$50,765	\$52,288	\$53,857	\$55,473	\$57,137	\$58,851	\$60,617	\$62,435
10														\$56,582	\$58,280	\$60,028	\$61,829	\$63,684
11																\$61,229	\$63,066	\$64,958
12																		\$66,257

INSURANCE BENEFIT AMOUNT

Full-Time	\$657.37 per month
Part-Time	FTE Pro-Rata of \$657.37 per month



**NON-REGULAR FACULTY SALARY SCHEDULE**

Page 1/2

Article No.: Appendix C-3  
 Approved: August 4, 2003  
 Reference:

**Non-Regular Faculty Salary Schedule 2003-2004 2004-2005**

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>	<b>Tier 5</b>	<b>Tier 6</b>
Transfer College Credit Courses. <b>(1 contact hour = 1 lecture pay credit)</b>	<del>\$336</del> \$345.07 per lecture credit	<del>\$352.80</del> 362.44	<del>\$370.44</del> 380.44	<del>\$388.96</del> 399.46	<del>\$408.41</del> 419.44	<del>\$425.83</del> 437.33
Transfer College Credit Courses Substitute Rate	\$ <del>28</del> 28.76 per contact hour					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	<del>\$250</del> 256.75 per term					
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. <b>(3 contact hours = 1 lab pay credit)</b>	<del>\$693</del> 711.71 per lab credit	<del>\$727.65</del> 747.30	<del>\$764.03</del> 766.17	<del>\$802.23</del> 823.89	<del>\$842.34</del> 865.08	<del>\$884.46</del> 908.34
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. <b>(2 contact hours = 1 lecture/lab pay credit)</b> (examples: ART 284, CAS100, CAS216, MUS 131)	<del>\$506</del> 519.66 per lecture/lab credit	<del>\$531.30</del> 545.65	<del>\$557.87</del> 572.93	<del>\$585.76</del> 601.58	<del>\$615.05</del> 631.66	<del>\$645.80</del> 663.24
ABE/GED/ESL/ High School Credit Recovery Classes WR90, RD80, RD90, RD116 LAB	<del>\$23</del> 23.62 per hour	<del>\$24.15</del> 24.80	<del>\$25.36</del> 26.04	<del>\$26.63</del> 27.35	<del>\$27.96</del> 28.71	<del>\$29.35</del> 30.14
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Dean of Instruction and Student Services may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.					
Contract Training (Includes: class hours & hours interfacing with contracting business)	<del>\$20</del> 20.54 per hour	<del>\$21.00</del> 21.57	<del>\$22.05</del> 22.66	<del>\$23.15</del> 23.78	<del>\$24.31</del> 24.97	<del>\$25.53</del> 26.22
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					

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# NON-REGULAR FACULTY SALARY SCHEDULE

Page 2/2

Article No.: Appendix C-3  
Approved: August 4, 2003  
Reference:

Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$7.50 per hour	\$7.88	\$8.27	\$8.68	\$9.12	\$9.57
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$10 per hour	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
General Tutoring	\$7.50 per hour	\$7.88	\$8.27	\$8.68	\$9.12	\$9.57
ADA Tutor	\$10 per hour	\$10.50	\$11.03	\$11.58	\$12.16	\$12.76
Math Tutor	\$10-\$12 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$15 per hour					



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## Strategic Planning and Accreditation

### RECOMMENDATION

Approve the amended Mission, Vision and Goals as presented.

### BACKGROUND INFORMATION ----- Dr. Gates

- In preparation for the writing of the Self-Study Report the Planning and Steering Committee recommends amendments to TBCC's current Mission, Vision, and Goals Statements. Suggested additions are in bold face and deletions are struck through. There are no changes from the amended Mission, Vision and Goals presented to the Board in May.

**MISSION:** Tillamook Bay Community College provides access to quality education in response to the needs of our community.

**VISION:** The College, in partnership with the community, is a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment for innovation and intellectual pursuits, and leadership in the economic, cultural, and intellectual evolution of our community.

#### **GOALS:**

Goal 1 – Identify and ~~address~~ **assess** the educational needs of the community.

Goal 2 – Provide quality courses and programs to enable students to achieve their education and career goals.

Goal 3 – Provide support services to enable students to achieve their education and career goals.

Goal 4 – Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College.

Goal 5 – Develop **and prudently manage the sources of funding financial resources necessary to meet the mission, vision, and goals of the College.**

Goal 6 – Provide facilities to support ~~educational services to the community~~ **the mission, vision, and goals of the College.**

Goal 7 – ~~Develop a leadership role~~ **Participate** in the economic, **cultural, and intellectual life** ~~and social evolution~~ of the community.

- In accord with the timeline presented to the Board (attached) the Planning and Steering Committee has prepared an analysis of our readiness to make application to the Northwest Commission on College and Universities for Candidacy Status (attached). The Planning and Steering Committee recommends that application for candidacy be delayed pending completion of the Self-study Report, Strategic Plan, and Assessment Plan. These items are scheduled for completion in the Fall 2004 Term.

Dr. Gates will be prepared to review these documents with the Board and entertain questions.



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## TBCC Strategic Planning and Self-Study Activities Timeline (Revised: April, 2004)

Spring 2003	Summer/Fall 2003	Fall 2003	Winter 2004	Spring 2004	Summer/Fall 2004	Spring 2005
<ul style="list-style-type: none"> <li>Plan, Time Line, and Planning &amp; Steering Committee established</li> <li>Plans prepared for conducting strategic planning and self-study activities and communicated to the TBCC college community</li> <li>Begin review of (1) mission and goals; (2) assessment and planning</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of site on TBCC Intranet for communication of strategic planning and self-study activities</li> <li>TBCC all-college activity related to strategic planning/self-study – mid September</li> <li>Finalize model, framework and templates for strategic plan and self-study – mid/late Sept.</li> <li>Organizational meeting for Planning &amp; Steering Committee and Standard chairs form sub-committees – late September</li> </ul>	<ul style="list-style-type: none"> <li>Strategic planning and self-study activities – data-gathering, analysis, and summary by sub-committees</li> <li>Planning &amp; Steering Committee directs progress, reviews work on strategic planning and self-study, communicates progress via web, e-mail</li> </ul>	<ul style="list-style-type: none"> <li>Continue self-study: analysis and summary</li> <li>Maintain communication via Planning &amp; Steering Committee, web, e-mail</li> <li>Preliminary report on TBCC's status regarding NASCU Eligibility Requirements (internal document)</li> </ul>	<ul style="list-style-type: none"> <li>Complete self-study data gathering (committee reports on all standards)</li> <li>Planning and Steering Committee analysis of TBCC standard reports</li> <li>Maintain communication via Planning &amp; Steering Committee, web, e-mail</li> <li>Policy A-6 analysis, summary and recommendations due in May (PCC accreditation document)</li> </ul>	<ul style="list-style-type: none"> <li>Write draft of self-study report (summer)</li> <li>Strategic Plan draft based on self-study and other planning information (summer)</li> <li>Self-study Report and Strategic Plan reviewed by internal groups (fall)</li> <li>TBCC decision regarding Application for Consideration (for independent accreditation candidacy)</li> <li>Prepare final self-study report for January '05 submission (if required by PCC)</li> </ul>	<ul style="list-style-type: none"> <li>Finalize visitation plan and details</li> <li>Commission conducts on-site evaluation (<i>ca.</i> April 18-20, 2005)</li> <li>Post-visit activities</li> </ul>
<p>Establishment of continuous improvement processes and related activities (Planning &amp; Steering Committee meets on a monthly basis to coordinate on-going planning, assessment, and institutional effectiveness activities)</p>						

## Analysis of TBCC Progress on Accreditation Requirements

**Summary:** Requirements assume existence of a Strategic Plan and ongoing evaluation of institutional effectiveness plus ongoing assessment of student learning outcomes. The self-study process (2003-2004) has provided a wealth of information to support the formation of a Strategic Plan to be implemented in 2004-2005. Assessment of student learning outcomes will require much work in the next year to develop a plan and begin collecting data. Planning and assessment both need to become on-going processes and the current Self-study Plan calls for the Planning and Steering Committee to monitor processes and recommend evidence-based decisions. “Attainment of Candidacy status is the outcome of approval by the Commission at two separate, sequential stages. These are: 1) Application for Consideration and 2) self-study and visit by an evaluation committee.” If the NWCCU judges an institution to meet the conditions of eligibility, “the self-study report and evaluation visit for Candidacy are to be submitted no earlier than one year and no later than three years following acceptance of the Application for Consideration.” This self-study and site visit must “demonstrate [the institution’s] potential for attaining accreditation within five years.” Attaining accreditation requires satisfaction of nine accreditation standards and related policies. The Planning and Steering Committee is currently reviewing reports on TBCC’s status in regard to those standards. The preliminary conclusion of the Committee is that there is a significant distance between satisfying the requirements and satisfying the standards. What needs to be done to meet the standards and related policies does not appear impossible, but will require additional resources (e.g., new AIS and staffing) and time.

