

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, October 6, 2008, at 7:30 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, October 1, 2008

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

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



Tillamook Bay Community College

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

Board of Education Accreditation Briefing Agenda

Date:
Monday, October 6, 2008

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

Time:
5:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Wakefield
2.	Approval of the Agenda ----- (Action)	Chair Wakefield
3.	Invitation of Public Comment -----	Chair Wakefield
	<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.	New Business:	
A.	Accreditation Site Visit Preparation -----	Dean Gates
5.	Adjournment ----- (Action)	Chair Wakefield



Tillamook Bay Community College

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

Board of Education Meeting Agenda

Date:
Monday, October 6, 2008

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

Time:
7:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Wakefield
2.	Approval of the Agenda ----- (Action)	Chair Wakefield
3.	Invitation of Public Comment -----	Chair Wakefield
	<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.	September 8, 2008 Regular and Special Meeting Minutes ----- (Action)	Chair Wakefield
5.	Reports:	
A.	Oregon Community College Association -----	Director Swain/ President Carnahan
B.	Financial Report-----	Comptroller Williams
6.	Old Business:	
A.	2009-2010 Budget Development Guidelines and Budget Schedule -- (Action)	Dean Ellison
7.	New Business:	
8.	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----- (Action)	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chair Wakefield
11.	Board Member Discussion Items -----	Chair Wakefield
12.	Adjournment ----- (Action)	Chair Wakefield



Tillamook Bay Community College

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

Board of Education Meeting Minutes

September 8, 2008
Room 9, First Street Campus
2510 First St., Tillamook, OR 97141

- Directors Present:** James McGinnis, Ruth Jensen, Steve Shaw, Craig Wakefield, Bob Weitman and Rose Wharton
- Directors Absent:** Ann Swain
- Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams and Sue Owens
- Guests Present:** TBCC Staff: Michele Burton, Marshall Doak, Kathleen Long, and Sheryl Neu; John J. Henri and John O. Henri, J.J. Henri Company

Call to Order and Acknowledgement of Guests:

Chair McGinnis called the meeting to order at 6:30 p.m. President Carnahan introduced each of the guests noting two new employees; Kathleen Long, ABE/GED Instructor, and Marshall Doak, EDC/SBDC Director. He also recognized Michele Burton who has been promoted to Director of Enrollment Management and Student Services. Sheryl Neu, another staff member was also in attendance.

Also present were Mr. John O. Henri and Mr. John J. Henri from the J.J. Henri Company, presenters for the Local Contract Review meeting scheduled later in the evening.

Approval of Agenda:

On approval of a motion by Director Weitman and seconded by Director Wakefield, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved that the June 23, 2008 Special Meeting Minutes be approved. Minutes attached and made a part of the official records.

Election of Board Officers: (Item 5)

Chair McGinnis shared that it is time to elect new Board positions according to Board Policy 100.4.

Director Shaw nominated Director Wakefield as Board Chair; Director Weitman nominated Director Shaw as Vice-Chair. Nominations were closed. Upon approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved that Directors Wakefield and Shaw be elected to the positions of 2008-2009 Board Chair and Vice-Chair respectfully.

2008-2009 Meeting Dates: (Item 6)

Chair Wakefield presented the proposed 2008-2009 meeting dates as included in the Board packet. President Carnahan noted that the location would be determined later as there is a possibility that a change will be made. He also noted that due to lease changes, the annual North and South County meetings were yet to be determined.



Tillamook Bay Community College

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

On approval of a motion by Director McGinnis and seconded by Director Wharton, it was resolved to accept the meeting dates as proposed with the location(s) to be determined.

Reports: (Item 7)

Oregon Community College Association: (Item 7.A)

In the absence of Director Swain, President Carnahan reported that there had been no OCCA meetings; however the OCCA Annual Conference is scheduled for November 21-23 at Salishan Resort in Gleneden Beach. He requested that any Board member wishing to attend please advise Sue Owens by November 6. Chair Wakefield stated he would like to attend.

Financial Report: (Item 7.B)

Comptroller Williams presented the financial reports as included in the Board packet noting that on page 1 under the Instruction category the amount is overstated due to an error. It will be corrected in next month's report.

Old Business: (Item 8)

There was no old business.

New Business: (Item 9)

2008-2009 Organization, Finance and Legal Designations: (Agenda Item 9.A)

Dean Ellison presented the Organization, Finance and Legal Designations as included in the Board packet stating that the only material change was the effective year.

