

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 23, 2008, at 6:30 p.m., in Room Nine of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

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, Budget Approval, 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, June 18, 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
5. KTIK/KMBD RADIO
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:
Monday, June 23, 2008

First Street Campus, Room 9
2510 First St. Tillamook, OR 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chairman McGinnis
2.	Approval of the Agenda ----- (Action)	Chairman McGinnis
3.	Invitation of Public Comment ----- Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chairman McGinnis
4.	Approval of June 2, 2008 Regular Meeting Minutes ----- (Action)	Chairman McGinnis
5.	New Business:	
	A. Adoption of 2008-2009 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action)	Dean Ellison
6.	Old Business:	
	A. Preliminary 2008-2009 Tuition and Fees ----- (Action)	Dean Ellison
7.	Standing Business:	
	A. Board of Education Policy ----- (Action)	President Carnahan
	B. Capital Construction Projects -----	President Carnahan
8.	Announcements and General Information -----	President Carnahan
9.	Invitation of Public Comment -----	Chairman McGinnis
10.	Board Member Discussion Items -----	Chairman McGinnis
11.	Adjournment ----- (Action)	Chairman McGinnis



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Special Board of Education on Supplemental Budget Meeting Minutes

June 2, 2008

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

Directors Present: James McGinnis, Ruth Jensen, Steve Shaw, Craig Wakefield and Rose Wharton

Directors Absent: Bob Weitman and Ann Swain

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

Guests Present: Scott Culp, Kiawanda Community Center Board Member and Volunteer;
Fred Smith, TBCC Employee

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 Wharton, it was resolved to approve the agenda as presented.

Reports:

Hearing of Supplemental Budget:

Comptroller Williams explained Budget Resolution No. 2007-2008 #7 as included in the Board Packet noting that the Board will be asked to approve it as Agenda Item 7.A of the regular meeting.

Adjournment: (Agenda Item 13)

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adjourn the meeting at 6:35 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Board of Education Meeting Minutes

June 2, 2008

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

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

Directors Absent: Bob Weitman

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

Guests Present: Scott Culp, Kiawanda Community Center Board Member and Volunteer;
Fred Smith, TBCC Employee

Call to Order:

Chair McGinnis called the meeting to order at 6:37 p.m. and welcomed the guests.

Approval of Agenda:

On approval of a motion by Director Shaw and seconded by Director Wakefield, 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 Chair McGinnis, it was resolved that the May 5, 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 OCCA Board Meeting was May 16. He gave a brief update on current happenings including the 40/40/20 Project and an update on the changes in Employee Health Insurance carriers.

Financial Position: (Item 5.C)

Ms. Williams presented the information as included in the packet pointing out that we had received \$200 thousand in State Strategic Funds. She also explained the disbursement of Financial Aid funds noting that TBCC offered a lot of student financial support that was not necessarily labeled as financial aid. Some examples were work study, College Now, and the employee/dependent tuition waivers.

New Business: (Item 6)

Health Insurance Carrier: (Item 6.A)

President Carnahan gave a brief update on employee health insurance and reported that the Oregon School Board Association (OSBA) will terminate their plan coverage effective September 30, 2008. The only viable options for Tillamook Bay Community College are either the Oregon Education Benefit Board (OEBB) or the regulated private small group market. He shared that he had received quotes from three different carriers and all were unacceptable options for TBCC. After a meeting with the other community colleges this past week, it appears that all colleges will opt for the OEBB option. A



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selection of carriers needs to be made by June 30.

President Carnahan asked the Board to approve the budget for insurance and give him authority to select benefit plans allowing the College to move forward in the process.

Director Swain arrived.

On approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved to approve the Board to authorize the budget for Health Insurance Benefits for 2008-09 and the College President, in cooperation with the staff, to select the appropriate benefit plans.

Economic Development Council of Tillamook County: (Item 6.B)

President Carnahan presented 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, a SBDC Counselor, and an administrative support staff person.

After much discussion and a motion by Director Shaw, seconded by Director Wakefield, it was resolved to approve the proposed joint partnership with the Economic Development Council of Tillamook County.

Old Business: (Item 7)

Adopt Supplemental Budget Resolution: (Item 7.A)

Comptroller Williams presented the Supplemental Budget Resolution as shared during the Special Meeting prior to the Regular Board Meeting.

On approval of a motion by Director Swain and seconded by Director Wharton, it was resolved to 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.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates shared the information as included in the Board Packet. 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.

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 grants or contracts to report this month.

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

President Carnahan and Dean Ellison shared the revisions of Board Policy section III, Personnel Policies noting that policy 316 is currently under review by College legal counsel and will be presented for approval at a later date.

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to approve Board Policy section III, Personnel Policies, with the exception of Policy 316.