REQUIREMENTS	RELATED STANDARDS/POLICIES	ANALYSIS
<b>1. AUTHORITY</b> The institution is authorized to operate and award degrees...	Standard Six - Governance and Administration; Standard 6.A - Governance System; Standard Indicator 6.A.1	State approval to operate as a college clear; some clarification still needed on individual certificates and degrees (in progress)
<b>2. MISSION AND GOALS</b> The institution’s mission is clearly defined and adopted by its governing board(s).... It devotes all, or substantially all, of its gross income to support its educational mission and goals.	Standard One - Institutional Mission and Goals, Planning and Effectiveness	Mission, Vision, and Goals scheduled for approval by Board of Education; after approval, statements need to be widely publicized and understood plus planning and other activities related to mission and goals established
<b>3. INSTITUTIONAL INTEGRITY</b> The institution is governed and administered... in a nondiscriminatory manner while responding to the educational needs and legitimate claims of the constituencies it serves...	Standard Nine – Institutional Integrity	Statement clear in Policy and practices
<b>4. GOVERNING BOARD</b> The institution has a functioning governing board....	Standard Six - Governance and Administration; Standard 6.B - Governing Board	Board and functions clearly established in Policy; Board should approve programs (6.B.5); Board self-evaluation needed (6.B.6)
<b>5. CHIEF EXECUTIVE OFFICER</b> The institution employs a chief executive officer who is appointed by the governing board and whose full-time responsibility is to the institution....	Standard Six - Governance and Administration; Standard 6.C - Leadership and Management; Commission Policy B-7 Evaluation and Accreditation of Multi-Unit Institutions	Clearly established in Policy



REQUIREMENTS	RELATED STANDARDS/POLICIES	ANALYSIS
<b>6. ADMINISTRATION</b> The institution provides the administrative and support services necessary to achieve its mission and meet its goals.	Standard Six - Governance and Administration; Standard 6.C – Leadership and Management	Roles established in Policy and responsibilities in position inventories; adequacy of support services might generate debate
<b>7. FACULTY</b> The institution employs a core of full-time, professionally qualified faculty.... Faculty are involved in the formulation of institutional policy and...are evaluated in a periodic and systematic manner....	Standard Four - Faculty; Commission Policy 4.1 Faculty Evaluation	Number of faculty arguably adequate; involvement of faculty in policy formation and other aspects on operations should be reviewed and formalized; professional development should receive emphasis and be part of faculty evaluation
<b>8. EDUCATIONAL PROGRAM</b> The institution offers one or more educational programs leading to the associate degree or higher....	Standard Two - Educational Program and Its Effectiveness	Educational programs (certificate and degree) are appropriate in content and length; assessment needed to document quality and rigor of programs
<b>9. GENERAL EDUCATION AND RELATED INSTRUCTION</b> The institution's...academic or transfer associate degree programs require a substantial and coherent component of general education....	Standard Two - Educational Program and Its Effectiveness; Commission Policy 2.1 General Education/Related Instruction Requirements	General education components are present in programs; identification of general education components should be explicit for all programs in the Catalog.
<b>10. LIBRARY AND LEARNING RESOURCES</b> The institution provides library resources, technology and services for students and faculty appropriate for its mission...	Standard Five - Library and Information Resources	Library and technology resources for students and faculty are arguably adequate, but continuing attention to development and expansion are needed
<b>11. ACADEMIC FREEDOM</b> The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study....	Standard Four - Faculty; Commission Policy A-8 Principles and Practices Regarding Institutional Mission and Goals, Policies and Administration, c.(2)	Clearly established in Policy
<b>12. STUDENT ACHIEVEMENT</b> The institution identifies and publishes the expected learning outcomes for each of its degree and certificate programs.... Through regular and systematic assessment, it demonstrates that students who complete their programs...will achieve these outcomes.	Standard Two - Educational Program and Its Effectiveness; Standard 2.B - Educational Program Planning and Assessment; Commission Policy 2.2 Educational Assessment	A major challenge; TBCC must develop and implement a systematic assessment plan for learning outcomes achievement (goal is to establish an Assessment Plan and begin collecting data in 2004-2005)
<b>13. ADMISSIONS</b> The institution publishes its student admission policy...and it adheres to that policy in its admission procedures and practices.	Standard Three - Students	Policy clearly stated in Catalog and Schedules

REQUIREMENTS	RELATED STANDARDS/POLICIES	ANALYSIS
<b>14. PUBLIC INFORMATION</b> The institution publishes...accurate and current information that describes purposes and objectives, admission requirements and procedures, academic rules and regulations directly affecting students, programs and courses, degree(s) offered and the degree(s) requirements, costs and refund policies, student rights and responsibilities...academic credentials of faculty and administrators...	Standard Three - Students; Commission Policy 3.1 Institutional Advertising, Student Recruitment and Representation of Accredited Status, Item A.3	Statements included in Catalog (including Student Rights and Responsibilities) with some repetition in Schedules; other publications (public information) adhere to Policy 3.1
<b>15. FINANCIAL RESOURCES</b> The institution verifies a funding base, financial resources, and plans for financial development...	Standard Seven – Finance	Current practices satisfy requirement, but TBCC needs to include financial resources in strategic planning (i.e., include resource needs in Plan and allocate resources to support planning)
<b>16. FINANCIAL ACCOUNTABILITY</b> The institution's financial records are externally audited annually....	Standard Seven – Finance	Current practices satisfy requirement.
<b>17. INSTITUTIONAL EFFECTIVENESS</b> The institution systematically applies clearly defined evaluation and planning procedures, assesses the extent to which it fulfills its mission and achieves its goals, and periodically publishes the results to its constituencies.	Standard One - Institutional Mission and Goals, Planning and Effectiveness	A major challenge; TBCC must develop a Strategic Plan (scheduled to be drafted by fall of 2004) and implement systematic evaluation of institutional effectiveness (fulfillment of mission; achievement of goals; progress of Strategic Plan)
<b>18. OPERATIONAL STATUS</b> The institution will have completed at least one year of its principal educational programs and is operational with students actively pursuing its degree programs at the time of the Commission evaluation for Candidate for Accreditation.	Standard Two - Educational Program and Its Effectiveness	Current practices satisfy requirement.
<b>19. DISCLOSURE</b> The institution discloses to the Northwest Commission on Colleges and Universities any and all such information as the Commission may require to carry out its evaluation and accreditation functions.	Standard Nine - Institutional Integrity	Will occur during candidacy.

## Facilities

### **RECOMMENDATION**

Information only – No action requested.

### **BACKGROUND INFORMATION** ----- **President Orr**

**Wilson School Campus** – Renewal of the current lease is in negotiation. District #9 has requested an increase in rent and utility cost reimbursement and we are exploring ways to grant them an increase but decrease our leased space due to the closure of the EET Program and thus keep our total costs within the proposed budget.

**Bay City Facility** – The Neah-Kah-Nie School District #56 indicates they will not seek a change in the status of the property for the 2004-2005 Year. The Watershed Resource Center has indicated a desire to shorten their next lease to a six month term. We are negotiating that lease renewal.

