



# 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 26 2006, at 6:30 p.m., in Room Seven, Wilson School Campus, 2515 Third St., Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday, June 22, 2006, 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, 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. 1159, 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 22, 2006

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
RON ELLISON – DEAN OF ADMINISTRATIVE SERVICES  
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 and KIX 96
5. TBCC WEB SITE
6. TBCC ADMINISTRATORS AND STAFF
7. TBCC FACULTY SENATE PRESIDENT
8. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
9. ESD ADMINISTRATOR
10. OCCA EXECUTIVE DIRECTOR
11. PUBLIC BUDGET COMMITTEE

**Tillamook Bay Community College**

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# Board of Education Meeting Agenda

**Date:**  
June 26, 2006

TBCC Wilson School Campus – Room Seven  
2515 Third St., Tillamook, Oregon 97141

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Special Board Meeting on 2005-2006 Supplemental Budget --</b>	Chairman Weitman
2.	<b>Approval of the Agenda ----- (Action)</b>	Chairman Weitman
3.	<b>New Business:</b>	
	A. Public Hearing on 2005-2006 Supplemental Budget Resolutions -----	Chairman Weitman
4.	<b>Adjournment ----- (Action)</b>	Chairman Weitman

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests -----</b>	Chairman Weitman
2.	<b>Approval of the Agenda ----- (Action)</b>	Chairman Weitman
3.	<b>Invitation of Public Comment -----</b>	Chairman Weitman
	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.	
4.	<b>Minutes:</b>	
	A. June 12, 2006 Board Meeting and Executive Session Minutes ----- (Action)	Chairman Weitman
5.	<b>Reports:</b>	
6.	<b>Old Business:</b>	
	A. 2005-2006 Budget Resolutions and Transfers ----- (Action)	Comptroller Williams
	B. 2006-2007 Public Budget Hearing -----	Chairman Weitman
	C. 2006-2007 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action)	Dean Ellison
	D. Update on Presidential Search -----	Jon Carnahan, OSBA
7.	<b>New Business:</b>	
	A. Delegation of Authority ----- (Action)	Dean Ellison
8.	<b>Standing Business:</b>	
	A. Personnel ----- (Action)	Dean Ellison
	B. Board of Education Policy ----- (Action)	Dean Ellison
9.	<b>Announcements and General Information -----</b>	Dean Ellison
10.	<b>Invitation of Public Comment -----</b>	Chairman Weitman
11.	<b>Board Member Discussion Items -----</b>	Chairman Weitman
12.	<b>Adjournment ----- (Action)</b>	Chairman Weitman



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# Board of Education Meeting Minutes

June 12, 2006

2510 First Street, Tillamook, OR 97141, Room Eight

**Directors Present:** Bob Weitman, Ruth Jensen (arrived late), James McGinnis, Steve Shaw, Ann Swain, and Craig Wakefield

**Directors Absent:** Rose Wharton

**Staff Present:** President Orr, Lori Gates, Ron Ellison, Kyra Williams, Sue Owens, Sheryl Neu

**Guests Present:** Steve and Sandy Wall, Gold Hill Associates; Pam Fisher, American Association of Community College Trustees; Betsy Miller-Jones and Jon Carnahan, Oregon School Boards Association; Joe Happ, Headlight-Herald

**Call to Order:**

Chair Weitman called the meeting to order at 6:40 p.m.

**Approval of Agenda:**

On approval of a motion by Director Shaw, it was resolved to approve the agenda as presented.

**Invitation of Public Comment:**

There was no public comment.

**Approval of Minutes:**

On approval of a motion by Director Swain, it was resolved that the Regular Meeting and Executive Session minutes of May 1, 2006, May 15, 2006, and May 30, 2006 be approved. Minutes attached and made a part of the official minutes.

**Reports:**

Oregon Community College Association: (Item 5.A) Director Swain stated that she'd attended President Orr's farewell party on June 7 where a list of his accomplishments while at TBCC was shared. She distributed a copy of this list.

She attended the May OCCA meeting and will hand out information at the next regular Board Meeting.

Financial Position: (Item 5.B) Report is attached and made a part of the official minutes.

**Old Business:**

Budget Adoption Meeting on June 26, 2006: (Item 6.A) Report is attached and made a part of the official minutes. On approval of a motion by Director McGinnis, it was resolved to meet June 26 at 6:30 p.m. to adopt the 2006-2007 Budget.

**New Business:**

Election of 2006-2007 Board Officers: (Item 7.A)

On approval of a nomination and motion by Director Swain, it was resolved that Director McGinnis be named Board Chair for 2006-2007.

On approval of a nomination and motion by Director Swain it was resolved that Director Wakefield be named Board Vice-Chair for 2006-2007.



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Selection of Search Firm to Assist in Appointment of a President: (Item 7.B)

Each firm gave overviews of their proposals.

A brief break was taken as the guests left the meeting. A discussion of options and needs followed.

On approval of a motion by Director Shaw it was resolved to defer this decision to the June 26 meeting.

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A) Report attached and made a part of the official minutes.

Courses and Curricula: (Item 8.B) Report attached and made a part of the official minutes.

Grants and Contracts: (Item 8.C) Report attached and made a part of the official minutes.

Board of Education Policy: (Agenda Item 8.D) Report attached and made a part of the official minutes.

On approval of a motion by Director Wakefield, it was resolved to approve Policy Article 107as presented.

Facilities: (Agenda Item 8.E). Report attached and made a part of the official minutes. On approval of a motion by Director Swain, it was resolved that the results of the May 16, 2006 Election, as shown in the abstract received from office of the Tillamook County Clerk, be certified, accepted, and made a matter of record in the official meeting minutes of the College Board of Education.

On approval of a motion by Director McGinnis, it was resolved to place a Facilities Bond Measure on the ballot in November 2006.

Personnel: (Agenda Item 8.F) Report attached and made a part of the official minutes.

