

# 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 2, 2008, at 6:30 p.m., in the Great Room of the Kiawanda Community Center, 34600 Cape Kiwanda Drive, Pacific City, Oregon, 97135.

A copy of the agenda for the meeting will be available beginning Thursday prior to the meeting, 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.

DATE NOTICE PUBLISHED: Wednesday, May 28, 2008

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

\_\_\_\_\_  
Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

## Notice Distribution

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



**Tillamook Bay Community College**

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# Board of Education Meeting Agenda

**Date:** South County Center Classroom  
Monday, June 2, 2008 34600 Cape Kiawanda Dr., Pacific City, OR 97135

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

## Special Board Meeting on 2007-2008 Supplemental Budget

| <u>Item Description</u>  | <u>Resource</u>   |
|--|-------------------|
| 1. <b>Call to Order</b> -----  | Chairman McGinnis |
| 2. <b>Approval of the Agenda</b> ----- <b>(Action)</b>               | Chairman McGinnis |
| 3. <b>New Business:</b>  |                   |
| A. Public Hearing on 2007-2008 Supplemental Budget Resolutions ----- | Chairman McGinnis |
| 4. <b>Adjournment</b> ----- <b>(Action)</b>                          | Chairman McGinnis |

| <u>Item Description</u>  | <u>Resource</u>                       |
|--|---------------------------------------|
| 1. <b>Call to Order • Acknowledge Guests</b> -----   | Chairman McGinnis                     |
| 2. <b>Approval of the Agenda</b> ----- <b>(Action)</b>   | Chairman McGinnis                     |
| 3. <b>Invitation of Public Comment</b> -----   | Chairman McGinnis                     |
| 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>Approval of Regular and Executive Session meeting Minutes</b> ----- <b>(Action)</b>  | Chairman McGinnis                     |
| 5. <b>Reports:</b>   |                                       |
| A. Oregon Community College Association -----  | Director Swain/<br>President Carnahan |
| B. Financial Report-----   | Comptroller Williams                  |
| 6. <b>New Business:</b>  |                                       |
| A. Health Insurance Carrier ----- <b>(Action)</b>  | President Carnahan                    |
| B. Economic Development Council of Tillamook County ----- <b>(Action)</b>  | President Carnahan                    |
| 7. <b>Old Business:</b>  |                                       |
| A. Adopt Supplemental Budget Resolution ----- <b>(Action)</b>  | Comptroller Williams                  |
| 8. <b>Standing Business:</b>   |                                       |
| A. Strategic Planning and Accreditation -----  | Dean Gates                            |
| B. Courses and Curricula-----  | Dean Gates                            |
| C. Grants and Contracts -----  | Dean Ellison                          |
| D. Board of Education Policy ----- <b>(Action)</b>   | President Carnahan                    |
| E. Facilities-----   | Dean Ellison                          |
| F. Capital Construction Projects -----   | President Carnahan                    |



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|   |                    |
|---|--------------------|
| <b>G. Personnel</b> -----                             | President Carnahan |
| <b>9. Announcements and General Information</b> ----- | President Carnahan |
| <b>10. Invitation of Public Comment</b> -----         | Chairman McGinnis  |
| <b>11. Board Member Discussion Items</b> -----        | Chairman McGinnis  |
| <b>12. Adjournment</b> ----- <b>(Action)</b>          | Chairman McGinnis  |



**Tillamook Bay Community College**

# Board of Education Meeting Minutes

May 8, 2008

The Gallery, North County Recreation Center,  
36155 Ninth Street, Nehalem, OR, 97131

**Directors Present:** James McGinnis, Ruth Jensen, Steve Shaw, Ann Swain and Craig Wakefield

**Directors Absent:** Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, and Sue Owens

**Guests Present:** Camille Preus, Commissioner, Community Colleges and Workforce Development; Ellen McGinnis, community member; and Sammie Olson and Fred Smith, TBCC Employees.

## **Call to Order:**

Chair McGinnis called the meeting to order at 6:30 p.m. and welcomed the guests.

## **Approval of Agenda:**

On approval of a motion by Director Shaw and seconded by Director Swain, 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 Shaw and seconded by Director Jensen, it was resolved that the April 7, 2008 Regular Meeting and Executive Session Minutes be approved. Minutes attached and made a part of the official records.

## **Reports:**

### Oregon Community Colleges Association: (Item 5.A)

President Carnahan reported that the next OCCA Board Meeting was scheduled for May 16 and otherwise had no report.

### Community Colleges and Workforce Development: (Item 5.B)

President Carnahan thanked Commissioner Preus for coming to the meeting and for her efforts in securing the \$2 million in strategic funds for TBCC. He also shared that Ms. Preus had recently received her Ph.D and congratulated her on her achievement. Dr. Preus shared information regarding Oregon goals for educational attainment and the legislatively adopted 2007-09 Key Performance Measures (KPMs) for community colleges.

### Financial Position: (Item 5.C)

Ms. Williams presented the information as included in the packet adding that she anticipated some budget changes in next month's report.

## **New Business:** (Item 6)

### Foundation Board Appointment: (Item 6.A)

President Carnahan stated that Director Craig Wakefield has resigned from his position on the Tillamook Bay Community College Foundation Board. According to Foundation Board By-Laws (section 2) the Board of Education must appoint at least one representative to the Foundation Board.



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Director Weitman has agreed to serve in this capacity. Director Wakefield thanked the Board and the College for the opportunity to serve in this capacity. Chair McGinnis thanked him for his years of service.

On approval of a motion by Chair McGinnis and seconded by Director Wakefield, it was resolved that Director Weitman be appointed as the Board representative on the Foundation Board.

Preliminary Budget: (Item 6.B)

Dean Ellison shared that In accordance with the 2008-2009 Budget Development Schedule, detailed preliminary budget information will be mailed to the Board and Public Budget Committee Members in preparation for the first Public Budget Committee Meeting scheduled for 6:00 p.m. on May 19, 2008. He added that there were two primary increases this year, those being in employee salaries and program improvements. He noted that there were no capital expenditures anticipated.

Tuition and Fee Schedule: (Item 6.C)

Dean Ellison shared that the preliminary projections of the 2008-2009 average tuition rate for rural Oregon Community Colleges is \$64.15. Per 2008-2009 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$66.00 per credit is proposed for implementation in Fall Term 2008. He stressed that the increase was not to fund the new facilities, but to support programs.

**Old Business: (Item 7)**

Budget Committee Membership: (Item 7.A)

Dean Ellison explained the four expired Budget Committee positions due to expire as noted last month and that Mr. VanDerhoef, had agreed to serve on the committee. Director Swain expressed her support of the selection noting that Mr. VanDeroef was a very popular teacher in the Neah-Kah-Nie school system.

On approval of a motion by Director Swain and seconded by Director Shaw, it was resolved that Mr. Moe, Mr. Weissenfluh and Mr. Mulder's terms be renewed, to expire June 30, 2009 and that Mr. Steve VanDerhoef be accepted as a replacement for the position vacated by Mr. Dahlien, term also to expire June 30, 2009.

**Standing Business:**

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates gave her report as noted in the board packet noting that the Planning and Steering Committee met in April to discuss progress on the Self Study Report and to strategize on ways to gain additional input from the campus community before the text is finalized in late June.

Courses and Curricula: (Item 8.B)

Dean Gates stated there were no courses or curricula to report this month.

Grants and Contracts: (Item 8.C)

Dean Ellison stated there was only one contract to report this month which was the lease for the Wilson School Campus. He noted that this should be the final one as he anticipates we will be in the new facility when it expires.

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

Dean Ellison presented Policy section III, Personnel, for first reading explaining that bolded items were new and struck out were proposed deletions. President Carnahan noted that even though there



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were no significant changes, this is a delicate policy section and it was his suggestion that it be reviewed by the College's legal counsel. Of particular concern was policy 316, "Standards of Conduct, Infractions, Employee Terminations, Layoffs, and Resignations." Upon a recommendation from Director Shaw, it was agreed that a subcommittee be formed to review this policy in particular. The committee consists of Directors Shaw and Swain who will work with President Carnahan and Dean Ellison.

**Facilities:** (Agenda Item 8.E)

Dean Ellison stated there was nothing to report this month.

**Capital Construction Projects:** (Agenda Item 8.F)

- President Carnahan reported Fairground site acquisition was nearing a close and that the County was anxious to have it finalized. President Carnahan hoped that the documents could be signed and finalized as early as May 14, but stated it could be as late as May 28.
- Campus site plan. President Carnahan stated he'd gained permission from the Fair Board to relocate the new campus on the NW corner of the property as opposed to the current SW as planned. This will make a much nicer site.

He added that he had also secured 2,700 square feet of building space at the NKN District office. Each entity will have its own entry but have a shared board room. The cost is about \$125 a square foot.

- Construction design and development schedule. President Carnahan has also begun discussion with the YMCA regarding a facility use agreement. He will keep the Board apprised of the progress.

Work is progressing well for the THS vocational building agreement.

All projects have exit clauses.

**Personnel:** (Agenda Item 8.G)

President Carnahan stated there was nothing to report this month with the exception of the executive session scheduled later in the meeting to review his performance appraisal pursuant to O.R.S. § 192.660 (2)(i).

**Announcements and General Information:** (Agenda Item 9)

There were no announcements or general information.

**Invitation for Public Comment:** (Agenda Item 10)

President Carnahan shared the issues facing Oregon community colleges in regards to employee health insurance and explained the different potential options for solutions. He added that the colleges as a collective unit would have to make a decision in the near future.

**Executive Session:** (Agenda Item 11)

Chair McGinnis adjourned the meeting to Executive Session pursuant to O.R.S. § 192.660 (2)(i), to consider Agenda Item 8.G excusing all guests.

Adjourned at: 8:12 p.m.

Resumed at: 8:25 p.m.



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On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to accept the President's Evaluation.

On approval of a motion by Chair McGinnis and seconded by Director Swain, it was resolved to approve the President's compensation increase equivalent in percentage of all regular full-time staff.

**Board Member Discussion Items:** (Agenda Item 12)  
There were no discussion items.

**Adjournment:** (Agenda Item 13)  
Chair McGinnis adjourned the meeting at 8:30 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Board of Education Executive Session Minutes

May 8, 2008

The Gallery, North County Recreation Center,  
36155 Ninth Street, Nehalem, OR, 97131

**Directors Present:** James McGinnis, Ruth Jensen, Steve Shaw, Ann Swain and Craig Wakefield

**Directors Absent:** Bob Weitman, and Rose Wharton

**Staff Present:** Jon Carnahan, Sue Owens

## **Call to Order:**

Chair McGinnis called the session to order at 8:15 p.m. pursuant to O.R.S. § 192.660 (1)(e), to consider Agenda Item 8.G.

The Presidential Evaluation results were reviewed and discussed noting that the Board comments spoke for themselves. Compensation was also discussed.

The evaluation form and process were discussed. No decisions were made during Executive Session.

## **Adjournment:**

Chair McGinnis adjourned to regular session at 8:24 p.m.

Respectfully submitted,  
President Jon Carnahan, Clerk of the Board



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# Oregon Community College Association

## RECOMMENDATION

Information only—no action required.

## BACKGROUND INFORMATION----- Director Swain & President Carnahan

The last OCCA Board of Directors meeting was May 16, 2008. Director Swain & President Carnahan will give a brief update of current happenings.



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# Financial Report

**RECOMMENDATION**

Information only – no action requested.

