

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, September 8, 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, but are not limited to, an Invitation for Public Comment, 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, September 3, 2008

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
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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, September 8, 2008

First Street Campus, Room 9
2510 First Street, Oregon 97141

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair McGinnis
2.	Approval of the Agenda ----- (Action)	Chair McGinnis
3.	Invitation of Public Comment -----	Chair McGinnis
<p>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.</p>		
4.	June 23, 2008 Meeting Minutes ----- (Action)	Chair McGinnis
5.	Election of Board Officers ----- (Action)	Chair McGinnis
6.	2008-2009 Meeting Dates and Locations ----- (Action)	New Chair
7.	Reports:	
A.	Oregon Community College Association -----	Director Swain/ President Carnahan
B.	Financial Report-----	Comptroller Williams
RECESS for Special Contract Review Board Meeting		
RECONVENE Regular Board Meeting		
8.	Old Business:	
9.	New Business:	
A.	2008-2009 Organization, Finance and Legal Designations ----- (Action)	Dean Ellison
B.	2009-2010 Budget Development Guidelines and Budget Schedule -----	Dean Ellison
10.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy ----- (Action)	President Carnahan
E.	Facilities-----	Dean Ellison
F.	Capital Construction Projects-----	President Carnahan
G.	Personnel-----	President Carnahan
11.	Announcements and General Information -----	President Carnahan
12.	Invitation of Public Comment -----	New Chair
13.	Board Member Discussion Items -----	New Chair
14.	Adjournment ----- (Action)	New Chair



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Board of Education Meeting Minutes

June 23, 2008

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

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

Directors Absent: Bob Weitman

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

Guests Present: No Guests

Call to Order:

Chair McGinnis called the meeting to order at 6:35 p.m.

Approval of Agenda:

President Carnahan requested an addition be made to the agenda under new business in order to address a Board Resolution. It was requested that the new item become Agenda Item 5.A, and the other agenda items be moved accordingly.

On approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve the agenda with the changes as proposed.

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved that the June 2, 2008 Special and Regular Meeting Minutes be approved. Minutes attached and made a part of the official records.

New Business: (Item 5)

Resolution 2007-08 #8: (Item 5.A)

A new item brought to the Board at the meeting, Resolution 2007-08 #8 transfers funds to cover purchasing equipment and supplies for the career technical program. President Carnahan explained this will be billed to Tillamook School District and is necessary for proper audit records.

On approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to adopt Resolution 2007-08 #8.

Adoption of 2008-2009 Budget, Make Appropriations and Impose and Categorize Property Taxes:
(Item 5.B)

Dean Ellison presented the 2008-2009 Budget for adoption and recommended approval of Resolutions 2008-2009 #1, #2, and #3 as included in the Board packet.

On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to adopt Resolution 2008-2009 #1 Adopting the 2008-2009 Budget; Resolution 2008-2009 #2 Making Appropriations; and Resolution 2008-2009 #3 Imposing and Categorizing Taxes.



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Old Business: (Item 6)

Preliminary 2008-2009 Tuition and Fees: (Item 6.A)

Dean Ellison presented the proposed 2008-2009 Tuition and Fee schedule for second reading and approval.

On approval of a motion by Director Wharton and seconded by Director Swain, it was resolved to approve the 2008-2009 Tuition and Fee schedule as presented.

Standing Business: (Item 7)

Board of Education Policy: (Agenda Item 7.A)

Dean Ellison presented for second reading and approval, the appendices to the policy manual. There have been no changes since last reading. Dean Ellison explained that immediately prior to the meeting he became aware of a calculating error in Appendix C-3, page 1, Tier 6. He did not have the correct number but would make the correction.

On approval of a motion by Director Shaw and seconded by Director Wakefield, it was resolved to approve Board Policy Appendices A-1, A-2, B-1, C-1 and C-3 with the correction as stated.

Dean Ellison also presented for first reading and approval, Policy 311: Non-Faculty Job Compensation stressing it will need a unanimous vote of all Board Members to approve it. He explained the urgency of the change was that it addressed insurance stipend changes that affect all employees hired or changing coverage effective July 1, 2008. It would not affect any current employee unless they elected to change their individual coverage. It is important to change this policy in order to be prepared for the potential new hires expected in the next few months. Due to Director Weitman being on his honeymoon at this time, previous arrangements had been made to contact him by phone in order to have full Board participation. Director Weitman was phoned at this time.

On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve Policy 311: Non-Faculty Job Compensation as presented.

Capital Construction Projects: (Agenda Item 7.B)

President Carnahan reported the staff had had the opportunity to view different color schemes for the new campus and had overwhelmingly selected the "warm" scheme. We now are preparing to move into the next phase of site and construction which will hopefully begin in late July or early August. At this time we are approximately 3 to 4 months behind schedule. President Carnahan noted that the TBCC booth at the Tillamook County Fair would be focused on the construction and invited everyone to stop by and check it out.

Announcements and General Information: (Agenda Item 8)

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

- No July Board meeting scheduled.
- 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. President Carnahan noted the shift from the first week meeting schedule was due to the Labor Day holiday.
- OCCA Board Member "Skill Boost" workshop July 10-12. If you are interested in attending, please contact Sue this week.
- Director Swain commented that she was very impressed with the Headlight-Herald coverage of the Graduation.



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Invitation for Public Comment: (Agenda Item 9)

There was no public comment.

Board Member Discussion Items: (Agenda Item 10)

There were no items discussed.

Adjournment: (Agenda Item 11)

Chair McGinnis adjourned the meeting at 7:20 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Election of Board Officers

RECOMMENDATION

Elect Board Chair and Vice-Chair positions for 2008-2009.

BACKGROUND INFORMATION----- Chair McGinnis

Board Policy states "After July 1 of each year, the Board shall meet and organize by electing a chairperson and vice-chairperson from its members." (Policy 100.4)

2007-2008 Officers:

James P. McGinnis – Chair
Craig Wakefield – Vice Chair



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2008-2009 Meeting Dates

RECOMMENDATION

Accept proposed meeting dates for 2008-2009.

BACKGROUND INFORMATION----- President Carnahan

The proposed meeting dates noted below are based on the current practice of the first Monday of each month, with the exceptions of September due to the Labor Day holiday, and July and August when there are no scheduled meetings. All meetings are scheduled for 6:30 p.m. at the First Street Campus unless otherwise noted.

2008

September 8
October 6
November 3
December 1

2009

January 5
February 2
March 2
April 6
May 4
May 18 (Public Budget)
June 1
June 22 (Public Budget)



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Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Director Swain & President Carnahan
The OCCA Annual Convention is November 21-23 at Salishan Resort. If you'd like to attend,
please contact Sue Owens before November 6.



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ANNUAL CONFERENCE

Oregon Community College Association

NOVEMBER 21-23, 2008

Salishan Spa & Golf Resort



GREAT IDEAS!!

Friday, November 21 12:30 p.m.
Kick-off the conference by learning about great ideas and best practices in a peer-to-peer "round-robin" session.

You'll learn from each other and get to know the folks around the state who share your passion for community college education. Be sure to attend this session and *celebrate what's right with community colleges!*

PLUS

20 break-out sessions with topics ranging from tax reform to QEC to student success. Look for *special sessions* on Sunday for Board Chairmen and Vice Chairmen, *Executive Assistants*, OCMPR members and the closing session featuring prominent *state legislators*.

AN EVENING AT THE AQUARIUM

Friday, November 21 6:30 - 8:30 p.m.

The Oregon Coast Aquarium is the perfect place to mingle and learn more about Oregon's bounties. Enjoy a delectably huge menu of goodies as you reconnect, make new acquaintances and explore the exhibits.



THE FUTURE OF COMMUNITY COLLEGES

Saturday, November 22 Noon - 1:00 p.m.

George Boggs, President and CEO of the American Association of Community Colleges will provide his perspective of the future, challenges and opportunities for community colleges as they continue to provide access to affordable and high quality education and training.

WHERE ARE WE GOING?

Saturday, November 22 4:00 - 5:00 p.m.

Come along for the ride as the always popular David Longanecker from the Western Interstate Commission for Higher Education talks about public policy issues affecting community colleges.

CONFERENCE SPONSORS

Barnes & Noble College BookSellers
Seattle-Northwest Securities Corporation

USE THE ATTACHED FORM TO REGISTER EARLY!!

Special room rates at Salishan are available until October 20. Make your reservations now 1-800-452-2300!





ANNUAL CONFERENCE

November 21-23, 2008
Salishan Spa & Golf Resort

Reserve your room now at beautiful Salishan Spa & Golf Resort.
 Call 1-800-452-2300 by October 20, 2008 to make your reservation.
 Identify yourself as a member of the Oregon Community College Association group.

Special room rates apply until October 20.

Standard Guest Room \$86 • Deluxe Guest Room \$106 • Premier Guest Room \$155

CONFERENCE REGISTRATION FORM

Registration Deadline: November 6, 2008

COLLEGE NAME _____				
Name and Title (List each person separately - please print)	Registration Fee (includes meals and handout material) \$325 per person	Spouse Fee (all meals only) \$100	Howard Cherry Banquet Only \$75 per ticket	Student Fee (includes meals and handout material) \$75 per person
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTALS	\$	\$	\$	\$
TOTAL DUE OCCA				\$

MAIL, EMAIL OR FAX FORM BY NOVEMBER 6, 2008 TO:
Oregon Community College Association
 260 13th St. NE • Salem, OR 97301
 Email: rcozart@occa17.com
 FAX: 503-399-9286

If anyone registering has special dietary or access requirements, please notify our office prior to November 1, 2008
 *Sleeping room rates are subject to fluctuation depending upon the government rate in effect at the time of the meeting.