Executive Session was moved to follow Agenda Item 11, Board Member Discussion Items.

**Announcements and General Information:**

Report attached and made a part of the official minutes.

President Orr noted the two student scholars, Bronzen Hahn and Justin Haynes, as included in the packet as Item 5.A.

**Invitation for Public Comment:**

Ms. Neu shared general community comments regarding the bond, stating that in general, the community was supportive but wanted more specific information regarding how the bond funds would be used for. Discussion followed.

**Board Member Discussion Items:**

There were no discussion items.

**Executive Session:**

On approval of a motion by Director McGinnis, it was resolved to move into Executive Session to consider Agenda Items 8.F at 8:50 p.m.

Open Meeting resumed at 10:07 p.m.

On approval of a motion by Director Shaw, it was resolved to offer Mr. Jon Carnahan the position of Interim President. It was discussed and decided that Chairman Weitman would offer the position and that the College personnel attorney would review the proposed contract.



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On approval of a motion by Director McGinnis, it was resolved retain the services of OSBA as the Presidential Search Firm.

**Adjournment:**

Upon approval of a motion by Director Shaw, it was resolved to adjourn at 10:19 p.m.

Respectfully submitted,

Ralph Orr, Clerk of the Board



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# Board of Education Executive Session Minutes

June 12, 2006

2510 First Street, Tillamook, OR 97141, Conference Room

- Call to Order:** Chair Weitman called the meeting to order at 8:52 p.m.
- Directors Present:** Bob Weitman, Ruth Jensen, James McGinnis, Steve Shaw, and Ann Swain, and Craig Wakefield
- Directors Absent:** Rose Wharton
- Staff Present:** President Ralph Orr

The Board interviewed Mr. Jon Carnahan for the position of Interim President.

Director Wakefield moved to adjourn to regular session. Director Jensen seconded. Passed unanimously. (6/0)

**Return to Regular Session:** 10:06 p.m.

Submitted by Ralph Orr, Board Clerk



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## Adopt Supplemental Budget Resolution to amend FY 2005-2006 Adopted Budget

### RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2005-8 to adopt a supplemental budget to amend the FY 2005-2006 Adopted Budget.

Approve and authorize the Board Chair to sign Budget Resolution 2005-9 to transfer appropriations within the General Fund and Enterprise Fund to amend the FY 2005-2006 Adopted Budget.

### BACKGROUND INFORMATION----- Comptroller Williams

#### **Budget Resolution 2005-8**

The following appropriation increases will be made to the 2005-2006 Adopted Budget upon receiving board approval:

- **General Fund**
  - Student Services increased by \$34,265 in personal services to pay benefits and \$4,500 in materials and services to pay for new office furnishings for the admissions office.
  - College Support increased by \$28,100 in personal services to pay benefits, \$10,791 in capital outlay to pay for additional Jenzabar implementation and training expenses.
- **Building Reserve Fund**
  - Transfers Out increased by \$77,656 due to increased Timber Tax receipts. This increase allows for transfer of 50% of revenue received during FY 2005-2006 and the balance of transfer of 75% of revenue received during FY 2004-2005.

#### **Budget Resolution 2005-9**

The following appropriation transfers will be made to the 2005-2006 Adopted Budget upon receiving board approval:

- **General Fund**
  - Instruction decreased by \$21,265 in personal services to support wages and benefits for the Admissions Director (50% of position was originally budgeted in Instruction).
  - Student Services increased by \$21,265 in personal services to pay wages and benefits for the Admissions Director
  - College Support increased by \$30,000 in personal services to pay for accrued leave liability.
  - Contingency decreased by \$30,000 to support administrative leave payoff.
- **Enterprise Fund**
  - Book Store*
    - Other Sources increased by \$30,000 due to increased book and supply sales.
    - Student Services increased by \$3,000 in personal services to pay wages and benefits and \$27,000 in materials and services to purchase additional books and supplies for resale.
  - Community Education*
    - Tuition decreased by \$30,000 due to lack of enrollment.
    - Instruction decreased by \$30,000 in personal services due to a reduced number of community education classes getting adequate enrollment.



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RESOLUTION #8

Tillamook Bay Community College  
Board of Education  
June 26, 2006

Supplemental Budget

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.480, provides for preparation of a supplemental budget for a condition or occurrence that was unknown at the time the budget was prepared, and;

WHEREAS, resources from timber taxes in the Building Reserve Fund are expected to exceed previous estimates, and;

WHEREAS, resources from Beginning Fund Balance in the Building Reserve Fund exceeded previous estimates, and;

WHEREAS, increases in the General Fund Student Services appropriation are necessary to pay additional benefits and purchase non-capital equipment, and;

WHEREAS, increases in General Fund College Support appropriation are necessary to pay additional benefits and pay additional capital software expenses related to Jenzabar implementation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this supplemental budget resolution increasing appropriations in the FY2005-2006 adopted budget as follows:

<b>GENERAL FUND</b>	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Resources</i>			
Transfers In	<u>238,821</u>	<u>77,656</u>	<u>316,477</u>
Resources Totals	<u>238,821</u>	<u>77,656</u>	<u>316,477</u>
<i>Requirements</i>			
Student Services	291,264	38,765	330,029
College Support	<u>1,012,079</u>	<u>38,891</u>	<u>1,050,970</u>
Requirements Totals	<u>1,303,343</u>	<u>77,656</u>	<u>1,380,999</u>
<b>BUILDING RESERVE FUND</b>	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Resources</i>			
Beginning Fund Balance	455,458	23,541	478,999
Local Sources	<u>270,000</u>	<u>120,000</u>	<u>390,000</u>
Resources Totals	<u>725,458</u>	<u>143,541</u>	<u>868,999</u>
<i>Requirements</i>			
Transfers Out	<u>195,000</u>	<u>77,656</u>	<u>272,656</u>
Requirements Totals	<u>195,000</u>	<u>77,656</u>	<u>272,656</u>



*Amounts not appropriated*

Reserved for Future Expenditures	543,458	65,885	609,343
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RESOLVED this 26th day of June, 2006, by the Board of Education, Tillamook Bay Community College.