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Dean Ellison also presented for first reading, the appendices to the policy manual. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted. These will be presented for second reading and approval at the June 23 meeting.

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 that the Memorandum of Understanding for the Fairground property was signed last week and the purchase agreement was signed today and now we can begin the next phase of construction. He hopes that ground breaking and site-development can begin immediately following the County Fair, which is August 6-9.

He added that the NKN District was having second thoughts regarding sharing space and discussions are continuing.

Personnel: (Agenda Item 8.G)

President Carnahan shared applications were being received for the three open positions and a fourth position would be opening soon that being for the EDC/SBDC Director mentioned earlier. Once the Director was hired a search for a counselor would begin.

Announcements and General Information: (Agenda Item 9)

President Carnahan shared the information as included in the Board Packet sharing the following events and dates:

- 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.
- Special Board Meeting, Monday, June 23 at 6:30 p.m., room 9.
- 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.

Invitation for Public Comment: (Agenda Item 10)

Mr. Culp expressed he enjoyed the meeting and liked the partnerships TBCC was forming within the County.

Board Member Discussion Items: (Agenda Item 12)

Director Swain distributed a "*Skills2Compete*" brochure from the May 16 OCCA Board Meeting stating she expected to see more on the subject in the future.

Adjournment: (Agenda Item 13)

On approval of a motion by Director Wharton and seconded by Director Shaw, it was resolved to adjourn the meeting at 8:30 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Adoption of 2008-2009 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2008-1 through 3 to adopt the 2008-2009 Budget, make appropriations, and impose and categorize property taxes.

BACKGROUND INFORMATION----- Dean Ellison

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

- General Fund

General Fund resources increased by \$6,904 due to an increase in Other Financing Sources as a transfer in from the Special Fund for PERS debt service on personal services support rendered by staff of the EDC/SBDC.

Instruction requirements increased by \$3,077.

This increase was due to a redistribution of the salary allocation for the Literacy Program Coordinator in Skills Development and the Special Funds.

College Support requirements increase by \$6,000.

This increase was due to reprogramming the Miscellaneous expense line in the President's Office and Governing Board which had been eliminated in error in the proposed budget.

Board Operating Contingency decreased by \$2,173 in order to balance the budget.

With this decrease, the contingency remains at approximately 11% of budgeted requirements – this adjusted amount is deemed to be sufficient and reasonable in comparison to other community colleges.

- Special Fund

Special Fund resources increased by \$101,530 due to an increase in Local Source transfer payments from the Tillamook County Department of Economic Development for its contribution to the cost of joint operations with the College's Small Business Development Center.

Instruction requirements increased by \$15,027.

This increase represents the Tillamook County portion of the cost of a counselor/instructor for the EDC/SBDC.

Instructional Support requirements increased by \$79,599.

This increase represents the Tillamook County portion of the cost for the director and support staff for the EDC/SBDC.

Other Financing Uses requirements increased by \$6,904.

This increase represents the Tillamook County portion of the cost to cover PERS debt service on personal services support rendered by staff of the EDC/SBDC.



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**2008-2009 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2008-2009 in the sum of \$16,912,361 now on file at the District administrative offices in Tillamook, Oregon.

**2008-2009 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2008, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 1,134,700
Instructional Support	323,283
Student Services	444,652
College Support	1,044,641
Plant Operation & Maintenance	201,833
Financial Aid	126,160
Fund Transfers Out	98,300
Board Operating Contingency	<u>569,121</u>
TOTAL GENERAL FUND	<u>\$3,942,690</u>

Special Fund

Instruction	\$ 104,783
Instructional Support	264,881
Student Services	3,100
Plant Operation & Maintenance	2,600
Short-term Loan Repayment	117,175
Fund Transfers Out	<u>21,413</u>
TOTAL SPECIAL FUND	<u>\$ 513,952</u>

Agency Fund

Student Services	\$ 14,260
Financial Aid	<u>4,790</u>
TOTAL AGENCY FUND	<u>\$ 19,050</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>662,501</u>
TOTAL DEBT SERVICE FUND	<u>\$ 664,101</u>

Capital Projects Fund

Plant Additions	\$ 10,195,000
Fund Transfers Out	<u>264,825</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$10,459,825</u>

<u>Enterprise Fund</u>	
Instruction	\$ 24,510
Student Services	168,003
Short-term Loan Repayment	10,000
Fund Transfers Out	2,180
Contingency	<u>5,000</u>
TOTAL ENTERPRISE FUND	<u>\$ 209,693</u>
 TOTAL APPROPRIATIONS ALL FUNDS	 <u>\$15,809,311</u>

Amounts not appropriated:

<u>Building Reserve Fund</u> – Reserved for Future Expenditures	\$1,000,000
<u>Special Fund</u> – Ending Fund Balance	31,407
<u>Agency Fund</u> – Ending Fund Balance	1,250
<u>Enterprise Fund</u> – Ending Fund Balance	48,656
<u>Debt Service Fund</u> – Ending Fund Balance	21,737

**2008-2009 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby levies the taxes provided for in the adopted budget at the rate of \$0.2636 per \$1,000 of assessed value for operations and in the amount of \$537,460 for bonds; and that these taxes are hereby imposed and categorized for fiscal year 2008-2009 upon the assessed value of all taxable property within the district.