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved to approve the Organization, Finance and Legal Designations as presented.

2009 – 2010 Budget Development Guidelines and Calendar: (Agenda Item 9.B)

Dean Ellison presented the guidelines and calendar for review, noting that they would be presented again at the October meeting for final review and approval.

Standing Business: (Agenda Item 10)

Strategic Planning and Accreditation: (Agenda Item 10.A)

Dean Gates distributed a copy of the Self-Study to each Board Member, noting that a copy had now been sent to the Northwest Commission on Colleges and Universities as well as the visiting team. We will now focus on the site visit in late October. It was discussed and decided a work session for the Board should be held prior to the visit. It was agreed to hold a dinner meeting at 5:30 p.m., before the next Board Meeting on Monday, October 6. The start time of the regular meeting would be moved to 7:30 instead of the usual 6:30 p.m. It was stressed that all directors be there.

President Carnahan complimented Dean Gates and her team for an outstanding job on this major project.

Courses and Curricula: (Agenda Item 10.B)

Dean Gates shared that she had nothing new to report; however, she had just heard that the Industrial Maintenance Technology program was going before the State Board this month and she anticipates it will be accepted.

Grants and Contracts: (Agenda Item 10.C)

Dean Ellison shared there were no grants or contracts to report on this month.

Board of Education Policy: (Agenda Item 10.D)

President Carnahan presented policy 316 that had been tabled at the June 2, 2008 meeting for



Tillamook Bay Community College

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

further review. He stated that it had been reviewed by the Board sub-committee consisting of Directors Swain and Shaw as well as the College's legal counsel and was now ready for discussion and approval.

On approval of a motion by Director McGinnis and seconded by Director Shaw, it was resolved to approve Policy 316 as presented.

Policy section IV, Instruction, was presented for first reading. Director McGinnis noted that the format used to track the recommended changes was confusing. There was no more discussion. This section will be brought back to the October 6, 2008 meeting for discussion and approval. President Carnahan asked that any comments be directed to himself, Dean Gates, or Sue Owens.

Adjournment: Chair Wakefield adjourned the regular meeting to the Local Contract Review Board Special meeting at 7:03 p.m.

Reconvene: Chair Wakefield reconvened the regular meeting at 7:20 p.m.

Facilities: (Agenda Item 10.E)

Dean Ellison shared that 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. He added that 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 and continue to have a good working relationship with them.

Capital Construction Projects: (Agenda Item 10.F)

President Carnahan gave a brief update on the construction projects noting that:

- Architect Design – This phase is just about complete. The drawings should be approved next week. Contract Bid Sets should be available September 17 with bids hopefully beginning the end of October.
- Local permitting process – This process has been very tedious and frustrating, but things are beginning to improve. We anticipate getting our conditional use permit soon so that we may move forward.
- Construction contracting – The Local Contract Review Board Special Meeting earlier this evening approved the alternate contracting method.
- Timeline for construction and completion – Even though we are a bit behind schedule, we still anticipate moving into the new facility in the winter of 2009. The weather will be a contributing factor in the completion date.
- North and South County Center projects – Even in light of the current financial situation at Nestucca, our plans to locate an office/class space there have not changed. We plan to partner with Neah-Kah-Nie School District for space in the future remodel of their District Offices.
- Tillamook School District project – Remodel of the maintenance building is not scheduled to begin until next summer.

Personnel: (Agenda Item 10.G)

President Carnahan noted the recent hires made and reintroduced those in the audience. Ms. Michele Burton has been promoted to the position of Director of Enrollment Management and Student Services; Ms. Kathleen Long has been hired as the ABE/GED Instructor; and, Mr. Marshall Doak has been hired as the new Economic Development and SBDC Director. The position of Director of Career, Technical, and Workforce Education remains vacant at this time. President Carnahan stressed that this is an important position and we will be working on getting it filled in the future.



Tillamook Bay Community College

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

Announcements and General Information: (Agenda Item 11)

President Carnahan shared the information as included in the Board Packet elaborating on the Miller Foundation Scholarship match. He explained that this was an exciting opportunity for TBCC to gain an additional \$50 thousand in scholarship funds if TBCC could exceed the amount in scholarship funds raised last year.

Invitation for Public Comment: (Agenda Item 9)

Mr. Doak shared that there would be a reception to welcome him and to introduce the new partnership between EDC and SBDC on Thursday, September 18, 3:30 - 5:00 p.m. at the Tillamook County Library, everyone is invited.