Attest:

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

\_\_\_\_\_  
Clerk of Board

RESOLUTION #9

Tillamook Bay Community College  
Board of Education  
June 26, 2006

Budget Transfer Resolution

The President RECOMMENDS adoption of the following resolution:

WHEREAS, Oregon Local Budget Law, under ORS 294.450, provides for appropriation transfers within a fund, and;

WHEREAS, decreases in the Instruction appropriation in the General Fund are needed to support Student Services in the General Fund, and;

WHEREAS, increases in the Student Services appropriation in the General Fund are necessary to pay additional wages and benefits, and;

WHEREAS, increases in the College Support appropriation in the General Fund are necessary to pay additional wages and benefits, and;

WHEREAS, tuition resources in the Enterprise Fund are expected to be lower than previous estimates, and;

WHEREAS, resources from book and supply sales in the Enterprise Fund are expected to exceed previous estimates, and;

WHEREAS, the Instruction appropriation in the Enterprise Fund may be decreased in personal services and materials and services, and;

WHEREAS, increases in the Student Services appropriation in the Enterprise Fund are necessary to pay additional salaries and benefits and purchase books and supplies for resale.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of TBCC hereby adopts this budget transfer resolution in the FY2005-2006 adopted budget as follows:

<b>GENERAL FUND</b>	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Requirements</i>			
Instruction	796,712	(21,265)	775,447
Student Services	330,029	21,265	351,294
College Support	1,050,970	30,000	1,080,970
Board Operating Contingency	<u>638,342</u>	<u>(30,000)</u>	<u>608,342</u>
Requirements Totals	<u>2,816,053</u>	<u>0</u>	<u>2,816,053</u>

<b>ENTERPRISE FUND</b>	<u>Budget</u>	<u>Increase (Decrease)</u>	<u>Modified Budget</u>
<i>Resources</i>			
Tuition	93,372	(30,000)	63,372
Other Sources	<u>97,700</u>	<u>30,000</u>	<u>127,700</u>
Resources Totals	<u>191,072</u>	<u>0</u>	<u>191,072</u>
<i>Requirements</i>			
Instruction	100,975	(30,000)	70,975
Student Services	<u>95,164</u>	<u>30,000</u>	<u>125,164</u>
Requirements Totals	<u>196,139</u>	<u>0</u>	<u>196,139</u>

RESOLVED this 26th day of June, 2006, by the Board of Education, Tillamook Bay Community College.

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

Attest:

\_\_\_\_\_  
Clerk of Board

# Public Budget Hearing

**RECOMMENDATION**

Receive public comment on the published 2006-2007 Budget.

**BACKGROUND INFORMATION**----- Chairman Weitman

The required publication of the 2006-2007 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 2006-2007 Budget, Make Appropriations and Impose and Categorize Property Taxes

### RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2006-1 through 3 to adopt the 2006-2007 Budget, make appropriations, and impose and categorize property taxes.

### BACKGROUND INFORMATION

----- Dean Ellison

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

- General Fund
  - Beginning Fund Balance increased by \$55,763 for a projected increase in beginning fund balance.
  - Instruction increased by \$43,571.
  - Instructional Support increased by \$8,721.
  - Student Services increased by \$37,515.
  - College Support increased by \$44,482.
  - Plant Operation and Maintenance decreased by \$1,782.
  - Board Operating Contingency decreased by \$76,744 in order to balance the budget. With this decrease, the contingency is approximately 7.4% of budgeted requirements – this adjusted amount is deemed to be sufficient and reasonable in comparison to other community colleges.
- Special Fund
  - Special Fund resources increased by \$3,244 due to net increases in grant funding over those included in the approved budget.
  - Instruction increased by \$565.
  - Instructional Support increased by \$3,009.
  - Fund Transfers out decreased by \$330.
- Enterprise Fund
  - Instruction decreased by \$606.
  - Instructional Support increased by \$2,831
  - Student Services increased by \$3,143.
  - Fund Transfers out increased by \$186.
  - Ending Fund Balance decreased by \$5,554.

Unless otherwise noted, the changes summarized above were made to assure adequate funding for employee benefits. These changes have been incorporated into the attached resolutions.



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**2006-2007 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 2006-2007 in the sum of \$3,760,355 now on file at the District administrative offices in Tillamook, Oregon.

**2006-2007 RESOLUTION 2  
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2006, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 811,091
Instructional Support	242,823
Student Services	430,603
College Support	953,502
Plant Operation & Maintenance	174,492
Financial Aid	95,000
Fund Transfers Out	104,000
Board Operating Contingency	<u>223,256</u>
TOTAL GENERAL FUND	<u>\$3,034,767</u>

Special Fund

Instruction	\$ 170,689
Instructional Support	102,857
Student Services	3,300
Plant Operation & Maintenance	3,300
Short-term Loan Repayment	139,042
Fund Transfers Out	<u>7,365</u>
TOTAL SPECIAL FUND	<u>\$ 426,553</u>

Agency Fund

Student Services	<u>\$ 14,250</u>
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Debt Service Fund

Debt Service	<u>\$ 105,824</u>
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Enterprise Fund

Instruction	\$ 35,182
Instructional Support	2,831
Student Services	119,442
Short-term Loan Repayment	15,000
Fund Transfers Out	1,506
Board Operating Contingency	<u>5,000</u>
TOTAL ENTERPRISE FUND	<u>\$ 178,961</u>

TOTAL APPROPRIATIONS ALL FUNDS \$3,760,355

**Amounts not appropriated:**

<u>Building Reserve Fund</u> – Reserved for Future Expenditures	\$ 557,458
<u>Special Fund</u> – Ending Fund Balance	8,600
<u>Agency Fund</u> – Ending Fund Balance	1,450
<u>Enterprise Fund</u> – Ending Fund Balance	9,527
<u>Debt Service Fund</u> – Ending Fund Balance	276

**2006-2007 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 2006-2007 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 2006-2007 Resolutions 1, 2, and 3 were approved and declared adopted this 12<sup>th</sup> day of June, 2006.