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
General Fund	\$0.2636/\$1,000	
Debt Service Fund		\$537,460

The above 2008-2009 Resolutions 1, 2, and 3 were approved and declared adopted this 23rd day of June, 2008.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Preliminary 2008-2009 Tuition and Fees

RECOMMENDATION

Presented for second reading and subsequent approval.

BACKGROUND INFORMATION ----- Dean Ellison

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. The Placement Test fee is proposed to be eliminated with a nominal reduction in overall fee revenue that will be offset by increased fee revenue due to enrollment increases. The Adult Basic Skills Placement and Orientation fee is proposed to be replaced by an ABS Instructional Course fee in the same amount.

Tuition or Fee Item	Current 2007-2008	Proposed 2008-2009
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$64	\$66
Out-of-State Tuition per Credit Hour	\$84	\$86
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctor Testing per test for non-TBCC Credit Student, former Credit Student or Staff	\$25	\$25
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$0	\$0
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Adult Basic Skills Placement and Orientation Instructional Course Fee	\$15	\$15
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$10/station



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Board of Education Policyⁱ

RECOMMENDATION

Recommend approval after second reading, the attached appendices to the policy manual.

After first reading and with unanimous approval, adopt changes to Policy 311.

BACKGROUND INFORMATION ----- President Carnahan

1. This is the second reading for the attached appendices to the policy manual. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted.
2. This is the first reading of Policy 311. Approval is necessary to implement changes in employee insurance stipends. Unanimous approval is required to approve this on first reading in order to implement changes by July 1, 2008. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted.

Policy	Status
Appendix A-1, Staff Salary Grades	Second reading of policy to implement 2008-2009 proposed budget.
Appendix A-2, Executive, Management, Support Staff Salary Schedule	Second reading of policy to implement 2008-2009 proposed budget.
Appendix B-1, Summary of Employee Benefits	Second 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	Second reading of policy to implement 2008-2009 proposed budget.
Appendix C-3, Non-Regular Faculty Salary Schedule	Second reading of policy to implement 2008-2009 proposed budget.
Policy 311: Non-Faculty Job Compensation	First reading and approval to implement changes by July 1, 2008.

ⁱ **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
22	Director, Career, Technical and Workforce Education
22	Director, Enrollment Management and Student Services
22	Director, Library
22	Director, Professional Technical Education
22	Director, Skills Development Center
22	Director, Workforce, Continuing Education, Community Economic Development and Small Business Development Center
20	Coordinator, Institutional Research
17	Academic Advisor
17	Registrar
17	Coordinator, Literacy Program
17	College Now Coordinator
17	Information Technology Coordinator

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

GRADE	POSITION TITLE
13	Course Information Specialist
13	Executive Secretary
13	Information Technology Specialist
13	Instructional Support Specialist
10	Business Office Specialist
10	Secretary
10	TOPS Accountability Specialist
9	Enrollment Services Specialist
9	Financial Aid Specialist
9	Small Business Development Center Assistant
6	Math Lab Assistant
3	Maintenance/Security Specialist



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 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 prorated based on actual FTE)											



SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1
 Approved: Pending
 Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave*	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 40 hours/week	X		12	20	11	5	3	unlimited emp + dep	X
FT Support Staff 40 hours/week	X		12	10 to 20****	11	5	3	unlimited emp + dep	X
PT Admin. & Support Staff 20 hours or more per week	X**		X**	X**	X***	5***	X**	8 credits emp + dep & unlimited Degree Guarnatee course credits emp + dep	X
PT Admin. & Support Staff Less than 20 hours per week								8 credits emp + dep & unlimited Degree Guarnatee course credits emp + dep	Qual. Pos.
Temporary & On-Call Employees								8 credits emp + dep & unlimited Degree Guarnatee course credits emp + dep	Qual. Pos
180/ day Regular Faculty 1. FTE	X		10		5	5	3	unlimited emp + dep	X
180/ day Regular Faculty .5-.99 FTE	X**		X**					8 credits emp + dep & unlimited Degree Guarnatee course credits emp + dep	X
Adjunct Faculty Term-by-term								8 credits emp + dep & unlimited Degree Guarnatee 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)