Board Member Discussion Items: (Agenda Item 10)

There were no items discussed.

Adjournment: (Agenda Item 11)

Chair Wakefield adjourned the meeting at 7:50 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



Tillamook Bay Community College

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

Board of Education Contract Review Board Special Meeting Minutes

September 8, 2008
Room 9, First Street Campus
2510 First St., Tillamook, OR 97141

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

Directors Absent: Ann Swain

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

Guests Present: Michele Burton, Marshall Doak, and Sheryl Neu, TBCC Staff;
John J. Henri and John O. Henri, J.J. Henri Company

Call to Order:

Chair Wakefield called the meeting to order at 7:04 p.m. and acknowledged guests.

Approval of Agenda:

On approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to approve the agenda as presented.

Invitation of Public Comment:

There was no public comment.

New Business: (Item 4)

Resolution 2008-09 #4:

Mr. John J. Henri gave an explanation the bid process noting that this resolution allows TBCC to use the Alternate Contracting Method in order to allow additional criteria for selection of contractors beyond low-bid qualifications. This will allow the Board, as TBCC's Contract Review Board, to make selections based on alternative criteria as noted in the distributed material.

On approval of a motion by Director Shaw and seconded by Director Wharton, it was resolved to adopt Resolution 2008-09 #4 which is "a resolution of the Tillamook Bay Community College Board of Directors acting as the local Public Contract Review Board, granting an exemption from competitive bidding pursuant to ORS 279C.335(2) to permit solicitation of a public improvement contract for the construction of the new campus building project using a qualification based request for proposal pursuant to the alternative public contracting method."

Adjournment: (Agenda Item 5)

Chair Wakefield adjourned the meeting at 7:18 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



Tillamook Bay Community College

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

Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Director Swain & President Carnahan
President Carnahan attended the OCCA Board meeting on October 3, 2008 and will give an
update.

The OCCA Annual Convention is November 21-23 at Salishan Resort. To date, only Chair
Wakefield has expressed his intentions to attend. If you'd like to attend, please contact Sue
Owens before November 6.



Tillamook Bay Community College

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

Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Comptroller Williams

In light of recent local and national news regarding the financial management of entities both public and private, below is a brief summary of controls TBCC has in place to help mitigate similar risks seen elsewhere.

- 1. TBCC has auditors conduct an annual audit. Kenneth Kuhns & Co. has been TBCC’s auditor since FY 2002. Prior to FY 2002, Baertlein & Phegley performed TBCC’s audits for many years. TBCC prepares and provides our annual audited financial statements to the Board every year upon completion. Based on quick review of audit reports back to FY 1997, TBCC has received an unqualified opinion in each year during that period.
- 2. TBCC’s budgeting and financial accounting/reporting activities are maintained as separate processes that are regularly reviewed, compared and analyzed as described below.

In preparing its annual budget proposals, TBCC reviews current year progress along with the prior year actuals to make educated projections for both revenues and expenditures for the following years budget. For example, in preparing the 2008-2009 budget, progress to date for 2007-2008 was reviewed and compared to the audited figures from 2006-2007.

In addition, TBCC prepares monthly financial reports to the Board which are reviewed by the Dean of Administrative Services and President prior to being presented to the Board. Attachments 1 and 3 include budget vs. actual reports of both revenues and expenses. Attachment 3 also includes reports of available cash. In addition to the summary reports provided to the Board, additional line item detail and variance analysis is provided to the Deans and President on a regular basis and shared with the Board on Attachments 1 and 3 as appropriate.

- 3. ORS Chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Public Funds Collateralization Program. Bank depositories are required to pledge collateral against any public fund deposits in excess of FDIC insured amounts. This provides additional protection for public funds in the event of a bank loss. TBCC deposits available cash in a checking account at US Bank and in accounts invested in the Local Government Investment



Pool (LGIP). As bills require payment, funds are transferred from both LGIP accounts into the US Bank account. During most months, making these transfers results in the US Bank balance exceeding \$100,000, which is protected by ORS 295.

The \$9,865,000 General Obligation bond proceeds are kept separate from all other funds in an account in the State's LGIP.