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 7.B Attachment #1

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund

Fiscal Year-to-Date Ended July 2008

8.33% of fiscal year elapsed

	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,070,272	\$ 1,203,868.24	112.48%	\$ 863,369	\$ 1,518,874.21	175.92%
State	\$ 1,024,589	\$ 206,879.81	20.19%	\$ 1,039,959	\$ -	0.00%
Property Taxes	\$ 895,000	\$ -	0.00%	\$ 895,619	\$ -	0.00%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 547,935	\$ 40,629.00	7.41%	\$ 541,150	\$ 43,736.00	8.08%
Fees	\$ 124,676	\$ 9,633.37	7.73%	\$ 125,000	\$ 8,902.47	7.12%
Sale of Goods	\$ 2,000	\$ 90.00	4.50%	\$ 5,000	\$ 285.00	5.70%
Interest	\$ 55,000	\$ 5,384.54	9.79%	\$ 50,000	\$ 3,406.72	6.81%
Miscellaneous	\$ 5,000	\$ 225.08	4.50%	\$ 7,000	\$ 6.35	0.09%
Transfers	\$ 73,231	\$ 855.51	1.17%	\$ 288,418	\$ 1,239.52	0.43%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
Total resources	\$ 3,913,178	\$ 1,467,565.55	37.50%	\$ 3,942,690	\$ 1,576,450.27	39.98%
Expenditures						
Instruction	\$ 972,740	\$ 64,700.29	6.65%	\$ 1,134,700	\$ 135,737.83	11.96%
Instructional Support	\$ 331,892	\$ 13,202.92	3.98%	\$ 323,283	\$ 19,845.60	6.14%
Student Services	\$ 386,276	\$ 29,454.69	7.63%	\$ 444,652	\$ 38,621.76	8.69%
College Support	\$ 1,016,125	\$ 99,435.44	9.79%	\$ 1,044,641	\$ 133,923.28	12.82%
Plant Operation	\$ 191,832	\$ 11,055.27	5.76%	\$ 201,833	\$ 13,187.41	6.53%
Financial Aid	\$ 141,000	\$ 3,380.33	2.40%	\$ 126,160	\$ 3,965.11	3.14%
Transfers	\$ 91,200	\$ 7,552.43	8.28%	\$ 98,300	\$ 9,734.76	9.90%
Contingency	\$ 213,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 228,781.37	6.84%	\$ 3,523,569	\$ 355,015.75	10.08%
Ending fund balance	\$ 569,113	\$ 1,238,784.18	217.67%	\$ 419,121	\$ 1,221,434.52	291.43%

Agenda Item 7.B Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended July 2008

	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 1,982.72	\$ (1,982.72)	\$ 63,768	\$ 5,486.31
Tutor Grant	211	\$ -	\$ -	\$ 530.97	\$ (530.97)	\$ 14,072	\$ 1,205.87
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 0.42	\$ 2,667.46	\$ 2,389	\$ 0.41
United Way Literacy Grant	216	\$ 3,588.95	\$ 375.00	\$ -	\$ 3,963.95	\$ 5,385	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ 754.67	\$ (754.67)	\$ 11,859	\$ 694.89
Pathways Grant	225	\$ -	\$ -	\$ 3,489.64	\$ (3,489.64)	\$ 54,427	\$ -
Industrial Maintenance Tech	226	\$ 38,490.38	\$ -	\$ 2,703.86	\$ 35,786.52	\$ 16,897	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ -	\$ -	\$ 30,250	\$ 2,398.15
SBDC State Grant	231	\$ -	\$ -	\$ 489.22	\$ (489.22)	\$ 41,333	\$ 2,858.50
SBDC Program Income	232	\$ 19,379.80	\$ 776.00	\$ 1,025.08	\$ 19,130.72	\$ 13,374	\$ 877.17
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SBDC - EDC Fund	235	\$ -	\$ -	\$ -	\$ -	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 1,398.64
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,215.83	\$ -	\$ -	\$ 3,215.83	\$ 3,100	\$ 5.00
Work Keys Mini Grant	251	\$ 1,869.22	\$ -	\$ -	\$ 1,869.22	\$ 1,500	\$ 35.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 816.03	\$ 8,960.71	\$ 2,600	\$ 815.00
Total Special Fund		\$ 85,411.11	\$ 1,151.00	\$ 11,792.61	\$ 74,769.50	\$ 396,777	\$ 15,774.94

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 7/31/2008
Total of Grants that borrow from the General Fund	\$ (7,247.22)	\$ 85,716.40	\$ 4,755.31	\$ (88,208.31)
Total of Grants that are not borrowing from the General Fund	\$ 82,016.72	\$ 4,785.00	\$ 2,538.29	\$ 79,770.01
Total Special Fund	\$ 74,769.50	\$ 90,501.40	\$ 7,293.60	\$ (8,438.30)

	Fund No.	Beginning Working Capital	2008-2009 Revenue	2008-2009 Expenditures	Ending Working Capital	2008-2009 Spendable Budget	2007-2008 Prior Year Expenditures
Community Education	310	\$ (12,315.20)	\$ 2,076.00	\$ 406.87	\$ (10,646.07)	\$ 13,070	\$ 2,100.69
Bookstore	320	\$ 56,640.98	\$ 400.02	\$ 1,963.00	\$ 55,078.00	\$ 174,223	\$ 3,606.84
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ 1,069.47
Total Enterprise Fund		\$ 51,329.11	\$ 2,476.02	\$ 2,369.87	\$ 51,435.26	\$ 199,693	\$ 6,777.00
PERS Pension Bond Fund	410	\$ 15,864.61	\$ 9,060.68	\$ 1,600.00	\$ 23,325.29	\$ 86,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ 68,217.41	\$ 178.50	\$ -	\$ 68,395.91	\$ 577,838	\$ -
Total Debt Service Fund		\$ 84,082.02	\$ 9,239.18	\$ 1,600.00	\$ 91,721.20	\$ 664,101	\$ 1,600.00
Building Reserve Fund	510	\$ 995,532.75	\$ 2,427.32	\$ -	\$ 997,960.07	\$ 1,359,825	\$ -
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 24,618.68	\$ 88,479.57	\$ 8,967,270.66	\$ 9,100,000	\$ 2,234.20
Total Capital Projects Fund		\$10,026,664.30	\$ 27,046.00	\$ 88,479.57	\$ 9,965,230.73	\$10,459,825	\$ 2,234.20
Associated Students of TBCC	710	\$ 3,802.87	\$ 678.19	\$ -	\$ 4,481.06	\$ 10,000	\$ -
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 341.45	\$ 307.74	\$ 1,675.50	\$ 9,050	\$ 142.27
Total Agency Fund		\$ 5,444.66	\$ 1,019.64	\$ 307.74	\$ 6,156.56	\$ 19,050	\$ 142.27

Agenda Item 7.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended July 2008

8.33% 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)		\$ 1,622,641			\$ 10,973			\$ (9,026)			\$ 34,884	
Beginning Fund Balance	\$ 863,369	\$ 1,518,874	175.92%	\$ 183,327	\$ 85,411	46.59%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,641	92.85%
Resources												
State Aid	\$ 1,039,959	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 351,532	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 52,638	7.90%	\$ 8,000	\$ 356	4.45%	\$ 18,560	\$ 2,076	11.19%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 285	5.70%	\$ 2,500	\$ 795	31.80%	\$ -	\$ -	0.00%	\$ 150,000	\$ 400	0.27%
Interest	\$ 50,000	\$ 3,407	6.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 6	0.09%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ -	0.00%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 1,240	0.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,079,321	\$ 57,576	1.87%	\$ 362,032	\$ 1,151	0.32%	\$ 18,560	\$ 2,076	11.19%	\$ 150,750	\$ 400	0.27%
Expenditures												
Salaries and Wages	\$ 2,310,538	\$ 166,212	7.19%	\$ 321,049	\$ 7,772	2.42%	\$ 9,000	\$ 399	4.43%	\$ 24,453	\$ 2,034	8.32%
Operating Expenditures	\$ 939,731	\$ 179,069	19.06%	\$ 54,315	\$ 2,878	5.30%	\$ 3,110	\$ -	0.00%	\$ 113,550	\$ (160)	-0.14%
Capital Outlay	\$ 25,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 9,735	9.90%	\$ 21,413	\$ 1,143	5.34%	\$ 960	\$ 8	0.83%	\$ 1,220	\$ 89	7.30%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 117,175	\$ -	0.00%	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ 150,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,523,569	\$ 355,016	10.08%	\$ 513,952	\$ 11,793	2.29%	\$ 23,070	\$ 407	1.76%	\$ 174,223	\$ 1,963	1.13%
Ending Fund Balance	\$ 419,121	\$ 1,221,434		\$ 31,407	\$ 74,769		\$ 5,490	\$ (10,646)		\$ 37,527	\$ 55,078	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 217,660			\$ 90,501			\$ -			\$ -	
Inventories		\$ 2,787			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (220,447)			\$ (90,501)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 219,520			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 41,393			\$ -			\$ 466			\$ -	
Payroll		\$ 143,658			\$ 7,294			\$ 398			\$ 2,662	
NET EFFECT ON CASH		\$ 404,571			\$ 7,294			\$ 864			\$ 2,662	
NET ADJUSTMENTS		\$ 184,124			\$ (83,207)			\$ 864			\$ (19,579)	
ENDING CASH BALANCE		\$ 1,405,558			\$ (8,438)			\$ (9,782)			\$ 35,499	

Agenda Item 7.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended July 2008
 8.33% 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			\$ 81,671			\$ 9,936,568			\$ 5,445	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 81,000	\$ 84,082	103.80%	\$ 9,665,000	\$ 10,026,664	103.74%	\$ 1,450	\$ 5,445	375.52%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,036	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 500,838	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 464,825	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 14,000	\$ 179	1.28%	\$ 330,000	\$ 27,046	8.20%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ 10,550	\$ 345	3.27%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 9,061	10.07%	\$ -	\$ -	0.00%	\$ 8,300	\$ 674	0.00%
Total Revenues	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 9,240	0.00%	\$ 1,794,825	\$ 27,046	1.51%	\$ 18,850	\$ 1,019	5.41%
Expenditures												
Salaries and Wages	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 2,400	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 10,195,000	\$ 88,480	0.87%	\$ 19,050	\$ 308	1.62%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 662,501	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 264,825	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 3)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000,000	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 12,400	\$ -	0.00%	\$ 664,101	\$ 1,600	0.24%	\$ 11,459,825	\$ 88,480	0.77%	\$ 19,050	\$ 308	1.62%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 91,722		\$ -	\$ 9,965,230		\$ 1,250	\$ 6,156	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ -			\$ 2,411			\$ 90,096			\$ -	
Inventories		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ (2,411)			\$ (90,096)			\$ -	
Liabilities												
Accounts Payable		\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ -			\$ -			\$ -			\$ -	
Payroll		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ (2,411)			\$ (90,096)			\$ -	
ENDING CASH BALANCE		\$ 7,003			\$ 89,311			\$ 9,875,134			\$ 6,156	

\$ 11,400,441

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: A35

Comment: Note 3. Contingency in the General Fund and Enterprise Fund and Reserved for Future Expenditures in Capital Projects Fund.