**BACKGROUND INFORMATION** ----- Comptroller Williams

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



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Agenda Item 5.B. Attachment #1  
 Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended April 2008  
 83.33% of fiscal year elapsed

|                              | 2006-2007<br>Annual<br>Budget | 2006-2007<br>Actual    | 2006-2007<br>Percentage<br>of Budget | 2007-2008<br>Annual<br>Budget | 2007-2008<br>Actual    | 2007-2008<br>Percentage<br>of Budget |
|------------------------------|-------------------------------|------------------------|--------------------------------------|-------------------------------|------------------------|--------------------------------------|
| <b>Resources</b>             |                               |                        |                                      |                               |                        |                                      |
| Beginning Fund Balance       | \$ 655,245                    | \$ 1,107,367.18        | 169.00%                              | \$ 1,070,272                  | \$ 1,212,482.15        | 113.29%                              |
| State                        | \$ 667,609                    | \$ 830,644.64          | 124.42%                              | \$ 1,024,589                  | \$ 1,295,673.51        | 126.46%                              |
| Property Taxes               | \$ 815,000                    | \$ 767,367.13          | 94.16%                               | \$ 895,000                    | \$ 810,685.91          | 90.58%                               |
| Timber Taxes                 | \$ 275,000                    | \$ 135,675.32          | 49.34%                               | \$ -                          | \$ -                   | 0.00%                                |
| Local Contract               | \$ -                          | \$ -                   | 0.00%                                | \$ -                          | \$ 19,200.00           | 0.00%                                |
| Tuition                      | \$ 325,000                    | \$ 492,606.00          | 151.57%                              | \$ 547,935                    | \$ 468,433.10          | 85.49%                               |
| Fees                         | \$ 95,000                     | \$ 107,975.62          | 113.66%                              | \$ 124,676                    | \$ 106,536.37          | 85.45%                               |
| Sale of Goods                | \$ 2,000                      | \$ 3,353.00            | 167.65%                              | \$ 2,000                      | \$ 3,035.00            | 151.75%                              |
| Interest                     | \$ 32,000                     | \$ 58,904.48           | 184.08%                              | \$ 55,000                     | \$ 54,224.30           | 98.59%                               |
| Miscellaneous                | \$ 5,000                      | \$ 6,435.09            | 128.70%                              | \$ 5,000                      | \$ 4,768.46            | 95.37%                               |
| Transfers                    | \$ 8,871                      | \$ 5,863.05            | 66.09%                               | \$ 73,231                     | \$ 57,185.90           | 78.09%                               |
| Repayment of Short-Term Loan | \$ 154,042                    | \$ -                   | 0.00%                                | \$ 115,475                    | \$ -                   | 0.00%                                |
| <b>Total resources</b>       | <b>\$ 3,034,767</b>           | <b>\$ 3,516,191.51</b> | <b>115.86%</b>                       | <b>\$ 3,913,178</b>           | <b>\$ 4,032,224.70</b> | <b>103.04%</b>                       |
| <b>Expenditures</b>          |                               |                        |                                      |                               |                        |                                      |
| Instruction                  | \$ 811,091                    | \$ 651,637.02          | 80.34%                               | \$ 972,740                    | \$ 725,269.81          | 74.56%                               |
| Instructional Support        | \$ 242,823                    | \$ 184,104.54          | 75.82%                               | \$ 331,892                    | \$ 211,507.33          | 63.73%                               |
| Student Services             | \$ 430,603                    | \$ 284,036.72          | 65.96%                               | \$ 386,276                    | \$ 295,893.41          | 76.60%                               |
| College Support              | \$ 953,502                    | \$ 701,612.10          | 73.58%                               | \$ 1,016,125                  | \$ 750,608.12          | 73.87%                               |
| Plant Operation              | \$ 174,492                    | \$ 84,747.34           | 48.57%                               | \$ 191,832                    | \$ 122,651.46          | 63.94%                               |
| Financial Aid                | \$ 95,000                     | \$ 107,134.98          | 112.77%                              | \$ 141,000                    | \$ 78,888.13           | 55.95%                               |
| Transfers                    | \$ 104,000                    | \$ 73,671.63           | 70.84%                               | \$ 95,000                     | \$ 79,637.67           | 83.83%                               |
| Contingency                  | \$ 50,000                     | \$ -                   | 0.00%                                | \$ 209,200                    | \$ -                   | 0.00%                                |
| <b>Total expenditures</b>    | <b>\$ 2,861,511</b>           | <b>\$ 2,086,944.33</b> | <b>72.93%</b>                        | <b>\$ 3,344,065</b>           | <b>\$ 2,264,455.93</b> | <b>67.72%</b>                        |
| <b>Ending fund balance</b>   | <b>\$ 173,256</b>             | <b>\$ 1,429,247.18</b> | <b>824.93%</b>                       | <b>\$ 569,113</b>             | <b>\$ 1,767,768.77</b> | <b>310.62%</b>                       |

**Note:**  
 \$200,000 is from  
 Strategic Reserve Funds

Agenda Item 5.B. Attachment #2  
 Tillamook Bay Community College  
 Unaudited Summary Financial Information (Modified Accrual Basis)  
 Fiscal Year-to-Date Ended April 2008

|  | Fund No. | Beginning Working Capital | 2007-2008 Revenue        | 2007-2008 Expenditures | Ending Working Capital        | 2007-2008 Spendable Budget | 2006-2007 Prior Year Expenditures |
|--|----------|---------------------------|--------------------------|------------------------|-------------------------------|----------------------------|-----------------------------------|
| Adult Basic Education  | 210      | \$ -                      | \$ 49,829.31             | \$ 55,253.41           | \$ (5,424.10)                 | \$ 64,347                  | \$ 38,559.91                      |
| Tutor Grant  | 211      | \$ -                      | \$ 10,632.85             | \$ 11,960.00           | \$ (1,327.15)                 | \$ 14,167                  | \$ 7,572.13                       |
| Adult Ed Program Improvement Project Grant                   | 212      | \$ -                      | \$ -                     | \$ -                   | \$ -                          | \$ -                       | \$ 2,936.87                       |
| Adult Ed Accountabilty Grant                                 | 213      | \$ -                      | \$ -                     | \$ -                   | \$ -                          | \$ 169                     | \$ 7,765.24                       |
| Sprint Yellow Pages Literacy Grant                           | 215      | \$ 3,010.23               | \$ -                     | \$ 325.25              | \$ 2,684.98                   | \$ 3,021                   | \$ 49.08                          |
| United Way Literacy Grant                                    | 216      | \$ 4,069.09               | \$ 875.00                | \$ 1,486.03            | \$ 3,458.06                   | \$ 3,275                   | \$ 656.97                         |
| Adult Ed Program Corrections - Sheriff's Office              | 217      | \$ -                      | \$ 4,824.58              | \$ 5,321.17            | \$ (496.59)                   | \$ 12,285                  | \$ 3,767.39                       |
| 2005-07 Incentive Grant                                      | 218      | \$ -                      | \$ -                     | \$ -                   | \$ -                          | \$ -                       | \$ 5,367.32                       |
| Pathways Grant   | 225      | \$ -                      | \$ 4,090.86              | \$ 6,387.59            | \$ (2,296.73)                 | \$ -                       | \$ -                              |
| Industrial Maintenance Tech - Local Contract                 | 226      | \$ -                      | \$ 63,785.00             | \$ 31,532.60           | \$ 32,252.40                  | \$ -                       | \$ -                              |
| SBDC Federal Grant   | 230      | \$ -                      | \$ 29,881.16             | \$ 43,270.77           | \$ (13,389.61)                | \$ 30,250                  | \$ 24,136.01                      |
| SBDC State Grant   | 231      | \$ -                      | \$ 10,255.31             | \$ 27,910.45           | \$ (17,655.14)                | \$ 41,982                  | \$ 28,301.38                      |
| SBDC Program Income  | 232      | \$ 12,327.11              | \$ 11,749.00             | \$ 4,920.81            | \$ 19,155.30                  | \$ 12,000                  | \$ 2,555.95                       |
| SBDC Supplement  | 233      | \$ 6,220.71               | \$ -                     | \$ 5,940.34            | \$ 280.37                     | \$ 6,221                   | \$ 899.32                         |
| TEC Vocational Education Grant                               | 240      | \$ -                      | \$ 13,603.65             | \$ 15,113.91           | \$ (1,510.26)                 | \$ 18,424                  | \$ 13,624.41                      |
| The OR Community Foundation Grant                            | 241      | \$ 1,180.40               | \$ -                     | \$ -                   | \$ 1,180.40                   | \$ -                       | \$ -                              |
| IWEB Connections Contract                                    | 242      | \$ 5,241.91               | \$ -                     | \$ -                   | \$ 5,241.91                   | \$ -                       | \$ -                              |
| Oregon Healthcare Workforce Partnership                      | 245      | \$ -                      | \$ 6,375.54              | \$ 9,984.51            | \$ (3,608.97)                 | \$ 27,500                  | \$ 23,468.10                      |
| First Responder Grant  | 246      | \$ -                      | \$ -                     | \$ -                   | \$ -                          | \$ -                       | \$ 2,769.18                       |
| Student Assistance   | 250      | \$ 3,275.83               | \$ -                     | \$ 60.00               | \$ 3,215.83                   | \$ 3,326                   | \$ 95.00                          |
| Work Keys Mini Grant   | 251      | \$ 2,270.64               | \$ -                     | \$ 301.42              | \$ 1,969.22                   | \$ 1,500                   | \$ 105.00                         |
| Bay City Rental  | 260      | \$ 12,405.14              | \$ -                     | \$ 2,398.40            | \$ 10,006.74                  | \$ 1,650                   | \$ 1,897.05                       |
| <b>Total Special Fund</b>                                    |          | \$ 50,001.06              | \$ 205,902.26            | \$ 222,166.66          | \$ 33,736.66                  | \$ 240,117                 | \$ 164,526.31                     |
| Schedule of Special Fund borrowing from General Fund         |          | Ending Working Capital    | Less Accounts Receivable | Add Liabilities        | Ending Cash Balance 4/30/2008 |                            |                                   |
| Total of Grants that borrow from the General Fund            |          | \$ (45,708.55)            | \$ 24,909.52             | \$ 17,613.48           | \$ (53,004.59)                |                            |                                   |
| Total of Grants that are not borrowing from the General Fund |          | \$ 79,445.21              | \$ 395.00                | \$ 4,387.86            | \$ 83,438.07                  |                            |                                   |
| Total Special Fund   |          | \$ 33,736.66              | \$ 25,304.52             | \$ 22,001.34           | \$ 30,433.48                  |                            |                                   |
|  | Fund No. | Beginning Working Capital | 2007-2008 Revenue        | 2007-2008 Expenditures | Ending Working Capital        | 2007-2008 Spendable Budget | 2006-2007 Prior Year Expenditures |
| Community Education  | 310      | \$ (10,294.02)            | \$ 15,710.00             | \$ 14,633.93           | \$ (9,217.95)                 | \$ 21,268                  | \$ 2,621.61                       |
| Bookstore  | 320      | \$ 42,074.42              | \$ 133,501.52            | \$ 125,369.07          | \$ 50,206.87                  | \$ 152,609                 | \$ 123,363.28                     |
| Customized Training Projects                                 | 330      | \$ 7,003.33               | \$ -                     | \$ -                   | \$ 7,003.33                   | \$ 23,784                  | \$ -                              |
| <b>Total Enterprise Fund</b>                                 |          | \$ 38,783.73              | \$ 149,211.52            | \$ 140,003.00          | \$ 47,992.25                  | \$ 197,661                 | \$ 125,984.89                     |
| PERS Pension Bond Fund                                       | 410      | \$ 5,600.85               | \$ 75,505.18             | \$ 41,431.25           | \$ 39,674.78                  | \$ 81,263                  | \$ 42,011.63                      |
| General Obligation Bond Fund                                 | 420      | \$ -                      | \$ 576,710.28            | \$ 90,630.57           | \$ 486,079.71                 | \$ 589,307                 | \$ -                              |
| <b>Total Debt Service Fund</b>                               |          | \$ 5,600.85               | \$ 652,215.46            | \$ 132,061.82          | \$ 525,754.49                 | \$ 670,570                 | \$ 42,011.63                      |
| Building Reserve Fund  | 510      | \$ 654,065.25             | \$ 213,804.33            | \$ 46,629.85           | \$ 821,239.73                 | \$ 61,500                  | \$ -                              |
| Campus Construction Fund - GO Bonds                          | 520      | \$ -                      | \$ 10,250,550.16         | \$ 361,766.69          | \$ 9,888,783.47               | \$ -                       | \$ -                              |
| <b>Total Capital Projects Fund</b>                           |          | \$ 654,065.25             | \$ 10,464,354.49         | \$ 408,396.54          | \$ 10,710,023.20              | \$ 61,500                  | \$ -                              |
| Associated Students of TBCC                                  | 710      | \$ 391.31                 | \$ 6,199.37              | \$ 1,861.20            | \$ 4,729.48                   | \$ 6,200                   | \$ 1,164.91                       |
| Phi Theta Kappa Honorary Society Fund                        | 720      | \$ 1,104.13               | \$ 4,835.60              | \$ 3,864.42            | \$ 2,075.31                   | \$ 9,050                   | \$ 1,625.21                       |
| <b>Total Agency Fund</b>                                     |          | \$ 1,495.44               | \$ 11,034.97             | \$ 5,725.62            | \$ 6,804.79                   | \$ 15,250                  | \$ 2,790.12                       |