4. Beginning in FY 2007-08, TBCC and its external auditors will be conducting a more detailed annual review of our internal control environment as recently required by Governmental Accounting Standards.
5. With the implementation of Jenzabar in June 2006, the timeliness of reporting was vastly improved. This has improved the efficiency with which the Deans and President can respond to variations in revenues and expenditures. Having a consolidated enterprise-wide financial information management system also greatly enhances internal control.
6. Finally, on an annual basis, TBCC reports its revenues and expenses in a standard format to the Oregon Department of Community Colleges and Workforce Development (CCWD). In addition, CCWD and the State Department of Administrative Services are providing review and oversight of College expenditures related to our current capital construction projects.



Tillamook Bay Community College

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

Agenda Item 5.B. Attachment #1

Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended August 2008
 16.67% 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	\$ 1,212,227.15	113.26%	\$ 863,369	\$ 1,450,030.61	167.95%
State	\$ 1,024,589	\$ 420,248.56	41.02%	\$ 1,039,959	\$ 228,757.94	22.00%
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	\$ 121,056.00	22.09%	\$ 541,150	\$ 121,085.00	22.38%
Fees	\$ 124,676	\$ 26,531.37	21.28%	\$ 125,000	\$ 24,034.47	19.23%
Sale of Goods	\$ 2,000	\$ 200.00	10.00%	\$ 5,000	\$ 400.00	8.00%
Interest	\$ 55,000	\$ 10,806.87	19.65%	\$ 50,000	\$ 6,786.78	13.57%
Miscellaneous	\$ 5,000	\$ 273.23	5.46%	\$ 7,000	\$ 1,809.36	25.85%
Transfers	\$ 73,231	\$ 1,762.06	2.41%	\$ 288,418	\$ 32,698.61	11.34%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
Total resources	\$ 3,913,178	\$ 1,793,105.24	45.82%	\$ 3,942,690	\$ 1,865,602.77	47.32%
Expenditures						
Instruction	\$ 972,740	\$ 121,835.16	12.52%	\$ 1,134,700	\$ 121,249.22	10.69%
Instructional Support	\$ 331,892	\$ 37,993.20	11.45%	\$ 323,283	\$ 42,404.10	13.12%
Student Services	\$ 386,276	\$ 58,450.04	15.13%	\$ 444,652	\$ 72,925.36	16.40%
College Support	\$ 1,016,125	\$ 185,428.72	18.25%	\$ 1,044,641	\$ 191,829.51	18.36%
Plant Operation	\$ 191,832	\$ 20,509.03	10.69%	\$ 201,833	\$ 23,303.96	11.55%
Financial Aid	\$ 141,000	\$ 15,804.23	11.21%	\$ 126,160	\$ 12,969.69	10.28%
Transfers	\$ 91,200	\$ 15,289.82	16.77%	\$ 98,300	\$ 16,716.60	17.01%
Contingency	\$ 213,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 455,310.20	13.62%	\$ 3,523,569	\$ 481,398.44	13.66%
Ending fund balance	\$ 569,113	\$ 1,337,795.04	235.07%	\$ 419,121	\$ 1,384,204.33	330.26%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended August 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	\$ 12,063.13
Tutor Grant	211	\$ -	\$ -	\$ 955.68	\$ (955.68)	\$ 14,072	\$ 2,265.13
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 38.18	\$ 2,629.70	\$ 2,389	\$ 0.82
United Way Literacy Grant	216	\$ 3,588.95	\$ 375.00	\$ 177.92	\$ 3,786.03	\$ 5,385	\$ -
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ 1,440.73	\$ (1,440.73)	\$ 11,859	\$ 1,219.59
Pathways Grant	225	\$ -	\$ -	\$ 5,666.92	\$ (5,666.92)	\$ 54,427	\$ -
Industrial Maintenance Tech	226	\$ 38,490.38	\$ -	\$ 5,579.74	\$ 32,910.64	\$ 16,897	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ -	\$ -	\$ 30,250	\$ 5,777.67
SBDC State Grant	231	\$ -	\$ -	\$ 1,469.68	\$ (1,469.68)	\$ 41,333	\$ 5,830.33
SBDC Program Income	232	\$ 19,379.80	\$ 836.00	\$ 1,025.08	\$ 19,190.72	\$ 13,374	\$ 1,548.29
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 495.00
SBDC - EDC Fund	235	\$ -	\$ -	\$ -	\$ -	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 3,041.99
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 156.29
First Responder Grant	246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Assistance	250	\$ 3,215.83	\$ -	\$ -	\$ 3,215.83	\$ 3,100	\$ 35.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 35.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 921.06	\$ 8,855.68	\$ 2,600	\$ 932.00
Total Special Fund		\$ 85,361.11	\$ 1,211.00	\$ 19,257.71	\$ 67,314.40	\$ 396,777	\$ 33,400.24