Cell: A49

Comment: Note 4. Assessed but unreceived property taxes and deferred tuition and fees for Summer 2008.

2008-2009 Organization, Finance and Legal Designations

RECOMMENDATION

Resolve to approve the 2008-2009 organization, finance, and legal designations as listed below.

BACKGROUND INFORMATION ----- Dean Ellison

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Jon Carnahan be designated Clerk, Dean of Administrative Services Ron Ellison be designated Deputy Clerk, and Sue Owens be designated Board Secretary for the 2008-2009 Fiscal Year. (O.R.S. 332.515)

2. Authorize Bonding of District Employees

Move that bonding for the 2008-2009 Fiscal Year be in the amount of \$100,000 per loss for Public Employee Dishonesty Coverage and Faithful Performance of Duty, which includes broad crime coverage for all employees, non-compensated officers, and directors.

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Sterling Savings Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2008-2009; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2008-2009 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

4. Authorize Investment of TBCC Funds

Move that the President/Clerk, or Dean of Administrative Services/Deputy Clerk, as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2008-2009 Fiscal Year. The Clerk or Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such times and to such extent as the Clerk or Deputy Clerk determine to be necessary or desirable.

5. Authorize General Fund Borrowing

Move that the President/Clerk, be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2008-2009 Fiscal Year.

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2008-2009 Fiscal Year.

8. Name the Budget Officer

Move that the Dean of Administrative Services/Deputy Clerk, be named Budget Officer for Budget Year 2009-2010. (O.R.S. 294.331)



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

Move that the President/Clerk, or the Dean of Administrative Services/Deputy Clerk, be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the 2008-2009 Fiscal Year. The President/Clerk or Dean of Administrative Services/Deputy Clerk may delegate this authority in writing to the Comptroller, Kyra Williams, at such time or times and to such extent as the President/Clerk or Dean of Administrative Services/Deputy Clerk determines the delegation necessary or desirable.

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the 2008-2009 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$25,000. (O.R.S. 279.055)

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging and meals be established at actual cost.

13. Authorize Write-off of Accounts Receivables

Move that the President/Clerk, and Dean of Administrative Services/Deputy Clerk, be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2008-2009 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Business Office	\$ 100.00	Kyra Williams
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15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and Dean of Administrative Services/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures.

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



17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2007-2008 Fiscal Year audit performed during 2008-2009.

18. Designation of Legal Counsel

Move to approve Christopher Kittell as general legal counsel and Kathy Peck as personnel legal counsel.

19. Designation of Insurance Agent of Record

Move to approve Jeff Hurliman as insurance agent of record.

20. Credit Cards Authorization

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

Name	Credit Limit
President	\$2,500
Dean of Instruction and Student Services	\$2,500
Dean of Administrative Services	\$2,500
Comptroller	\$2,500
Executive Secretary	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000



2009-2010 Budget Development Guidelines

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

Budget Development Guidelines and Calendar are presented for Board review and comment. In October, the Board will be asked to approve the Guidelines and Calendar so that orderly planning for the 2009-2010 Budget may commence.

The Proposed 2009-2010 Budget Development Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the Guidelines with our Mission and Board approved Goals.



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2009-2010 Budget Development Guidelines

Guideline	Gloss'
Assessment and Planning: Financially support strategic planning and assessment activities leading to continuous improvement in fulfilling the College's mission and goals.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and goals in a continuously improving manner is essential to meet the expectations of those we are charged to serve.
Educational Program Support: Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college.
Educational Program Equipment: Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained on modern equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.
Facilities: Maintain current facilities and acquire facilities necessary to achieve mission, goals, and strategic plans.	The material condition of TBCC's current facilities is generally acceptable. However, to remain capable of supporting the institution and the students it serves, the College's facilities need to be upgraded. TBCC is in the midst of several capital construction projects that will culminate with the commissioning of a new central campus building, new North and South County satellite learning centers and a new technical training center in remodeled Tillamook School District facilities. The majority of these new facilities will come into service in calendar year 2010 at which point our current facilities will become surplus.
Technological Resources: Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
Professional Representations: Emphasize professional quality in all public representations of the College.	Public representations of the College impact perceptions. Positive perceptions advance public support and recruiting efforts.
Staff Development: Encourage staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
Staff Remuneration: Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2008-2009 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.

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<p>Student Tuition and Fees: Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges and not exceeding those of our contracting college.</p>	<p>Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.</p>
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Guideline	TBCC Goal	NWCCU Standard
Educational Program Support	<p>Goal 1: Educational Needs Goal 2: Courses and Programs Goal 5: Financial Resources</p>	<p>Standard One - Mission and Goals, Planning and Effectiveness Standard Two - Educational Program Standard Three - Students Standard Five - Library and Information Resources Standard Seven - Finance</p>
Assessment and Planning	<p>Goal 1: Educational Needs Goal 5: Financial Resources Goal 7: Community</p>	<p>Standard One - Mission and Goals, Planning and Effectiveness Standard Six - Governance and Administration</p>
Educational Programs Equipment	<p>Goal 2: Courses and Programs Goal 3: Support Services</p>	<p>Standard Five - Library and Information Resources Standard Eight - Physical Resources</p>
Facilities	<p>Goal 6: Facilities</p>	<p>Standard Eight - Physical Resources</p>
Technological Resources	<p>Goal 3: Support Services Goal 5: Financial Resources</p>	<p>Standard Two - Educational Program Standard Three - Students Standard Five - Library and Information Resources Standard Seven - Finance Standard Eight - Physical Resources</p>
Professional Representation	<p>Goal 2: Courses and Programs Goal 3: Support Services Goal 4: Staff and Faculty Goal 7: Community</p>	<p>Standard Three - Students Standard Four - Faculty Standard Nine - Institutional Integrity</p>
Staff Development	<p>Goal 4: Staff and Faculty</p>	<p>Standard Two - Educational Program Standard Three - Students Standard Four - Faculty Standard Six - Governance and Administration</p>
Staff Remuneration	<p>Goal 4: Staff and Faculty Goal 5: Financial Resources</p>	<p>Standard Two - Educational Program Standard Three - Students Standard Four - Faculty</p>
Student Tuition and Fees	<p>Goal 1: Educational Needs Goal 5: Financial Resources</p>	<p>Standard Three - Students Standard Seven - Finance</p>

Board Approved Mission Statement

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

Board Approved Vision Statement

The College, in partnership with the community, strives to be a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment

for innovation and intellectual pursuits; and leadership in the economic, cultural, and intellectual evolution of our community.

Board Approved Goals

Goal 1: Identify and address the educational needs of the community.

Goal 2: Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals.

Goal 3: Provide support services to enable students to achieve their educational, career, and lifelong learning goals.

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

Goal 5: Develop new sources of funding and enhance existing sources of funding.

Goal 6: Provide facilities to support the mission, vision, and goals of the College.

Goal 7: Develop a leadership role in the economic and social evolution of the community.

ⁱ Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.

Tillamook Bay Community College 2009-2010 Budget Schedule

	Time Line	Personnel	T a s k s
1.	September 8, 2008	College Board of Education	Appoint College Dean of Administrative Services as Budget Officer
2.	September 8 through October 6, 2008	College Board of Education	Review and Refine Budget Development Guidelines and Schedule
3.	October 6, 2008	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	January 5, through January 23, 2009	Budget Administrators Budget Coordinators	Identify Budget Coordinator and Budget Administrator positions. Review forms and processes for improvement. Complete training for all Budget Administrators and Budget Coordinators. Training provided at team level when requested. Training to include forms and process.
5.	January 23, 2009	Budget Administrators	Target date to distribute 2009-2010 budget worksheets.
6.	January 26 through February 20, 2009	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators work with Budget Coordinators and Department Budget Teams to prepare recommendations for the 2009-2010 budget along with supporting material. Consult with Dean of Administrative Services for needed information.
7.	February 2, 2009	College Board of Education	Appoint Public Budget Committee members as needed.
8.	February 16, 2009		Consumer Price Index Available for calculating cost of living
9.	February 16, 2009	Dean of Administrative Services	Deadline to complete 2009-2010 revenue projection assumptions.
10.	February 16, 2009	Budget Administrators	Budget Administrators send budget worksheets to the Dean of Administrative Services for compiling document.
11.	March 2 through March 13, 2009	Budget Officer Budget Administrators	Meet to review and discuss budget proposals and work on balancing budget.
12.	March 2, 2009	College Board of Education	Approve 2009-2010 salary schedule and cost of living adjustment
13.	March 16 through April 15, 2009	Budget Administrators Budget Coordinators Budget Teams	Budget Administrators meet with budget teams to discuss budget balance progress for 2009-2010 Preliminary Proposed Budget.
14.	April 16, 2009	Budget Officer Budget Administrators	Meet to finalize 2009-2010 Proposed Budget.
15.	April 16 through April 23, 2009	Budget Officer/Business Office	Compilation of proposed budget document.
16.	April 27 through April 30, 2009	Business Office	Publish, mail and distribute preliminary 2009-2010 Budget to Public Budget Committee Members and Budget Coordinators.
17.	May 5 through May 18, 2009	Budget Committee Budget Officer	1st Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2009-2010 budget and tax levy.
18.	May 20, 2009	Business Office	Publish Notice of Budget Hearing and Financial Summary.
19.	June 22, 2009	College Board of Education	Hold Public Hearing on 2009-2010 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2009-2010.
20.	Before July 15, 2009	Business Office	Submit Budget levy and resolutions to County Assessor.

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

The Self Study Report is complete and has been mailed to the NWCCU and Visiting Team Committee Members (see attached). As required by NWCCU, the Self Study Report was accompanied by a volume of Supporting Documentation, printed version of the Basic Institutional Data Form, the TBCC Catalog 2007-2008, and the Fall 2008 Schedule of Classes. Board Members will be receiving copies of the complete TBCC Self Study Report (Fall 2008). Copies of other materials are available from Dean Gates on request.

Many thanks are owed to Fred Bennett for a thorough re-editing of the Self Study Draft and the rest of the Planning and Steering Committee for several days of final proofreading sessions. Focus will now shift to preparations for the Site Visit (October 29-31, 2008).

