



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 21, 2004, at 6:30 p.m., in Room Nine, First St. Campus, 2510 First St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, June 17, 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 16, 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

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Board of Education Meeting Agenda

Date:
June 21, 2004

TBCC First St. Campus – Room Nine
2510 First St., Tillamook, Oregon 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests ----- A. Introduce New Staff: Ron Ellison, Dean of Administrative Services and Cindy Rowe, Coordinator of Institutional Research	Chairman McGinnis
2.	Approval of the Agenda ----- (Action)	Chairman McGinnis
3.	Invitation of Public Comment ----- 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
4.	June 6, 2004 Board Meeting and Executive Session Minutes ----- (Action)	Chairman McGinnis
5.	Reports:	
6.	Old Business: A. 2003-2004 Budget Resolutions and Transfers ----- (Action) B. 2004-2005 Public Budget Hearing ----- C. Adoption of 2004-2005 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action)	Ms. Williams Chairman McGinnis President Orr
7.	New Business: A. 2003-2004 Organization, Finance, and Legal Designations ----- (Action)	President Orr
8.	Standing Business: A. Board of Education Policy ----- (Action) B. Grants and Contracts ----- (Action)	President Orr President Orr
9.	Announcements and General Information -----	President Orr
10.	Invitation of Public Comment -----	Chairman McGinnis
11.	Adjournment ----- (Action)	Chairman McGinnis



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Board of Education Meeting Minutes

June 7, 2004

North County Center, Nehalem, OR 97131

Call to Order: Chairman McGinnis called the meeting to order at 6:30 p.m.

Directors Present: James McGinnis, Craig Wakefield, Wayne Jensen, Steve Shaw, Ann Swain, Bob Weitman, Rose Wharton (by phone)

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

Guests Present: Vice President Guy Sievert and Dr. Brian Davis, Portland Community College and Mr. Ed Armstrong, Tillamook School District #9

Welcome of Guests:

Chairman McGinnis acknowledged and welcomed Vice President Guy Sievert and Dr. Brian Davis, both from Portland Community College and Mr. Ed Armstrong, Tillamook School District #9.

Approval of Agenda:

Director Jensen moved to approve the agenda, Director Weitman seconded. Passed Unanimously. (7/0)
Chairman McGinnis stated that there would be one alteration to the agenda in that the PCC guests would be added as Agenda Item 4.A.

Invitation of Public Comment:

North County Citizen's Advisory Committee member Mr. Mike Hovis and Ms. Sammie Olson the North County TBCC representative were welcomed. (North County Citizen's Advisory Committee member Ginger Rickard joined later) There were no comments.

Approval of Minutes:

Director Wakefield moved to approve the regular Board Meeting and Executive Session Minutes from May 1, 2004 as presented. Director Jensen seconded. Passed Unanimously. (7/0)

PCC Update:

PCC Vice President Guy Sievert thanked the board for the invitation to come to TBCC and commented that it had been an excellent year for TBCC with a lot being accomplished and attributed it to fine leadership. He reported that PCC was currently working on their self-study and thanked Dr. Gates and the others involved for their assistance. He felt confident that their accreditation would go smoothly. Dr. Davis echoed Dr. Sievert's commendation of Dr. Gates adding that the contracting college issue is unique and that they really appreciated her assistance.

Dr. Sievert reported that Dr. Preston Pulliams, the new president of PCC is excited with his new role and hopes to come to TBCC to meet President Orr and the TBCC Board.

President Orr noted that Dr. Davis is retiring and thanked him for his support and efforts as the PCC/TBCC liaison.



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Reports:Financial Position: (Agenda Item 5.A)

Ms. Williams stated there was nothing unusual to report. Chairman McGinnis commented that the report looked very good.

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

Directors Jensen, Swain and Wakefield offered positive comments about the OCCA Conference. Director Jensen added that the confidential document, made available to other board members this evening, was distributed the last day of the conference. General discussion about different conference sessions, legislature, and college unity followed.

Director Jensen suggested having the political candidates visit the board to allow opportunity to share views.

President Orr stated he had a packet of information from the conference and if anyone would like a copy of any or all of it to contact board secretary Sue Owens.

Guest Presentation – Natural Resource Education Initiative: (Agenda Item 5.C)

Mr. Armstrong, of Tillamook School District gave a brief personal background then explained the initiative. He cited a similar successful program in Canby. This program utilizes natural resources to provide, enhance and encourage education. Mr. Armstrong shared the possibility of some property being available for high school students to manage. He encouraged TBCC partnership and support of the initiative.