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2008

83.33% of Budget Period Expended

|   | General Fund        |                     |               | Special Fund      |                   |               | Enterprise Fund - Community Ed |                  |               | Enterprise Fund - Bookstore |                   |               |
|---|---------------------|---------------------|---------------|-------------------|-------------------|---------------|--------------------------------|------------------|---------------|-----------------------------|-------------------|---------------|
|   | Budget              | Actual              | %             | Budget            | Actual            | %             | Budget                         | Actual           | %             | Budget                      | Actual            | %             |
| Beginning Cash Balance (Note 1)                                 |                     | \$ 1,313,806        |               |                   | \$ (5,888)        |               |                                | \$ (6,844)       |               |                             | \$ 19,827         |               |
| Beginning Fund Balance  | \$ 1,070,272        | \$ 1,212,482        | 113.29%       | \$ 143,418        | \$ 50,001         | 34.86%        | \$ 10,000                      | \$ (10,294)      | -102.94%      | \$ 32,995                   | \$ 42,074         | 127.52%       |
| <b>Resources</b>  |                     |                     |               |                   |                   |               |                                |                  |               |                             |                   |               |
| State Aid   | \$ 1,024,589        | \$ 1,295,674        | 126.46%       | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Grants and Contracts  | \$ -                | \$ 19,200           | 0.00%         | \$ 209,124        | \$ 194,153        | 92.84%        | \$ 500                         | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Tuition and Fees  | \$ 672,611          | \$ 574,969          | 85.48%        | \$ 7,500          | \$ 9,559          | 127.45%       | \$ 20,768                      | \$ 15,710        | 75.65%        | \$ -                        | \$ -              | 0.00%         |
| Local Taxes   | \$ 895,000          | \$ 810,686          | 90.58%        | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Timber  | \$ -                | \$ -                | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Sale of Goods   | \$ 2,000            | \$ 3,035            | 151.75%       | \$ 3,000          | \$ 2,190          | 73.00%        | \$ -                           | \$ -             | 0.00%         | \$ 141,000                  | \$ 132,767        | 94.16%        |
| Interest  | \$ 55,000           | \$ 54,224           | 98.59%        | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Rental (Note 2)   | \$ -                | \$ -                | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Miscellaneous (Note 3)  | \$ 5,000            | \$ 4,768            | 95.36%        | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ 600                      | \$ 735            | 122.50%       |
| Repayment of Short-Term Loans                                   | \$ 115,475          | \$ -                | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Transfers   | \$ 73,231           | \$ 57,186           | 78.09%        | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| <b>Total Revenues</b>   | <b>\$ 2,842,906</b> | <b>\$ 2,819,742</b> | <b>99.19%</b> | <b>\$ 219,624</b> | <b>\$ 205,902</b> | <b>93.75%</b> | <b>\$ 21,268</b>               | <b>\$ 15,710</b> | <b>73.87%</b> | <b>\$ 141,600</b>           | <b>\$ 133,502</b> | <b>94.28%</b> |
| <b>Expenditures</b>   |                     |                     |               |                   |                   |               |                                |                  |               |                             |                   |               |
| Salaries and Wages  | \$ 2,063,187        | \$ 1,610,097        | 78.04%        | \$ 174,898        | \$ 183,002        | 104.63%       | \$ 19,567                      | \$ 11,941        | 61.03%        | \$ 23,192                   | \$ 19,219         | 82.87%        |
| Operating Expenditures  | \$ 953,819          | \$ 559,152          | 58.62%        | \$ 56,383         | \$ 30,148         | 53.47%        | \$ 650                         | \$ 2,351         | 361.69%       | \$ 113,300                  | \$ 105,322        | 92.96%        |
| Capital Outlay  | \$ 22,859           | \$ 15,569           | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ 10,000                   | \$ -              | 0.00%         |
| Debt Service  | \$ -                | \$ -                | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Transfers   | \$ 95,000           | \$ 79,638           | 83.83%        | \$ 8,836          | \$ 9,017          | 102.05%       | \$ 1,051                       | \$ 341           | 32.45%        | \$ 1,117                    | \$ 828            | 74.13%        |
| Repayment of Short-Term Loans                                   | \$ -                | \$ -                | 0.00%         | \$ 105,475        | \$ -              | 0.00%         | \$ 10,000                      | \$ -             | 0.00%         | \$ -                        | \$ -              | 0.00%         |
| Other budgetary accounts (Note 4)                               | \$ 209,200          | \$ -                | 0.00%         | \$ -              | \$ -              | 0.00%         | \$ -                           | \$ -             | 0.00%         | \$ 5,000                    | \$ -              | 0.00%         |
| <b>Total expenditures</b>                                       | <b>\$ 3,344,065</b> | <b>\$ 2,264,456</b> | <b>67.72%</b> | <b>\$ 345,592</b> | <b>\$ 222,167</b> | <b>64.29%</b> | <b>\$ 31,268</b>               | <b>\$ 14,633</b> | <b>46.80%</b> | <b>\$ 152,609</b>           | <b>\$ 125,369</b> | <b>82.15%</b> |
| Ending Fund Balance   | \$ 569,113          | \$ 1,767,768        |               | \$ 17,450         | \$ 33,736         |               | \$ -                           | \$ (9,217)       |               | \$ 21,986                   | \$ 50,207         |               |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance |                     |                     |               |                   |                   |               |                                |                  |               |                             |                   |               |
| Assets  |                     |                     |               |                   |                   |               |                                |                  |               |                             |                   |               |
| Receivables   |                     | \$ 80,983           |               |                   | \$ 25,305         |               |                                | \$ -             |               |                             | \$ -              |               |
| Inventories   |                     | \$ 2,815            |               |                   | \$ -              |               |                                | \$ -             |               |                             | \$ 22,241         |               |
| NET EFFECT ON CASH  |                     | \$ (83,798)         |               |                   | \$ (25,305)       |               |                                | \$ -             |               |                             | \$ (22,241)       |               |
| Liabilities   |                     |                     |               |                   |                   |               |                                |                  |               |                             |                   |               |
| Accounts Payable  |                     | \$ 81,363           |               |                   | \$ -              |               |                                | \$ -             |               |                             | \$ -              |               |
| Unearned Revenue (Note 5)                                       |                     | \$ 39,719           |               |                   | \$ -              |               |                                | \$ -             |               |                             | \$ -              |               |
| Payroll   |                     | \$ 140,625          |               |                   | \$ 22,001         |               |                                | \$ 1,478         |               |                             | \$ 2,559          |               |
| NET EFFECT ON CASH  |                     | \$ 261,707          |               |                   | \$ 22,001         |               |                                | \$ 1,478         |               |                             | \$ 2,559          |               |
| NET ADJUSTMENTS   |                     | \$ 177,909          |               |                   | \$ (3,304)        |               |                                | \$ 1,478         |               |                             | \$ (19,682)       |               |
| ENDING CASH BALANCE   |                     | \$ 1,945,677        |               |                   | \$ 30,432         |               |                                | \$ (7,739)       |               |                             | \$ 30,525         |               |

Agenda Item 5.B - Attachment #3  
 Tillamook Bay Community College  
 Summary Financial Information - Cash Status  
 Preliminary for Fiscal Year-to-Date Ended April 2008  
 83.33% of Budget Period Expended

|   | Enterprise Fund - Customized Training |             |              | Debt Service Funds |                   |               | Capital Projects Funds |                      |                 | Agency Fund      |                  |               |
|---|---------------------------------------|-------------|--------------|--------------------|-------------------|---------------|------------------------|----------------------|-----------------|------------------|------------------|---------------|
|   | Budget                                | Actual      | %            | Budget             | Actual            | %             | Budget                 | Actual               | %               | Budget           | Actual           | %             |
| Beginning Cash Balance (Note 1)                                 |                                       | \$ 7,003    |              |                    | \$ 5,601          |               |                        | \$ 654,065           |                 |                  | \$ 1,495         |               |
| Beginning Fund Balance  | \$ 7,003                              | \$ 7,003    | 0.00%        | \$ 3,250           | \$ 5,601          | 0.00%         | \$ 557,458             | \$ 654,065           | 117.33%         | \$ 1,450         | \$ 1,495         | 103.10%       |
| <b>Resources</b>  |                                       |             |              |                    |                   |               |                        |                      |                 |                  |                  |               |
| State Aid   | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Grants and Contracts  | \$ 18,000                             | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Tuition and Fees  | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Local Taxes   | \$ -                                  | \$ -        | 0.00%        | \$ 589,297         | \$ 564,693        | 95.82%        | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Timber  | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ 246,000             | \$ 186,519           | 75.82%          | \$ -             | \$ -             | 0.00%         |
| Sale of Goods   | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Interest  | \$ -                                  | \$ -        | 0.00%        | \$ 2,310           | \$ 12,884         | 557.75%       | \$ 18,000              | \$ 292,905           | 1627.25%        | \$ -             | \$ -             | 0.00%         |
| Rental (Note 2)   | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Miscellaneous (Note 3)  | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ 9,984,931         | 0.00%           | \$ 10,250        | \$ 6,035         | 58.88%        |
| Repayment of Short-Term Loans                                   | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Transfers   | \$ -                                  | \$ -        | 0.00%        | \$ 90,000          | \$ 74,638         | 82.93%        | \$ -                   | \$ -                 | 0.00%           | \$ 5,000         | \$ 5,000         | 0.00%         |
| <b>Total Revenues</b>   | <b>\$ 18,000</b>                      | <b>\$ -</b> | <b>0.00%</b> | <b>\$ 681,607</b>  | <b>\$ 652,215</b> | <b>0.00%</b>  | <b>\$ 264,000</b>      | <b>\$ 10,464,355</b> | <b>3963.77%</b> | <b>\$ 15,250</b> | <b>\$ 11,035</b> | <b>72.36%</b> |
| <b>Expenditures</b>   |                                       |             |              |                    |                   |               |                        |                      |                 |                  |                  |               |
| Salaries and Wages  | \$ 15,018                             | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Operating Expenditures  | \$ 8,039                              | \$ -        | 0.00%        | \$ 1,600           | \$ 1,600          | 100.00%       | \$ -                   | \$ 361,398           | 0.00%           | \$ 15,250        | \$ 5,726         | 37.55%        |
| Capital Outlay  | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Debt Service  | \$ -                                  | \$ -        | 0.00%        | \$ 668,970         | \$ 130,462        | 19.50%        | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Transfers   | \$ 727                                | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ 61,500              | \$ 46,999            | 76.42%          | \$ -             | \$ -             | 0.00%         |
| Repayment of Short-Term Loans                                   | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ -                   | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| Other budgetary accounts (Note 4)                               | \$ -                                  | \$ -        | 0.00%        | \$ -               | \$ -              | 0.00%         | \$ 759,958             | \$ -                 | 0.00%           | \$ -             | \$ -             | 0.00%         |
| <b>Total expenditures</b>                                       | <b>\$ 23,784</b>                      | <b>\$ -</b> | <b>0.00%</b> | <b>\$ 670,570</b>  | <b>\$ 132,062</b> | <b>19.69%</b> | <b>\$ 821,458</b>      | <b>\$ 408,397</b>    | <b>49.72%</b>   | <b>\$ 15,250</b> | <b>\$ 5,726</b>  | <b>37.55%</b> |
| Ending Fund Balance   | \$ 1,219                              | \$ 7,003    |              | \$ 14,287          | \$ 525,754        |               | \$ -                   | \$ 10,710,023        |                 | \$ 1,450         | \$ 6,804         |               |
| Adjustments to bring Ending Fund Balance to Ending Cash Balance |                                       |             |              |                    |                   |               |                        |                      |                 |                  |                  |               |
| Assets  |                                       |             |              |                    |                   |               |                        |                      |                 |                  |                  |               |
| Receivables   | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| Inventories   | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| NET EFFECT ON CASH  | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| Liabilities   |                                       |             |              |                    |                   |               |                        |                      |                 |                  |                  |               |
| Accounts Payable  | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| Unearned Revenue (Note 5)                                       | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| Payroll   | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| NET EFFECT ON CASH  | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| NET ADJUSTMENTS   | \$ -                                  | \$ -        |              | \$ -               | \$ -              |               | \$ -                   | \$ -                 |                 | \$ -             | \$ -             |               |
| ENDING CASH BALANCE   | \$ 7,003                              | \$ 7,003    |              | \$ 525,754         | \$ 525,754        |               | \$ 10,710,023          | \$ 10,710,023        |                 | \$ 6,804         | \$ 6,804         |               |

**\$ 13,248,479**

Cell: A10

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

Cell: A21

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

Cell: A22

Comment: Note 3. In the Capital Projects Fund, bond proceeds and premium are accounted for in Miscellaneous.

Cell: A35

Comment: Note 4. Contingency in the General Fund and Enterprise Fund and reserved for future expenditures in Building Reserve Fund.

Cell: A49

Comment: Note 5. Assessed but unreceived property taxes.

## Health Insurance Carrier

### RECOMMENDATION

Recommend the Board authorize the budget for Health Insurance Benefits for 2008-09 and the College President, in cooperation with the staff, select the appropriate benefit plans.

BACKGROUND INFORMATION ----- President Carnahan  
President Carnahan will give a brief update on employee health insurance. Attached is a notice from the Oregon School Board Association (OSBA) indicating that they will terminate their plan coverage effective September 30, 2008. The only viable options for Tillamook Bay Community College is either the Oregon Education Benefit Board (OEBB) or the regulated private small group market.



**Tillamook Bay Community College**

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## Regence Unable to Offer Viable Insurance Program to OSBA

The market for health insurance services for school employees in Oregon continues to change very rapidly and dramatically. Many times during the last year we have shared concerns that we might not be able to maintain a viable pool after September 30, 2008, given the loss of two-thirds of the participants in our program offered through Regence BlueCross BlueShield.