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	\$53,424	\$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	\$65,086	\$67,039	\$69,059
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 per lecture credit	\$392.98 \$407.13	\$412.49 \$427.34	\$433.13 \$448.72	\$454.78 \$471.15	\$491.27 \$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 \$799.47 per lab credit	\$810.24 \$839.41	\$830.73 \$860.64	\$893.32 \$925.48	\$938.50 \$972.29	\$984.88 \$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 per lecture/lab credit	\$591.62 \$612.92	\$621.21 \$643.57	\$652.27 \$675.75	\$684.88 \$709.54	\$719.13 \$745.02
ABE/GED/ESL/ High School Credit Recovery Classes	\$25.61 \$26.53 per hour	\$26.89 \$27.86	\$28.23 \$29.25	\$29.66 \$30.73	\$31.14 \$32.26	\$32.68 \$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 per hour	\$23.38 \$24.22	\$24.57 \$25.45	\$25.78 \$26.71	\$27.07 \$28.04	\$28.43 \$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	\$8.13 \$8.42 per hour	\$8.54 \$8.85	\$8.97 \$9.29	\$9.41 \$9.75	\$9.89 \$10.25	\$10.38 \$10.75
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$10.85 \$11.24 per hour	\$11.38 \$11.79	\$11.96 \$12.39	\$12.55 \$13.00	\$13.19 \$13.66	\$13.83 \$14.33
General Tutoring	\$8.13 \$8.42 per hour	\$8.54 \$8.85	\$8.97 \$9.29	\$9.41 \$9.75	\$9.89 \$10.25	\$10.38 \$10.75
ADA Tutor	\$10.85 \$11.24 per hour	\$11.38 \$11.79	\$11.96 \$12.39	\$12.55 \$13.00	\$13.19 \$13.66	\$13.83 \$14.33
Math Tutor	\$10.85-\$13.00 \$11.24-13.47 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$16.30 \$16.89 per hour					



Article No.: 311

Approved: January 9, 2006

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

311.1 PAY**A. Salary Schedule/Placement**

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

D. Work Schedule

1. Non-Exempt Employees.

Article No.: 311

Approved: January 9, 2006

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

For full-time employees, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor not to exceed eight hours per day.

2. Exempt Employees.

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

3. Rest Periods

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

E. Overtime Compensation

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

311.2 BENEFITS

- A. The College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly ~~cash~~ stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. ~~, and which shall be of sufficient amount to pay for the medical insurance coverage of the employee in at least one of the College-approved group medical insurance plans.~~ Any amount of ~~cash~~ **the** stipend provided for insurance in excess of the cost of the employee coverage may be applied to dependent insurance coverage or received as cash compensation.

Article No.: 311

Approved: January 9, 2006

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

1. For employees hired on or after July 1, 2008 or for existing employees who subsequently elect to change from 'employee only' coverage:

The College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee coverage may only be applied to dependent insurance coverage.

- B. For eligible employees as described in A. above, who elect to waive or opt-out of medical insurance coverage, the College shall provide a monthly cash payment, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be equivalent to the difference between the least cost group insurance plan for a single party approved by the College and the monthly cash stipend described in 311.2.A above. The option to waive or opt-out of the College's medical insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Dean of Administrative Services) and provide proof of other equivalent medical insurance coverage.
- C. The College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
- D. The College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
- E. Tuition Waiver/Tuition Assistance Policy
2. The Board agrees to waive tuition for classes for any: (1) eligible employee, (2) spouse, (3) dependent child under 21, or (4) dependent or unmarried child up to age 24 not eligible for federal financial aid, as described in the Summary of Employee Benefits Chart and the TBCC Tuition Waiver/Tuition Assistance Policy in Appendix B-1.
3. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.

Article No.: 311

Approved: January 9, 2006

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

4. Employees eligible for a tuition waiver shall be granted a fifteen percent discount on all TBCC Bookstore purchases. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
 5. Tuition, fees and, admission charges for community education classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the President.
 6. Subject to available budgeted funds, Tillamook County General Hospital, YMCA, and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Regular full-time and regular part-time staff may petition their supervisors in writing for tuition and fee assistance for staff and professional development. Petitions for assistance must be forwarded to and approved by the College President.
- E. Leave (See Articles 312, 313)
1. As provided for in the Fair Labor Standards Act and in accordance with state wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
 2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 40 hours of compensatory time is carried forward from one month to the next. A maximum of 40 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.
 3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.
 4. During the months of July and August, the College, at the College President's discretion, may establish a workday of ten hours and a workweek of any four consecutive workdays for some or all employees.

Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Project updates:

- Campus site plan
- Construction design and development schedule



Tillamook Bay Community College

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Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- 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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