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Chairperson, Board of Education  
Tillamook Bay Community College

Attest:

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Clerk of Board

## Update on Presidential Search

### RECOMMENDATION

Update on the process of filling the position of College President.

### BACKGROUND INFORMATION----- Jon Carnahan, OSBA

The Board, at their June 12, 2006 meeting, resolved to retain the services of OSBA as the Presidential Search Firm. OSBA will be represented by Jon Carnahan.



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## Delegation of Authority

### RECOMMENDATION

- 1) Approve and authorize the Deputy Clerk of the Board to serve in the capacity of Board Clerk until such time as a new Clerk is designated by Board action.
- 2) Approve and authorize the Dean of Administrative Services to sign FY2006-2007 Faculty and Staff employment contract renewals for distribution to employees prior to July 1, 2006.
- 3) Approve and authorize the Dean of Administrative Services to sign any routine contracts or agreements requiring timely execution or acceptance prior to the July 1, 2006 contract start of Interim President Carnahan.

### BACKGROUND INFORMATION----- Dean Ellison

- 1) Several resolutions presented the Board this evening require an attesting signature in addition to the signature of the Board Chair. Since the previously designated Clerk, outgoing President Ralph Orr, is away on professional development leave and the incoming Interim President will not be under contract until July 1, 2006 it is recommended that the Deputy Clerk of the Board, Dean Ron Ellison, be authorized to serve as Board Clerk until a new Clerk can be designated.
- 2) FY2006-2007 employee contract renewals have been prepared based on salary levels included in the proposed and approved 2006-2007 budget document. No changes were made to employee pay in the revised budget scheduled to be adopted in this meeting. The College's legal counsel opined that contract renewals should be signed and distributed prior to July 1.
- 3) Several recurring and/or routine contracts or agreements for goods or services may be received by the College and require acceptance prior to July 1.



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## Personnel

### RECOMMENDATION

Approve contract made with Jon Carnahan to serve as Interim President.

### BACKGROUND INFORMATION----- Dean Ellison

1. Jon Carnahan was interviewed for the position of Interim President in an executive session of the Board on June 12, 2006. As directed by the Board, Chairman Weitman continued discussions with Mr. Carnahan and extended a contract offer that was accepted on June 13, 2006. The contract term is for 6 months from July 1, 2006 through December 31, 2006.



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

## RECOMMENDATION

Unanimous approval of Appendix A-1, A-2, B-1, C-1, and C-3 as presented.

## BACKGROUND INFORMATION

Dean Ellison

In the attached Articles, text proposed for deletion is struck through and new text is boldfaced.

Policy	Status
Appendix A-1, Staff Salary Grades	Presented for second and final reading. Completes implementation of compensation study recommendations and increases salaries by Portland CPI of 2.8%.
Appendix A-2, Executive, Management, Support Staff Salary Schedule	Presented for second and final reading. Completes implementation of compensation study recommendations and increases salaries by Portland CPI of 2.8%.
Appendix B-1, Summary of Employee Benefits	Presented for second and final reading. Increases tuition benefit for selected classifications of employees.
Appendix C-1, Regular Full-Time and Regular Part-Time 180 Day Faculty Salary Schedules	Presented for second and final reading. Completes implementation of compensation study recommendations and increases salaries by Portland CPI of 2.8%.
Appendix C-3, Non-Regular Faculty Salary Schedule	Presented for second and final reading. Amended to increase salaries by Portland CPI of 2.8%.

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

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

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

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

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



**Tillamook Bay Community College**

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

**NON-FACULTY SALARY GRADES**

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

**2005-2006 2006 – 2007 Executive and Management Staff Salary Grades (Exempt)**

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

**2005-2006 2006 – 2007 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
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	<del>Teen Parent Program Assistant</del>
<b>6</b>	<b>Library Assistant</b>
6	Math Lab Assistant
3	Maintenance/Security Specialist



2005 - 2006 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: June 27, 2005

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE  
2005-2006 Executive, Management, Support Staff Salary Schedule\*