Our concerns about this are now confirmed. Unfortunately, after months of negotiating and waiting to learn our fate, we do not have a health and dental program to offer for 2008-09. This is the most responsible course of action for school districts. We will continue to offer our life insurance program through Regence.

Current OSBA/Regence insurance plans will stay in place through September 30, 2008. We will continue to work closely with the OEBC board and staff to support a successful rollout of their plans and will provide whatever expertise that might be useful to them for the good of school districts and school employees.

In the past week, Regence offered us two completely different plans. One plan was a self-insured program mandating that OSBA and/or school districts assume all financial risk, while the other increased rates by as much as 37.8%. Clearly, both plans are unacceptable. We understand the position Regence was in, facing several unknowns – and a shrinking pool. Regence has also been an excellence partner – but we are left with no viable options and must exit the health insurance business after forty years of success in Oregon. Simply put, the substantial bargaining power in the insurance market that OSBA has enjoyed for many years is now gone.

Once again, OSBA/Regence insurance plans currently in force for OSBA pool participants will remain in effect until September 30, 2008.

We deeply regret this sudden and dramatic change that was put in motion a year ago by the passage of Senate Bill 426 (which created OEBC, the statewide insurance pool for education). The insurance plans being offered by OEBC are very similar to the OSBA plans and the OEBC board and staff are making every effort to launch their new program successfully. We will continue to work closely with them to represent the interests of school districts.

On behalf of your employees who will enter the OEBC program, we urge you to pay close attention to all communications from OEBC and to fully participate in training they offer so your district is prepared for the transition. Keep in mind that if you intend to enroll your employees in the new OEBC plans that will begin on October 1, 2008, you must notify OEBC by June 30, 2008.

OSBA will continue to lead in the areas of student achievement, board leadership, accountability, and sustained investment in public education on behalf of our members.

If you have questions, please contact Kevin McCann or Dori Brattain.

If you get questions from the news media, we suggest these talking points:

- We regret this change – but closing down our health insurance operation next year is in the best interest of our members. We'll turn our focus to helping them transition to the new OEBC.
  
- The plans Regence was able to offer OSBA are not viable for school districts. One plan would dramatically increase rates – including a 37 percent increase in some cases. The other plan would have required OSBA and school districts to assume all financial risk. OSBA is not an insurance company and school districts should not be asked to take on a potentially huge financial risk.
  
- Regence experts know the insurance business, which includes making the right business decisions for the circumstances they face. Unfortunately, we are all left with few good choices.

## Economic Development Council of Tillamook County

### RECOMMENDATION

Approve the proposed joint partnership with the Economic Development Council of Tillamook County.

**BACKGROUND INFORMATION** ----- President Carnahan  
Attached is a proposal that would create a joint partnership between Tillamook Bay Community College and the Economic Development Council (EDC) of Tillamook County. The College would contract with the EDC to hire a joint Director of Economic and Small Business Development, and the EDC administrative support staff.



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**DRAFT****AGREEMENT BETWEEN  
ECONOMIC DEVELOPMENT COUNCIL OF TILLAMOOK COUNTY  
AND  
TILLAMOOK BAY COMMUNITY COLLEGE**

The parties to this Agreement are the **ECONOMIC DEVELOPMENT COUNCIL OF TILLAMOOK COUNTY**, hereinafter referred to as EDC, and **TILLAMOOK BAY COMMUNITY COLLEGE**, hereinafter referred to as TBCC.

The parties mutually agree that economic development activities that result in the recruitment, creation, and expansion of business in Tillamook County are in the best interest of both parties. The parties further agree that advancing economic development through this partnership is in the interest of both parties.

**THEREFORE IT IS AGREED:**

1. Employees shall be hired by TBCC and shall be assigned to EDC, to serve as the Director and Administrative Assistant of EDC, from July 1, 2008 through June 30, 2009. They shall officially remain employees of TBCC, but shall take direction for their work with EDC from EDC's Board Chair, Executive Committee, and Board of Directors. TBCC assignments, separate from EDC duties, shall be arranged through discussions between the Director and the President of TBCC.
2. EDC shall pay TBCC for salaries and benefits \$\_\_\_\_\_ for services rendered by the Director and \$\_\_\_\_\_ for the Administrative Assistant. TBCC shall bill EDC quarterly for these services; billings will be in advance of service rather than reimbursement for services provided. Materials, supplies, travel and other costs associated with employee EDC duties shall be borne by EDC. Materials, supplies, travel and other costs associated with employee TBCC duties shall be borne by TBCC.
3. This Agreement may be terminated at any time by mutual consent of both parties. Moreover, either party, with 90 days written notice (sent certified mail or delivered in person), may terminate this agreement. Upon the effective date of the termination, EDC shall pay, on a pro-rata basis, any amounts due for services delivered by the Director and Administrative Assistant. Beyond this responsibility for pro-rated service payments, neither party shall have any obligation or liability solely because the Agreement has been terminated.
4. This agreement may be extended for subsequent terms. Discussion on a possible successor agreement shall commence, if at all, not later than May 1, 2009. The Director shall be responsible for convening the appropriate parties to discuss the possibility of a successor agreement. A successor agreement shall be in writing and shall be executed by the appropriately authorized parties.

5. Both parties pledge themselves, in good faith, to give full force and effect to the purposes of this Agreement. In the event of disputes that arise in connection with this Agreement, the TBCC President and EDC Board Chair are authorized to meet, confer, and attempt to resolve disputes. Although not required by the terms of this Agreement, such discussions should be considered before the Agreement is terminated.
6. In that staff, in their capacity as EDC, receive direction exclusively from EDC's Board Chair, Executive Director, and Board of Directors, EDC agrees to indemnify and hold harmless TBCC from all legal, contractual and equitable claims that may arise as a result of their service as EDC.
7. This Agreement constitutes the entire agreement between the parties. No waiver, modification, amendment, or other change in this Agreement shall bind the parties unless signed and fully executed by authorized representatives.

TERM OF AGREEMENT is July 1, 2008 - June 30, 2009.

For TBCC

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For EDC

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\_\_\_\_\_  
President

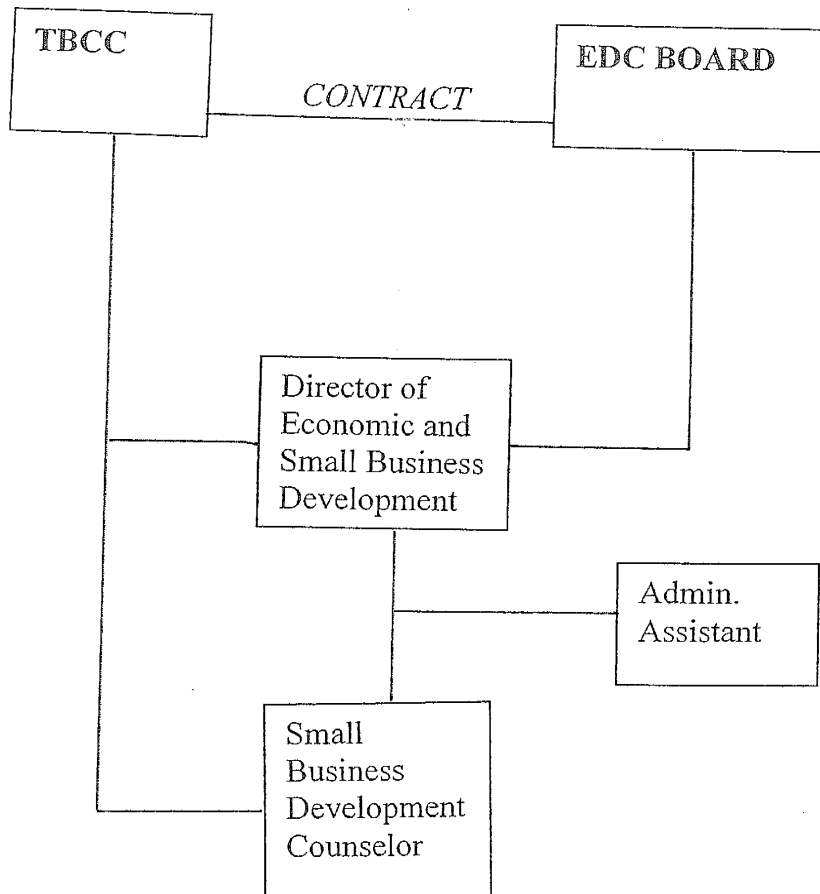
\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EDC AND TBCC PARTNERSHIP

Delivery of Economic and  
Small Business Development  
Services at the Local Level



## **Director of Economic and Small Business Development**

Through a joint partnership between the Economic Development Council and Tillamook Bay Community College, the Director will be responsible for increasing the economic opportunities through activities that will improve the business climate and assist small business in analyses of their needs and considerations. In addition to the following responsibilities, the Director will be accountable for working with community organizations and maintain liaisons with relevant local, state and federal programs to accomplish the following objectives.

- Inventory, promote and market the economic resources in the County. Analyze the business development needs in the County by meeting with area business, conducting surveys and needs assessment with business owners, and making presentations to business and industry. Forecast future needs and recommend strategies for fund development. Work with local business leaders, business organizations, Chambers, community leaders and other economic development agencies to promote business development and related services.
- Assist existing employers to become more effective, competitive and profitable. Assist in the development of private and public sector initiative to increase and improve service to the small business community.
- Access sources of capital from business, commercial and private arenas, including the development of grants. Consult with area bankers, economic and community development agencies and local, regional and state agencies to identify and provide technical business assistance.
- Encourage entrepreneurs and new business form within the community and attract new employers from outside the County. Develop strategies for capturing more local consumer dollars.
- Assist in the improvement of infrastructure, housing, recreational and cultural facilities.
- Establish a business response team to work with new and existing business, with emphasis on zoning, land-use, wetlands, financing, marketing, transportation, labor, governmental rules and regulations and general business analysis and problem solving.
- Organize and direct the operations of the Small Business Development Center. Manage day to day operations to meet the SBDC counseling, training and contact goals, program objectives and contractual agreements.

- Design small business educational programs, identify problem areas with small business, develop diversified outreach programs and evaluate impact of program delivery.
- Develop, recommend and implement grant budget. Monitor expenditures and prepare progress reports to ensure compliance with budgetary and grant guidelines of EDC and TBCC.
- Supervise the performance of the EDC and SBDC program support staff, volunteers, counselors and instructors, including training, work assignment and performance evaluations.
- Collect, develop and provide information as requested for use in required reports to funding partners and ensure that responses to requests are carried out.
- Ensure efficient resource sharing between the EDC, SBDC, SBA, OECD, Col-PAC and the State of Oregon business community.
- Develop, distribute and maintain current EDC and SBDC promotional and marketing material.
- Attend and participate in a variety of workshops, seminars and meetings; serve on business-related committees and advisory boards.
- Attend and participate in the Oregon SBDC and EDC Network meetings and training.



## SBDC Counselor Duties/ Responsibilities

- Analyze business problems and develop solutions.
- Provide one-on-one business counseling to start-up, pre-venture, or existing business needs in as stipulated in the SBDC agreement with Lane Community College, the Small Business Administration, and the Oregon Economic and Community Development Department such as:
  - Business plan preparation
  - Financial management
  - Personnel management
  - Marketing
- Provide other services to aid, support, and assist business clients such as training for the business plans, financing, record keeping, and business management.
- Market programs/training activities through all available media including networking with the business community and business related organizations.
- Monitor progress in relation to established goals; determine variances within established program standard.
- Input all required client data on Oregon SBDC Network database, Center IC, as delineated in the contract agreement.
- Attend meetings and give presentations as a SBDC representative as needed.
- Provide business training as assigned.
- Schedule training activities and prioritize needs of various programs.
- Use word processing, graphics, statistical, spreadsheet and/or database software, (expertise in Microsoft Excel, Word, Outlook and Publisher).
- Participate in the Oregon SBDC Network's Professional Certification and other training and networking opportunities.
- Adhere to the Oregon SBDC Network Code of Ethics.
- Perform related duties as required.

## Adopt Supplemental Budget Resolution to Amend FY 2007-2008 Adopted Budget

### RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2007-2008-7 to adopt a supplemental budget to amend the FY 2007-2008 Adopted Budget.

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

The following appropriation increases and transfers will be made to the 2007-2008 Adopted Budget upon receiving board approval:

- **General Fund**
  - Increase Transfers In by \$3,911 to support PERS debt service transfers from other operational funds.
  - Plant Operation & Maintenance increased by \$3,911 in materials & services to support supply purchases for ongoing maintenance.
  