**Master Facilities Plan** – Attached is the latest draft listing of capital construction projects for which state bonding funds are being requested by the 17 community colleges. The State Board of Education will be reviewing the listing at their upcoming meeting.



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**2005-07 Community College Capital Construction Requests  
May 12, 2004**

College	Project	Cost	Comments
<b>First Priority Projects</b>			
Blue Mountain	Emigrant Hall	\$2,450,000	Expansion to provide additional classroom space and additional space for technical services. Although the classrooms would be designed as multipurpose, many of the classes taught would be math and computer science. The bottom floor of the two-story building would provide the much needed space to help the college's technical services department meet the growing requirements from the entire college district.
Central Oregon	Science/ Allied Health and Multipurpose Buildings	\$27,400,000	New construction to meet the projected needs of COCC students in areas of Science and Allied Health and others areas. Laboratories in the current Science building are fully utilized and the building has no room for expansion. Multipurpose buildings include additional classrooms and space for students and community use, including large lecture halls.
Chemeketa	Classroom Building, Salem Campus	\$8,000,000	Chemeketa has partnered with OUS and other higher education institutions to provide more streamlined access to higher education, including co-enrollment agreements, university courses, and university advising services available on the Chemeketa Salem campus. This innovative use of taxpayer resources has created an increasing need for classroom space. A new classroom building would replace a number of deteriorating modular buildings purchased second-hand in the early 1970's for five years of anticipated use. This project would be a joint venture among Chemeketa and its higher education partners that would further enhance our shared ability to support student access to higher education and success in transition from community college to university studies.
Clackamas	Harmony/ Sunnyside Redevelopment	\$30,000,000	<p>Our \$30 million request is for redevelopment of the obsolete Harmony/Sunnyside site and would replace a complex that cannot be salvaged. The redevelopment of this site is critical for a number of reasons:</p> <ul style="list-style-type: none"> <li>• It permits expansion of a major <i>integrated pathways</i> project between Clackamas Community College, North Clackamas School District, Portland State University and Oregon Institute of Technology. This project promotes integration of educational opportunities on several levels and expands post-secondary educational access and opportunities consistent with statewide goals and educational trends.</li> <li>• This project promotes economic revitalization and growth in the core of the southeastern metropolitan area through workforce development and other opportunities. The environment developed by this project supports a broad range of programs, training and service deliveries to this section of the metropolitan region.</li> </ul>

College	Project	Cost	Comments
			<ul style="list-style-type: none"> <li>The region has several major industrial clusters in technology, manufacturing, retail, healthcare, recreation, finance, human services, insurance and real estate that will be readily served by the expanded Harmony/Sunnyside center. Additionally, the project fosters entrepreneurial partnerships among these and other groups.</li> </ul> <p>The community college classes offered in the proposed expansion and within the facility Supports workforce development, Small Business Development Center, lower-division transfer and industrial customized training all integrated with the four year school. The location is an ideal site because it is the central transportation (bus and light rail), and has direct freeway access from three major off-ramps.</p>
Clatsop	New Campus	\$43,000,000	Construct new campus facility.
Columbia Gorge	Phase 1 of Columbia Gorge Community College District Facilities Master Plan	\$21,669,000	<p>Columbia Gorge Community College purchased its existing campus in 1993. The campus was an old state hospital built in 1928. The voters of the district, at that time, elected to move the college from leased space in the community to its own campus and paid for some basic remodeling in order for the college to be able to deliver instruction. The State of Oregon has not contributed any capital funds to this campus or this college.</p> <p>To purchase a site in the Hood River area and either construct a new building and/or remodel existing building(s) into a College Center that will allow CGCC to serve the residents in the newly annexed area of Hood River County. Phase 1 of the CGCC District Facilities Master Plan consists of infrastructure upgrades on The Dalles Campus, construction of a new health science building and classroom building on The Dalles Campus and acquisition of land and the construction of a CGCC College Center in Hood River.</p>
Klamath	Permanent Campus	\$73,100,000	<p>Klamath Community College began operations in 1996 in the basement of a local church. In 1999, the College purchased approximately 57 acres for its permanent campus, utilizing Full Faith and Credit Obligations. Fifty of the acres is comprised of an alfalfa field and 7 acres are commercial. The 57 acres includes approximately 20,000 square feet in two 40 year old metal commercial buildings. A second debt issuance occurred in 2001 to construct additional commercial metal buildings, which brought the square footage up to 43,000 square feet. Both debt issuances are paid from the College's General Fund as the College has not received any capital construction funds from the State.</p> <p>As Fiscal Year 2003-04 comes to a close, there is an expectation that KCC will again be out of space within the next 12 months. KCC cannot add additional classroom space and parking without utilizing the 50 acres of alfalfa, which would impact the planned campus build out. Two Master Plans and a Site Plan have been completed, detailing the</p>

College	Project	Cost	Comments
			construction of the permanent educational facilities. Estimated cost for the complete build out of the campus of 254,031 square feet is \$73.1 million in 2006 construction dollars.
Lane	Health & Wellness Building	\$14,800,000	Simulation center and clinical spaces for health careers programs; health and wellness centers; classrooms; model energy systems for Energy Management program. The Family & Health Careers programs, a new Wellness Center and Health Clinic will occupy most of the new space. Classrooms will occupy the remaining space. The proposed building would be three stories in height, enclose about 72,000 square feet of space and be designed using “state of the art” energy saving technology. The design, construction and operation of the building energy systems will be used as a “real life” laboratory for students in the Lane Energy Management Program.
Linn-Benton	Renovation of the college library, learning resource center, and student services space.	\$7,454,590	Renovation of the college library, learning resource center, and student services space. This integrated renovation project will create additional and more efficient student instructional space in the learning resource center, additional space for student gathering and study in the library, and additional and more efficient service space for financial aid, enrollment services, counseling, advising, and other student services. This renovation project will include a new elevator for better disabled student access to college services. This project, in addition to major renovations, will include a modest amount of new construction to add service capacity for increased enrollment.
Mt. Hood	New construction and related remodeling and deferred maintenance	\$79,500,000	University Center—Construction of facilities for MHCC’s university and college partners to deliver upper division and graduate level degree programs to East County. Provide for incubator/accelerators, child care and enhanced library and learning resource services. First facility to provide four-year degrees in one of the fastest growing regions of the state. Deferred Maintenance—Refurbishment and upgrading of over 700,000 sq. ft. of original construction that is 38 years old: new roofs and to bring these facilities up to current seismic, ADA and safety standards. Gateway Education Center—Construction of a regional center to physically connect MHCC with it’s K-12, University and Urban Renewal partners with selected educational and vocational programs. Create an educational environment to meet the needs of workforce and economic development, basic skills, and selected programmatic themes coordinated with PSU. Offer educational experiences for Headstart children, high school, college, and university students.
Oregon Coast	New Campus	\$30,000,000	In over 15 years of operation, Oregon Coast Community College has never received any type of state capital construction dollars or specialized funding (for skill centers, etc.). This lack of investment by the State has severely limited the educational opportunities to residents of the central Oregon coast. For its entire existence, the College has rented space that in many cases was neither adequate for the educational experience nor accessible for the physically challenged. In 1997, OCCC wrote an extensive proposal for an educational needs assessment and facilities master plan (on file at the Department of Community Colleges and Workforce Development.) The