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13 Midpoint	Calculated
1	\$45,733	\$46,220	\$46,721	\$47,223	\$47,740	\$48,272	\$48,820	\$49,385	\$49,966	\$20,565	\$21,182	\$21,818	\$22,472	\$49,403
2	\$46,520	\$47,031	\$47,557	\$48,084	\$48,627	\$49,185	\$49,761	\$20,354	\$20,964	\$21,593	\$22,241	\$22,908	\$23,596	\$20,058
3	\$47,346	\$47,882	\$48,435	\$48,988	\$49,558	\$20,145	\$20,749	\$21,372	\$22,013	\$22,673	\$23,353	\$24,054	\$24,775	\$21,061
4	\$48,213	\$48,776	\$49,357	\$49,938	\$20,536	\$21,152	\$21,787	\$22,440	\$23,113	\$23,807	\$24,521	\$25,257	\$26,014	\$22,114
5	\$49,124	\$49,715	\$20,325	\$20,935	\$21,563	\$22,210	\$22,876	\$23,562	\$24,269	\$24,997	\$25,747	\$26,519	\$27,315	\$23,219
6	\$20,080	\$20,701	\$21,341	\$21,981	\$22,641	\$23,320	\$24,020	\$24,740	\$25,482	\$26,247	\$27,034	\$27,845	\$28,681	\$24,380
7	\$21,084	\$21,736	\$22,408	\$23,080	\$23,773	\$24,486	\$25,221	\$25,977	\$26,757	\$27,559	\$28,386	\$29,238	\$30,115	\$25,599
8	\$22,138	\$22,823	\$23,529	\$24,234	\$24,961	\$25,710	\$26,482	\$27,276	\$28,094	\$28,937	\$29,805	\$30,699	\$31,620	\$26,879
9	\$23,245	\$23,964	\$24,705	\$25,446	\$26,210	\$26,996	\$27,806	\$28,640	\$29,499	\$30,384	\$31,296	\$32,234	\$33,201	\$28,223
10	\$24,407	\$25,162	\$25,940	\$26,748	\$27,520	\$28,346	\$29,196	\$30,072	\$30,974	\$31,903	\$32,860	\$33,846	\$34,862	\$29,634
11	\$25,628	\$26,420	\$27,237	\$28,054	\$28,896	\$29,763	\$30,656	\$31,575	\$32,523	\$33,498	\$34,503	\$35,538	\$36,605	\$31,146
12	\$26,909	\$27,741	\$28,599	\$29,457	\$30,341	\$31,251	\$32,189	\$33,154	\$34,149	\$35,173	\$36,229	\$37,315	\$38,435	\$32,672
13	\$28,254	\$29,128	\$30,029	\$30,930	\$31,858	\$32,814	\$33,798	\$34,812	\$35,856	\$36,932	\$38,040	\$39,181	\$40,357	\$34,305
14	\$29,667	\$30,585	\$31,531	\$32,476	\$33,451	\$34,454	\$35,488	\$36,553	\$37,649	\$38,779	\$39,942	\$41,140	\$42,374	\$36,021
15	\$31,150	\$32,114	\$33,107	\$34,100	\$35,123	\$36,177	\$37,262	\$38,380	\$39,532	\$40,718	\$41,939	\$43,197	\$44,493	\$37,822
16	\$32,708	\$33,720	\$34,762	\$35,805	\$36,879	\$37,986	\$39,125	\$40,299	\$41,508	\$42,753	\$44,036	\$45,357	\$46,718	\$39,713
17	\$34,343	\$35,406	\$36,501	\$37,596	\$38,723	\$39,885	\$41,082	\$42,314	\$43,584	\$44,891	\$46,238	\$47,625	\$49,054	\$41,699
18	\$36,064	\$37,176	\$38,326	\$39,475	\$40,660	\$41,879	\$43,136	\$44,430	\$45,763	\$47,136	\$48,550	\$50,006	\$51,506	\$43,783
19	\$37,864	\$39,035	\$40,242	\$41,449	\$42,693	\$43,973	\$45,293	\$46,651	\$48,051	\$49,492	\$50,977	\$52,507	\$54,082	\$45,973
20	\$39,757	\$40,986	\$42,254	\$43,522	\$44,827	\$46,172	\$47,557	\$48,984	\$50,453	\$51,967	\$53,526	\$55,132	\$56,786	\$48,271
21	\$41,745	\$43,036	\$44,367	\$45,698	\$47,069	\$48,481	\$49,935	\$51,433	\$52,976	\$54,565	\$56,202	\$57,888	\$59,625	\$50,685
22	\$43,832	\$45,187	\$46,585	\$47,983	\$49,422	\$50,905	\$52,432	\$54,005	\$55,625	\$57,294	\$59,012	\$60,783	\$62,606	\$53,219
23	\$46,023	\$47,447	\$48,914	\$50,382	\$51,893	\$53,450	\$55,053	\$56,705	\$58,406	\$60,158	\$61,963	\$63,822	\$65,737	\$55,880
24	\$48,325	\$49,819	\$51,360	\$52,901	\$54,488	\$56,122	\$57,806	\$59,540	\$61,326	\$63,166	\$65,061	\$67,013	\$69,023	\$58,674
25	\$50,741	\$52,310	\$53,928	\$55,546	\$57,212	\$58,929	\$60,696	\$62,517	\$64,393	\$66,325	\$68,314	\$70,364	\$72,475	\$61,608
26	\$53,278	\$54,926	\$56,624	\$58,323	\$60,073	\$61,875	\$63,731	\$65,643	\$67,612	\$69,641	\$71,730	\$73,882	\$76,098	\$64,688
27	\$55,942	\$57,672	\$59,456	\$61,239	\$63,076	\$64,969	\$66,918	\$68,925	\$70,993	\$73,123	\$75,317	\$77,576	\$79,903	\$67,923
28	\$58,739	\$60,555	\$62,428	\$64,301	\$66,230	\$68,217	\$70,264	\$72,372	\$74,543	\$76,779	\$79,082	\$81,455	\$83,898	\$71,319
29	\$61,676	\$63,583	\$65,550	\$67,516	\$69,542	\$71,628	\$73,777	\$75,990	\$78,270	\$80,618	\$83,036	\$85,528	\$88,093	\$74,885
30	\$64,760	\$66,762	\$68,827	\$70,892	\$73,019	\$75,209	\$77,466	\$79,790	\$82,183	\$84,649	\$87,188	\$89,804	\$92,498	\$78,629
31	\$67,998	\$70,101	\$72,269	\$74,437	\$76,670	\$78,970	\$81,339	\$83,779	\$86,292	\$88,881	\$91,548	\$94,294	\$97,123	\$82,560
32	\$71,397	\$73,606	\$75,882	\$78,159	\$80,503	\$82,918	\$85,406	\$87,968	\$90,607	\$93,325	\$96,125	\$99,009	\$101,979	\$86,688
33	\$74,967	\$77,286	\$79,676	\$82,066	\$84,528	\$87,064	\$89,676	\$92,366	\$95,137	\$97,992	\$100,931	\$103,959	\$107,078	\$91,023
34	\$78,716	\$81,150	\$83,660	\$86,170	\$88,755	\$91,417	\$94,160	\$96,985	\$99,894	\$102,891	\$105,978	\$109,157	\$112,432	\$95,574
35	\$82,654	\$85,208	\$87,843	\$90,478	\$93,193	\$95,988	\$98,868	\$101,834	\$104,889	\$108,036	\$111,277	\$114,615	\$118,054	\$100,353