- **Special Fund**
  - Beginning Fund Balance increased by \$3,805 due to higher than anticipated fund balance in the Bay City Fund.
  - Federal Sources increased by \$20,400 due to unanticipated grant for career pathways program.
  - State Sources increased by \$50,000 due to unanticipated grant for industrial maintenance program.
  - Instruction increased by \$12,520 in personal services and \$7,064 in materials and services to support industrial maintenance instruction.
  - Instructional Support increased by \$30,875 in personal services and \$7,900 in materials and services to support the industrial maintenance and career pathways programs.
  - Plant Operations and Maintenance increased by \$1,250 in materials and services to support utility and insurance costs.
  - Transfers Out increased by \$3,541 to support PERS debt service transfers in the General Fund.
  
- **Capital Projects Fund (formerly Building Reserve Fund)**
  - Other Sources increased by \$300,000 due to interest earnings on General Obligation Bond proceeds.
  - Other Financing Sources increased by \$9,984,950 due to General Obligation Bond proceeds.
  - Plant Additions increased by \$1,250,000 in materials and services for bond issuance costs and costs related to campus construction and design and \$750,000 in capital outlay for land acquisition.
  - Transfers Out increased by \$370 to reimburse the General Fund for costs incurred prior to



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the General Obligation Bond sale.

- Agency Fund

Decrease Student Services by \$1,050 to support scholarships disbursed by student organizations.

Financial Aid increased by \$1,050 to support scholarships disbursed by student organizations.



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**RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2007-08 AND MAKING APPROPRIATIONS**

**THE BOARD OF DIRECTORS FINDS AS FOLLOWS:**

1. A supplemental budget is required in the General Fund, Special Fund, Capital Projects Fund(formerly Building Reserve Fund), and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2007-08.
2. The unanticipated expenditures have primarily arisen due to the sale of General Obligation Bonds approved by voters in May 2007 and federal and state grants.
3. The Plant Operations and Maintenance expense category needs additional appropriation authority of \$3,911 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$19,584, the Instructional Support expense category needs additional appropriation authority of \$38,775, the Plant Operations and Maintenance expense category needs additional appropriation authority of \$1,250, and the Transfers Out expense category needs additional appropriation authority of \$3,541 in the Special Fund.
5. The Plant Additions expense category needs appropriation authority of \$2,000,000 and the Transfers Out expense category needs appropriation authority of \$370 in the Capital Projects Fund.
6. The Financial Aid expense category needs appropriation authority of \$1,050 in the Agency Fund.
7. The Students Services expense category appropriation authority will be reduced by \$1,050 in the Agency Fund.
8. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
9. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4). Budget committee participation is not required. After a special hearing, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE**

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.480(4), increasing appropriations in the fiscal year 2007-08 budget as follows:

| <u>GENERAL FUND</u>               | <u>ORIGINAL<br/>BUDGET</u> | <u>THIS<br/>SUPPLEMENTAL</u> | <u>REVISED<br/>BUDGET</u> |
|-----------------------------------|----------------------------|------------------------------|---------------------------|
| <b>RESOURCES:</b>                 |                            |                              |                           |
| Transfers In                      | <u>73,231</u>              | <u>3,911</u>                 | <u>77,142</u>             |
| Total Resources                   | <u>\$73,231</u>            | <u>\$3,911</u>               | <u>\$77,142</u>           |
| <b>REQUIREMENTS:</b>              |                            |                              |                           |
| Plant Operations and Maintenance  | <u>191,832</u>             | <u>3,911</u>                 | <u>195,743</u>            |
| Total Appropriations/Requirements | <u>\$191,832</u>           | <u>\$3,911</u>               | <u>\$195,743</u>          |

| <u>SPECIAL FUND</u>  | <u>ORIGINAL<br/>BUDGET</u> | <u>THIS<br/>SUPPLEMENTAL</u> | <u>REVISED<br/>BUDGET</u> |
|--|----------------------------|------------------------------|---------------------------|
| <b>RESOURCES:</b>  |                            |                              |                           |
| Beginning Fund Balance                                       | \$143,418                  | 3,805                        | \$147,223                 |
| Federal Sources  | 154,857                    | 20,400                       | 175,257                   |
| State Sources  | <u>41,982</u>              | <u>50,000</u>                | <u>91,982</u>             |
| Total Resources  | <u>\$340,257</u>           | <u>\$74,205</u>              | <u>\$414,462</u>          |
| <br>   |                            |                              |                           |
| <b>REQUIREMENTS:</b>   |                            |                              |                           |
| Instruction  | 112,443                    | 19,584                       | 132,027                   |
| Instructional Support  | 113,862                    | 38,775                       | 152,637                   |
| Plant Operations and Maintenance                             | 1,650                      | 1,250                        | 2,900                     |
| Transfers Out  | <u>8,836</u>               | <u>3,541</u>                 | <u>12,377</u>             |
| Total Appropriations/Requirements                            | <u>\$236,791</u>           | <u>\$63,150</u>              | <u>\$299,941</u>          |
| <br>   |                            |                              |                           |
| <u>CAPITAL PROJECTS FUND(formerly Building Reserve Fund)</u> |                            |                              |                           |
| <b>RESOURCES:</b>  |                            |                              |                           |
| Other Sources  | 18,000                     | 300,000                      | 318,000                   |
| Bond Proceeds  | <u>0</u>                   | <u>9,984,950</u>             | <u>9,984,950</u>          |
| Total Resources  | <u>\$18,000</u>            | <u>\$10,284,950</u>          | <u>\$10,302,950</u>       |
| <br>   |                            |                              |                           |
| <b>REQUIREMENTS:</b>   |                            |                              |                           |
| Plant Additions  | 0                          | 2,000,000                    | 2,000,000                 |
| Transfers Out  | <u>61,500</u>              | <u>370</u>                   | <u>61,870</u>             |
| Total Appropriations/Requirements                            | <u>\$61,500</u>            | <u>\$2,000,370</u>           | <u>\$2,061,870</u>        |
| <br>   |                            |                              |                           |
| <u>AGENCY FUND</u>   |                            |                              |                           |
| <b>REQUIREMENTS:</b>   |                            |                              |                           |
| Student Services   | 15,250                     | (1,050)                      | 14,200                    |
| Financial Aid  | <u>0</u>                   | <u>1,050</u>                 | <u>1,050</u>              |
| Total Appropriations/Requirements                            | <u>\$15,250</u>            | <u>\$ 0</u>                  | <u>\$15,250</u>           |
| <br>   |                            |                              |                           |
| <b>Amounts not appropriated:</b>                             |                            |                              |                           |
| <u>Special Fund</u>  | 17,450                     | 11,055                       | 28,505                    |
| <u>Capital Projects Fund</u>                                 | 0                          | 8,284,580                    | 8,284,580                 |

**ADOPTED** by the Board of Directors of TBCC this 2<sup>nd</sup> day of June, 2008.

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Jim McGinnis, Board of Education Chair

ATTEST by TBCC President this 2<sup>nd</sup> day of June, 2008.

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Jon Carnahan, Tillamook Bay Community College President

## Strategic Planning and Accreditation

### **RECOMMENDATION**

Information only – no action requested.

### **BACKGROUND INFORMATION**-----Dean Gates

The College community reviewed the Self Study Draft in May and comments are being received from two outside experts. June is the month for final revisions in order to meet the July 1 text deadline and August 1 mailing deadline.

Last month, Commissioner Camille Preus talked with the Board about Oregon goals for educational attainment and the legislatively adopted 2007-09 Key Performance Measures (KPMs) for community colleges. The Legislature directed CCWD to disaggregate KPMs by colleges and that “each community college district governing board shall be responsible for meeting the key performance measures for its respective institution.” Attachment 1 shows TBCC results on KPMs, Averages for 17 colleges, and State targets. On most KPMs, TBCC achievement meets or exceeds the State Target. Attachment 2 shows how TBCC institutional goals and performance (institution effectiveness) indicators align with KPMs. The College’s annual Institutional Effectiveness Report includes all the KPMs plus additional items we feel are critical to success, such as Student Goal Attainment and Student Satisfaction. Dean Gates will entertain questions from the Board on these charts.



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**TBCC Performance on State Key Performance Measures (KPMs)**

| KPM  | TBCC Data  | State Total   | State Target 2008 |
|--|--|---|-------------------|
| KPM#1 - Successful GED Applicants: Percentage of GED certificate applicants successful   | 2005/06 = 79.5%<br>2004/05 = 94.1%<br>2003/04 = 80.6%                  | 2005/06 = 76.5%<br>2004/05 = 79.3%<br>2003/04 = 79.3%                         | 76.70%            |
| KPM#7 - Completion of Basic Skills/ESOL: Percentage of students enrolled in a basic skills or ESOL program who complete successfully   | 2005/06 = 56.6%<br>2004/05 = 64.6%<br>2003/04 = 55.9%                  | 2005/06 = 64.0%<br>2004/05 = 50.2%<br>2003/04 = 53.3%                         | 49.90%            |
| KPM#8 - Nursing Completion: Percentage of students who successfully complete a nursing program   | Not Applicable   | 2005/06 = 82.7%<br>2004/05 = 72.2%<br>2003/04 = 69.2%                         | 73.00%            |
| KPM#9 – SBDC Business Start-ups: Percentage of SBDC pre-venture/start-up entrepreneurs with a completed business plan who start a business                                       | Data from State Pending  | Data from State Pending   | 71.40%            |
| KPM#10 - BITS Company Satisfaction: Percent of companies ranking training they received through community college Business and Industry Training System (BITS) as good or better | 2005/06 = 100%<br>2004/05 = 100%<br>2003/04 = 100%                     | 2005/06 = 96.7%<br>2004/05 = 91.4%<br>2003/04 = 95.6%                         | 95.00%            |
| KPM#11 - Licensing/Certification Rates: Oregon community college students' pass rate for nation licensing tests compared to nation pass rates                                    | EMT-Basic<br>2005/06 = 89%<br>2004/05 = 93%<br>C.N.A.<br>2005/06 = 33% | EMT-Basic<br>2005/06 = 85%<br>2004/05 = 83%<br>C.N.A.<br>2005/06 = 78%        | 93.00%            |
| KPM#12 - Professional Technical Degree/Certification Completion: Number of professional-technical degrees and certificates awarded   | 2005/06 = 2<br>2004/05 = 2<br>2003/04 = 4                              | 2005/06 = 4,448<br>2004/05 = 4,667<br>2003/04 = 4,795                         | 4,812             |
| KPM#13 - Associate Degree Completion: Percentage of students in Associate degree programs who obtain an Associate degree   | 2005/06 = 4 (36.4%)<br>2004/05 = 10 (55.6%)<br>2003/04 = 6 (31.6%)     | 2005/06 = 3,007 (28.8%)<br>2004/05 = 2,814 (29.1%)<br>2003/04 = 2,893 (30.0%) | 30.60%            |



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|   |   |   |                         |
|---|---|---|-------------------------|
| KPM#14 - Student Transfers to OUS:<br>Percentage of students attending an Oregon community college during gone academic year who transfer to an OUS institution the following academic year   | 2005/06 = 15 (8.4%)<br>2004/05 = 9 (6.3%)<br>2003/04 = 16 (10.0%)           | 2005/06 = 8,402 (15.3%)<br>2004/05 = 7,509 (14.2%)<br>2003/04 = 7,087 (13.9%) | 15.00%                  |
| KPM#15 - Progress of Transfer Students:<br>Percentage of community college transfer students who demonstrate progress by returning for the second year  | 2005/06 = 8 (88.9%)<br>2004/05 = 11 (68.8%)<br>2003/04 = 8 (61.5%)          | 2005/06 = 6,014 (80.1%)<br>2004/05 = 5,397 (76.2%)<br>2003/04 = 5,538 (79.0%) | 80.00%                  |
| KPM#16 - Tuition/Fees: Oregon's rank for college tuition and fees among all (15) western states   | 2005/06 = 2 <sup>nd</sup> Highest<br>2004/05 = Highest<br>2003/04 = Highest | 2005/06 = 2 <sup>nd</sup> Highest<br>2004/05 = Highest<br>2003/04 = Highest   | 8 <sup>th</sup> Highest |
| KPM#17 - High School Participation: Number of high school students enrolled in community college credit programs (dual credit)  | 2006/07 = 66<br>2005/06 = 0<br>2004/05 = 0                                  | 2006/07 = 19,417<br>2005/06 = 15,796<br>2004/05 = 14,196                      | 16,112                  |
| KPM#18 - Minority Enrollment: Each minority's proportion of total community college enrollment as a percentage of each minority's proportion of the total population, by racial/ethnic group. | Data from State Pending   | Data from State Pending   | >=100%                  |