Old Business:2003-2004 Budget Resolutions and Transfers: (Item 6.A)

Ms. Williams presented Resolution #18 as included in the board packet. Director Swain moved to approve and authorize the Board Chair to sign 2003-2004 Budget Resolution #18. Director Weitman seconded. Passed Unanimously. (7/0)

Board Resolution – Insurance: (Item 6.B)

Ms. Williams explained this resolution provided for continuing workman's compensation insurance coverage for volunteers. Most of the volunteers at TBCC are work experience students. Director Jensen moved to approve and authorize the Board Chair to sign the Board Resolution continuing workman's compensation insurance coverage for volunteers. Director Swain seconded. Passed Unanimously. (7/0)

2003-2004 Tuition and Fee Schedule: (Item 6.C)

President Orr shared the tuition and fee schedule as presented in the board packet stating there had been no changes since last meeting and asked the board to adopt 2004-2005 Tuition and Fee Schedule as presented. Director Swain so moved. Director Shaw seconded. Passed Unanimously. (7/0)

New Business:Wildland Firefighting Training Advisory Committee Appointments: (Item 7.A)

President Orr gave a brief background on the Wildland Firefighting course noting it started with a



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recommendation from the North County Citizen's Advisory Committee. He then stated the Pacific Northwest Wildfire Coordination Group requires establishment of an Advisory Committee with representation from at least one local wildland fire management agency.

He shared the first class was scheduled for Summer Term but had to be canceled when the majority of potential students were called to fight a fire.

Director Wakefield moved to appoint Travis Medema as Chair and Kent Mortensen, Don Reynolds, and Lori Gates as members of the TBCC Wildland Firefighting Training Advisory Committee. Director Jensen seconded. Passed Unanimously. (7/0)

Budget Committee Reappointments: (Item 7.B)

President Orr reported it was time to reappoint budget committee members, as stated in the board packet. Director Swain moved to offer reappointment to members of the Budget Committee whose terms have expired and if necessary, approve advertising to fill vacancies. Director Shaw seconded. Passed Unanimously. (7/0)

Standing Business:

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

President Orr explained the need to delete article 501 with the adoption of 500 stating it would require a unanimous vote for approval. The remaining articles are scheduled for third reading and approval at the next meeting. Director Jensen move to approve deletion of Article 501, Grievance Procedures and adoption of Article 500, Student Rights and Responsibilities. Director Swain seconded. Passed Unanimously. (7/0)

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

Dr. Gates presented the information as included in the board packet. Director Shaw moved to approve the amended Mission, Vision and Goals as presented. Director Swain seconded. Passed Unanimously. (7/0)

Dr. Gates continued sharing that this process is taking more time and work than originally expected and the various vacant positions has slowed the process as well. She then reported that 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.

Facilities: (Agenda Item 8.C)

President Orr presented the information as included in the packet. General discussion. No action required.

Grants and Contracts: (Agenda Item 8.D)

President Orr presented the information as included in the packet. General discussion. No action required.

Personnel: (Agenda Item 8.E).

President Orr asked to move to Agenda Item 9 to allow guests and staff members to be excused for Executive Session.

Announcements and General Information:



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President Orr presented the information as included in the packet. Brief discussion.

Invitation for Public Comment:

Mr. Hovis and Ginger Rickard, both members of the North County Advisory Board commented that this was their first TBCC Board meeting and that it was educational. They praised President Orr stating they were pleased at the level of leadership that he and the board were bringing to the College.

Dr. Sievert commented that President Orr and Dr. Gates was approaching candidacy for independent accreditation with a good attitude and by employing the correct processes and that PCC would be in full support of TBCC application for candidacy and eventual accreditation.

Executive Session:

Director Wakefield moved to adjourn to Executive session pursuant to O.R.S. § 192.660(1)(c), to consider Agenda Item 8.E Director Jensen seconded. Passed Unanimously. (7/0)

Moved to executive session at 7:59 p.m. Director Wharton left the meeting at this time.

Regular meeting resumed at 8:12 p.m.

Director Jensen moved to approve the 2004-2005 Presidential Goals as presented. Director Weitman seconded. Passed Unanimously. (6/0)

Adjournment.

Director Weitman moved to adjourn the meeting. Passed Unanimously. (6/0) Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Ralph Orr
Clerk of the Board



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Board of Education Executive Session Minutes

June 7, 2004

TBCC North County Center – North County Recreation District Building
36155 Ninth St., Nehalem, Oregon 97131

Call to Order: Chairman McGinnis called the meeting to order at 7:59 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

Personnel

The Board reviewed and discussed the College President's 2004-2005 goals.

Return to Regular Session: 8:12 p.m.

Submitted by Ralph Orr, Board Clerk



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2003-2004 Budget Resolutions and Transfers

RECOMMENDATION

Approve and authorize the Board Chair to sign 2003-2004 Budget Resolution #19.

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.

Resolution	Details
#19	Budget transfer to fund additional student financial aid in the form of Work Study Program wages.



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RESOLUTION #19

Tillamook Bay Community College
Board of Education
June 21, 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
Contingency: Operating Contingency	Financial Aid: Work Study	\$3,000	Additional support for federal work study program

RESOLVED this 21st day of June, 2004, by the Board of Education, Tillamook Bay Community College.

Chairperson, Board of Education

Attest:

President, Clerk of Board

Public Budget Hearing

RECOMMENDATION

Receive public comment on the published 2004-2005 Budget.

BACKGROUND INFORMATION ----- Chairman McGinnis

The required publication of the 2004-2005 Budget in the Headlight Herald has occurred and this Public Hearing is an opportunity for the public to comment on the proposed budget.



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Adoption of 2004-2005 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2004-1 through 3 to adopt the 2004-2005 Budget, make appropriations and impose and categorize property taxes.