College	Project	Cost	Comments
			requested amount would assist OCCC in constructing appropriate educational and workforce training facilities in Lincoln City, South Beach and Waldport. With facilities, OCCC is starting from scratch after 17 years. Part of this project would help construct adequate lab and research facility to pursue OCCC's new signature program in Aquarium Science. This program will be operated in conjunction with Oregon State's Hatfield Marine Science Center, Oregon Coast Aquarium, the Oregon State Parks System and private businesses. Also, OCCC is also interested in pursuing training in the Allied Health field--an important field considering the demographics on the central coast. This funding will assist the College with delivering this service in an accredited, professional environment.
Portland Community College	Rock Creek Strategic Development	\$24,800,000	This will modernize and upgrade the Rock Creek campus in order to meet the needs of the most rapidly growing area of the PCC District, Washington County. This will entail removing District-wide functions now housed at Rock Creek, constructing a new "Trades Education" facility housing diesel, auto collision, welding, and building construction, remodeling the existing area of trades education for general purpose classroom use, and totally reshaping student services in a way that provides a one-stop shop for all student services.
Rogue		\$16,500,000	<p>New urban college campus, to serve 12,000 students due to annexation, (currently we do not have adequate or any space for these programs in our newly annexed county of 175,000 people) in Medford (210,000 sq ft) that will include:</p> <ul style="list-style-type: none"> <li>• General classrooms</li> <li>• Health Occupations Labs and simulation clinical center</li> <li>• Distant learning as well as district wide telecommunication center</li> <li>• Science labs in support of health occupations and transfer courses</li> <li>• Developmental studies classrooms and tutoring Centers</li> <li>• Business/Technology center laboratories and classrooms</li> <li>• Student services space including SOU offices</li> <li>• Joint Classrooms for SOU and RCC in BA/BS degree programs</li> <li>• Aerobic/Health center</li> <li>• Purchase of current classroom buildings and property</li> <li>• Black box building for theatre/speech and Art</li> <li>• Daycare</li> <li>• Business Center for e-commerce programs</li> <li>• Workforce short term training center</li> </ul> <p>New Technology Center In White City (currently we do not have adequate or any space for these programs in our newly annexed county of 175,000 people)</p>

College	Project	Cost	Comments
			<p>Flexible Lab and classrooms of 200,000 sq ft. for:  Automotive Tech.*, Diesel Tech.*, Electronics*, Construction  Apprenticeship, Manufacturing*, Truck Driving, Engineering*, Computer tech., Public  Safety, Police Fire, EMT*, Radiology*, Computer Science*, Biotech*, Aerobic/Health center,  Workforce short term training center, Daycare, Offices for Student Services, Support staff,  OIT,SOU et.al.</p> <ul style="list-style-type: none"> <li>* SOU and OIT are part of a consortium with RCC. The *programs are joint AA/BS programs that all three entities would partner to deliver.</li> </ul>
Southwestern Oregon	Health, Science and Technology Building	\$7,000,000	<p>The college's current laboratory facilities for Chemistry, Biology/Microbiology, Physics, and Geology are more than 35 years old. The workstations are too close together, they have no capability for the integration of technology into the laboratory experience, they cannot be configured for implementation of current best practices in pedagogy, they are not ADA compliant, and they are not designed to current safety or environmental standards.</p> <p>In addition, the College requires additional laboratory space for an expanded nursing program (27 entering students each year instead of 20), a robust athletic training program and multiple professional/technical programs in the computer science area (networking, Cisco CCNA and CCNP, and others). The college's laboratories for computer science (not regular academic computer labs) are dismal; all the networking and hardware classes are taught in a vacated automotive shop building. The programs need space specifically designed for computer technology classes including adequate power supplies, connectivity, workspaces, storage, flexible cabling, and security.</p> <p>The College's Master Facilities Plan calls for construction of a 40,000 square feet Health, Science and Technology building to meet current and anticipated needs.</p>
Tillamook Bay	New Campus	\$9,909,000	<p>Tillamook Bay Community College has received no state capital funding of any type during its 23 years of existence. The College is currently housed in a renovated mortuary which is over 50 years old, and the leased portion of a former elementary school built in 1927. The buildings are plagued with deterioration caused by the wet coastal winters and with decades of deferred maintenance leading to dry rot, roof leaks, and inadequate and unsafe wiring and heating systems. The College has outgrown both facilities and compensates with the rental of numerous small sites on a temporary basis throughout Tillamook County.</p> <p>The College's conducted an extensive facilities planning process leading to a Master Facilities Plan calling for a new 45,738 square foot campus.</p>
Treasure	Science,	\$3,800,000	The need for new science labs, allied health simulation labs, and the changing agriculture



College	Project	Cost	Comments
Valley	Agriculture, Technology and Allied Health Building Est. at (20,000 sq. ft.)		<p>environment requires that students be trained in technology-based applications. From global positioning satellite systems that track soil fertilization and individual field yields, to cross-pollination and organic techniques, the agriculture industry now demands students to be well-trained in technology and science applications. A new science, Ag, technology and allied health building would serve TVCC students as well as the entire science and health programs.</p> <p>The building would also house:</p> <ul style="list-style-type: none"> <li>• Science, Ag, Technology, and Allied Health Labs and Classrooms – Ag technology, global satellite positioning (GPS) and crop/ animal science laboratories, biology and physical science labs as well as allied health nursing simulation laboratories,</li> <li>• Technology Facilities - Ag ultrasound, drafting, computer labs, and</li> <li>• General Classroom Space – rooms for large lecture halls as well as several smaller rooms.</li> </ul>
Umpqua	Replacement of Management and Student Information System	\$2,250,000	Hewlett-Packard has discontinued its support for the HP3000 system, which UCC uses for all its administrative processing, including student records, payroll, facilities scheduling and financial transactions. It is imperative that the college secure a supported system of hard and software in order to conduct college business and, at the same time, provide for student internet access. It is anticipated that this system would be similar to those utilized by all Oregon Higher Education and many of the state's Community Colleges.
<b>Total Cost:</b>			

College	Project	Cost	Comments
<b>Second Priority Projects</b>			
Blue Mountain	Deferred Maintenance, Grounds	\$2,000,000	BMCC was unable to address deferred maintenance projects for the grounds with 1998 bond levy funds. The five miles of paved roads and parking spaces are rapidly declining. In addition, the lack of retaining walls has contributed to substantial erosion problems for the roads. Finally, BMCC needs to replace and construct new sidewalks to improve services to students with disabilities.
Central Oregon	General Purpose Classroom Building	\$8,000,000	New Construction will house general-purpose classrooms to meet current program and immediate space needs. Enrollment has increased 43% in the last 7 years and we have maximized our classroom space. This building anticipates enrollment growth through 2005.
Chemeketa	McMinnville Campus	\$10,000,000	<p>A single building would serve as Chemeketa's McMinnville campus, housing classrooms, labs, a counseling area, bookstore, and central academic and administrative functions</p> <p>This project would address serious ADA related issues we have at our current site,</p>

College	Project	Cost	Comments
			including no elevator to serve two two story buildings.
Clackamas	Deferred Maintenance - All Campuses	\$14,000,000	The three largest building on campus – Barlow, McLoughlin, and Randall Halls – are all 20 to 30 years old and the Harmony Building is 40+ years old. All are in need of major improvements, including seismic upgrades.
Clatsop	Fire School Completion, new equipment	\$2,174,000	Upgrade and add to maritime fire and training facilities.
Columbia Gorge	Classroom Building	\$6,000,000	Construct a new classroom building on the campus of CGCC in The Dalles to alleviate the 25,000 square foot shortage of classroom and lab space that currently exists as determined by a 2001 Space Utilization Study.
Klamath	Phases 1 and 2 of Permanent Campus	\$37,800,000	Construct 153,580 sq. feet of total planned campus
Lane	Complete remodel of the Downtown Center	\$12,000,000	The second highest facility priority at Lane Community College is to turn an aging downtown commercial building into an effective, efficient learning facility. Almost 35 years ago the college purchased a building in downtown Eugene that was formerly occupied by a large department store. The intent was to offer various types of educational programs in a convenient place for the people who work in the downtown area. Since the original purchase, the college has upgraded and remodeled the building to meet the needs of those educational programs. A few years ago, the main bus station for Eugene was built across the street from the Downtown Center and this increased the college's opportunity to serve minorities. The present Downtown Center provides educational programs targeted at the business community, minorities and continuing education for workforce skills and personal improvement. Unfortunately, the building is old and in great need of a complete remodel that would provide facilities that are much more functional in meeting the educational needs of the community.
Linn-Benton	Renovation of the College Center building.	\$1,563,000	This comprehensive renovation project will provide improved and expanded meeting and conference space for workshops and large group instructional events. Conference and meeting support infrastructure (e.g., culinary preparation and media technology) will also be improved. The renovation of the College Center will also include improvements for a host of offices that provide services to the college community; these include an expansion of the computer center, human resources office, business office, risk management and security office, and other offices within the College Center.
Mt. Hood	Upgrade of instructional space	\$58,900,000	Refurbishment and upgrading 300,000 square feet of existing classroom, laboratory and support space, and safety, energy saving, access seismic and mechanical system upgrades.
Oregon Coast	New Equipment	\$4,000,000	New computer equipment and other professional/technical tools are needed to help diversify the Oregon coast's depressed economy. A review of past State investment in