## Tillamook Bay Community College



## TBCC Performance Indicators Aligning with State Key Performance Measures

|  |                   |
|--|-------------------|
| <b>Goal 1 – Identify and address the educational needs of the community.</b>   |                   |
| TBCC PI#8 - Regional Market Penetration Rates  | KPM#17            |
| TBCC PI#9 - Responsiveness to Community Needs  | KPM#9             |
| TBCC PI#10 - Placement Rates (Annual)  | Proposed Measure  |
| TBCC PI#12 - Employer Satisfaction with Graduates  | KPM#10            |
| TBCC PI#14 - Value Added to the Community  | KPM#18            |
| <b>Goal 2 – Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals.</b> |                   |
| TBCC PI#1 - Student Goal Attainment  | None              |
| TBCC PI#2 - Persistence  | Proposed Measures |
| TBCC PI#3 - Graduation Rates   | KPM#12, 13        |
| TBCC PI#5 - Success in Subsequent and Related Coursework   | Proposed Measures |
| TBCC PI#6 - Program Learning Outcomes and Mastery of Discipline  | None              |
| TBCC PI#7 - Demonstration of General Education Competencies  | None              |
| TBCC PI#10 - Placement Rates   | KPM#6             |
| TBCC PI#11 - Licensure and Certification Pass Rates  | KPM#11            |
| TBCC PI#15 - Transfer Rates  | KPM#14            |
| TBCC PI#16 - Performance After Transfer  | KPM#15            |
| <b>Goal 3 – Provide support services to enable students to achieve their educational, career, and lifelong learning goals.</b>             |                   |
| TBCC PI#1 - Student Satisfaction (External Measures)   | None              |
| TBCC PI#4 - Student Goal Attainment  | None              |
| <b>Goal 4 – Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College.</b>            |                   |
| TBCC PI#13 - Client Satisfaction with Programs and Services  | KPM#10            |
| <b>Goal 7 - Develop a leadership role in the economic and social evolution of the community.</b>   |                   |
| TBCC PI#8 - Regional Market Penetration Rate   | Proposed Measure  |
| TBCC PI#9 - Responsiveness to Community Needs  | KPM#9             |
| TBCC PI#10 - Placement Rates   | KPM#6             |
| TBCC PI#12 - Employer Satisfaction With Graduates  | KPM#10            |
| TBCC PI#14 - Value Added to the Community  | KPM#18            |



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## Courses and Curricula

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION ----- Dean Gates

There are no new courses or curricula proposed this month.



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

## RECOMMENDATION

There are no grants or contracts to present this month.

BACKGROUND INFORMATION ----- Dean Ellison

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<sup>i</sup> TBCC Policy - ARTICLE 106: CONTRACT REVIEW BOARD



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

## RECOMMENDATION

Recommend approval after second reading, of Board Policy section III, Personnel Policies, with the exception of Policy 316.

## BACKGROUND INFORMATION ----- President Carnahan

1. This is the second reading of section III, Personnel Policies. Policy 316 is currently under review by College legal counsel and will be presented for approval at a later date.
2. This is the first reading for the attached appendices to the policy manual. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted.

| <b>Policy</b>  | <b>Status</b>   |
|--|---|
| Appendix A-1, Staff Salary Grades  | First reading of policy to implement 2008-2009 proposed budget. |
| Appendix A-2, Executive, Management, Support Staff Salary Schedule                             | First reading of policy to implement 2008-2009 proposed budget. |
| Appendix B-1, Summary of Employee Benefits   | First reading of policy to implement 2008-2009 proposed budget. |
| Appendix C-1, Regular Full-Time and Regular Part-Time 180 and 195 Day Faculty Salary Schedules | First reading of policy to implement 2008-2009 proposed budget. |
| Appendix C-3, Non-Regular Faculty Salary Schedule  | First reading of policy to implement 2008-2009 proposed budget. |

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<sup>i</sup> **TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES**



**NON-FACULTY SALARY GRADES**

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

**2007—2008 2008 - 2009 Executive and Management Staff Salary Grades (Exempt)**

| GRADE         | POSITION TITLE  |
|---------------|---|
| 30            | Dean of Instruction and Student Services  |
| 29            | Dean of Administrative Services   |
| 22            | Comptroller   |
| <b>22</b>     | <b>Director, Career, Technical and Workforce Education</b>  |
| <b>22</b>     | <b>Director, Enrollment Management and Student Services</b>   |
| 22            | Director, Library   |
| 22            | Director, Professional Technical Education  |
| 22            | Director, Skills Development Center   |
| 22            | Director, <del>Workforce, Continuing Education,</del> <b>Community Economic Development</b> and Small Business Development Center |
| 20            | Coordinator, Institutional Research   |
| 17            | Academic Advisor  |
| <del>17</del> | <del>Registrar</del>  |
| 17            | Coordinator, Literacy Program   |
| 17            | College Now Coordinator   |
| <b>17</b>     | <b>Information Technology Coordinator</b>   |

**2007—2008 2008 - 2009 Professional Support Staff Salary Grades (Non-Exempt)**

| GRADE         | POSITION TITLE                               |
|---------------|--|
| 13            | Course Information Specialist                |
| 13            | Executive Secretary                          |
| <del>13</del> | <del>Information Technology Specialist</del> |
| 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  |
| 6             | Math Lab Assistant                           |
| 3             | Maintenance/Security Specialist              |



**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<br>DEP: Self<br>Pay                                  |  | days/year | days/year    | days/year    | Per occurrence<br>days/year | days/year       | Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses. | Qual.<br>Pos. |
| FT Administrative Staff<br>40 hours/week                 | X   |  | 12        | 20           | 11           | 5                           | 3               | unlimited emp + dep  | X             |
| FT Support Staff<br>40 hours/week                        | X   |  | 12        | 10 to 20**** | 11           | 5                           | 3               | unlimited emp + dep  | X             |
| PT Admin. & Support Staff 20<br>hours or more per week   | X**   |  | X**       | X**          | X***         | 5***                        | X**             | 8 credits<br>emp + dep & unlimited Degree Guarnatee<br>course credits emp + dep  | X             |
| PT Admin. & Support Staff<br>Less than 20 hours per week |   |  |           |              |              |                             |                 | 8 credits<br>emp + dep & unlimited Degree Guarnatee<br>course credits emp + dep  | Qual. Pos.    |
| Temporary & On-Call<br>Employees                         |   |  |           |              |              |                             |                 | 8 credits<br>emp + dep & unlimited Degree Guarnatee<br>course credits emp + dep  | Qual. Pos     |
| 180/ day Regular Faculty 1.<br>FTE                       | X   |  | 10        |              | 5            | 5                           | 3               | unlimited emp + dep  | X             |
| 180/ day Regular<br>Faculty .5-.99 FTE                   | X**   |  | X**       |              |              |                             |                 | 8 credits<br>emp + dep & unlimited Degree Guarnatee<br>course credits emp + dep  | X             |
| Adjunct Faculty<br>Term-by-term                          |   |  |           |              |              |                             |                 | 8 credits<br>emp + dep & unlimited Degree Guarnatee<br>course credits emp + dep  | 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)



2007 - 2008 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: June 18, 2007

Reference:

| TILLAMOOK BAY COMMUNITY COLLEGE                                 |          |          |          |          |          |           |           |           |           |           |           |           |           |            |
|---|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2007-2008 Executive, Management, Support Staff Salary Schedule* |          |          |          |          |          |           |           |           |           |           |           |           |           |            |
| Step  |          |          |          |          |          |           |           |           |           |           |           |           |           |            |
| Grade   |          |          |          |          |          |           |           |           |           |           |           |           |           | Calculated |
|   | 1        | 2        | 3        | 4        | 5        | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        | Midpoint   |
| 1   | \$16,610 | \$17,124 | \$17,654 | \$18,183 | \$18,729 | \$19,291  | \$19,869  | \$20,465  | \$21,079  | \$21,712  | \$22,363  | \$23,034  | \$23,725  | \$20,168   |
| 2   | \$17,441 | \$17,980 | \$18,536 | \$19,092 | \$19,665 | \$20,255  | \$20,863  | \$21,489  | \$22,133  | \$22,797  | \$23,481  | \$24,186  | \$24,911  | \$21,176   |
| 3   | \$18,313 | \$18,879 | \$19,463 | \$20,047 | \$20,648 | \$21,268  | \$21,906  | \$22,563  | \$23,240  | \$23,937  | \$24,655  | \$25,395  | \$26,157  | \$22,235   |
| 4   | \$19,229 | \$19,823 | \$20,436 | \$21,049 | \$21,681 | \$22,331  | \$23,001  | \$23,691  | \$24,402  | \$25,134  | \$25,888  | \$26,665  | \$27,465  | \$23,347   |
| 5   | \$20,190 | \$20,814 | \$21,458 | \$22,102 | \$22,765 | \$23,448  | \$24,151  | \$24,876  | \$25,622  | \$26,391  | \$27,182  | \$27,998  | \$28,838  | \$24,514   |
| 6   | \$21,199 | \$21,855 | \$22,531 | \$23,207 | \$23,903 | \$24,620  | \$25,359  | \$26,120  | \$26,903  | \$27,710  | \$28,542  | \$29,398  | \$30,280  | \$25,740   |
| 7   | \$22,259 | \$22,948 | \$23,658 | \$24,367 | \$25,098 | \$25,851  | \$26,627  | \$27,426  | \$28,248  | \$29,096  | \$29,969  | \$30,868  | \$31,794  | \$27,027   |
| 8   | \$23,372 | \$24,095 | \$24,840 | \$25,586 | \$26,353 | \$27,144  | \$27,958  | \$28,797  | \$29,661  | \$30,551  | \$31,467  | \$32,411  | \$33,383  | \$28,378   |
| 9   | \$24,541 | \$25,300 | \$26,082 | \$26,865 | \$27,671 | \$28,501  | \$29,356  | \$30,237  | \$31,144  | \$32,078  | \$33,040  | \$34,032  | \$35,053  | \$29,797   |
| 10  | \$25,768 | \$26,565 | \$27,387 | \$28,208 | \$29,054 | \$29,926  | \$30,824  | \$31,749  | \$32,701  | \$33,682  | \$34,693  | \$35,733  | \$36,805  | \$31,287   |
| 11  | \$27,056 | \$27,893 | \$28,756 | \$29,619 | \$30,507 | \$31,422  | \$32,365  | \$33,336  | \$34,336  | \$35,366  | \$36,427  | \$37,520  | \$38,646  | \$32,851   |
| 12  | \$28,409 | \$29,288 | \$30,194 | \$31,100 | \$32,033 | \$32,993  | \$33,983  | \$35,003  | \$36,053  | \$37,134  | \$38,248  | \$39,396  | \$40,578  | \$34,494   |
| 13  | \$29,830 | \$30,752 | \$31,703 | \$32,655 | \$33,634 | \$34,643  | \$35,682  | \$36,753  | \$37,856  | \$38,991  | \$40,161  | \$41,366  | \$42,607  | \$36,218   |
| 14  | \$31,321 | \$32,290 | \$33,289 | \$34,287 | \$35,316 | \$36,375  | \$37,467  | \$38,591  | \$39,748  | \$40,941  | \$42,169  | \$43,434  | \$44,737  | \$38,029   |
| 15  | \$32,887 | \$33,904 | \$34,953 | \$36,002 | \$37,082 | \$38,194  | \$39,340  | \$40,520  | \$41,736  | \$42,988  | \$44,277  | \$45,606  | \$46,974  | \$39,931   |
| 16  | \$34,532 | \$35,600 | \$36,701 | \$37,802 | \$38,936 | \$40,104  | \$41,307  | \$42,546  | \$43,822  | \$45,137  | \$46,491  | \$47,886  | \$49,323  | \$41,927   |
| 17  | \$36,258 | \$37,380 | \$38,536 | \$39,692 | \$40,883 | \$42,109  | \$43,372  | \$44,673  | \$46,014  | \$47,394  | \$48,816  | \$50,280  | \$51,789  | \$44,023   |
| 18  | \$38,071 | \$39,249 | \$40,462 | \$41,676 | \$42,927 | \$44,214  | \$45,541  | \$46,907  | \$48,314  | \$49,764  | \$51,257  | \$52,794  | \$54,378  | \$46,225   |
| 19  | \$39,975 | \$41,211 | \$42,486 | \$43,760 | \$45,073 | \$46,425  | \$47,818  | \$49,252  | \$50,730  | \$52,252  | \$53,819  | \$55,434  | \$57,097  | \$48,536   |
| 20  | \$41,973 | \$43,272 | \$44,610 | \$45,948 | \$47,327 | \$48,746  | \$50,209  | \$51,715  | \$53,267  | \$54,865  | \$56,510  | \$58,206  | \$59,952  | \$50,963   |
| 21  | \$44,072 | \$45,435 | \$46,840 | \$48,246 | \$49,693 | \$51,184  | \$52,719  | \$54,301  | \$55,930  | \$57,608  | \$59,336  | \$61,116  | \$62,950  | \$53,511   |
| 22  | \$46,276 | \$47,707 | \$49,182 | \$50,658 | \$52,178 | \$53,743  | \$55,355  | \$57,016  | \$58,726  | \$60,488  | \$62,303  | \$64,172  | \$66,097  | \$56,186   |
| 23  | \$48,589 | \$50,092 | \$51,642 | \$53,191 | \$54,786 | \$56,430  | \$58,123  | \$59,867  | \$61,663  | \$63,513  | \$65,418  | \$67,380  | \$69,402  | \$58,996   |
| 24  | \$51,019 | \$52,597 | \$54,224 | \$55,850 | \$57,526 | \$59,252  | \$61,029  | \$62,860  | \$64,746  | \$66,688  | \$68,689  | \$70,749  | \$72,872  | \$61,945   |
| 25  | \$53,570 | \$55,227 | \$56,935 | \$58,643 | \$60,402 | \$62,214  | \$64,081  | \$66,003  | \$67,983  | \$70,023  | \$72,123  | \$74,287  | \$76,516  | \$65,043   |
| 26  | \$56,248 | \$57,988 | \$59,781 | \$61,575 | \$63,422 | \$65,325  | \$67,285  | \$69,303  | \$71,382  | \$73,524  | \$75,729  | \$78,001  | \$80,341  | \$68,295   |
| 27  | \$59,061 | \$60,887 | \$62,771 | \$64,654 | \$66,593 | \$68,591  | \$70,649  | \$72,768  | \$74,951  | \$77,200  | \$79,516  | \$81,901  | \$84,358  | \$71,710   |
| 28  | \$62,014 | \$63,932 | \$65,909 | \$67,886 | \$69,923 | \$72,021  | \$74,181  | \$76,407  | \$78,699  | \$81,060  | \$83,492  | \$85,996  | \$88,576  | \$75,295   |
| 29  | \$65,115 | \$67,128 | \$69,205 | \$71,281 | \$73,419 | \$75,622  | \$77,890  | \$80,227  | \$82,634  | \$85,113  | \$87,666  | \$90,296  | \$93,005  | \$79,060   |
| 30  | \$68,370 | \$70,485 | \$72,665 | \$74,845 | \$77,090 | \$79,403  | \$81,785  | \$84,238  | \$86,766  | \$89,369  | \$92,050  | \$94,811  | \$97,655  | \$83,013   |
| 31  | \$71,789 | \$74,009 | \$76,298 | \$78,587 | \$80,945 | \$83,373  | \$85,874  | \$88,450  | \$91,104  | \$93,837  | \$96,652  | \$99,552  | \$102,538 | \$87,163   |
| 32  | \$75,378 | \$77,710 | \$80,113 | \$82,516 | \$84,992 | \$87,542  | \$90,168  | \$92,873  | \$95,659  | \$98,529  | \$101,485 | \$104,529 | \$107,665 | \$91,522   |
| 33  | \$79,147 | \$81,595 | \$84,119 | \$86,642 | \$89,241 | \$91,919  | \$94,676  | \$97,516  | \$100,442 | \$103,455 | \$106,559 | \$109,756 | \$113,048 | \$96,098   |
| 34  | \$83,105 | \$85,675 | \$88,324 | \$90,974 | \$93,703 | \$96,515  | \$99,410  | \$102,392 | \$105,464 | \$108,628 | \$111,887 | \$115,243 | \$118,701 | \$100,903  |
| 35  | \$87,260 | \$89,958 | \$92,741 | \$95,523 | \$98,389 | \$101,340 | \$104,380 | \$107,512 | \$110,737 | \$114,059 | \$117,481 | \$121,006 | \$124,636 | \$105,948  |