Attached is the Executive Summary for a quick overview. There will be a Board Work Session/Dinner immediately before the October Board Meeting for Board Members to review the entire Self Study and discuss arrangements for the visit.



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**Evaluation Committee
Tillamook Bay Community College
Tillamook, OR
October 29-31, 2008**

Name	Standards	Assignment
<p>Mr. Martin R. Heilstedt Vice President for Instruction Renton Technical College 3000 N.E. Fourth Street Renton, WA 98056-4195 Telephone: 425-235-2369 Fax: 425-235-7865 Email: mheilstedt@rtc.edu</p>	<p>One, Six, Nine and Eligibility Requirements</p>	<p>Institutional Mission and Goals, Planning and Effectiveness; Governance and Administration to include Governance System; Governing Board; Leadership and Management; Institutional Integrity; Eligibility Requirements.</p>
<p>Ms. Laurie K. Clary Vice President for Instruction Grays Harbor College 1620 Edward P. Smith Drive Aberdeen, WA 98520 Telephone: 360-538-4010 Fax: 360-538-4299 Cell: 253-377-8969 Email: lclary@ghc.edu</p>	<p>Two, Four and Policies 2.1 and 2.2</p>	<p>Educational Program and Its Effectiveness to include AA-OT and AS-OT transfer degree programs; Basic Skills programs; Faculty; General Education/Related Instruction; Educational Assessment.</p>
<p>Ms. Janis L. Johnson Professor of Human Services (retired) Prince William Sound Community College P.O. Box 2168 Valdez, AK 99686 Telephone: 907-835-5065 Fax: 907-835-5065 Cell: 907 831 2277 Email: jljohnso@valdezak.net</p>	<p>Two, Four and Policies 4.1 and A-6</p>	<p>Educational Program and Its Effectiveness to include Professional Technical programs; Workforce Development programs; Continuing and Community Education programs; Dual Enrollment programs; Off-Campus sites Faculty; Faculty Evaluation; Contractual Agreements with Organizations Not Regionally Accredited.</p>
<p>Dr. Gina G. Huston Dean of Student Development Olympic College 1600 Chester Avenue Bremerton, WA 98337-1699 Telephone: 360-475-7535 Fax: 360-475-7233 Email: ghuston@oc.ctc.edu</p>	<p>Three and Policy 3.1</p>	<p>Students to include Purpose and Organization; General Responsibilities; Academic Credit and Records; Student Services; International Students; Intercollegiate Athletics; Institutional Advertising, Student Recruitment, and Representation of Accredited Status.</p>

**Evaluation Committee
Tillamook Bay Community College
Page Two**

<p>Ms. Mindy M. Coslor Associate Dean for Library Media Services Skagit Valley College 2405 East College Way Mount Vernon, WA 98273 Telephone: 360-416-7761 Fax: 360-416/7698 Email: mindy.coslor@skagit.edu</p>	<p>Five and Policy 2.6</p>	<p>Library and Information Resources to include Purpose and Scope; Information Resources and Services; Facilities and Access; Personnel and Management; Planning and Evaluation; Faculty; Distance Delivery of Courses, Certificate, and Degree Programs.</p>
<p>Mr. Stephen L. Ward Vice President, Finance and Administration Centralia College 600 West Locust Centralia, WA 98531 Telephone: 360-736-9391 Ext. 233 Fax: 360-330-7503 Cell: 360-880-1869 Email: sward@centralia.edu</p>	<p>Seven and Eight</p>	<p>Finance to include Financial Planning; Adequacy of Financial Resources; Financial Management; Fundraising and Development; Physical Resources to include Instructional and Support Facilities, Equipment and Materials; Physical Resources Planning.</p>
<p>Dr. Ronald L. Baker Executive Vice President Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100 Redmond, WA 98052 Telephone: 425-558-4224 Fax: 425-376-0596 Cell: 425-417-4486 Email: rbaker@nwccu.org</p>		<p>Liaison</p>

The Chair may adjust individual assignments to balance work load and to provide coverage as needed. Responsibility for Standard Four – *Faculty* is shared by several evaluators. One person will be assigned responsibility for writing this section of the report.

Executive Summary

Self Study Context

College and District Profile

Tillamook Bay Community College (TBCC) is one of seventeen comprehensive community colleges in the State of Oregon. Tillamook Bay Community College District received a charter for Tillamook Bay Community College in 1980. The College contracts with Portland Community College (PCC), an accredited community college through the Northwest Commission on Colleges and Universities (NWCCU), to offer college credit instruction, certificates, degrees, and selected services.

Tillamook Bay annually enrolls approximately 2,200 students with full-time student equivalency (FTE) of approximately 350 students. In 2006-2007, 41% of annual FTE was in Lower Division Credit, 25% in Career and Technical Education (preparatory and supplemental), 23% in community education, 8% in Skills Development (ABE, ESL, GED), and 2% in Post-Secondary Remedial. In Fall Term 2007, the College employed 71 employees (24 full-time, 41 part-time, and 6 student employees). Tillamook Bay offers twelve degree programs, sixteen certificates of completion, six skills development programs, and courses in over seventeen community and continuing education areas. The total budget from all sources is \$4,717,986 (audited 2005-2006 amount). For 2007-2008, the average age of all students was 46 years and 30 years for credit students only; 67% of all students (64% of credit students) are female. Of students reporting ethnicity, 4% of all students are Hispanic and 81% Caucasian with other ethnicities include Asian, American Indian, and African American. The College's diversity reflects that of Tillamook County as a whole.

Tillamook Bay Community College District serves Tillamook County in Northwest Oregon. Tillamook County covers 1,125 square miles with a population of 25,845 (July, 2007 Certified Estimate, Portland State University Population Research Center). Tillamook (population 4,690) is the County Seat and there are a total of seven incorporated cities in the County; the majority of the population (63%) reside in unincorporated areas. Tillamook County's older population makes up a greater percentage of residents than most other Oregon counties: 36% are 55 years or older, 27% are 35-54 years, and only 16% are aged 20-34 years. Average per-capital income in 2006 was \$29,128. Natural resources and agriculture, particularly the dairy industry, continue to be major factors in the County's economy and society, but the largest areas of non-farm employment are government (including schools and law enforcement), manufacturing, trade/transportation/utilities, and leisure and hospitality.

Self Study Process and Involvement

After the Northwest Commission on Colleges and Universities (NWCCU) granted TBCC “Applicant” status in summer 2006, TBCC created a Self Study Plan (November 2006) that coincided with the NWCCU preliminary visit to TBCC by Dr. Ronald L. Baker. The College launched the current self study process in Winter Term 2007 with the formation of a committee for each of the nine NWCCU accreditation standards. The Planning and Steering Committee led the Study with Lori Gates, Dean of Instruction and Student Services, and Fred Bennett, English and Writing Faculty, as Self Study Co-Chairs. Planning and Steering Committee members were responsible for coordinating activities related to NWCCU’s nine standards and served as Standard Chairs or Co-chairs for the Self Study. All TBCC employees under contract served on at least one standard committee and students also participated. With the successful conclusion of TBCC’s bond campaign in May 2007, a timeline was established for a site visit for candidacy in fall 2008.

The Planning and Steering Committee meets regularly to review progress on institutional planning, effectiveness, self study, and assessment. The TBCC Board of Education receives regular updates on Strategic Planning and Accreditation activities. The entire campus community had the opportunity to review draft documents and make comments in 2007-2008. The campus community, including students and Board of Education members, were invited to review a full draft of content chapters in spring 2008 after which the Planning and Steering Committee completed review of a final version of the Study.

Institutional Findings

Key Institutional Strengths

- The TBCC Strategic Plan and planning cycles provide centralized planning for strategic initiatives and regular review of mission, vision, and institutional goals.
- Planning and institutional effectiveness results are used to make improvements throughout TBCC; the Strategic Plan has been incorporated into the budget process and is being used to guide budget decisions.
- The College and its staff are able to turn challenges, such as external funding decreases, into opportunities for improvement of operations.
- The College offers a core of certificate and degree programs and courses taught by well-qualified faculty and planned to meet needs within the community; Budget Development Guidelines place a priority on educational program support, educational program equipment, and technological resources.

- Faculty are very involved in planning and oversight of instructional programs through the Faculty Curriculum Committee, Faculty Senate, Subject Area Committees, and electronic communication for those unable to attend meetings; Tillamook Bay has a solid core of full-time faculty and many long-time TBCC adjuncts.
- There are well-defined outcomes for all credit courses and career and technical education programs.
- The administration encourages professional development of faculty through a salary scale that rewards further academic study; faculty salaries are 100% competitive with comparable community colleges in Oregon.
- Tillamook Bay's library collection as well as its electronic information collection continues to grow; the TBCC Library also has a number of agreements with other libraries and consortia that expand services and resources available.
- The Library has a strong commitment to support the College's instructional mission and plays an integral part in TBCC's fulfilling its mission and goals; collections reflect subjects taught at TBCC.
- The College Council serves as a forum for communication between areas of the College, is responsible for administrative rules, and is involved with facilities planning; the creation of administrative rules will enhance the integrity of TBCC by documenting processes and procedures.
- Duties and responsibilities of board members and administration are clearly defined.
- The College's budget process is well controlled and in full compliance with the Local Budget Law for the State of Oregon.
- The College has maintained relatively large fund balances that have provided stability and are of use in leveraging growth activities.
- The College has a Facilities Master Plan that it uses in planning.
- New financial resources created by a general obligation bond measure passage and State capital construction funding are supporting the building of state-of-the-art facilities.
- Policies clearly define Academic Freedom, Code of Conduct, Equal Employment Opportunity, and Student Rights and Responsibilities; practical experience of TBCC demonstrates adherence to institutional integrity.