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

The following changes have been made to the budget since we received budget committee approval:

- General Fund
 - College Support decreased by \$5,000
 - Other Financing Uses increased by \$5,000
- ASTBCC Fund
 - Other Financing Sources increased by \$5,000
 - Student Services increased by \$5,000
- Found a rounding error in the General Fund, Student Services has been decreased by \$1.

These changes have been incorporated into the attached resolutions.



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**2004-2005 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2004-2005 in the sum of \$4,602,472 now on file at the District administrative offices in Tillamook, Oregon.

**2004-2005 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2004, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 827,553
Instructional Support	338,531
Student Services	268,620
College Support	846,095
Plant Operation & Maintenance	693,470
Financial Aid	84,732
Board Operating Contingency	350,000
Other Financing Uses	11,180
TOTAL GENERAL FUND	<u>\$3,420,181</u>

Special Fund

Instruction	\$ 186,001
Instructional Support	129,823
Student Services	7,062
College Support	6,894
Plant Operation & Maintenance	13,107
Short-term Loan Repayment	43,050
TOTAL SPECIAL FUND	<u>\$ 385,937</u>

Agency Fund

Student Services	\$ 10,000
College Support	675
TOTAL AGENCY FUND	<u>\$ 10,675</u>

Building Reserve Fund

Other Financing Uses	<u>\$ 120,000</u>
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Enterprise Fund

Instruction	\$ 101,592
Student Services	116,860
TOTAL ENTERPRISE FUND	<u>\$ 218,452</u>

TOTAL APPROPRIATIONS ALL FUNDS	<u>\$4,155,245</u>
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Amounts not appropriated:

<u>Building Reserve Fund</u> – Reserved for Future Expenditures	\$ 399,364
<u>Special Fund</u> – Ending Fund Balance	11,014
<u>Enterprise Fund</u> – Ending Fund Balance	36,849

**2004-2005 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.2636 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2004-2005 upon the assessed value of all taxable property within the District.

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

The above 2004-2005 Resolutions 1, 2, and 3 were approved and declared adopted this 21st day of June, 2004.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

President, Clerk of Board

2003-2004 Organization, Finance and Legal Designations

RECOMMENDATION

Resolve to approve amended 2003-2004 organization, finance and legal designations as listed below.

BACKGROUND INFORMATION----- President Orr

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Ralph Orr be designated Clerk; Ron Ellison be designated Deputy Clerk and Sue Owens be designated Board Secretary for the 2003-2004 fiscal year. (O.R.S. 332.515)

2. Authorize Investment of TBCC Funds

Move that the President/Clerk, Ralph Orr, or Dean of Administrative Services/Deputy Clerk, Ron Ellison, as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of the Tillamook Bay Community College during the 2003-2004 Fiscal Year. The Clerk or Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk or Deputy Clerk determine to be necessary or desirable..

3. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that President/Clerk, Ralph Orr, or Dean of Administrative Services/Deputy Clerk, Ron Ellison, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2003-2004 Fiscal Year. The President/Clerk or Dean of Administrative Services/Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk or Dean of Administrative Services/Deputy Clerk determines the delegation necessary or desirable.

4. Authorize Write-off of Accounts Receivables

Move that the President/Clerk, Ralph Orr, and Dean of Administrative Services/Deputy Clerk, Ron Ellison, be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$500.

5. Authorize Check Signatures.

Authorize President/Clerk, Ralph Orr, Dean of Administrative Services/Deputy Clerk, Ron Ellison or Dean of Instruction and Student Services, Lori Gates, be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures by two of the following three individuals: the President/Clerk, Ralph Orr, the Deputy Clerk, Ron Ellison, and/or Lori Gates, Dean of Instruction and Student Services, be authorized/required.



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6. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
Ron Ellison	\$2,500



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Board of Education Policyⁱ

RECOMMENDATION

Approve amended Policy Articles 310, 311, 407 and Appendix A-1, A-2, B-1, C-1, and C-3.

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

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

Policy	Status
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.
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.

ⁱTBCC 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.

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.



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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

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Article No.: 310

Approved: *Pending*

Reference: 310.2A, Appendix A1, Appendix A2

- 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.~~



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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

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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

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

Approved: *Pending*

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

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.~~

407.1 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 full-time and regular part-time faculty 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.

407.2 Pay increases for adjunct faculty

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

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 **adjunct faculty** 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 **adjunct faculty** 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 **adjunct faculty** 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 **adjunct faculty** 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 **adjunct faculty** contact hours at TBCC. The 2,500 contact hours must be completed by the end of Spring Term.

407.3 Pay increases for instructional assistants and tutors



Article No.: 407

Approved: *Pending*

Reference:

1. Instructional assistants and tutors initial salary placement is Tier 1 of the Instructional Assistants and Tutors Salary Schedule.