\*Market Level Schedule per PSPC Study. Employees over market held constant.

**INSURANCE BENEFIT AMOUNT**

|           |          |           |                                |
|-----------|----------|-----------|--------------------------------|
| Full-time | \$722.74 | per month |                                |
| Part-time | \$722.74 | 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 | \$722.74 | per month |  |
| Part-Time | \$722.74 | per month | (stipend for part-time employment is prorated based on actual FTE) |



2008 - 2009 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: Pending

Reference:

| TILLAMOOK BAY COMMUNITY COLLEGE                                 |          |          |          |          |           |           |           |           |           |           |           |           |           |            |
|---|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 2008-2009 Executive, Management, Support Staff Salary Schedule* |          |          |          |          |           |           |           |           |           |           |           |           |           |            |
| Step  |          |          |          |          |           |           |           |           |           |           |           |           |           |            |
| Grade   |          |          |          |          |           |           |           |           |           |           |           |           |           | Calculated |
|   | 1        | 2        | 3        | 4        | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        | Midpoint   |
| 1   | \$17,208 | \$17,740 | \$18,289 | \$18,838 | \$19,403  | \$19,985  | \$20,585  | \$21,202  | \$21,838  | \$22,493  | \$23,168  | \$23,863  | \$24,579  | \$20,894   |
| 2   | \$18,069 | \$18,628 | \$19,204 | \$19,780 | \$20,373  | \$20,984  | \$21,614  | \$22,262  | \$22,930  | \$23,618  | \$24,327  | \$25,056  | \$25,808  | \$21,938   |
| 3   | \$18,972 | \$19,559 | \$20,164 | \$20,769 | \$21,392  | \$22,034  | \$22,695  | \$23,375  | \$24,077  | \$24,799  | \$25,543  | \$26,309  | \$27,098  | \$23,035   |
| 4   | \$19,921 | \$20,537 | \$21,172 | \$21,807 | \$22,461  | \$23,135  | \$23,829  | \$24,544  | \$25,280  | \$26,039  | \$26,820  | \$27,625  | \$28,453  | \$24,187   |
| 5   | \$20,917 | \$21,564 | \$22,231 | \$22,898 | \$23,584  | \$24,292  | \$25,021  | \$25,771  | \$26,545  | \$27,341  | \$28,161  | \$29,006  | \$29,876  | \$25,396   |
| 6   | \$21,963 | \$22,642 | \$23,342 | \$24,042 | \$24,764  | \$25,507  | \$26,272  | \$27,060  | \$27,872  | \$28,708  | \$29,569  | \$30,456  | \$31,370  | \$26,666   |
| 7   | \$23,061 | \$23,774 | \$24,509 | \$25,245 | \$26,002  | \$26,782  | \$27,585  | \$28,413  | \$29,265  | \$30,143  | \$31,048  | \$31,979  | \$32,938  | \$28,000   |
| 8   | \$24,214 | \$24,963 | \$25,735 | \$26,507 | \$27,302  | \$28,121  | \$28,965  | \$29,834  | \$30,729  | \$31,650  | \$32,600  | \$33,578  | \$34,585  | \$29,400   |
| 9   | \$25,424 | \$26,211 | \$27,021 | \$27,832 | \$28,667  | \$29,527  | \$30,413  | \$31,325  | \$32,265  | \$33,233  | \$34,230  | \$35,257  | \$36,315  | \$30,870   |
| 10  | \$26,696 | \$27,521 | \$28,373 | \$29,224 | \$30,100  | \$31,003  | \$31,934  | \$32,892  | \$33,878  | \$34,895  | \$35,941  | \$37,020  | \$38,130  | \$32,413   |
| 11  | \$28,030 | \$28,897 | \$29,791 | \$30,685 | \$31,605  | \$32,554  | \$33,530  | \$34,536  | \$35,572  | \$36,639  | \$37,739  | \$38,871  | \$40,037  | \$34,034   |
| 12  | \$29,432 | \$30,342 | \$31,281 | \$32,219 | \$33,186  | \$34,181  | \$35,207  | \$36,263  | \$37,351  | \$38,471  | \$39,625  | \$40,814  | \$42,039  | \$35,735   |
| 13  | \$30,904 | \$31,859 | \$32,845 | \$33,830 | \$34,845  | \$35,890  | \$36,967  | \$38,076  | \$39,218  | \$40,395  | \$41,607  | \$42,855  | \$44,141  | \$37,522   |
| 14  | \$32,449 | \$33,452 | \$34,487 | \$35,522 | \$36,587  | \$37,685  | \$38,815  | \$39,980  | \$41,179  | \$42,415  | \$43,687  | \$44,998  | \$46,348  | \$39,398   |
| 15  | \$34,071 | \$35,125 | \$36,211 | \$37,298 | \$38,417  | \$39,569  | \$40,756  | \$41,979  | \$43,238  | \$44,535  | \$45,871  | \$47,248  | \$48,665  | \$41,368   |
| 16  | \$35,775 | \$36,881 | \$38,022 | \$39,163 | \$40,337  | \$41,548  | \$42,794  | \$44,078  | \$45,400  | \$46,762  | \$48,165  | \$49,610  | \$51,098  | \$43,437   |
| 17  | \$37,564 | \$38,725 | \$39,923 | \$41,121 | \$42,354  | \$43,625  | \$44,934  | \$46,282  | \$47,670  | \$49,100  | \$50,573  | \$52,090  | \$53,653  | \$45,608   |
| 18  | \$39,442 | \$40,662 | \$41,919 | \$43,177 | \$44,472  | \$45,806  | \$47,180  | \$48,596  | \$50,054  | \$51,555  | \$53,102  | \$54,695  | \$56,336  | \$47,889   |
| 19  | \$41,414 | \$42,695 | \$44,015 | \$45,336 | \$46,696  | \$48,096  | \$49,539  | \$51,026  | \$52,556  | \$54,133  | \$55,757  | \$57,430  | \$59,153  | \$50,283   |
| 20  | \$43,484 | \$44,829 | \$46,216 | \$47,602 | \$49,030  | \$50,501  | \$52,016  | \$53,577  | \$55,184  | \$56,840  | \$58,545  | \$60,301  | \$62,110  | \$52,797   |
| 21  | \$45,659 | \$47,071 | \$48,527 | \$49,982 | \$51,482  | \$53,026  | \$54,617  | \$56,256  | \$57,943  | \$59,682  | \$61,472  | \$63,316  | \$65,216  | \$55,437   |
| 22  | \$47,942 | \$49,424 | \$50,953 | \$52,482 | \$54,056  | \$55,678  | \$57,348  | \$59,068  | \$60,840  | \$62,666  | \$64,546  | \$66,482  | \$68,477  | \$58,209   |
| 23  | \$50,339 | \$51,896 | \$53,501 | \$55,106 | \$56,759  | \$58,462  | \$60,215  | \$62,022  | \$63,883  | \$65,799  | \$67,773  | \$69,806  | \$71,900  | \$61,120   |
| 24  | \$52,856 | \$54,490 | \$56,176 | \$57,861 | \$59,597  | \$61,385  | \$63,226  | \$65,123  | \$67,077  | \$69,089  | \$71,162  | \$73,296  | \$75,495  | \$64,175   |
| 25  | \$55,498 | \$57,215 | \$58,984 | \$60,754 | \$62,577  | \$64,454  | \$66,387  | \$68,379  | \$70,430  | \$72,543  | \$74,720  | \$76,961  | \$79,270  | \$67,384   |
| 26  | \$58,273 | \$60,076 | \$61,934 | \$63,792 | \$65,705  | \$67,677  | \$69,707  | \$71,798  | \$73,952  | \$76,171  | \$78,456  | \$80,809  | \$83,234  | \$70,753   |
| 27  | \$61,187 | \$63,079 | \$65,030 | \$66,981 | \$68,991  | \$71,060  | \$73,192  | \$75,388  | \$77,650  | \$79,979  | \$82,378  | \$84,850  | \$87,395  | \$74,291   |
| 28  | \$64,246 | \$66,233 | \$68,282 | \$70,330 | \$72,440  | \$74,613  | \$76,852  | \$79,157  | \$81,532  | \$83,978  | \$86,497  | \$89,092  | \$91,765  | \$78,006   |
| 29  | \$67,459 | \$69,545 | \$71,696 | \$73,847 | \$76,062  | \$78,344  | \$80,694  | \$83,115  | \$85,609  | \$88,177  | \$90,822  | \$93,547  | \$96,353  | \$81,906   |
| 30  | \$70,832 | \$73,022 | \$75,281 | \$77,539 | \$79,865  | \$82,261  | \$84,729  | \$87,271  | \$89,889  | \$92,586  | \$95,363  | \$98,224  | \$101,171 | \$86,001   |
| 31  | \$74,373 | \$76,673 | \$79,045 | \$81,416 | \$83,859  | \$86,374  | \$88,966  | \$91,635  | \$94,384  | \$97,215  | \$100,132 | \$103,135 | \$106,230 | \$90,301   |
| 32  | \$78,092 | \$80,507 | \$82,997 | \$85,487 | \$88,052  | \$90,693  | \$93,414  | \$96,216  | \$99,103  | \$102,076 | \$105,138 | \$108,292 | \$111,541 | \$94,816   |
| 33  | \$81,996 | \$84,532 | \$87,147 | \$89,761 | \$92,454  | \$95,228  | \$98,085  | \$101,027 | \$104,058 | \$107,180 | \$110,395 | \$113,707 | \$117,118 | \$99,557   |
| 34  | \$86,096 | \$88,759 | \$91,504 | \$94,249 | \$97,077  | \$99,989  | \$102,989 | \$106,078 | \$109,261 | \$112,539 | \$115,915 | \$119,392 | \$122,974 | \$104,535  |
| 35  | \$90,401 | \$93,197 | \$96,079 | \$98,962 | \$101,931 | \$104,989 | \$108,138 | \$111,382 | \$114,724 | \$118,166 | \$121,710 | \$125,362 | \$129,123 | \$109,762  |

\*Market Level Schedule per PSCP Study. Employees over market held constant.