College	Project	Cost	Comments
			equipment at Oregon Coast Community College has not been made.
Portland C.C.	Sylvania and District Strategic Development	\$13,800,000	<ol style="list-style-type: none"> <li>1. Sylvania, PCC's largest campus, is built out against its current master plan. Serving additional students at Sylvania can most cost-effectively take place by offloading District functions now housed at Sylvania and converting those spaces to instructional use. Such a strategy would reduce traffic volume (regulated and limited by the City) created by District functions, permitting an increase in student traffic volume.</li> <li>2. This is vastly more cost-effective than constructing additional facilities off-campus, duplicating programs now housed at Sylvania and/or denying us the opportunity to achieve synergies among related programs.</li> <li>3. Approx. 25,000 sq. ft of District-occupied space would be freed up for instructional use. Functions would be relocated to the current Central Portland Workforce Training Center, which would be renovated under its currently-approved master plan for such use. Functions relocated from Sylvania would include District President, Publications, central ITS, Admin. Services, Academic Services, and Grants/Contracts. Financial Services would be moved from Washington County Workforce Training Center (which would be sold). Enrollment Services would be moved from the Rock Creek campus. Human Resources would (probably) be moved from the Cascade campus.</li> <li>4. Renovate Sylvania Student Services to improve student service and retention by providing "one stop" capability</li> </ol>
Rogue	Josephine County – New Buildings and Remodel	\$13,000,000	Remodel of a campus first constructed in 1960 as a Job Corp. New general classroom building Science Building Childcare Facility Student program space – TRIO Computer Science Center and Computer Labs Business Center for e-commerce programs New facility for natural and recreation resources Facilities for horticulture, viticulture, ag. business small business management; includes greenhouse Creation of point of presence for delivering distance learning across the district.  Conversion of historic fire station at the old city hall to a full business center and workforce training center. If construction is timely this would be the one-stop shop for Grants Pass. It would also house the SBDC and Small Business management programs.
Southwestern Oregon	Curry County Building	\$3,000,000	The College's Curry County "campus" is an outdated 5,700 square feet building in Brookings that operates under a conditional use permit and "borrows" parking from

College	Project	Cost	Comments
			<p>adjacent U.S. Forest Service property and a church to comply with city ordinances; the facility has only four parking spaces of its own. The building has only three classrooms and one computer lab.</p> <p>Curry County annexed to the College district in 1995. FTE has increased from 100 (under contract with the ESD previous to annexation) to 300. Unfortunately, this is still only one-third of the service level that the College has in the rest of its district; based on its population, Curry County citizens should be consuming about 900 FTE of higher education. Lack of adequate facilities is a significant barrier to access. The College needs a science laboratory, shop/multi-purpose space, three more classrooms, student services and administration space, bookstore, library and quiet study areas.</p> <p>The campus Master Facilities Plan calls for construction of a 17,000 square feet building to meet the initial needs in Curry County. The College has a commitment for the donation of seven acres of real property in an optimal location for construction of the facility.</p>
Tillamook Bay	New Classroom/Office Buildings (one each in North and South Tillamook County)	\$1,500,000	Tillamook Bay Community College provides courses and other services in both North and South Tillamook County using rented space. Local residents desire facilities that will continue current services and add a computer lab to facilitate distance education opportunities. Additionally, residents and local educational leaders have identified a need for significantly increased GED, ESL and Literacy training. TBCC offers this training in a customized and personal delivery mode facilitated by computer technology. \$750,000 is requested to build a classroom/office/computer lab facility in North Tillamook County and an additional \$750,000 to construct a like facility in South Tillamook County.
Treasure Valley	Armory Building Classroom Addition (est. at 2,000 sq. ft.)	\$200,000	<p>Treasure Valley Community College has been working with the Oregon National Guard for approximately six to seven years to jointly facilitate a new armory building on the TVCC campus. TVCC will have use of the entire facility for public service and vocational training of all types. We also plan to add two sixty (60) person classrooms to the facility which TVCC will own and have exclusive use of for all our general instructional classroom needs.</p> <p>The building, if rented, would also provide:</p> <ul style="list-style-type: none"> <li>• Two other large general classrooms,</li> <li>• Full service kitchen, and</li> <li>• General purpose gymnasium for classes, athletics, and student activities.</li> </ul>
Umpqua	Classroom Refurbishment - Equipment - Renovation	\$2,600,000	UCC has not been able to adequately provide for the refurbishment/equipment/renovation of its classrooms. Our facility was built and remains in the 1960's. Labs are not up to the standards of today, classrooms are aging, the student center is bursting at the seams, the gym complex needs help, and our bookstore is out of space. These are a few of the needs.

College	Project	Cost	Comments
			To be competitive we need to renovate in order to be attractive to our students.
<b>Total Cost:</b>			

College	Project	Cost	Comments
<b>Third Priority Projects</b>			
Blue Mountain	College Theater	\$2,700,000	The facility was constructed to meet the needs and demands in 1969 and does not meet current needs or building codes and provides some safety risks.
Chemeketa	Horticulture Center, Salem	\$1,400,000	This center would support the colleges agricultural program by providing classroom spaces, greenhouse and plant propagation facilities, and office for academic staff supporting this program
Clackamas	Professional/ Technical Building	\$7,000,000	<p>The plan to build the new Professional-Technical Building is designed to add capacity in training areas that relate directly to employment needs and high wage job opportunities. The new Professional-Technical Building, with approximately 41,000 square feet of conditioned space, will serve the following program areas wholly or in part: Apprenticeship Training – This program provides industry and code required classes for plumbing, inside electrical, sheet metal, laborers, painters, carpenters, tool and die and limited energy apprentices. Enrollment in these programs has increased 30% over the last three years. In 2000-2001, 7,284 people enrolled in these skill trainings.</p> <p>Welding – This program provides customized welding training designed to support the skills upgrade needs of local employers and in addition offers welding classes for students majoring in automotive technology and manufacturing processes programs. In 2000-01, approximately 1,456 students enrolled in welding related trainings.</p> <p>Automotive Technology – This program serves advanced high school students from county high schools, automotive technology degree and certificate seekers and employees subject to required industry upgrade training. The classes include collision repair, auto mechanics and numerous industry-certified trainings. In 2000-01, approximately 1,574 students enrolled in these programs.</p>
Clatsop	Clinical Simulation lab	\$451,301	Develop and equip nursing clinical simulation lab.
Columbia Gorge	Capital Maintenance Projects	\$5,200,000	To cover the Fire, Life Safety, Regulatory Mandatory and Building Integrity projects for The Dalles campus site and 11 campus buildings as determined by a comprehensive needs assessment.
Klamath	Phase 1 of Permanent	\$23,700,000	Construct 97,160 sq. feet of total planned campus