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

- A. Instructional assistants and tutors will move to Tier 2 the July 1 following completion of 500 instructional assisting or tutoring contact hours at TBCC. The 500 contact hours must be completed by the end of Spring Term.**
- B. Instructional assistants and tutors will move to Tier 3 the July 1 following completion of 1,000 instructional assisting or tutoring contact hours at TBCC. The 1,000 contact hours must be completed by the end of Spring Term.**
- C. Instructional assistants and tutors will move to Tier 4 the July 1 following completion of 1,500 instructional assisting or tutoring contact hours at TBCC. The 1,500 contact hours must be completed by the end of Spring Term.**
- D. Instructional assistants and tutors will move to Tier 5 the July 1 following completion of 2,000 instructional assisting or tutoring contact hours at TBCC. The 2,000 contact hours must be completed by the end of Spring Term.**
- E. Instructional assistants and tutors will move to Tier 6 the July 1 following completion of 2,500 instructional assisting or tutoring contact hours at TBCC. The 2,500 contact hours must be completed by the end of Spring Term.**

~~C. Advancement~~

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

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

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**



Article No.: 407

Approved: *Pending*

Reference:

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.



NON-FACULTY SALARY GRADES

Page 1/2

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

~~2003-2004 STAFF SALARY GRADES~~

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



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NON-FACULTY SALARY GRADES

Page 2/2

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

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

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

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

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

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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
STAFF SALARY SCHEDULE										
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	\$31,950.29	\$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



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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	\$23.45	\$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			