\*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	684.57	per month
Part-time	FTE pro rate amount of	684.57 per month



TILLAMOOK BAY COMMUNITY COLLEGE  
2006-2007 Executive, Management, Support Staff Salary Schedule\*

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13 Calculated Midpoint	14
1	\$16,174	\$16,674	\$17,190	\$17,705	\$18,236	\$18,783	\$19,347	\$19,927	\$20,525	\$21,141	\$21,775	\$22,428	\$23,101	\$19,637
2	\$16,982	\$17,508	\$18,049	\$18,590	\$19,148	\$19,723	\$20,314	\$20,924	\$21,551	\$22,198	\$22,864	\$23,550	\$24,256	\$20,619
3	\$17,831	\$18,383	\$18,951	\$19,520	\$20,106	\$20,709	\$21,330	\$21,970	\$22,629	\$23,308	\$24,007	\$24,727	\$25,469	\$21,650
4	\$18,723	\$19,302	\$19,899	\$20,496	\$21,111	\$21,744	\$22,397	\$23,068	\$23,760	\$24,473	\$25,207	\$25,964	\$26,743	\$22,733
5	\$19,659	\$20,267	\$20,894	\$21,521	\$22,166	\$22,831	\$23,516	\$24,222	\$24,948	\$25,697	\$26,468	\$27,262	\$28,080	\$23,869
6	\$20,642	\$21,281	\$21,939	\$22,597	\$23,275	\$23,973	\$24,692	\$25,433	\$26,196	\$26,982	\$27,791	\$28,625	\$29,484	\$25,063
7	\$21,674	\$22,345	\$23,036	\$23,727	\$24,438	\$25,172	\$25,927	\$26,705	\$27,506	\$28,331	\$29,181	\$30,056	\$30,958	\$26,316
8	\$22,758	\$23,462	\$24,187	\$24,913	\$25,660	\$26,430	\$27,223	\$28,040	\$28,881	\$29,747	\$30,640	\$31,559	\$32,506	\$27,632
9	\$23,896	\$24,635	\$25,397	\$26,159	\$26,943	\$27,752	\$28,584	\$29,442	\$30,325	\$31,235	\$32,172	\$33,137	\$34,131	\$29,013
10	\$25,091	\$25,867	\$26,667	\$27,467	\$28,291	\$29,139	\$30,013	\$30,914	\$31,841	\$32,797	\$33,780	\$34,794	\$35,838	\$30,464
11	\$26,345	\$27,160	\$28,000	\$28,840	\$29,705	\$30,596	\$31,514	\$32,460	\$33,433	\$34,436	\$35,469	\$36,534	\$37,630	\$31,987
12	\$27,662	\$28,518	\$29,400	\$30,282	\$31,190	\$32,126	\$33,090	\$34,083	\$35,105	\$36,158	\$37,243	\$38,360	\$39,511	\$33,587
13	\$29,046	\$29,944	\$30,870	\$31,796	\$32,750	\$33,732	\$34,744	\$35,787	\$36,860	\$37,966	\$39,105	\$40,278	\$41,487	\$35,266
14	\$30,498	\$31,441	\$32,413	\$33,386	\$34,387	\$35,419	\$36,482	\$37,576	\$38,703	\$39,864	\$41,060	\$42,292	\$43,561	\$37,029
15	\$32,023	\$33,013	\$34,034	\$35,055	\$36,107	\$37,190	\$38,306	\$39,455	\$40,638	\$41,858	\$43,113	\$44,407	\$45,739	\$38,881
16	\$33,624	\$34,664	\$35,736	\$36,808	\$37,912	\$39,049	\$40,221	\$41,428	\$42,670	\$43,951	\$45,269	\$46,627	\$48,026	\$40,825
17	\$35,305	\$36,397	\$37,523	\$38,648	\$39,808	\$41,002	\$42,232	\$43,499	\$44,804	\$46,148	\$47,532	\$48,958	\$50,427	\$42,866
18	\$37,070	\$38,217	\$39,399	\$40,581	\$41,798	\$43,052	\$44,344	\$45,674	\$47,044	\$48,455	\$49,909	\$51,406	\$52,949	\$45,009
19	\$38,924	\$40,128	\$41,369	\$42,610	\$43,888	\$45,205	\$46,561	\$47,958	\$49,396	\$50,878	\$52,405	\$53,977	\$55,596	\$47,260
20	\$40,870	\$42,134	\$43,437	\$44,740	\$46,082	\$47,465	\$48,889	\$50,355	\$51,866	\$53,422	\$55,025	\$56,676	\$58,376	\$49,623
21	\$42,913	\$44,241	\$45,609	\$46,977	\$48,387	\$49,838	\$51,333	\$52,873	\$54,459	\$56,093	\$57,776	\$59,509	\$61,295	\$52,104
22	\$45,059	\$46,453	\$47,889	\$49,326	\$50,806	\$52,330	\$53,900	\$55,517	\$57,182	\$58,898	\$60,665	\$62,485	\$64,359	\$54,709
23	\$47,312	\$48,775	\$50,284	\$51,792	\$53,346	\$54,947	\$56,595	\$58,293	\$60,042	\$61,843	\$63,698	\$65,609	\$67,577	\$57,445
24	\$49,678	\$51,214	\$52,798	\$54,382	\$56,013	\$57,694	\$59,425	\$61,207	\$63,044	\$64,935	\$66,883	\$68,889	\$70,956	\$60,317
25	\$52,162	\$53,775	\$55,438	\$57,101	\$58,814	\$60,579	\$62,396	\$64,268	\$66,196	\$68,182	\$70,227	\$72,334	\$74,504	\$63,333
26	\$54,770	\$56,464	\$58,210	\$59,956	\$61,755	\$63,607	\$65,516	\$67,481	\$69,506	\$71,591	\$73,738	\$75,951	\$78,229	\$66,499
27	\$57,508	\$59,287	\$61,120	\$62,954	\$64,843	\$66,788	\$68,791	\$70,855	\$72,981	\$75,170	\$77,425	\$79,748	\$82,141	\$69,824
28	\$60,384	\$62,251	\$64,176	\$66,102	\$68,085	\$70,127	\$72,231	\$74,398	\$76,630	\$78,929	\$81,297	\$83,736	\$86,248	\$73,316
29	\$63,403	\$65,364	\$67,385	\$69,407	\$71,489	\$73,634	\$75,843	\$78,118	\$80,461	\$82,875	\$85,361	\$87,922	\$90,560	\$76,981
30	\$66,573	\$68,632	\$70,754	\$72,877	\$75,063	\$77,315	\$79,635	\$82,024	\$84,484	\$87,019	\$89,630	\$92,318	\$95,088	\$80,830
31	\$69,901	\$72,063	\$74,292	\$76,521	\$78,817	\$81,181	\$83,616	\$86,125	\$88,709	\$91,370	\$94,111	\$96,934	\$99,842	\$84,872
32	\$73,397	\$75,667	\$78,007	\$80,347	\$82,757	\$85,240	\$87,797	\$90,431	\$93,144	\$95,938	\$98,817	\$101,781	\$104,835	\$89,116
33	\$77,066	\$79,450	\$81,907	\$84,364	\$86,895	\$89,502	\$92,187	\$94,953	\$97,801	\$100,735	\$103,757	\$106,870	\$110,076	\$93,571
34	\$80,920	\$83,422	\$86,002	\$88,583	\$91,240	\$93,977	\$96,796	\$99,700	\$102,691	\$105,772	\$108,945	\$112,214	\$115,580	\$98,250
35	\$84,966	\$87,593	\$90,303	\$93,012	\$95,802	\$98,676	\$101,636	\$104,685	\$107,826	\$111,061	\$114,393	\$117,824	\$121,359	\$103,162