College	Project	Cost	Comments
Lane	Campus Information Commons	\$16,800,000	<p>According to the last accreditation report, Lane's library has several deficiencies: there isn't enough space relative to enrollment, the collection is inadequate, and the equipment and software needs to be upgraded and more staff are needed. The college's long-range facilities plan envisions an Instructional Commons that brings several resources together in one convenient place.</p> <p>The proposed Information Commons would be composed of at least three entities that would act in concert to assist students to meet their educational resource needs. The Information commons includes a library, the Academic Learning Skills Center including Tutoring and a Computer Technology Center.</p>
Linn Benton	Construction of a general classroom building to better serve health occupations and science/math programs.	\$3,200,000	This building would be located between the current Health Occupations facility and the Science/Technology facility. This building will include a new elevator for better student access to the South West corner of campus instructional facilities. Because of the need for high speed connectivity with industry partners throughout the college district, this project includes funds to support an appropriate technological link.
Mt. Hood	Workforce Development Center	\$19,300,000	Demolition of outmoded and inadequate facilities and construction and equipping of a 68,000 square foot Workforce Development Center to include a Child Development Center and allied health, skilled trades and computer-based learning classrooms, laboratories and related space.
Oregon Coast	New Equipment	\$2,000,000	New computer equipment and other professional/technical tools are needed to help diversify the Oregon coast's depressed economy. A review of past State investment in equipment at Oregon Coast Community College has not been made.
Portland C.C.	Cascade Strategic Development	\$27,500,000	<p>The Cascade Campus is intensely urban, and subject to a variety of development regulations not typically found elsewhere. Cascade serves north/northeast Portland, the City's most densely populated area.</p> <p>This plan will expand and renovate the campus library, which is currently co-located in the Student Center building. ADA upgrades to the renovated library will be made to ensure full accessibility. Student center functions will be relocated to a new building.</p> <p>This plan will acquire the 30% of the block immediately west of Albina Avenue not currently owned by PCC. It would develop, consistent with City standards and in partnership with the Cascade area Urban Renewal initiative (being developed by the Portland Development Commission), a mixed-use Student Center/Classroom Building to house classrooms and student center activities displaced by the library expansion. Structured parking will be included to the extent required by City re-development codes to</p>

College	Project	Cost	Comments
			<p>replace a portion of displaced surface parking.</p> <p>A mixed-use general purpose classroom building will be constructed in the south portion of the block (owned by PCC) occupied by PCC's Public Service Education building. Structured parking will be included to the extent required by City re-development codes to replace a portion of displaced surface parking.</p> <p>This plan will implement a transit gateway at the west end of this urban campus to facilitate student access by public transit (Interstate MAX and PCC shuttles) and to reduce single-occupancy vehicle trips and overall demand for capital investment needs.</p> <p>Surface parking eliminated by City development requirements would be replaced via property acquisition on the south edge of the campus.</p>
Southwestern Oregon	Public Safety Training Building	\$3,000,000	<p>The college offers programs in Fire Science, Criminal Justice, and Emergency Medical Technician. Enrollment in these programs is healthy and is expected to increase given the future job outlook for both professions. The college has no dedicated space for the EMT and Criminal Justice programs and facilities for the Fire Science program are extremely limited.</p> <p>The Master Facilities Plan includes construction of a comprehensive Public Safety Training Center that would incorporate facilities for training firefighting techniques for marine, aviation, residential, industrial and wildfires. It would include facilities for hazardous materials training in biological, chemical, radiological, explosive or inflammable materials. EMT training would include marine, aviation, industrial, earthquake/collapse, swift water, steep terrain, hazardous materials, and residential incidents. Criminal Justice components would include table-top exercises, SWAT training, firing range, and incident management.</p>
Tillamook Bay	Professional/ Technical Education Building	\$6,250,000	Construct a new professional technical education facility emphasizing natural resource based industry training. This facility is jointly constructed, financed and operated with the three county school districts and local businesses.
Treasure Valley	Completion of Hard Surface Paving on Campus	\$650,000	<p>The College has a real need to complete hard surface paving on campus complete with lighting. We still have several gravel parking lots and a gravel roadway on campus. Elimination of the dust and dirt would help with both maintenance and building cleanup around these parking lots and roadways. This has been in the College master plan for some time.</p> <p>The parking lots would include:</p> <ul style="list-style-type: none"> <li>• Gymnasium</li> <li>• Tennis courts and baseball fields</li> </ul>

College	Project	Cost	Comments
			<ul style="list-style-type: none"> <li>• Art building</li> <li>• Weese building road and parking lot</li> <li>• Maintenance building facility</li> </ul>
Umpqua	North & South County Classroom Buildings	\$1,600,000	<p>We want to provide increased accessibility to our student. These buildings are needed to extend college programs and services to the under served areas of Douglas County where transportation is a barrier for our residents who are seeking access to workforce training, post secondary education and support of High school CAM programs. These facilities are strongly supported by all of the district's economic development groups and school superintendents.</p> <p>To be competitive we need to be accessible to our residents.</p>
<b>Total Cost:</b>			



## Grants and Contracts<sup>i</sup>

### **RECOMMENDATION**

For information only – no action requested

### **BACKGROUND INFORMATION** ----- **President Orr**

#### **Lane Community College**

Authorization #		
NA	Purpose:	Provide financial aid for TBCC Early Childhood Education students.
	Status:	Funds received
	Term:	July 1, 2004 through June 30, 2005
	Amount:	\$837.00
	Funding:	Oregon Community Foundation on behalf of John and Betty Gray Early Childhood Fund
	Type:	Grant
	Comments:	TBCC joined 13 other Community College to apply for this grant. Lane Community College Foundation is serving as the fiscal agent.

<sup>i</sup>

#### **TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD**

By ORS 279.055, the TBCC Board of Education is designated as the local contract review board for the TBCC District.

Oregon Department of Justice Rules – Chapter 137 Division 30, 35, 40, and 45; Chapter 125 Divisions 20, 22, 25, and 65.

#### **Approved by Board of Education – August 2003 - Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2003-2004 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)



**Tillamook Bay Community College**

2510 First Street • Tillamook, Oregon 97141 • (503) 842-8222 • Fax: (503) 842-2214 • [www.TillamookBay.cc](http://www.TillamookBay.cc)

## Personnel

### **RECOMMENDATION**

For information only – no action requested

### **BACKGROUND INFORMATION** ----- **President Orr**

1. The following information reflects the current status of open positions.

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Business Office Specialists	4/12/04	On or about 4/26/04	Filling position created by resignations of Mary Lou Tierney and Verna Wilkinson	Kyra Williams, Chair Tom Atchison Holly Smith Kraus Michael Weissenfluh	Carolyn Erwert and Sheryl Vanselow



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## Announcements and General Information

### **RECOMMENDATION**

Information only—no action requested.

### **BACKGROUND INFORMATION** ----- **President Orr**

#### **Commencement Activities and Events**

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- The Mildred Davy Endowed Scholarship Luncheon will be held at noon on Friday, June 11, 2004 at the Tillamook United Methodist Church.
- The 22<sup>nd</sup> Annual TBCC Commencement Ceremony will also be held Friday, June 11, 2004 at 7:00 p.m. at the Tillamook Seventh-Day Adventist Church.
- A reception for the graduates will follow the commencement ceremony. The reception will be held at the TBCC First St. Campus, Room 8.

#### **New Web Site**

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The new TBCC Web Site is now available on the Internet at [www.TillamookBay.cc](http://www.TillamookBay.cc)

The graphic design of the site coordinates with our other publications and the structure will allow as much additional information to be added as our resources will allow. The Catalog found on the web site is designated as our official document allowing updates to occur as often as needed.