2003 - 2004 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

3/3

Reference:	1	2	3	4	5	6	7	8	9	10	11	12	13	Calculated Midpoint						
Step Grade	1	\$15,319	\$15,793	\$16,282	\$16,770	\$17,273	\$17,791	\$18,325	\$18,875	\$19,441	\$20,024	\$20,625	\$21,244	\$21,881	\$18,600					
2	\$16,085	\$16,583	\$17,096	\$17,609	\$18,137	\$18,681	\$19,241	\$19,819	\$20,413	\$21,026	\$21,656	\$22,306	\$22,975	\$19,530						
3	\$16,890	\$17,412	\$17,951	\$18,489	\$19,044	\$19,615	\$20,204	\$20,810	\$21,434	\$22,077	\$22,739	\$23,421	\$24,124	\$20,507						
4	\$17,734	\$18,283	\$18,848	\$19,414	\$19,996	\$20,596	\$21,214	\$21,850	\$22,506	\$23,181	\$23,876	\$24,593	\$25,330	\$21,532						
5	\$18,621	\$19,197	\$19,791	\$20,384	\$20,996	\$21,626	\$22,274	\$22,943	\$23,631	\$24,340	\$25,070	\$25,822	\$26,597	\$22,609						
6	\$19,552	\$20,157	\$20,780	\$21,403	\$22,046	\$22,707	\$23,388	\$24,090	\$24,812	\$25,557	\$26,324	\$27,113	\$27,927	\$23,739						
7	\$20,530	\$21,164	\$21,819	\$22,474	\$23,148	\$23,842	\$24,558	\$25,294	\$26,053	\$26,835	\$27,640	\$28,469	\$29,323	\$24,926						
8	\$21,556	\$22,223	\$22,910	\$23,597	\$24,305	\$25,034	\$25,785	\$26,559	\$27,356	\$28,176	\$29,022	\$29,892	\$30,789	\$26,173						
9	\$22,634	\$23,334	\$24,056	\$24,777	\$25,520	\$26,286	\$27,075	\$27,887	\$28,724	\$29,585	\$30,473	\$31,387	\$32,329	\$27,481						
10	\$23,766	\$24,501	\$25,258	\$26,016	\$26,797	\$27,600	\$28,428	\$29,281	\$30,160	\$31,065	\$31,996	\$32,956	\$33,945	\$28,855						
11	\$24,954	\$25,726	\$26,521	\$27,317	\$28,136	\$28,980	\$29,850	\$30,745	\$31,668	\$32,618	\$33,596	\$34,604	\$35,642	\$30,298						
12	\$26,201	\$27,012	\$27,847	\$28,683	\$29,543	\$30,429	\$31,342	\$32,283	\$33,251	\$34,249	\$35,276	\$36,334	\$37,424	\$31,813						
13	\$27,512	\$28,362	\$29,240	\$30,117	\$31,020	\$31,951	\$32,909	\$33,897	\$34,914	\$35,961	\$37,040	\$38,151	\$39,296	\$33,404						
14	\$28,887	\$29,781	\$30,702	\$31,623	\$32,571	\$33,548	\$34,555	\$35,592	\$36,659	\$37,759	\$38,892	\$40,059	\$41,260	\$35,074						
15	\$30,332	\$31,270	\$32,237	\$33,204	\$34,200	\$35,226	\$36,283	\$37,371	\$38,492	\$39,647	\$40,836	\$42,062	\$43,323	\$36,827						
16	\$31,848	\$32,833	\$33,849	\$34,864	\$35,910	\$36,987	\$38,097	\$39,240	\$40,417	\$41,629	\$42,878	\$44,165	\$45,490	\$38,669						
17	\$33,440	\$34,475	\$35,541	\$36,607	\$37,705	\$38,837	\$40,002	\$41,202	\$42,438	\$43,711	\$45,022	\$46,373	\$47,764	\$40,602						
18	\$35,113	\$36,198	\$37,318	\$38,438	\$39,591	\$40,778	\$42,002	\$43,262	\$44,560	\$45,896	\$47,273	\$48,692	\$50,152	\$42,632						
19	\$36,868	\$38,008	\$39,184	\$40,359	\$41,570	\$42,817	\$44,102	\$45,425	\$46,788	\$48,191	\$49,637	\$51,126	\$52,660	\$44,764						
20	\$38,712	\$39,909	\$41,143	\$42,377	\$43,649	\$44,958	\$46,307	\$47,696	\$49,127	\$50,601	\$52,119	\$53,682	\$55,293	\$47,002						
21	\$40,647	\$41,904	\$43,200	\$44,496	\$45,831	\$47,206	\$48,622	\$50,081	\$51,583	\$53,131	\$54,725	\$56,367	\$58,058	\$49,352						
22	\$42,679	\$43,999	\$45,360	\$46,721	\$48,123	\$49,566	\$51,053	\$52,585	\$54,163	\$55,787	\$57,461	\$59,185	\$60,960	\$51,820						
23	\$44,813	\$46,199	\$47,628	\$49,057	\$50,529	\$52,045	\$53,606	\$55,214	\$56,871	\$58,577	\$60,334	\$62,144	\$64,008	\$54,411						
24	\$47,054	\$48,509	\$50,010	\$51,510	\$53,055	\$54,647	\$56,286	\$57,975	\$59,714	\$61,506	\$63,351	\$65,251	\$67,209	\$57,131						
25	\$49,407	\$50,935	\$52,510	\$54,085	\$55,708	\$57,379	\$59,101	\$60,874	\$62,700	\$64,581	\$66,518	\$68,514	\$70,569	\$59,988						
26	\$51,877	\$53,482	\$55,136	\$56,790	\$58,493	\$60,248	\$62,056	\$63,917	\$65,835	\$67,810	\$69,844	\$71,940	\$74,098	\$62,987						
27	\$54,471	\$56,156	\$57,892	\$59,629	\$61,418	\$63,261	\$65,158	\$67,113	\$69,127	\$71,200	\$73,336	\$75,537	\$77,803	\$66,137						
28	\$57,195	\$58,963	\$60,787	\$62,611	\$64,489	\$66,424	\$68,416	\$70,469	\$72,583	\$74,760	\$77,003	\$79,313	\$81,693	\$69,444						
29	\$60,054	\$61,912	\$63,826	\$65,741	\$67,713	\$69,745	\$71,837	\$73,992	\$76,212	\$78,498	\$80,853	\$83,279	\$85,777	\$72,916						
30	\$63,057	\$65,007	\$67,018	\$69,028	\$71,099	\$73,232	\$75,429	\$77,692	\$80,023	\$82,423	\$84,896	\$87,443	\$90,066	\$76,562						
31	\$66,210	\$68,258	\$70,369	\$72,480	\$74,654	\$76,894	\$79,201	\$81,577	\$84,024	\$86,545	\$89,141	\$91,815	\$94,570	\$80,390						
32	\$69,520	\$71,670	\$73,887	\$76,104	\$78,387	\$80,738	\$83,161	\$85,655	\$88,225	\$90,872	\$93,598	\$96,406	\$99,298	\$84,409						
33	\$72,996	\$75,254	\$77,581	\$79,909	\$82,306	\$84,775	\$87,319	\$89,938	\$92,636	\$95,415	\$98,278	\$101,226	\$104,263	\$88,630						
34	\$76,646	\$79,017	\$81,461	\$83,904	\$86,421	\$89,014	\$91,685	\$94,435	\$97,268	\$100,186	\$103,192	\$106,287	\$109,476	\$93,061						
35	\$80,479	\$82,968	\$85,534	\$88,100	\$90,743	\$93,465	\$96,269	\$99,157	\$102,132	\$105,195	\$108,351	\$111,602	\$114,950	\$97,714						
*Market Level Schedule per PSPC Study, 2004-2006 implementation with 2004-2005 movement from 2003-2004 salary to 50% of increase to market and 2005-2006 targeted for remaining increase to market. Employees over market held constant.																				
INSURANCE BENEFIT AMOUNT																				
Full-time Employees - \$657.37 per month																				
Part-time Employees - FTE pro rate amount of \$657.37 per month																				
Full-time Employees - \$666.57 per month																				
Part-time Employees - FTE pro rate amount of \$666.57 per month																				



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)

Tillamook Bay Community College

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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

*Market level schedule per PSPC Study. 2004-2006 implementation with 2004-2005 movement from 2003-2004 salary to 50% of increase to market and 2005-2006 targeted for remaining increase to market. Employees over market held

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: Pending

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

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$336 \$345.07 per lecture credit	\$352.80 362.44	\$370.44 380.44	\$388.96 399.46	\$408.41 419.44	\$425.83 437.33
Transfer College Credit Courses Substitute Rate	\$ 28 28.76 per contact hour					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$250 256.75 per term					
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision.(3 contact hours = 1 lab pay credit)	\$693 711.71 per lab credit	\$727.65 747.30	\$764.03 766.17	\$802.23 823.89	\$842.34 865.08	\$884.46 908.34
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.(2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100, CAS216, MUS 131)	\$506 519.66 per lecture/lab credit	\$531.30 545.65	\$557.87 572.93	\$585.76 601.58	\$615.05 631.66	\$645.80 663.24
ABE/GED/ESL/ High School Credit Recovery Classes WR90, RD80, RD90, RD116 LAB	\$23 23.62 per hour	\$24.15 24.80	\$25.36 26.04	\$26.63 27.35	\$27.96 28.71	\$29.35 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) (Subject to adjustment to meet market conditions.)	\$20 20.54 per hour	\$21.00 21.57	\$22.05 22.66	\$23.15 23.78	\$24.31 24.97	\$25.53 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: *Pending*

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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Grants and Contractsⁱ

RECOMMENDATION

Approval of 2004-2006 Wilson School Campus Lease as attached.