INSURANCE BENEFIT AMOUNT

Full-time	\$703.74	per month	
Part-time	\$703.74	per month	(prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Stipend is calculated as the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)

Full-Time	\$703.74	per month	
Part-Time	\$703.74	per month	(stipend for part-time employment is prorated based on actual FTE)



**SUMMARY OF EMPLOYEE BENEFITS**

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  
 2005-2006 Regular Full-Time & Regular Part-Time Faculty Salary Schedule\*  
 180 DAY CONTRACT

	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
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$33,110	\$34,104	\$35,127	\$36,181	\$37,266	\$38,384	\$39,536	\$40,722	\$41,943	\$43,200	\$44,498	\$45,833	\$47,208	\$48,624	\$50,083	\$51,585	\$53,133	\$54,727
2	\$33,773	\$34,786	\$35,829	\$36,904	\$38,011	\$39,151	\$40,326	\$41,536	\$42,782	\$44,065	\$45,387	\$46,749	\$48,161	\$49,616	\$51,118	\$52,666	\$54,260	\$55,900
3	\$34,448	\$35,482	\$36,546	\$37,642	\$38,772	\$39,936	\$41,133	\$42,367	\$43,638	\$44,947	\$46,295	\$47,684	\$49,116	\$50,588	\$52,106	\$53,669	\$55,279	\$56,938
4	\$35,137	\$36,191	\$37,277	\$38,395	\$39,547	\$40,734	\$41,956	\$43,214	\$44,511	\$45,846	\$47,221	\$48,638	\$50,097	\$51,600	\$53,148	\$54,742	\$56,385	\$58,076
5	\$35,840	\$36,915	\$38,022	\$39,163	\$40,338	\$41,548	\$42,795	\$44,078	\$45,401	\$46,763	\$48,166	\$49,611	\$51,099	\$52,632	\$54,211	\$55,837	\$57,512	\$59,238
6	\$36,557	\$37,653	\$38,783	\$39,946	\$41,145	\$42,379	\$43,651	\$44,960	\$46,309	\$47,698	\$49,129	\$50,603	\$52,121	\$53,685	\$55,295	\$56,954	\$58,663	\$60,423
7					\$41,968	\$43,227	\$44,524	\$45,859	\$47,235	\$48,652	\$50,114	\$51,615	\$53,163	\$54,758	\$56,401	\$58,093	\$59,836	\$61,631
8							\$46,776	\$48,180	\$49,625	\$51,114	\$52,647	\$54,227	\$55,854	\$57,529	\$59,255	\$61,033	\$62,864	\$64,749
9									\$52,136	\$53,700	\$55,311	\$56,971	\$58,680	\$60,440	\$62,253	\$64,121	\$66,044	\$67,917
10												\$58,110	\$59,853	\$61,649	\$63,498	\$65,403	\$67,368	\$69,341
11														\$62,882	\$64,768	\$66,711	\$68,711	\$70,771
12																\$68,046	\$70,181	\$72,376

\*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 \$684.57 per month  
 Part-Time FTE Pro rata of \$684.57 per month





TILLAMOOK BAY COMMUNITY COLLEGE  
2006-2007 Regular Full-Time & Regular Part-Time Faculty Salary Schedule\*  
180 DAY CONTRACT