# **Confidential Document**

**Please refer *all* questions regarding this  
OCCA Board packet to Andrea Henderson.**

**OCCA staff will not be able to help with  
questions, as they have not seen the  
materials in this packet.**

**Thank You!**



Oregon Community College Association  
1201 Court St. NE, Suite 302  
Salem, OR 97301-4188  
Phone: (503) 399-9912 Fax: (503) 399-9286  
<http://www.occa17.com>

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**Agenda – Special Meeting  
OCCA Board Meeting  
Valley River Inn, Columbia Ballroom  
Eugene, Oregon  
May 8, 2004  
Time: 11:00 – 12:00 p.m.**

<b>Item</b>	<b>Enc.</b>	<b>Action</b>	<b>Presenter</b>
<b>A. Call to Order</b>			Bridgham
<b>B. Introductions</b>			Bridgham
<b>C. Agenda Changes</b>			Bridgham
<b>D. Business Action</b>			Bridgham
1. Legislative Agenda			
2. Budget Options			
<b>E. Wrap-Up</b>			
Upcoming Dates and Events			
-May 20, 2004		Presidents Council, Salem OCCA 113-114	
-May 20, 2004		OCCA Executive Committee, Salem OCCA	
-May 21, 2004		State Board Meeting, 8:30am ODE	
-May 21, 2004		Legislative Committee @ Chemeketa, Video Conf.	
		Available. 1:30pm	
-June 3-4, 2004		State Board of Higher Education, SOU	
-June 4, 2004		Oregon Student Assistance Commission, Salem	
-June 17, 2004		Presidents Council, Salem OCCA 113-114	
-June 18, 2004		State Board Meeting, 8:30am ODE	
<b>H. Adjournment</b>			



## Oregon Community College Association Board Meeting May 8, 2004

### **BACKGROUND**

The OCCA Board discussed the Legislative Funding Request at the April 16 board meeting. Each board member was tasked with taking the Legislative Funding Request to their local boards for further discussion and a decision on the funding framework, amount of funding, as well as the legislative approach that should be undertaken.

### **ACTION REQUESTED**

Approval of the 2005 Legislative framework and the approach to funding.

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Each board member has received a copy of the proposal for the Legislative Funding Request in the convention packet, which consists of documents explaining the issues OCCA will be facing in determining how much community colleges will ask for from the legislature in the 2005 legislative session.

As explained in the documents, community colleges have many factors to consider when they decide on a funding figure to request from the legislature. Local Boards along with the OCCA Board, OCCA Legislative Committee and Presidents Council have held discussions on the needs of community colleges, how to frame the funding debate, the political realities and the credibility for OCCA associated with the legislative agenda. In addition, these groups have also examined the amount of funding that should be requested as well as the various approaches, i.e. a single biennium or a multiple biennium approach.

As your lobbyist, I believe the amount OCCA asks the state for funding should be an increase that is between \$80-120 million above the current budget of approximately \$410 million. An ask of less than \$80 million is not aggressive enough. Any more than \$120 million and we run the risk of not being credible, which will hurt our chances of getting more money.

Please take some time to review the information and consider what will make the most sense as we put together an effective strategy for securing more funding for community colleges in the upcoming and future legislative sessions.

## **Budget Additions**

### **Oregon Community College Association**

This is the priority order established by the OCCA Executive Committee.

#### **1. Salary Adjustments**                      **\$16,000 - \$50,000**

##### **Benefit to Colleges**

This adjustment would allow the colleges and the organization to benefit from attracting and retaining high quality staff. The retention of professional staff is critical to the profile of OCCA and the results OCCA will produce for community colleges from session to session. A long-term, consistent staff provides the opportunity for OCCA to build strong relationships with legislators, develop a solid message and benefit from a staff that is intimately aware of the issues that impact community college and their history. This is especially important as the profile of community colleges continues to soar.

Salary comparisons show OCCA does not pay staff a market rate. The inability of OCCA to maintain market salary levels opens the organization to high levels of turnover, which in turn negatively impacts the ability for OCCA to strengthen relationships with policymakers, maintain a consistent message and build on the issues that impact community colleges.

##### **What the Salary Adjustment Would Provide to Colleges**

This allowance to the salaries would bring the staff back in line with local market values and allow OCCA to support its current staff and attract new, qualified staff in the future.

##### **Price**

*Cost depends upon percentage adopted by the board, ranging from 16,000 to 50,000. The impact for college can be found on the attached dues spreadsheet for each college portion. There is a spreadsheet for each percentage increase.*

##### **Recommendation**

**The Executive Committee Recommends the long-term goal is to have the association pay 90% of the lowest salary of the three comparable associations. The Committee further recommends that the Board identify the percentage it wishes to reach this year and adopt a dues increase which matches that percentage with the understanding that the percentage will increase in future years.**

#### **2. Statewide Positioning Campaign**                      **\$25,000**

##### **Benefit to Colleges**

This would allow OCCA to contract with a professional Public Relations/Marketing firm to create a statewide campaign to position community colleges. The profile of community colleges is soaring in Oregon and it is critical that community colleges take this momentum and build a solid case for new and continual state investment. Community colleges are highly valued within their local communities, yet Oregonians do not connect state funding levels to the quality of their local community colleges. A statewide positioning campaign would assist with branding community colleges as a critical service in the mind of voters and policymakers in both the short-term and long-term.

**What the Campaign Would Provide to Colleges**

The result would be a statewide message that would help brand community colleges and create a positive statewide public impression of what community colleges do for Oregon.

The process involves contracting with a firm and developing a campaign based on information derived from interviews, focus groups and other research. Then a strategic communications plan would be developed to identify key messages for various audiences such as legislators, the media and the public at large. The campaign would use specific tactics and vehicles, such as advertising, publications and print/television media to convey the key messages.

**Price**

*Assessment for colleges-total is divided evenly (approx) \$1500.00 assessed per college.*

**Recommendation**

**The Executive Committee Recommends that the board conceptually agrees to pursue a statewide positioning campaign, but delay the approval of funding until a detailed plan is developed and discussed with OCMPR and President's Council. Further, the executive committee may adopt the assessment upon receipt of a recommendation by the President's Council**

**3. Increase Publications                      \$5,000****Benefit to Colleges**

This would allow OCCA and the colleges to have more materials for use with community colleges and local boards. Local Boards and the community are essential audiences to the success of community colleges in Salem and in raising the importance of community colleges in the minds of state and regional policymakers. The ability for local board members and colleges to have materials that forward the community college message and explain the impact of critical issues on colleges is important to ensuring continued support. In addition, materials are essential in communicating the message, position and information of colleges with legislators.

**What Additional Publications Would Provide to Colleges**

Overall additional and enhanced OCCA Publications would strengthen the knowledge of "Salem activities" and the work of OCCA with local board members. A greater knowledge of the statewide picture will provide local boards with a better connection between their work and the work of community colleges and policymakers statewide. Specifically, the increase would allow development of focused position pieces as needed during the legislative session. It would also be utilized to enhance current publications such as the Pacesetter, Board Member Updates, Legislative Updates and the Campus Action Plan.

**Price**

*Assessment for colleges-total is divided evenly (approx) \$294 per college*

**Recommendation**

**The Executive Committee recommends that the board conceptually agree that publications are an integral need of the association, but that funding is delayed until specific publications are identified. Further, adoption of the funding may be delegated to President's Council**



#### **4. Federal Lobbyist     \$75,000**

##### **Benefit to Colleges**

Oregon community colleges would benefit from hiring a federal lobbyist based in Washington, DC who would pursue federal appropriations through earmarks for Oregon community colleges. The contracted lobbyist would work with the Oregon Congressional delegation, members of the House and Senate Appropriations Committees and federal agencies to advance Oregon community colleges' funding requests.

Options for assessing colleges for the cost include the following: 1) divide the cost evenly among all colleges, 2) divide first year cost evenly among all colleges and then assess each year based on the financial return to each college, 3) Only the colleges with federal interests would pay. The lobbyists would only work on the requests of those who contribute to the cost.

##### **Price**

*Assessment for colleges-total divided evenly \$4,411 per college.*

##### **Recommendation:**

**The Executive Committee recommends the board take no action on the item. Further, the executive committee asks that the Legislative Committee be tasked with researching the advantages and disadvantages of this proposal and provide a report at the October Board meeting,**

## Salary Comparison Information

This document identifies salaries in three comparable organizations which serve locally elected officials and are located in the same building as OCCA. The executive committee recommends that the goal should be that OCCA pay a minimum of 90% of the lowest salary from the comparable organizations.