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

Tillamook School District #9

Authorization #		
5	Purpose:	Renew lease of Wilson School Campus
	Status:	Lease drafted by legal counsel and agreed to by District #9
	Term:	July 1, 2004 through June 30, 2006
	Amount:	\$26,308.61/year – total cost of \$52,617.22
	Funding:	TBCC General Fund
	Type:	Lease
	Comments:	We have reduced the space we lease in Wilson School due to elimination of the EET Program and renewed availability of storage at the Bay City Building.

ⁱ **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

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Wilson School Lease
Tillamook School District No. 9
and
Tillamook Bay Community College
July 1, 2004 - June 30, 2006

This Lease is made and entered into by and between Tillamook School District No. 9, hereinafter referred to as Landlord, and Tillamook Bay Community College, hereinafter referred to as Tenant. This Lease is essentially a renewal of the current Lease that is in effect from July 1, 2002 - June 30, 2004.

1.0 Property Rented.

- 1.1 Specific Rooms. Landlord hereby leases to Tenant the rooms marked with and "X" on Exhibit A, attached hereto and by this reference incorporated herein, all as part of that certain building currently known as Wilson School, located at 2515 Third Street, Tillamook, Oregon, together with the fixtures, appurtenances, cabinets and attachments located in and associated with those rooms. Regarding the same, Tenant shall have exclusive possession, use and enjoyment of the same throughout the term of this Lease.
- 1.11 Entrance Grounds. Additionally, Tenant shall have exclusive possession, use and enjoyment of the areas indicated by the "X" on the West and South entrances of Wilson School on Exhibit A (the Entrance Grounds).
- 1.12 Concrete Slab. As well, Tenant shall have exclusive possession, use and enjoyment of the concrete slab area indicated by the "X" at the Southwest corner of Wilson School on Exhibit A (the Concrete Slab).
- 1.2 Total Area. The total area of the rented building space described in Section 1.1 above, the parties agree, is 6,851.2 square feet and represents 28.8 percent of the total square feet of the Wilson School building. These amounts shall be conclusively binding on the parties, for determination of the rental and utility payment calculations the parties use in this transaction.
- 1.3 Common Areas. Tenant shall have nonexclusive use and enjoyment of the sidewalk and concrete stairs portion of the main

north entrance, as well as the rooms, corridors and vestibules marked with a "Z" on Exhibit A, and the buildings parking areas, grounds, (save and except for the Entrance Grounds and the Concrete Slab described above), yards, play area, fields, sidewalks and the like that are associated with Wilson School, in common with Landlord and with other tenants of the building.

1.31 Auditorium and Stage. Regarding these particular areas, Tenant will be able to schedule the use of same, as needed, as long as Landlord has not previously scheduled the use of the area that Tenant desires to use. Regarding any scheduling conflicts, the parties agree to attempt to work out the same but, failing that, the party that first schedules the activity shall prevail.

1.32 Cafeteria and Kitchen. Tenant shall have no access to the Kitchen, and shall have access to the Cafeteria only for its Teen Parent program and only for such of its other clients as Tenant shall formally notify Landlord in writing at least thirty (30) days in advance of such usage.

1.33 The Eastern Gymnasium. Tenant's use of the eastern gymnasium shall be limited to weekday evenings (from 6:00 p.m. to 9:30 p.m.), and Landlord will not substantially interfere with Tenants use of the same. Tenant's use of the same shall only be for such uses as are stated in Section 4.0 of this Lease; one of the uses contemplated by the Tenant is for health and physical education purposes.

1.4 "Premises" Defined. The property described in Section 1.1 and 1.3 above shall hereinafter collectively be referred to as the Premises.

1.5 No Access. Tenant shall have no access, whether exclusive or nonexclusive, to any parts of the building that are not marked with an "X" or a "Z".

2.0 Term of the Lease.

The Premises is leased to the Tenant for a term of two (2) years, to commence on July 1, 2004 and to continue until June 30, 2006. Additionally, should Tenant desire to extend the Lease, Tenant shall notify Landlord within sixty (60) days of the end of the Lease term. Should Landlord not object in writing by the thirtieth day before the expiration of the Lease, the Lease shall continue under the same terms

and conditions. Should Landlord object, the parties, in good faith, shall attempt to negotiate a renewal of the Lease. Any terms of this Lease that are not specifically altered as a product of that negotiation shall be deemed to continue in full force and effect.