	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
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$34,038	\$35,059	\$36,110	\$37,194	\$38,310	\$39,459	\$40,643	\$41,862	\$43,118	\$44,411	\$45,744	\$47,116	\$48,529	\$49,985	\$51,485	\$53,029	\$54,620	\$56,259
2	\$34,718	\$35,760	\$36,832	\$37,937	\$39,075	\$40,248	\$41,455	\$42,699	\$43,980	\$45,299	\$46,658	\$48,058	\$49,500	\$50,985	\$52,514	\$54,089	\$55,712	\$57,384
3	\$35,413	\$36,475	\$37,569	\$38,696	\$39,857	\$41,053	\$42,285	\$43,553	\$44,860	\$46,206	\$47,592	\$49,019	\$50,490	\$52,005	\$53,565	\$55,172	\$56,827	\$58,532
4	\$36,121	\$37,205	\$38,321	\$39,470	\$40,654	\$41,874	\$43,130	\$44,424	\$45,757	\$47,130	\$48,544	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275	\$57,964	\$59,702
5	\$36,843	\$37,949	\$39,087	\$40,260	\$41,468	\$42,712	\$43,993	\$45,313	\$46,672	\$48,072	\$49,514	\$51,000	\$52,530	\$54,106	\$55,729	\$57,401	\$59,123	\$60,896
6	\$37,580	\$38,708	\$39,869	\$41,065	\$42,297	\$43,566	\$44,873	\$46,219	\$47,606	\$49,034	\$50,505	\$52,020	\$53,580	\$55,188	\$56,843	\$58,549	\$60,305	\$62,114
7					\$43,143	\$44,437	\$45,770	\$47,143	\$48,558	\$50,014	\$51,515	\$53,060	\$54,652	\$56,292	\$57,980	\$59,720	\$61,511	\$63,357
8								\$48,086	\$49,529	\$51,015	\$52,545	\$54,121	\$55,745	\$57,417	\$59,140	\$60,914	\$62,742	\$64,624
9											\$53,596	\$55,204	\$56,860	\$58,566	\$60,323	\$62,132	\$63,996	\$65,916
10														\$59,737	\$61,529	\$63,375	\$65,276	\$67,235
11																\$64,643	\$66,582	\$68,579
12																		\$69,951

\*Market level schedule per PSPC Study. Employees over market held constant.

INSURANCE BENEFIT AMOUNT

Full-Time \$703.74 per month  
Part-Time \$703.74 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Stipend is calculated as the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)

Full-Time \$703.74 per month  
Part-Time \$703.74 per month (stipend for part-time employment is reduced based on prorated FTE)



**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved: Pending

Reference:

**Non-Regular Faculty Salary Schedule 2005-2006 2006-2007**

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	<del>\$354.39</del> <b>\$364.31</b> per lecture credit	<del>\$372.23</del> <b>\$382.65</b>	<del>\$390.71</del> <b>\$401.65</b>	<del>\$410.25</del> <b>\$421.74</b>	<del>\$430.76</del> <b>\$442.82</b>	<del>\$437.33</del> <b>\$449.14</b>
Transfer College Credit Courses Substitute Rate	\$ <del>29.54</del> <b>\$30.37</b> per lecture credit					
Transfer College Credit Courses Writing Bonus for three <b>or four</b> Credit WR Courses	\$ <del>26.3.6</del> <b>\$271.06</b> per term					
Transfer College Credit Course Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	<del>\$ 730.93</del> <b>\$751.40</b> per lab credit	<del>\$767.45</del> <b>\$788.94</b>	<del>\$786.86</del> <b>\$808.89</b>	<del>\$846.14</del> <b>\$869.83</b>	<del>\$888.44</del> <b>\$913.32</b>	<del>\$932.87</del> <b>\$958.99</b>
Transfer College Credit Course 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)	<del>\$534.03</del> <b>\$548.98</b> per lecture/lab credit	<del>\$560.38</del> <b>\$576.07</b>	<del>\$588.40</del> <b>\$604.88</b>	<del>\$617.71</del> <b>\$635.12</b>	<del>\$648.71</del> <b>\$666.87</b>	<del>\$681.15</del> <b>\$700.22</b>
ABE/GED/ESL/ High School Credit Recovery Classes <b>WR90, RD80, RD90, RD116 LAB</b>	<del>\$24.26</del> <b>\$24.94</b> per hour	<del>\$25.47</del> <b>\$26.18</b>	<del>\$26.74</del> <b>\$27.49</b>	<del>\$28.09</del> <b>\$28.88</b>	<del>\$29.49</del> <b>\$30.32</b>	<del>\$30.95</del> <b>\$31.82</b>
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.)	<del>\$ 21.09</del> <b>\$21.68</b> per hour	<del>\$22.15</del> <b>\$22.77</b>	<del>\$23.27</del> <b>\$23.92</b>	<del>\$24.42</del> <b>\$25.10</b>	<del>\$25.64</del> <b>\$26.36</b>	<del>\$26.93</del> <b>\$27.68</b>
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					



**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved: *Pending*

Reference:

Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$7.70 <b>\$7.92</b> per hour	\$8.09 <b>\$8.32</b>	\$8.49 <b>\$8.73</b>	\$8.91 <b>\$9.16</b>	\$9.37 <b>\$9.63</b>	\$9.83 <b>\$10.11</b>
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$10.27 <b>\$10.56</b> per hour	\$10.78 <b>\$11.08</b>	\$11.33 <b>\$11.65</b>	\$11.89 <b>\$12.22</b>	\$12.49 <b>\$12.84</b>	\$13.10 <b>\$13.47</b>
General Tutoring	\$7.70 <b>\$7.92</b> per hour	\$8.09 <b>\$8.32</b>	\$8.49 <b>\$8.73</b>	\$8.91 <b>\$9.16</b>	\$9.37 <b>\$9.63</b>	\$9.83 <b>\$10.11</b>
ADA Tutor	\$10.27 <b>\$10.56</b> per hour	\$10.78 <b>\$11.08</b>	\$11.33 <b>\$11.65</b>	\$11.89 <b>\$12.22</b>	\$12.49 <b>\$12.84</b>	\$13.10 <b>\$13.47</b>
Math Tutor	\$10.27-\$12.32 <b>\$10.56-\$12.66</b> per hour					
Meetings: Curriculum Development, Departmental, etc.	\$15.41-\$15.84 per hour					



## Announcements and General Information

### RECOMMENDATION

Information only—no action requested.

BACKGROUND INFORMATION----- Dean Ellison

- The next scheduled meeting of the TBCC Board of Education is Monday, September 11, 2006.



**Tillamook Bay Community College**

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