	75%	80%	85%	90%	100%
Lobbyist	48,311	51,531	54,752	57,973	64,414
Lobbyist	48,311	51,531	54,752	57,973	64,414
Public Relations	40,193	42,872	45,552	48,231	53,590
Office Manager/Events	29,063	31,000	32,938	34,875	38,750
Executive Director	72,506	77,340	82,174	87,008	96,675
Total Additional Costs	16,684	11,250	11,058	11,058	31,784
Cumulative Cost	<b>16,684</b>	<b>27,934</b>	<b>38,993</b>	<b>50,051</b>	<b>81,835</b>

## Comparison Organizations

(Oregon School Boards Association, League of Oregon Cities, Association of Oregon Counties)

	Organization #1		Organization #2		Organization #3	
	Low	High	Low	High	Low	High
Lobbyist	72,000	94,000	66,360	85,200	64,414	82,217
Public Relations	65,000	85,904	61,152	78,708	53,590	68,395
Office Manager/Events	43,722	N/A	N/A	N/A	38,750	49,453
Executive Director	107,500	122,845	105,800	N/A	96,675	123,384

**Dues Increase with a  
Salary Adjustment at 75%**

College	2003-04 FTE	Share of Total	FTE Rate	Flat Rate	Dues with Salary Adjustment	2004-05 Dues	Actual Increase
Blue Mountain	2,399.90	2.50%	5,624	13,237	18,861	18,161	699
Central	3,971.70	4.14%	9,307	13,237	22,544	21,708	836
Chemeketa	11,471.17	11.95%	26,881	13,237	40,118	38,631	1,487
Clackamas	7,610.88	7.93%	17,835	13,237	31,072	29,920	1,152
Clatsop	1,574.77	1.64%	3,690	13,237	16,927	16,300	628
Columbia Gorge	874.40	0.91%	2,049	13,237	15,286	14,719	567
Klamath	1,398.43	1.46%	3,277	13,237	16,514	15,902	612
Lane	12,694.05	13.22%	29,747	13,237	42,984	41,390	1,593
Linn Benton	6,585.59	6.86%	15,432	13,237	28,669	27,606	1,063
Mt. Hood	9,476.40	9.87%	22,207	13,237	35,444	34,130	1,314
Oregon Coast	497.16	0.52%	1,165	13,237	14,402	13,868	534
Portland	23,913.80	24.90%	56,039	13,237	69,276	66,708	2,568
Rogue	4,976.75	5.18%	11,662	13,237	24,899	23,976	923
Southwestern	2,914.20	3.03%	6,829	13,237	20,066	19,322	744
Tillamook Bay	474.38	0.49%	1,112	13,237	14,348	13,817	532
Treasure Valley	1,724.74	1.80%	4,042	13,237	17,279	16,638	641
Umpqua	3,468.38	3.61%	8,128	13,237	21,365	20,573	792
Total	96,026.70	100.00%	225,026	225,026	450,052	433,368	16,684

# Dues Increase with Salary Adjustment at 80%

College	2003-04 FTE	Share of Total	FTE Rate	Flat Rate	Dues with Salary Adjustment	2004-05 Dues	Actual Increase
Blue Mountain	2,399.90	2.50%	5,764	13,568	19,332	18,161	1,171
Central	3,971.70	4.14%	9,540	13,568	23,108	21,708	1,399
Chemeketa	11,471.17	11.95%	27,553	13,568	41,121	38,631	2,490
Clackamas	7,610.88	7.93%	18,281	13,568	31,849	29,920	1,929
Clatsop	1,574.77	1.64%	3,783	13,568	17,350	16,300	1,051
Columbia Gorge	874.40	0.91%	2,100	13,568	15,668	14,719	949
Klamath	1,398.43	1.46%	3,359	13,568	16,927	15,902	1,025
Lane	12,694.05	13.22%	30,490	13,568	44,058	41,390	2,668
Linn Benton	6,585.59	6.86%	15,818	13,568	29,386	27,606	1,779
Mt. Hood	9,476.40	9.87%	22,762	13,568	36,330	34,130	2,200
Oregon Coast	497.16	0.52%	1,194	13,568	14,762	13,868	894
Portland	23,913.80	24.90%	57,440	13,568	71,007	66,708	4,300
Rogue	4,976.75	5.18%	11,954	13,568	25,522	23,976	1,545
Southwestern	2,914.20	3.03%	7,000	13,568	20,567	19,322	1,245
Tillamook Bay	474.38	0.49%	1,139	13,568	14,707	13,817	891
Treasure Valley	1,724.74	1.80%	4,143	13,568	17,710	16,638	1,072
Umpqua	3,468.38	3.61%	8,331	13,568	21,899	20,573	1,326
Total	96,026.70	100.00%	230,651	230,651	461,302	433,368	27,934

## Salary Adjustment at 85%

College	2003-04 FTE	Share of Total	FTE Rate	Flat Rate	Dues with Salary Adjustment	2004-05 Dues	Actual Increase
Blue Mountain	2,399.90	2.50%	5,903	13,893	19,796	18,161	1,634
Central	3,971.70	4.14%	9,769	13,893	23,661	21,708	1,953
Chemeketa	11,471.17	11.95%	28,214	13,893	42,107	38,631	3,476
Clackamas	7,610.88	7.93%	18,719	13,893	32,612	29,920	2,692
Clatsop	1,574.77	1.64%	3,873	13,893	17,766	16,300	1,467
Columbia Gorge	874.40	0.91%	2,151	13,893	16,044	14,719	1,324
Klamath	1,398.43	1.46%	3,439	13,893	17,332	15,902	1,431
Lane	12,694.05	13.22%	31,221	13,893	45,114	41,390	3,724
Linn Benton	6,585.59	6.86%	16,197	13,893	30,090	27,606	2,484
Mt. Hood	9,476.40	9.87%	23,307	13,893	37,200	34,130	3,071
Oregon Coast	497.16	0.52%	1,223	13,893	15,116	13,868	1,248
Portland	23,913.80	24.90%	58,817	13,893	72,710	66,708	6,002
Rogue	4,976.75	5.18%	12,240	13,893	26,133	23,976	2,157
Southwestern	2,914.20	3.03%	7,168	13,893	21,061	19,322	1,739
Tillamook Bay	474.38	0.49%	1,167	13,893	15,060	13,817	1,243
Treasure Valley	1,724.74	1.80%	4,242	13,893	18,135	16,638	1,497
Umpqua	3,468.38	3.61%	8,531	13,893	22,424	20,573	1,851
Total	96,026.70	100.00%	236,181	236,181	472,361	433,368	38,993

## Dues Increase with Salary Adjustment at 90%

College	2003-04 FTE	Share of Total	FTE Rate	Flat Rate	Dues with Salary Adjustment	2004-05 Dues	Actual Increase
Blue Mountain	2,399.90	2.50%	6,041	14,218	20,259	18,161	2,098
Central	3,971.70	4.14%	9,997	14,218	24,215	21,708	2,507
Chemeketa	11,471.17	11.95%	28,874	14,218	43,092	38,631	4,462
Clackamas	7,610.88	7.93%	19,157	14,218	33,376	29,920	3,456
Clatsop	1,574.77	1.64%	3,964	14,218	18,182	16,300	1,882
Columbia Gorge	874.40	0.91%	2,201	14,218	16,419	14,719	1,700
Klamath	1,398.43	1.46%	3,520	14,218	17,738	15,902	1,837
Lane	12,694.05	13.22%	31,952	14,218	46,170	41,390	4,780
Linn Benton	6,585.59	6.86%	16,577	14,218	30,795	27,606	3,188
Mt. Hood	9,476.40	9.87%	23,853	14,218	38,071	34,130	3,942
Oregon Coast	497.16	0.52%	1,251	14,218	15,470	13,868	1,602
Portland	23,913.80	24.90%	60,194	14,218	74,412	66,708	7,704
Rogue	4,976.75	5.18%	12,527	14,218	26,745	23,976	2,769
Southwestern	2,914.20	3.03%	7,335	14,218	21,554	19,322	2,232
Tillamook Bay	474.38	0.49%	1,194	14,218	15,412	13,817	1,596
Treasure Valley	1,724.74	1.80%	4,341	14,218	18,560	16,638	1,922
Umpqua	3,468.38	3.61%	8,730	14,218	22,948	20,573	2,376
Total	96,026.70	100.00%	241,710	241,710	483,419	433,368	50,051