2.1 Financial Setback Exception. The term of this Lease shall be reduced to expire (without any option to renew capability existing thereafter) upon a date not later than sixty (60) days after notice is sent by Tenant to Landlord specifying that Tenant has experienced a Financial Setback, and specify a date of termination. A Financial Setback shall be defined as a reduction in its projected income of no less than 7.5 percent from the current fiscal year's college general fund budget. Should the term of this Lease expire due to a Financial Setback, the rent shall be prorated as of the date of termination.

2.2 School Use Exception. Should the Landlord conclude that the Landlord needs the Premises or any part thereof between July 1, 2004 and June 30, 2006, or, if the Lease is renegotiated, for any part of any subsequent fiscal year term, Landlord shall notify Tenant of that need no later than March 15 of the prior fiscal year. The parties will thereupon negotiate in good faith to attempt to achieve a mutually-acceptable accommodation, but, failing same, Tenant must vacate the Premises no later than June 30 of that prior fiscal year.

3.0 Rental Amount and Payment.

The annual rental amount is \$26,308.61 payable in equal monthly installments of not less than \$2,192.38 per month, with each payment due on or before the first day of each calendar month, for that month's rent. The payment shall be personally delivered to Landlord or mailed to Landlord at Landlord's address stated in Section 12.0 below. The rent payable under this Lease has been established to reflect the savings below market rent resulting from the exemption from property tax liability. Tenant must apply for property tax exemption when due, should the same be necessary to establish or document that exception. Tenant is responsible for any property tax liability if tax exemption is not granted.

4.0 Use of Premises.

Tenant shall use and occupy the Premises for any purpose related to its function as a public education provider. Landlord represents that the Premises may lawfully be used for such purpose. Tenant shall commit no act of waste and shall take good care of the Premises and shall, in the

use and occupancy of the Premises, conform to all laws, orders and regulations of the federal, state, and municipal governments and of any of their departments.

5.0 Maintenance, Utilities, Repairs and Alterations.

5.1 Maintenance. Tenant shall be responsible for the maintenance of and shall provide its own janitorial service for all of the Section 1.1 property, and shall provide its own paper supplies and soap for restrooms located in such property. Landlord shall be responsible for the maintenance of the Common Areas described in Section 1.3 above. Regarding both the Section 1.1 and the Section 1.3 property, the party responsible shall keep the same in at least generally the same condition as it was in at the start of this Lease.

5.2 Utilities. Landlord shall keep and maintain, at its own expense, any and all utilities (including but not limited to electrical, lighting, water, heating and cooling and sewer systems) to such a level that conforms to the applicable code and to such a level as will permit Tenant to fully and continuously engage in the activities relating to its use of the Premises.

5.21 Payment for Utility Usage. Landlord shall be responsible for the timely and full payment of any and all utility usage costs, save and except that Tenant shall promptly reimburse Landlord for 28.80 percent of any utility use bill that relates to Wilson School during the term of this Lease that is for water or sewer usage or for garbage disposal services, and for 50.00 percent of any electrical bill that relates to Wilson School during the term of this Lease.

5.3 Repairs. Landlord shall completely and timely make repairs to the Premises and to keep and maintain the same to the same or a better level of quality that it was in as of the date of the commencement of this Lease, all at the sole cost of Landlord. Should Tenant believe that Landlord is not timely undertaking a particular repair or repairs, Tenant may notify Landlord in writing, specifying the repair or repairs in questions and attaching a qualified third-party estimate of the cost of the repair or repairs. Should Landlord not object in writing to the repairs or the cost within 15 days of the date the notice is mailed to the Landlord, then Tenant may undertake the repair and deduct the cost of same (so long as the cost does not exceed the estimate by 10 percent)

from Tenant's monthly payment described under Section 3.0 above. Should Landlord object, the parties, shall, in good faith, attempt to negotiate a resolution of that matter. Provided always, however, that, should the repair be occasioned by the misuse or neglect of the Tenant, or Tenant's agents, students, visitors or licensors, then Tenant shall be solely responsible for the payment of same.

5.4 Alterations. Tenant shall only undertake such alterations or improvements to the Premises as achieve the prior written approval of Landlord. Landlord's prior written approval shall be presumed, should Tenant notify Landlord in writing of a proposed alteration or improvement, and should Landlord not object thereto within 15 days from the date of the mailing of the notice. Should Landlord object, the parties shall, in good faith, attempt to negotiate a mutually agreeable result.

5.5 ADA Accessible. It is the sole responsibility of the Landlord to make and maintain the Premises accessible as required and in compliance with the Americans with Disabilities Act and related regulations and successor legislation.

6.0 Insurance.

6.1 Fire Insurance. Landlord is free to purchase such fire insurance on the building as Landlord deems best, at Landlord's sole cost, and Tenant is free to purchase such fire insurance on the contents of the Premises as Tenant deems best, at Tenant's sole cost. After notice, Tenant shall not continue to do or suffer anything to be done on the Premises which will cause an increase in the rate of fire insurance on Wilson School.

6.2 Liability Insurance. Tenant agrees at all times to maintain public liability insurance with a minimum \$300,000.00 bodily injury liability, and to provide Landlord, upon request, proof of this insurance.