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2008
Total of Grants that borrow from the General Fund	\$ (11,515.73)	\$ 52,665.48	\$ 3,607.70	\$ (60,573.51)
Total of Grants that are not borrowing from the General Fund	\$ 78,830.13	\$ -	\$ 2,715.53	\$ 81,545.66
Total Special Fund	\$ 67,314.40	\$ 52,665.48	\$ 6,323.23	\$ 20,972.15

	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)	\$ 3,558.00	\$ 697.46	\$ (9,454.66)	\$ 13,070	\$ 3,081.99
Bookstore	320	\$ 56,419.16	\$ 7,841.99	\$ 41,505.25	\$ 22,755.90	\$ 174,223	\$ 37,834.90
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ 2,130.36
Total Enterprise Fund		\$ 51,107.29	\$ 11,399.99	\$ 42,202.71	\$ 20,304.57	\$ 199,693	\$ 43,047.25
PERS Pension Bond Fund	410	\$ 15,864.61	\$ 16,044.85	\$ 1,600.00	\$ 30,309.46	\$ 86,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ 68,217.41	\$ 363.04	\$ -	\$ 68,580.45	\$ 577,838	\$ -
Total Debt Service Fund		\$ 84,082.02	\$ 16,407.89	\$ 1,600.00	\$ 98,889.91	\$ 664,101	\$ 1,600.00
Building Reserve Fund	510	\$ 995,532.75	\$ 4,914.03	\$ 31,230.17	\$ 969,216.61	\$ 1,359,825	\$ -
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 49,544.77	\$ 250,108.72	\$ 8,830,567.60	\$ 9,100,000	\$ 2,860.45
Total Capital Projects Fund		\$10,026,664.30	\$ 54,458.80	\$ 281,338.89	\$ 9,799,784.21	\$10,459,825	\$ 2,860.45
Associated Students of TBCC	710	\$ 3,802.87	\$ 678.19	\$ 195.90	\$ 4,285.16	\$ 10,000	\$ 238.86
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 541.80	\$ 328.14	\$ 1,855.45	\$ 9,050	\$ 211.43
Total Agency Fund		\$ 5,444.66	\$ 1,219.99	\$ 524.04	\$ 6,140.61	\$ 19,050	\$ 450.29

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2008
 16.67% 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)		\$ 1,622,691			\$ 10,923			\$ (9,026)			\$ 34,884	
Beginning Fund Balance	\$ 863,369	\$ 1,450,031	167.95%	\$ 183,327	\$ 85,361	46.56%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,419	92.49%
Resources												
State Aid	\$ 1,039,959	\$ 228,758	22.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 351,532	\$ 375	0.11%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 145,119	21.78%	\$ 8,000	\$ 416	5.20%	\$ 18,560	\$ 3,558	19.17%	\$ -	\$ -	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	\$ 400	8.00%	\$ 2,500	\$ 420	16.80%	\$ -	\$ -	0.00%	\$ 150,000	\$ 7,842	5.23%
Interest	\$ 50,000	\$ 6,787	13.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,809	25.84%	\$ -	\$ -	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	\$ 32,699	11.34%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,079,321	\$ 415,572	13.50%	\$ 362,032	\$ 1,211	0.33%	\$ 18,560	\$ 3,558	19.17%	\$ 150,750	\$ 7,842	5.20%
Expenditures												
Salaries and Wages	\$ 2,310,538	\$ 325,975	14.11%	\$ 321,049	\$ 14,572	4.54%	\$ 9,000	\$ 690	7.67%	\$ 24,453	\$ 4,068	16.64%
Operating Expenditures	\$ 939,731	\$ 133,815	14.24%	\$ 54,315	\$ 3,404	6.27%	\$ 3,110	\$ -	0.00%	\$ 113,550	\$ 37,259	32.81%
Capital Outlay	\$ 25,000	\$ 4,891	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 16,717	17.01%	\$ 21,413	\$ 1,282	5.99%	\$ 960	\$ 8	0.83%	\$ 1,220	\$ 178	14.59%
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	\$ 481,398	13.66%	\$ 513,952	\$ 19,258	3.75%	\$ 23,070	\$ 698	3.03%	\$ 174,223	\$ 41,505	23.82%
Ending Fund Balance	\$ 419,121	\$ 1,384,205		\$ 31,407	\$ 67,314		\$ 5,490	\$ (9,455)		\$ 37,527	\$ 22,756	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 287,070			\$ 52,665			\$ -			\$ -	
Inventories		\$ 2,787			\$ -			\$ -			\$ 22,241	
NET EFFECT ON CASH		\$ (289,857)			\$ (52,665)			\$ -			\$ (22,241)	
Liabilities												
Accounts Payable		\$ 330,213			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,719			\$ -			\$ -			\$ -	
Payroll		\$ 138,257			\$ 6,323			\$ 289			\$ 2,884	
NET EFFECT ON CASH		\$ 508,189			\$ 6,323			\$ 289			\$ 2,884	
NET ADJUSTMENTS		\$ 218,332			\$ (46,342)			\$ 289			\$ (19,357)	
ENDING CASH BALANCE		\$ 1,602,537			\$ 20,972			\$ (9,166)			\$ 3,399	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended August 2008
 16.67% 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	\$ 365	2.61%	\$ 330,000	\$ 54,459	16.50%	\$ -	\$ -	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	\$ 546	5.18%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 16,042	17.82%	\$ -	\$ -	0.00%	\$ 8,300	\$ 674	8.12%
Total Revenues	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 16,407	0.00%	\$ 1,794,825	\$ 54,459	3.03%	\$ 18,850	\$ 1,220	6.47%
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	\$ 250,109	2.45%	\$ 19,050	\$ 524	2.75%
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	\$ 31,230	11.79%	\$ -	\$ -	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	\$ 281,339	2.46%	\$ 19,050	\$ 524	2.75%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 98,889		\$ -	\$ 9,799,784		\$ 1,250	\$ 6,141	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 4)	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 7,003	\$ 7,003		\$ 98,889	\$ 98,889		\$ 9,799,784	\$ 9,799,784		\$ 6,141	\$ 6,141	