**INSURANCE BENEFIT AMOUNT**

|           |          |           |                                |  |  |  |  |  |  |  |  |  |  |  |
|-----------|----------|-----------|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Full-time | \$748.76 | per month |                                |  |  |  |  |  |  |  |  |  |  |  |
| Part-time | \$748.76 | 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 | \$748.76 | per month |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-Time | \$748.76 | per month | (stipend for part-time employment is prorated based on actual FTE) |  |  |  |  |  |  |  |  |  |  |  |





TILLAMOOK BAY COMMUNITY COLLEGE  
 2007-2008 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  | \$34,957 | \$36,005 | \$37,085 | \$38,198 | \$39,344 | \$40,524 | \$41,740 | \$42,992 | \$44,282 | \$45,610 | \$46,979 | \$48,388 | \$49,840 | \$51,335             | \$52,875 | \$54,461 | \$56,095 | \$57,778 |
| 2  | \$35,656 | \$36,725 | \$37,827 | \$38,962 | \$40,130 | \$41,334 | \$42,574 | \$43,852 | \$45,167 | \$46,522 | \$47,918 | \$49,355 | \$50,836 | \$52,361             | \$53,932 | \$55,550 | \$57,216 | \$58,933 |
| 3  | \$36,369 | \$37,460 | \$38,584 | \$39,741 | \$40,933 | \$42,161 | \$43,426 | \$44,729 | \$46,071 | \$47,453 | \$48,877 | \$50,343 | \$51,853 | \$53,409             | \$55,011 | \$56,661 | \$58,361 | \$60,112 |
| 4  | \$37,096 | \$38,209 | \$39,355 | \$40,536 | \$41,752 | \$43,005 | \$44,295 | \$45,624 | \$46,992 | \$48,402 | \$49,854 | \$51,350 | \$52,890 | \$54,477             | \$56,111 | \$57,795 | \$59,529 | \$61,314 |
| 5  | \$37,838 | \$38,973 | \$40,142 | \$41,347 | \$42,587 | \$43,865 | \$45,181 | \$46,536 | \$47,932 | \$49,370 | \$50,851 | \$52,377 | \$53,948 | \$55,567             | \$57,234 | \$58,951 | \$60,719 | \$62,541 |
| 6  | \$38,595 | \$39,753 | \$40,945 | \$42,174 | \$43,439 | \$44,742 | \$46,084 | \$47,467 | \$48,891 | \$50,358 | \$51,868 | \$63,424 | \$55,027 | \$56,678             | \$58,378 | \$60,130 | \$61,933 | \$63,791 |
| 7  |          |          |          |          | \$44,308 | \$45,637 | \$47,006 | \$48,416 | \$49,869 | \$51,365 | \$52,906 | \$54,493 | \$56,128 | \$57,811             | \$59,546 | \$61,332 | \$63,172 | \$65,067 |
| 8  |          |          |          |          |          |          |          | \$49,385 | \$50,866 | \$52,392 | \$53,964 | \$55,583 | \$57,250 | \$58,968             | \$60,737 | \$62,559 | \$64,436 | \$66,369 |
| 9  |          |          |          |          |          |          |          |          |          |          | \$55,043 | \$56,694 | \$58,395 | \$60,147             | \$61,951 | \$63,810 | \$65,724 | \$67,696 |
| 10 |          |          |          |          |          |          |          |          |          |          |          |          |          | \$61,350             | \$63,199 | \$65,096 | \$67,039 | \$69,050 |
| 11 |          |          |          |          |          |          |          |          |          |          |          |          |          |                      |          | \$66,388 | \$68,380 | \$70,431 |
| 12 |          |          |          |          |          |          |          |          |          |          |          |          |          |                      |          |          |          | \$71,840 |

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

INSURANCE BENEFIT AMOUNT

Full-Time \$722.74 per month  
 Part-Time \$722.74 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 \$722.74 per month  
 Part-Time \$722.74 per month (stipend for part-time employment is reduced based on prorated FTE)



TILLAMOOK BAY COMMUNITY COLLEGE  
 2008-2009 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  | \$36,215 | \$37,301 | \$38,421 | \$39,573 | \$40,760 | \$41,983 | \$43,243 | \$44,540 | \$45,876 | \$47,252 | \$48,670 | \$50,130 | \$51,634 | \$53,183             | \$54,778 | \$56,422 | \$58,114 | \$59,858 |
| 2  | \$36,939 | \$38,047 | \$39,189 | \$40,364 | \$41,575 | \$42,822 | \$44,107 | \$45,430 | \$46,793 | \$48,197 | \$49,643 | \$51,132 | \$52,666 | \$54,246             | \$55,873 | \$57,550 | \$59,276 | \$61,054 |
| 3  | \$37,678 | \$38,808 | \$39,973 | \$41,172 | \$42,407 | \$43,679 | \$44,990 | \$46,339 | \$47,730 | \$49,161 | \$50,636 | \$52,155 | \$53,720 | \$55,332             | \$56,992 | \$58,701 | \$60,462 | \$62,276 |
| 4  | \$38,432 | \$39,585 | \$40,772 | \$41,995 | \$43,255 | \$44,553 | \$45,889 | \$47,266 | \$48,684 | \$50,145 | \$51,649 | \$53,198 | \$54,794 | \$56,438             | \$58,131 | \$59,875 | \$61,672 | \$63,522 |
| 5  | \$39,200 | \$40,376 | \$41,588 | \$42,835 | \$44,120 | \$45,444 | \$46,807 | \$48,211 | \$49,658 | \$51,148 | \$52,682 | \$54,262 | \$55,890 | \$57,567             | \$59,294 | \$61,073 | \$62,905 | \$64,792 |
| 6  | \$39,984 | \$41,184 | \$42,419 | \$43,692 | \$45,003 | \$46,353 | \$47,743 | \$49,176 | \$50,651 | \$52,170 | \$53,736 | \$55,348 | \$57,008 | \$58,718             | \$60,480 | \$62,294 | \$64,163 | \$66,088 |
| 7  |          |          |          |          | \$45,903 | \$47,280 | \$48,698 | \$50,159 | \$51,664 | \$53,214 | \$54,810 | \$56,455 | \$58,148 | \$59,893             | \$61,689 | \$63,540 | \$65,446 | \$67,410 |
| 8  |          |          |          |          |          |          |          | \$51,162 | \$52,697 | \$54,278 | \$55,906 | \$57,584 | \$59,311 | \$61,091             | \$62,923 | \$64,811 | \$66,755 | \$68,758 |
| 9  |          |          |          |          |          |          |          |          |          |          | \$57,025 | \$58,735 | \$60,497 | \$62,312             | \$64,182 | \$66,107 | \$68,090 | \$70,133 |
| 10 |          |          |          |          |          |          |          |          |          |          |          |          |          | \$63,559             | \$65,465 | \$67,429 | \$69,452 | \$71,536 |
| 11 |          |          |          |          |          |          |          |          |          |          |          |          |          |                      |          | \$68,778 | \$70,841 | \$72,966 |
| 12 |          |          |          |          |          |          |          |          |          |          |          |          |          |                      |          |          |          | \$74,426 |

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

INSURANCE BENEFIT AMOUNT

Full-Time \$748.76 per month  
 Part-Time \$748.76 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 \$748.76 per month  
 Part-Time \$748.76 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 2007-2008 2008-2009**

|   | Tier 1   | Tier 2               | Tier 3               | Tier 4               | Tier 5               | Tier 6                |
|---|--|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)   | \$374.15 \$387.62<br>per lecture credit  | \$392.98<br>\$407.13 | \$412.49<br>\$427.34 | \$433.13<br>\$448.72 | \$454.78<br>\$471.15 | \$491.27<br>\$477.88  |
| Transfer College Credit Courses Substitute Rate   | \$ 31.19 \$32.31 per lecture credit  |                      |                      |                      |                      |                       |
| Transfer College Credit Courses Writing Bonus for three Credit WR Courses   | \$ 278.38 \$288.40 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)  | \$ 771.69<br>\$799.47 per lab credit   | \$810.24<br>\$839.41 | \$830.73<br>\$860.64 | \$893.32<br>\$925.48 | \$938.50<br>\$972.29 | \$984.88<br>\$1020.34 |
| 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) | \$563.80 \$584.10<br>per lecture/lab credit  | \$591.62<br>\$612.92 | \$621.21<br>\$643.57 | \$652.27<br>\$675.75 | \$684.88<br>\$709.54 | \$719.13<br>\$745.02  |
| ABE/GED/ESL/ High School Credit Recovery Classes  | \$25.61 \$26.53<br>per hour  | \$26.89<br>\$27.86   | \$28.23<br>\$29.25   | \$29.66<br>\$30.73   | \$31.14<br>\$32.26   | \$32.68<br>\$33.86    |
| 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.)  | \$ 22.27 \$23.07<br>per hour   | \$23.38<br>\$24.22   | \$24.57<br>\$25.45   | \$25.78<br>\$26.71   | \$27.07<br>\$28.04   | \$28.43<br>\$29.45    |
| 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  | <del>\$8.13</del> \$8.42 per hour                 | <del>\$8.54</del><br>\$8.85   | <del>\$8.97</del><br>\$9.29   | <del>\$9.41</del><br>\$9.75   | <del>\$9.89</del><br>\$10.25  | <del>\$10.38</del><br>\$10.75 |
| Instructional Assistants II<br>(Extensive training required, Examples: EMT, Piano, ESL) | <del>\$10.85</del> \$11.24 per hour               | <del>\$11.38</del><br>\$11.79 | <del>\$11.96</del><br>\$12.39 | <del>\$12.55</del><br>\$13.00 | <del>\$13.19</del><br>\$13.66 | <del>\$13.83</del><br>\$14.33 |
| General Tutoring  | <del>\$8.13</del> \$8.42 per hour                 | <del>\$8.54</del><br>\$8.85   | <del>\$8.97</del><br>\$9.29   | <del>\$9.41</del><br>\$9.75   | <del>\$9.89</del><br>\$10.25  | <del>\$10.38</del><br>\$10.75 |
| ADA Tutor   | <del>\$10.85</del> \$11.24 per hour               | <del>\$11.38</del><br>\$11.79 | <del>\$11.96</del><br>\$12.39 | <del>\$12.55</del><br>\$13.00 | <del>\$13.19</del><br>\$13.66 | <del>\$13.83</del><br>\$14.33 |
| Math Tutor  | <del>\$10.85-\$13.00</del> \$11.24-13.47 per hour |                               |                               |                               |                               |                               |
| Meetings: Curriculum Development, Departmental, etc.                                    | <del>\$16.30</del> \$16.89 per hour               |                               |                               |                               |                               |                               |



## Facilities

### RECOMMENDATION

There are no items to review this month.

BACKGROUND INFORMATION ----- Dean Ellison



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## Capital Construction Projects

### RECOMMENDATION

Information only – no action requested.

**BACKGROUND INFORMATION** ----- President Carnahan

### Project updates:

- Fairground site acquisition
- Campus site plan
- Construction design and development schedule



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## Personnel

### RECOMMENDATION

For information only. No action requested.

### BACKGROUND INFORMATION ----- President Carnahan

| Position Title   | Application Review Begins | Start Date | Comment  | Screening Committee   | Appointment |
|--|---------------------------|------------|--|---|-------------|
| Director, Career, Technical and Workforce Education    | June 16                   | TBA        | New Position                                   | President Carnahan, Lori Gates, Helen Armstrong, Bruce Rhodes, Randy Wharton, Kristi Woika, Max Sherman, Jim Cox, Business Representative |             |
| Director of Enrollment Management and Student Services | June 16                   | TBA        | Opening created by retirement of Sheila Fitch  | Lori Gates  |             |
| Adult and Basic Skills Instructor                      | June 16                   | TBA        | Opening created by retirement of Glenda Sonies | Michele Burton, Lori Gates, Jennifer Vaughn, Fred Bennett   |             |



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## Announcements and General Information

### RECOMMENDATION

Information only – no action requested.

### BACKGROUND INFORMATION ----- President Carnahan

- Special Board Meeting, Monday, June 23 at 6:30 p.m., room 9.
- Farewell potluck, Wednesday, June 4 at noon.
- Commencement, Friday, June 13, 7:00 pm. Please advise Sue if you are coming. Photos will be taken 6-6:30 p.m.
- No July Board meeting.
- No August Board meeting scheduled, however one may be called if necessary.
- September Board Meeting scheduled for September 8, 2008 at 6:30 p.m.



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