7.0 Assignment.

Tenant may not assign or transfer this Lease without the express written consent of the Landlord, nor may Tenant sublease any portion of the Premises to any party who engages in activities that are not compatible with the activities of other tenants of the building or of the Landlord in

the building, and Tenant, regarding any such sublease, must remain liable hereunder.

8.0 Substantial Damage to Wilson School; Eminent Domain.

8.1 Substantial Damage to Wilson School. If Wilson School is damaged by fire or any other cause to the extent that the cost of restoration will equal or exceed 40% of the replacement value of Wilson School, then Tenant may, no later than the seventh day following the damage, give Landlord a notice of election to terminate the Lease. In the event of such election, this Lease shall be deemed to terminate as of the date of the damage or destruction, and Tenant shall surrender the Premises within a reasonable time thereafter, and any pre-paid rent shall be refunded proportionally. If the loss is less than 40% or if Tenant determines that Tenant wishes to continue the Lease notwithstanding the damage, then Tenant's rent shall be prorated to match the proportion of the Premises that remains usable and undamaged.

8.2 Eminent Domain. If the Premises or any part of the Premises or any part of Wilson School materially affecting Tenant's use of the Premises be taken by eminent domain, the matter shall be handled in a manner similar to that described in Section 8.1 above.

9.0 Restoration at Termination of Lease.

Not later than the last day of the term, Tenant shall, at Tenant's sole expense, remove all of Tenant's personal property and those improvements made by Tenant which are not to become the property of the Landlord, including trade fixtures, cabinet work, movable paneling, partitions and the like; repair all damage done by or in connection with the installation or removal of the personal property and improvements; surrender the Premises in as good a condition as they were in at the beginning of the term, reasonable wear and damage by fire, the elements, casualty or other cause not due to the misuse or neglect by Tenant or Tenant's agents, servants, visitors, servants or licensees, excepted.

10.0 Default.

10.1 Occurrence of Default. Time is of the essence of this Agreement. Default by Tenant shall occur if Tenant fails to make any payment within 10 days of when it is due, or fails to otherwise perform any other provision of this Lease within 30 days after notice has been given by Landlord to Tenant specifying the nature of the default,

unless a longer time is required to cure the default, in which event Tenant must complete the performance with due diligence. Default by Landlord shall occur if Landlord fails to perform any provision of the Lease within 30 days after notice has been given Tenant to Landlord specifying the nature of the default, unless a longer time is required to cure the default, in which event Tenant must complete the performance with due diligence. In either a Tenant's or a Landlord's performance default, should the lack of performance risk the safety or structural integrity of Wilson School, (if Tenants defaults) or the lack of performance risk the full, intended use of the Premises (if Landlord defaults), the injured party may undertake such repairs or steps as will alleviate the problem, with the cost of same (for Landlord's default) deducted from Tenant's rent or (for Tenant's default) added to Tenant's rent.

10.2 Remedies. Should a party default, the other party shall have the right to immediately terminate the Lease, with any rental payments made prorated as of the date of termination. Additionally, the injured party shall have such other remedies as are provided at law or in equity.

11.0 Attorney's Fees.

Should suit be filed to enforce or interpret this Lease, the prevailing party shall be entitled to such attorney's fees and costs as the trial court, or, if an appeal is filed, the appellate court shall determine to be reasonable and proper.

12.0 Notice.

Any notice under this Lease shall be in writing and shall be effective when actually delivered in person or three days after being deposited in the U.S. mail, registered or certified, with postage prepaid and addressed to the party to whom the notice is provided, as follows:

Landlord: Tillamook School District No. 9.
6825 Officers' Row
Tillamook, OR 97141

Tenant: Tillamook Bay Community College
2510 First Street
Tillamook, OR 97141

or such other address as either party may designate by written notice to the other. Until written notice has been delivered by a party changing its

address, delivery of notice to the other party shall be deemed effective if mailed to the above address. For the purposes of this subsection, notice of a change of party address must be given seven (7) days prior to its effective date, and any notice delivered prior to such seven (7) days shall be deemed effective if delivered to the previously designated address.

13.0 Entire Agreement.

This document represents the entire agreement of the parties and there are no representations not stated herein, and this Lease may only be modified in writing executed by both parties hereto.

Landlord
Tillamook School District No. 9

Tenant
Tillamook Bay Community College

By: _____
Title: Randy Schild, Superintendent

By: _____
Title: Ralph Orr, President

Attest: _____
Title: _____

Attest: _____
Title: _____

STATE OF OREGON)
)ss.
County of Tillamook)

This instrument is acknowledged before me this _____ day of _____, 2004 by Randy Schild, as Superintendent of Tillamook School District No. 9.

NOTARY PUBLIC OF OREGON
My Commission expires: _____

STATE OF OREGON)
)ss.
County of Tillamook)

 This instrument is acknowledged before me this _____ day of _____,
2004 by Ralph Orr, as President of Tillamook Bay Community College.

NOTARY PUBLIC OF OREGON
My Commission expires: _____

EXHIBIT A
(Effective until 6/30/06)

217'-0" ←

"X" = Exclusive use area of Tillamook Bay Community College (Tenant)

"Z" = Nonexclusive use area of Tenant and Tillamook School District No. 9 (Landlord)