Key Institutional Challenges

- Learning outcomes assessment activities are strong at the classroom level, but need continuing work at program and institutional levels.
- More systematic analysis of characteristics, needs, and resources, and the use of the findings for improvements will further advance institutional effectiveness.
- Completion of administrative rules and assessment plans will require concentrated effort of faculty and staff, but faculty and staff understand the importance of assessment and will follow through.
- Staffing levels provide for only limited opportunities to focus on long-range planning as most attention must be focused on day-to-day operations.
- The College does not have the resources to hire full-time faculty to cover all courses in its degree programs; the on-campus time of adjuncts is limited because of their other commitments.
- Faculty will need to become more proactive in developing curricula after independent accreditation; developing a faculty advising system will require planning on design and implementation.
- The College will need to complete its Library Assessment Plan to facilitate evidence-based improvements in library and information resources.
- Students seldom take advantage of opportunities for participating on College committees.
- Strategic planning and financial planning are not linked as strongly as they might be.
- Uncertainties continue regarding the level of state funding for community colleges and whether TBCC will be a beneficiary of increased funding.
- The current science lab and computer lab spaces are only marginally adequate in terms of space for instruction and storage of equipment; current classrooms and laboratories were not built for those purposes and the age of existing facilities create challenges for the applications of technology in instructional spaces. These issues are being addressed in planning and construction of new facilities.
- It is a challenge to maintain currency with hazardous materials, changing codes, and safety plan documentation; the most comprehensive TBCC safety plan, currently being revised, is over ten years old.

Institutional Plans for Improvement

- Tillamook Bay will make its progress on institutional effectiveness more public. This will be accomplished through wider dissemination of information from the Institutional Effectiveness Report.
- Annual evaluations of faculty should reflect professional development activities and public service as well as competence in instruction and other job-related duties; a peer review process will become part of faculty evaluation.
- The TBCC Learning Outcomes Assessment Plan will be implemented and assessment of learning outcomes and departments will be incorporated in strategic planning processes in order to strengthen planning and improvement at the program level.
- A variety of institutional and academic practices and operational procedures will be articulated in TBCC Administrative Rules.
- The College Council has been refocused to include a governance function that provides for college-wide input, review of policy changes before Board action, and adoption of Administrative Rules; the minutes and reports from all standing committees, including College Council, will be published to the College's website to provide transparency in College operations.
- A three-year projection of major categories of income, specific plans for major categories of expenditures, and plans for the management of capital revenue and expenditures will be incorporated into the Strategic Plan; the Board will articulate policy governing use and limit of debt.
- The College will finalize a campus-wide safety plan, incorporating a plan for hazardous materials disposal and a process for ensuring the plan is followed.

Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no new courses or curricula proposed this month.



Tillamook Bay Community College

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Grants and Contractsⁱ

RECOMMENDATION

There are no grants or contracts to present this month.

BACKGROUND INFORMATION ----- Dean Ellison

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



Board of Education Policyⁱ

RECOMMENDATION

Recommend approval of Policy 316.

BACKGROUND INFORMATION----- President Carnahan
For second reading and approval is policy 316 which had been tabled at the June 2, 2008 meeting for further review. It has been reviewed by both the College's legal counsel and the Board subcommittee and is ready for discussion and approval.

This is the first reading of section IV, Instruction, it will be presented at the November meeting for second reading and approval.

ⁱ TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



**STANDARDS OF CONDUCT,
EMPLOYEE TERMINATIONS, LAYOFFS, AND RESIGNATIONS**

Article No.: 316

Approved: ~~40/96~~ *Pending (tabled at the 6/16/03 meeting)*

Reference: 305.E, 316.3, 316.4, 317

316.1 For the purpose of this Policy statement, "College" shall be defined to mean the Tillamook Bay Community College Board of Education and or it's designee(s).

316.2 STANDARDS OF CONDUCT

In order to promote individual development and the common good, the College has outlined the following standards to guide employees on how to conduct themselves when dealing with others in an academic institution serving the educational needs of the community.

- A. Respect for all persons.
- B. Honesty in actions and speech.
- C. Fairness and justice in the treatment of all.
- D. A pervasive sense of integrity and promise-keeping.
- E. A commitment to:
 - 1. Intellectual and moral development
 - 2. Quality
 - 3. Individual empowerment
 - 4. The Community College philosophy
 - 5. The College
- F. Openness in communication.
- G. Belief in diversity within an environment of collegiality and professionalism.

316.3 CONFLICT OF INTEREST

It is the policy of the College that conflicts of interest should be avoided where possible, or otherwise disclosed to your supervisor for appropriate action. A conflict of interest exists if an employee has the ability to use his or her position with the College to secure a personal benefit for themselves, a family member, a close personal friend, etc. For example, a conflict of interest arises if the employee is in a position to influence a business decision of the College in a way that could result in a financial benefit to the employee. Supervisors and employees are expected to use good judgment to identify possible conflicts of interest and deal with them appropriately.

316.4 DISCIPLINARY STANDARDS

**STANDARDS OF CONDUCT,
EMPLOYEE TERMINATIONS, LAYOFFS, AND RESIGNATIONS**

Article No.: 316

Approved: ~~40/96~~ *Pending (tabled at the 6/16/03 meeting)*

Reference: 305.E, 316.3, 316.4, 317

- A. The College believes that most employees prefer to work in an environment in which serious or repeated violations of the College's standards are not permitted. With that in mind, the infractions listed in 316.3 and 316.4 below describe behaviors which conflict with the College's accepted standards of conduct and warrant disciplinary action.
- B. The College believes these infractions are clear and require little explanation. However, if an employee has any questions, he/she may consult his/her supervisor or the Dean of Administrative Services. Obviously, every possible infraction cannot be listed. Conduct not specifically mentioned will be disciplined according to the standards followed for what the College feels is the most equivalent type of conduct listed.
- C. Aside from the College's right and an employee's right to terminate the relationship at any time and for any reason, the College may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of rules or policies as the College deems appropriate.
- D. Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon the College's determination of the seriousness of the offense.
- E. An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The College will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate.
- F. Nothing in this policy is intended to alter an employee's "at-will" status of employment. Employment may be terminated by the employee or the College at any time and for any reason, unless expressly stated otherwise in a written contract or employment agreement signed by the President of the College.
- G. If an employee believes he/she has been unfairly disciplined, the employee may use the grievance procedure in Article 317.

316.5 VIOLATIONS OF SIGNIFICANCE

- A. When a regular employee has committed a violation of significance, the employee will generally receive a written warning prior to termination. Employees on trial period or temporary employees will not generally be given a written warning prior to termination.

**STANDARDS OF CONDUCT,
EMPLOYEE TERMINATIONS, LAYOFFS, AND RESIGNATIONS**

Article No.: 316

Approved: ~~40/96~~ *Pending (tabled at the 6/16/03 meeting)*

Reference: 305.E, 316.3, 316.4, 317

1. A warning for different violations or infractions may be combined to determine the type of discipline administered.
 2. Written warnings will remain on an employee's record indefinitely, subject to Policy 305.E.
- B. These types of violations or infractions include, but are not limited to, the following:
1. Unsatisfactory, careless, inaccurate, unreliable, or otherwise poor work performance or productivity.
 2. Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, and failure to notify the College of intended absence or tardiness or failure to comply with other reporting policies.
 3. Interfering with or impeding any employee's work by talking or creating other distractions.
 4. Performing other than College work during work hours without authorization.
 5. Failure to follow safe working practices. (Note: When the College feels an employee has committed a serious safety violation, that employee is subject to immediate discharge).
 6. Failure to promptly report an accident or injury or cooperate in accident or injury investigations.
 7. Using College property for personal use, without advance approval.
 8. Discriminatory behavior or harassment of a racial, ethnic, sexual, disability related or religious natures, which in the College's view, is not serious enough to justify immediate discharge.
 9. Being rude or otherwise uncooperative in dealing with co-workers, supervisors, students, or members of the public.
 10. Violating any College policy or practice which is presently in effect or subsequently issued.
 11. Any other conduct which is, in the view of the College, sufficient to justify discipline.

**STANDARDS OF CONDUCT,
EMPLOYEE TERMINATIONS, LAYOFFS, AND RESIGNATIONS**

Article No.: 316

Approved: ~~40/96~~ *Pending (tabled at the 6/16/03 meeting)*

Reference: 305.E, 316.3, 316.4, 317

316.6 VIOLATIONS OF GREATER SIGNIFICANCE

- A. When an employee has committed a major violation, that employee is subject to immediate discharge or suspension.
- B. These types of infractions include, but are not limited to, the following:
 - 1. Threatening, intimidating, coercing or assaulting another employee, supervisor, student, or member of the public.
 - 2. Insubordination, including failure to follow any verbal or written job instructions issued by a person in a position of authority as determined by the College.
 - 3. Provoking or instigating arguments, dissension or fights during working hours or on College premises or engaging in horseplay which results in injury or property damage.
 - 4. Deliberately delaying or restricting the operations of the College, or inciting others to delay or restrict the operations of the College.
 - 5. Destroying, or damaging College property, tools or equipment, or the property of others on College premises.
 - 6. Falsifying any reports or records, such as applications, absence and sickness reports, or time records.
 - 7. Dishonesty of any type.
 - 8. Committing violations of safety rules or safe working habits which the College feels are repeated or serious.
 - 9. Engaging in discriminatory behavior or harassment of a sexual, racial, ethnic, disability related, or religious nature which the College considers to be repeated or serious.
 - 10. Violation of the College's Drug and Alcohol Policy.
 - 11. Violating any College policy presently in effect or subsequently issued which the College feels is serious enough to justify immediate discharge.

**STANDARDS OF CONDUCT,
EMPLOYEE TERMINATIONS, LAYOFFS, AND RESIGNATIONS**

Article No.: 316

Approved: ~~40/96~~ *Pending (tabled at the 6/16/03 meeting)*

Reference: 305.E, 316.3, 316.4, 317

12. Any other conduct which is, in the view of the College, serious enough to justify discharge or suspension.

316.7 LAYOFFS

- A. The work performed by the College is subject to work load fluctuations and the general economy of the community the College serves. Changes in scheduled work load and/or decreases in financial resources may affect staffing needs. In the event the College determines it is necessary to eliminate jobs or otherwise curtail operations, layoffs will be necessary.
- B. The decision of individuals to be laid off will be made by the College based on its determination of overall needs and the relative skills and ability of the employees.
- C. Employees who are laid off do not have recall or reinstatement rights, except as required by law.

316.8 RESIGNATIONS

- A. A resignation is defined as voluntary termination of employment by an employee.
- B. Employees who voluntarily resign their employment with the College should submit a written resignation to their department head or the Dean of Administrative Services. A brief statement of the reason for the resignation should be included in the written resignation.
- C. Employees who decide to leave the College are encouraged to provide as much notice as possible.

316.9 PAYMENT OF VACATION UPON TERMINATION OF EMPLOYMENT

An employee, whose compensation is fully funded by the College General Fund and who leaves the College's employment will be paid all wages due and all accrued, unused vacation pay up to 160 hours.

Article No.: 400

Approved: August 4, 2003

Reference:

A. DEFINITIONS

For the purpose of this Policy statement, the following definitions shall apply:

1. Regular Faculty member refers to full and part-time faculty who receive employment agreements and specifically excludes faculty employed in the Continuing and Community Education Programs.
2. Full-time Faculty and Part-time Faculty are considered synonymous with Regular Faculty.
3. Adjunct Faculty refers to instructors teaching credit courses on a term-by-term basis.
4. Community Education refers to all non-credit courses for which the College receives no funding from the State of Oregon. The Community Education Program includes courses, activities and programs which do not lead to a degree or certification.
5. Continuing Education refers to all non-credit courses for which the College receives funding from the State of Oregon on the same basis and amount as that received for credit courses. The Continuing Education Program includes courses, activities and programs which do not lead to a degree.

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Comment [MSOffice1]: TA: by "this Policy" do we mean all of the 400s or just this area; as in 405.1 we do differentiate.

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Comment [s2]: These two definitions need to be discussed. In this policy Credit and Continuing Education are lumped together (maybe because their are a few CEU courses (which are graded) included in the "Continuing Education" program. For all other purposed including our published Schedule of Classes Community and Continuing Education are lumped together under one category. I believe we should come up with a new program title for the latter two course offerings. "Continuing and Community Education" is too long for a program title and it should not include the word Continuing Education due to the confusion with CEU courses.

B. ACADEMIC CALENDAR

Tillamook Bay Community College follows the academic calendar approved by Portland Community College. A current calendar is published in the College Catalog as well as in the quarterly schedule of classes.

Article No.: 400

Approved: August 4, 2003

Reference:

~~Tillamook Bay Community College Service District policy concerning supplies for students of the College District.~~

Comment [SO3]: This makes no sense?

C. ACADEMIC RULES AND REGULATIONS

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Tillamook Bay Community College will establish appropriate rules and regulations regarding academic procedures, professional ethics, and academic standards. These academic regulations and procedures apply to all students enrolled in or seeking admission to courses. These policies and procedures will be governed by College Administrative Rules. A complete review of Administrative Rules will take place annually.

Comment [SO4]: Gonna need an AR eventually!

Article No.: 401

Approved:

Reference:

401.1 FACULTY CONFLICT OF INTEREST

Instructional employees of Tillamook Bay Community College have an obligation to avoid such activities or situations which may result in a conflict of interest or the appearance of a conflict of interest. College employees must not use their position to influence outside organizations or individuals for the direct financial, professional, or personal benefit of themselves, members of their families, or others with whom they have a personal relationship.

An instructor who is concerned that a conflict of interest may exist, or who is uncertain as to the impact or appearance of his/her activity, should consult the Dean of Instruction and Student Services prior to engaging in the activity.

401.2 CLASSROOM SUPPLIES

- A. Books, tools, equipment, clothing and supplies required by Tillamook Bay Community College ~~College~~ students shall be obtained by the students from sources other than the instructor, whenever possible.
- B. No classroom instructor of Tillamook Bay Community College shall provide Tillamook Bay Community College students with books, tools, equipment, clothing and supplies, unless written consent of the College President, or his/her designee is first obtained by the instructor.
- C. This policy is not to be interpreted or applied in such a manner as to restrict any instructor who is normally engaged in retail business from making sales in the usual and ordinary course of their business to students.
- D. Instructors shall be impartial at all times in recommending sources of supply for books, tools, equipment, clothing and supplies.

Deleted: Tillamook Bay Community College Service District policy concerning supplies for students of the District.¶

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Comment [MSOffice5]: TA: TBCC

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Comment [MSOffice6]: TA: Dean of Instruction and Student Services

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Article No.: 402

Approved: August 4, 2003

Reference:

402.1 PRE-REGISTRATION AND CANCELLATION POLICY

Pre-registration is encouraged for all courses. A decision to cancel a course, based on low enrollment, will be made at least two days prior to the start date. Credit courses are canceled by the Dean of Instruction and Student Services or his/her designee. Generally, the criterion for such cancellation is an enrollment of less than ten students. However, depending upon individual course circumstances, courses may be offered with fewer students. Continuing and Community Education courses are canceled by the Coordinator. Generally the criterion for such cancellation is an enrollment of less than the minimum set by the instructor and the Coordinator.

Comment [SO7]: Could there/should there be a general section that applies to any instructor, i.e. emergency notification, pre-registrations, etc.? It seems redundant to repeat information over and over.

Comment [SO8]: KYRA: Technically we don't have pre-registration. Do we want to call it early registration?

Deleted: soon after the pre-registration deadline publicized for the term.

Deleted: and continuing education

Comment [SO9]: KYRA: Is this true?

402.2 EMERGENCY NOTIFICATION SYSTEM

All instructors should obtain contact information for all their students at the beginning of each term ~~the terms~~. In the event that a class must be cancelled or modified in some way that will affect the students in that class, it is the instructor's obligation to contact their students as soon as possible to advise them of those changes. In addition, the Office of Instruction and Enrollment Services are to be notified when classes are to be cancelled, relocated, or re-scheduled.

Comment [MSOffice10]: TA: Per FERPA and with our new enrollment system, I believe we should eliminate this.

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402.3 EVALUATION POLICY

All credit and continuing education courses are subject to evaluation by the Office of Instruction. Such an evaluation might take the form of student interviews or questionnaires, and/or a visit by the Dean of Instruction and Student Services. Instructors will be notified in advance if their course is to be visited.

402.4 GRADING POLICY

Grades are considered to be an indicator of an individual's grasp of the material taught in a credit course. Basically, the letter grades of A through F indicate Excellent, Good, Average, Poor, and Unsatisfactory learning levels. Pass/No Pass grading arrangements are allowed in lieu of letter grades, but only with the instructor's approval. An I, or Incomplete, is also given only when an agreement is reached between the instructor and the students and only when a small amount of course work remains to be completed. W grades are issued by the college to those who formally withdraw prior to the specified deadline. A CIP is used only when a course meets beyond the limits of any given term - it indicates that the course is still in progress and a grade cannot be issued at that time.

Comment [SO11]: KYRA: Is this still a valid grade?

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Deleted: grade indicates that, due to poor attendance or incomplete course work, the instructor has insufficient evidence upon which to base a grade.

402.5 TEXTBOOK SELECTION

Tillamook Bay Community College's contractual agreement with Portland Community College provides recommended textbooks; instructors may select alternative textbooks with the approval Tillamook Bay Community College's ~~TBCC's~~ Dean of Instruction and Student Services.

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Article No.: 403

Approved: August 4, 2003

Reference:

403.1 EMERGENCY NOTIFICATION SYSTEM

All instructors should obtain contact information for all their students at the beginning of the term. In the event that a class must be cancelled or modified in some way that will affect the students in that class, it is the instructor's obligation to contact their students as soon as possible to advise them of those changes. In addition, the Office of Instruction and Enrollment Services are to be notified when classes are to be cancelled, relocated, or re-scheduled.

Comment [SO12]: Reorder to be consistent with 402? (If we can't don't combine them)

Comment [MSOffice13]: TA: again, eliminate

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Comment [SO14]: KYRA: Do we have a Dir. of Com. Ed?

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403.2 EVALUATION

All Community Education Courses are subject to evaluation by the Office of Instruction. Such an evaluation might take the form of student questionnaire and/or administrative visitation. Instructors will be notified in advance if their class is to be visited.

Comment [SO15]: KYRA?

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403.3 PRE-REGISTRATION AND CANCELLATION

Pre-registration is encouraged for all community education courses and workshops. If a course is cancelled due to low enrollment, the Coordinator, Office of Instruction or designee will notify the instructor and students. The criterion for cancellation is an enrollment which will result in projected instructor compensation of less than the legal minimum wage or compensation unacceptable to the instructor.

Comment [SO16]: KYRA: see article 402

Comment [SO17]: KYRA: ?

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Comment [SO18]: ?

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403.4 COMMUNITY EDUCATION SPECIAL FUND

The College's Community Education Program is a self-supporting program as determined by the receipts and expenditures of Special an Enterprise Fund designated for this purpose. To facilitate this objective, the College President or designee is authorized to:

Comment [SO19]: KYRA: Enterprise

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1. Establish market rate tuition and fees to be charged those who enroll or otherwise participate in Community Education offerings;
2. Hire instructors on a short-term contractual basis and pay 50% of community education course or workshop tuition (excluding fees) revenue to the instructor as compensation.

The purpose of this policy is to promote understanding and support of academic freedom and professional responsibility to the students, to the community, and to Tillamook Bay Community College.

A. Academic Freedom

Academic freedom is applied to teaching and other college-related activities. It is fundamental for the protection of the rights of the instructor in teaching and of the student to freedom in learning.

This institution is being operated for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

1. Instructors are entitled to freedom in their presentation and discussion of the subject matter, as outlined in the [Course Content Outcome Guide](#).
2. Instructors are entitled to full freedom in professional development activities, including publication of the results.
3. Instructors are citizens, members of a learned profession, and members of the educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes responsibilities. Thus, an instructor should clearly state to a public audience that he/she is communicating as a private citizen and not as a representative of the College. All employees should consider that the public may judge Tillamook Bay Community College by their communications.
4. As members of the Institution, instructors seek above all to be effective teachers. Although they observe the stated regulations of the institution, they maintain their right to disagree and seek possible revisions.
5. Instructors are encouraged to be involved in their community and, as members of the community, have the rights and obligations of any citizen. They determine the amount and character of their civic and community involvement outside the institution with due regard to their responsibilities within it. As citizens engaged in a profession that depends upon freedom for its health and integrity, instructors have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

Comment [SO20]: If this guide is deleted, where is the information outlined?

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B. Personal Freedom

Instructors have full rights of citizenship. Exercising those rights, as well as race, religion, color, age, national origin, disability, sex, or sexual orientation shall not be grounds for discipline or discrimination. The Board recognizes that the personal lives of instructors are of concern to the Board only as it affects job performance.

Course offerings and teaching assignments are based on students' needs.

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405.1 DEFINITION OF FACULTY POSITIONS

1. Regular Full-time Faculty

- A. 180-day work year as specified in the Faculty Employment Agreement
- B. A full-time teaching load consists of 15-16 instructional credit hours per term.

Lecture: one hour per week for a term equals one instructional credit hour.

1. Lecture/Lab: one and one-quarter (1.25) hours per week equals one instructional credit hour.

2. Lab: one and one-half (1.5) hours per week for a term equals one instructional credit hour.

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C. The 40-hour work week, with a minimum of 30 hours on campus, includes:

- 1. instructional credit hours.
- 2. course preparation and grading hours.
- 3. office/student advising hours, and
- 4. committee participation and professional growth hours.

2. Regular Part-time Faculty

- A. 180-day work year as specified in the Faculty Employment Agreement
- B. Part-time is defined as greater than or equal to .5 FTE and less than 1 FTE

C. Workload is based on the percentage of FTE applied to the 40-hour work week and includes:

- 1. instructional credit hours.
- 2. course preparation and grading,
- 3. office/student advising hours, and
- 4. committee participation and professional growth.

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3. Adjunct Faculty

Adjunct Faculty are instructors teaching credit courses and employed on a term-by-term basis.

Article No.: 406

Approved: August 4, 2003

Reference: 317, 407.1

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SEE SUGGESTED ADDITION BY FACULTY

406.1 Trial Period for Regular Full-time and Part-time Faculty

Instruction is the core of the College's mission. Therefore, an instructor's first year is considered a trial period during which he/she has the opportunity to demonstrate his/her ability to meet the needs of our students and fulfill the duties and responsibilities outlined in the instructor's Position Inventory. In order to facilitate the instructor's success, the Dean of Instruction and Student Services or his/her designee will:

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Deleted: description

1. Conduct a minimum of two classroom observations;
2. Review student evaluations with the instructor from each of his/her classes; ~~and~~
3. Before the end of Winter Term, complete a written performance appraisal based on the duties and responsibilities outlined in the instructor's Position Inventory, classroom observations, and student evaluations. The performance appraisal shall be reviewed by the instructor and the Dean of Instruction and Student Services before it is sent to the Human Resources administrator. A copy will be provided to the instructor and placed in the instructor's personnel file.
4. In March, the College will notify the instructor whether an employment agreement will be offered for the next academic year. The decision will be based on the performance appraisal, recommendation of the Dean of Instruction and Student Services and the availability of funding.

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Comment [MSOffice21]: TA: what if they don't start in the Fall? Can you change to be more generic, like "before the end of their 2nd teaching term" ...
Deleted: position inventory
Deleted: inventory
Comment [SO22]: KYRA: should be Dean of Administrative Services
Comment [Lg23]: Do we want this reference or to specify Dean of Administrative Services?
Comment [MSOffice24]: TA: Regular Full-time instructors
Deleted: college

Unless otherwise notified by the Dean of Instruction and Student Services, during the instructor's second academic year, his/her performance will be appraised according to the process outlined in Article 406.2.

406.2 ANNUAL FACULTY PERFORMANCE APPRAISALS

Regular full-time and regular part-time faculty will receive annual performance appraisals. The performance appraisal is based on:

Comment [MSOffice25]: See other attachment
Comment [Lg26]: The following is a modification by me (L. Gates) of a faculty proposal. I think as much as can be left to administrative rule should be.
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Deleted: classroom
Deleted: observations

1. the duties and responsibilities outlined in the instructor's position inventory
2. administrator evaluations
3. student evaluations
4. peer evaluations
5. self evaluations

A. The written performance appraisal shall be reviewed by the instructor and the Dean of Instruction and Student Services before it is sent to the Human Resources Officer. A copy will be provided to the instructor and placed in the instructor's personnel file.

Comment [SO27]: KYRA: should be Dean of Administrative Services

Article No.: 406

Approved: August 4, 2003

Reference: 317, 407.1

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B. Instructors who receive a satisfactory rating on their annual performance appraisal will be eligible for pay increases in accordance with Article 407.1.

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C. Administrator Evaluations based on classroom observations will be performed at least twice during the first year, at least once in year two, at least once in year three, and at least every third year thereafter.

D. Student evaluations are performed in all sections taught each term.

E. Peer evaluations will be performed by evaluators chosen by the faculty:

1. A first-term evaluation will be performed for a strictly formative purpose. The peer evaluator will observe one class session and create a narrative report stating the practices observed as well as strengths, and weaknesses. This report is confidential between the faculty member being evaluated, and the peer.

2. Summative peer evaluations will occur in the third year for new faculty, and after that every sixth year. A form must be submitted to the Dean of Instruction and Student Services verifying the report was written.

F. Each faculty member will complete a self evaluation at the end of their second year and every third year thereafter. The evaluation includes an updated c.v. (including professional development, artistic creation, scholarship, and research as applicable), analysis of student course evaluations, reflection on teaching strengths and areas for improvement, and a minimal portfolio (course syllabus, assessment tool(s), and anything else the instructor wants to include). Such documentation should be kept by the faculty member until requested. The primary purpose of the self evaluation is formative and should support the continuous improvement of instruction.

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406.3 PROBATION FOR UNSATISFACTORY PERFORMANCE

- A. An instructor who receives an unsatisfactory performance appraisal rating will be placed on a probationary period of at least three months but no more than one year. Before the probationary period begins, the instructor and the Dean of Instruction and Student Services will develop a plan for improvement.
- B. All salary increases will be withheld during the probationary period.
- C. Prior to March of the next school year or the end of the probationary period, the Dean of Instruction and Student Services shall prepare a written evaluation of the instructor's performance.
- D. This written evaluation shall be reviewed with the instructor and signed by the Dean of Instruction and Student Services. Copies will be forwarded through appropriate administrative channels to the President and will be provided to the instructor and placed in the instructor's personnel file.

Comment [SO28]: Should the appropriate channels be spelled out for clarity?

Article No.: 406

Approved: August 4, 2003

Reference: 317, 407.1

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- E. If the instructor fails to achieve a satisfactory performance rating within the specified probationary period, the instructor's employment agreement will not be renewed.

406.4 PERFORMANCE APPRAISAL RATINGS

The Dean of Instruction and Student Services, subject to the approval of the President, determines whether the instructor's performance appraisal rating is satisfactory or unsatisfactory. If the instructor does not agree with the rating, he/she may follow the grievance procedure as outlined in Policy 317.

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406.5 LETTERS OF INTENT

In March of each year, letters of intent to rehire or not to rehire will be sent to instructors. The decision to rehire will be based on satisfactory performance, recommendation of the Dean of Instruction and Student Services, and availability of funding.

406.6 FACULTY EMPLOYMENT AGREEMENTS

- A. Contingent upon satisfactory performance appraisals, instructors will be offered employment agreements with the recommendation of the Dean of Instruction and Student Services, approval of the College President, and availability of funding.
- B. Each June thereafter, instructors will be offered another employment agreement based on satisfactory performance appraisals, the recommendation of the Dean of Instruction and Student Services, approval of the College President, and availability of funding.

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406.7 ADJUNCT FACULTY EVALUATIONS

- A. Adjunct faculty will be evaluated by their students.
- B. Adjunct faculty teaching credit courses and continuing education instructors identified by the Dean of Instruction and Student Services will receive a classroom observation by the Dean of Instruction and Student Services or his/her designee.
- C. The classroom observation shall be reviewed by the adjunct faculty member, and the Dean of Instruction and Student Services before it is sent to the Human Resources administrator. A copy will be provided to the adjunct faculty member and placed in his/her personnel file.

Comment [SO29]: KYRA: should be Dean of Administrative Services

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

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1. Initial Placement on the Salary Schedule

A. Education and Occupational Experience

1. New occupational faculty without a Bachelor's Degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an **Associate's Degree** or at least sixty-four (64) semester hours and, in addition, five years of approved and verified occupational experience.
2. New occupational faculty with a Bachelor's Degree must also document 4 years of recent, full-time, non-teaching work experience in the field for initial placement on BA Step 1.
3. New faculty with a Master's Degree in the field to be taught and no teaching or occupational experience are initially placed on MA Step 1.
4. New faculty with a Doctorate and no post-secondary teaching experience in the field to be taught are initially placed on Ph.D. Step 1.

Comment [SO30]: Do we really consider an AA degree or less?

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

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

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

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

6 to 7.9 years	4
8 to 9.9 years	5
10 or more years	6

C. Education Credit for Professional Growth Beyond Initial Placement

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

2. Advancement Through the Salary Schedule for Professional Growth

A. Limitations to advancement through the salary schedule

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

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

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

B. Conditions for advancement through the salary schedule

1. All credits for advancement through the salary schedule must be recommended by the Faculty Curriculum Committee and the Dean of Instruction and Student Services and approved by the College President.
2. Graduate credit courses in the major teaching area will be awarded provided the courses are completed and an official transcript is furnished to the Dean of Instruction and Student Services to verify successful completion.
3. Continuing Education Unit (CEU) credits will not be considered for advancement on the salary schedule.
4. Credits applied to the salary schedule for Bachelor's Degree occupational faculty must either be in the instructor's major teaching area or part of an approved Master's program in the major teaching area. An outlined sequence of specific courses leading to the degree, including authorized signatures from the university, must be submitted in advance for approval. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.
5. Occupational experience will be credited at a rate of sixty (60) clock hours of employment equivalent to one (1) graduate semester credit to a maximum of thirty (30) graduate semester credits. In order to receive credit, an instructor must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the occupational experience to be gained through the employment. Appropriate verification of the occupational experience must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year. Occupational experience will only be credited to faculty whose teaching loads are comprised of at least 75% occupational courses.
6. Credit for academic experience directly related to teaching responsibilities may be awarded using the following guidelines. Prior approval for academic experience is not required; however, documentation must be presented as specified below in order to allow for evaluation for credit to be applied to the salary schedule.
 1. Artistic Activity: Public exhibitions, concerts, dramatic presentations, recitals, productions, performances and poetry/literary readings.
 - a) Art Exhibits: An exhibit must be viewed in a public place such as a museum, art gallery, college, etc. It must be a juried show. Other acceptable activities may include a colloquium on the arts, published art work, performances before a public audience, and jurying.

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

- b) Documentation: The event should be documented by media reviews and coverage, regional and national art publications, brochures, programs, and/or letters.
 - c) Credits: One semester credit equals 60 hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
 - d) Limitations: Vanity gallery, home exhibitions, or home performance are not acceptable.
 - e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.
2. Publications and Other Printed Material: The production of such materials as books, book reviews, musical scores, articles, stories, lab books, and handbooks.
- a) Types of Printed Material: Items printed for use at TBCC will be excluded. Printed material must be published in refereed journals, magazines, and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
 - b) Documentation: A copy of the printed material.
 - c) Credits: One credit for each sixty (60) hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.
 - d) Limitations: Credit will not be given for unpublished manuscripts. The publication must be appropriate to the faculty person's discipline.
 - e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Dean of Instruction and Student Services will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.
7. Non-credit courses that require certification of successful completion prior to faculty being approved to teach the courses may be applied to the faculty salary schedule. In order to receive credit, faculty must submit in advance to the Faculty Curriculum Committee and Dean of Instruction and Student Services a description of the course(s) and the applicability to their instructional responsibility. If approved, credit will be awarded at a rate of sixty (60) clock hours of preparation equivalent to one (1)

Comment [SO31]: KYRA: ??

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

graduate semester credit to a maximum of fifteen (15) credits.

Appropriate verification of the successful completion must be submitted to the Dean of Instruction and Student Services prior to the beginning of the next academic year.

8. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular annual contract.
- C. Tillamook Bay Community College will provide up to \$200 per semester credit hour tuition and fees reimbursement for each credit hour earned toward movement on the College's faculty salary schedule to a maximum of ten (10) credits annually and thirty (30) credits cumulative. Application for reimbursement must be made in advance of enrollment on the TBCC Professional Development Application Form.
3. Advancement Through the Schedule for Longevity
 - A. Faculty without a Bachelor's Degree will not move beyond the MA column.
 - B. Eligible faculty will be advanced through the steps of the salary schedule, usually at the rate of one step per year, for satisfactory performance of assigned duties.
 - C. Faculty on improvement leave shall continue to advance through the schedule.
 - D. The College President may hold faculty on step. For exceptional teaching and/or service to the College, the College President may advance faculty more than one step and may also advance faculty beyond the salary schedule in an amount not to exceed 15% of the Master's base salary.
 4. Unsatisfactory performance

Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 406.3. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

407.2 Pay increases for adjunct faculty

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

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

- A. Adjunct faculty will move to Tier 2 the July 1 following completion of teaching 500 adjunct faculty contact hours at TBCC. The 500 contact hours must be completed by the end of Spring Term.
- B. Adjunct faculty will move to Tier 3 the July 1 following completion of teaching 1,000 adjunct faculty contact hours at TBCC. The 1,000 contact hours must be completed by the end of Spring Term.

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

- C. Adjunct faculty will move to Tier 4 the July 1 following completion of teaching 1,500 adjunct faculty contact hours at TBCC. The 1,500 contact hours must be completed by the end of Spring Term.
- D. Adjunct faculty will move to Tier 5 the July 1 following completion of teaching 2,000 adjunct faculty contact hours at TBCC. The 2,000 contact hours must be completed by the end of Spring Term.
- E. Adjunct faculty will move to Tier 6 the July 1 following completion of teaching 2,500 adjunct faculty contact hours at TBCC. The 2,500 contact hours must be completed by the end of Spring Term.

407.3 Pay increases for instructional assistants and tutors

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

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

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

407.4 Community Education and Continuing Education Faculty Compensation

1. Community Education and Continuing Education Instructors are hired on a short-term contractual basis and receive as compensation 50% of the course or workshop tuition

(excluding fees) revenue of the courses they teach. The Dean of Instruction and Student Services may guarantee a minimum enrollment level of compensation in continuing education courses in order to support a degree or certificate program or meet a community occupational training need.

2. Community and Continuing Education Faculty receive no employee benefits except as required by law.
3. Pay increases for Community and Continuing Education Faculty will be solely based on tuition increases or enrollment increases in the courses or workshops they teach.

407.5 Benefits

1. 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 insurance plans. Any amount of cash stipend provided for medical insurance in excess of the cost of the employee coverage may be applied to dependent insurance coverage or received as cash compensation.

Comment [SO32]: KYRA: add 7/1/08 changes to section 311?

Comment [SO33]: JIM M: Grandfather clause?

Comment [SO34]: JIM M: Grandfather clause?

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For eligible faculty as described in 1. 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.

2. The College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
3. The College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
4. Tuition Waiver/Tuition Assistance Policy
 - A. 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

Article No.: 407

Approved: January 9, 2006

Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

Employee Benefits Chart and the TBCC Tuition Waiver/Tuition Assistance Policy in Appendix B-1.

- B. 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.
- C. 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.
- D. ~~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 **College** President.~~
- E. 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.

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Article No.: 408

Approved: 6/01

Reference:

PROFESSIONAL IMPROVEMENT LEAVE COMMITTEE GENERAL GUIDELINES

Comment [Lg35]: Nobody has requested this leave in a long time (if ever). Is there a reason to keep the professional improvement leave option?

1. The Faculty Curriculum Committee will serve as the Professional Improvement Leave Committee.

2. The applicant's proposal shall address how the Professional Improvement Leave will provide the faculty member the opportunity for professional growth and development related to his/her instructional area(s) or assignment(s), thereby enhancing his/her value to the College. The following includes, but does not limit, areas in which professional improvement leave may enhance a faculty member's value:

- a) instructional methodology
- b) curriculum development
- c) instructional content
- d) learning philosophies
- e) incorporation of advanced/emerging technologies
- f) supervisory training
- g) teamwork skills

3. The committee will consider other factors that appear to be relevant, such as:

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- a) needs identified by the College's Strategic Plan
- b) needs identified by the Office of Instruction Operational Plan
- c) funding

4. The committee will assure a fair distribution of Professional Improvement Leave opportunities.

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5. The committee will develop a tool to evaluate the application(s).

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6. If a faculty member declines an approved Professional Improvement Leave, the committee will reconvene to consider an alternate applicant.

408.1 PURPOSE

The purpose of Professional Improvement Leave is to provide eligible faculty an opportunity for professional growth and development related to their instructional area(s) and/or assignment(s), thereby enhancing their value to the College. Professional Improvement Leave is awarded to an eligible faculty member; it is not a right based on years of service.

Examples of professional improvement leave activities include, but are not limited to:

- A. Study at a recognized college, university, or technical school;
- B. A work experience program designed to update or upgrade knowledge and/or skills; and

Article No.: 408
Approved: 6/01
Reference:

C. Independent or collaborative study, research, writing or other project.

All professional improvement leave activities must be related to the faculty member's current or future instructional area(s) and/or assignment(s) as determined by the College college.

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408.2 ELIGIBILITY

Faculty must meet the following requirements to be eligible for professional improvement leave:

A. Must have completed six or more academic years of regular full-time or regular part-time employment at Tillamook Bay Community College.

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B. Any year in which an employee has an unpaid leave of absence of one full term or more shall not constitute a completed year of service for purposes of computing eligibility for professional improvement leave.

C. Must have fulfilled previous professional improvement leave agreements.

408.3 COMPENSATION

A. Compensation During Leave

Professional Improvement Leaves may be for one, two, three, or four terms depending upon the length of the faculty member's work year. Compensation during the term(s) of leave will be pro-rated based on the following percentages:

1. 80% for a one-term leave
2. 70% for a two-term leave
3. 60% for a three or four-term leave

Contact the Payroll Specialist in the Business Office for specific calculations.

Comment [SO36]: Should the title be Business Office Specialist since we don't use this title?

B. Salary and/or Salary Schedule Placement on Return from Leave

Pay increases approved by the Board of Education will apply to faculty members currently on or returning from Professional Improvement Leave.

Comment [SO37]: Why? If they aren't "working" why are they eligible for the increase?

408.4 BENEFITS

A. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable to regular full-time or regular part-time faculty, will continue during the period of the Professional Improvement Leave.

B. Sick leave will not accrue during Professional Improvement Leave.

Article No.: 408

Approved: 6/01

Reference:

408.6 **PROFESSIONAL IMPROVEMENT** LEAVE AGREEMENT

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The **Professional Improvement** Leave Agreement will include, but is not limited to:

Comment [SO38]: JIM M: Not sure this makes sense.

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A. Report and/or Documentation Required

Upon return from his/her leave, the faculty member shall, within three months of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies will be forwarded to the Dean of Instruction and the **College** President.

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B. Time Commitment upon Return

Upon completion of the professional improvement leave, the faculty member agrees to return to Tillamook Bay Community College for a minimum period of time equal to the professional improvement leave. The Leave Agreement does not preclude the faculty member's employment agreement.

C. Repayment in Lieu of Return

Provisions shall be made so that the faculty member may repay the professional improvement leave salary in lieu of his/her return to Tillamook Bay Community College.

The Leave Agreement and the Approved Professional Improvement Leave Application will be placed in the faculty member's personnel file with copies to the Dean of Instruction and applicant.

Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

- The lease with Cape Kiawanda Community Center was not renewed for 2008-2009. We are currently in discussions with Nestucca Valley School District for office space until the South County Center is constructed.
- The lease with NCRD for office/classroom space was not renewed on an annual basis; however, we continue to rent space on a month-by-month basis.



Tillamook Bay Community College

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Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Project updates:

- Architect Design
- Local permitting process
- Construction contracting
- Timeline for construction and completion
- North and South County Center projects
- Tillamook School District project



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Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

In June the position of Economic Development and Small Business Development Director was opened. Marshall Doak was hired to fill this position and assumed duties September 2, 2008. The process will soon begin for the hiring of a SBD counselor and administrative assistant.

Michele Burton, Director of Skills Development, was promoted to Director of Enrollment Management and Student Services, formally the position of Registrar. This position opened when Sheila Fitch retired.

Kathleen Long has been hired as the new ABE/GED Instructor, a position opened with the retirement of Glenda Sonies.

No hire was made for the Director of Career, Technical, and Workforce Education and the position has been closed for re-evaluation.



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Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Sept. 15-16 - Staff In-service
- Sept. 18 – Student Leadership Training
- Sept. 22 – Fall Term begins
- Oct. 16 – Second Annual Mildred Davy Memorial Scholarship Luncheon
- Oct. 29-31 – Accreditation visit
- Miller Foundation Scholarship Match



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