\$ 11,529,559

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.

2009-2010 Budget Development Guidelines

RECOMMENDATION

Recommend approval of the 2009-2010 Budget Development Guidelines and Calendar.

BACKGROUND INFORMATION ----- Dean Ellison

In September, the Budget Development Guidelines and Calendar were presented for Board review and comment. In this meeting 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.



Tillamook Bay Community College

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



2009-2010 Budget Development Guidelines

Guideline	Gloss ¹
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.

Tillamook Bay Community College

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

<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>
---	---

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

Much of TBCC's Fall In-service was devoted to information on the upcoming accreditation visit for candidacy, self study activities, and strategic planning. This included review of findings from the current Self Study Report, accomplishments for 2007-2008, and preliminary work plans for 2008-2009.

Due to an unfortunate accident, one evaluator has been replaced by another. The updated team members and assignments are on the following page.

The Team Chair, Mr. Martin R. Heilstedt, has requested lunch with the Board Chair and Board members on Wednesday, October 29. Mr. Heilstedt likely will be joined by two other team members. He stressed that this meeting is to be with board members only and that no staff should be present. Additional meetings with faculty and students as well as other individuals and groups are being finalized.



Tillamook Bay Community College

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

**Evaluation Committee
Tillamook Bay Community College
October 29-31, 2008
(REVISED 9/10/08)**

Name	Standards	Assignment
Mr. Martin R. Heilstedt Vice President for Instruction Renton Technical College	One, Six, Nine and Eligibility Requirements	Institutional Mission and Goals, Planning and Effectiveness; Governance and Administration to include Governance System; Governing Board; Leadership and Management; Institutional Integrity; Eligibility Requirements.
Ms. Laurie K. Clary Vice President for Instruction Grays Harbor College	Two, Four and Policies 2.1 and 2.2	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.
Dr. Sandra A. Fowler-Hill Vice President of Instruction Everett Community College	Two, Four and Policies 4.1 and A-6	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.
Dr. Gina G. Huston Dean of Student Development Olympic College Email: ghuston@oc.ctc.edu	Three and Policy 3.1	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.
Ms. Mindy M. Coslor Dean of Library, Learning Resources, and Basic Skills Skagit Valley College mindy.coslor@skagit.edu	Five and Policy 2.6	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.
Mr. Stephen L. Ward Vice President, Finance and Administration Centralia College	Seven and Eight	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.

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.



Tillamook Bay Community College

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

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

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

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 Section IV, Instruction.

Presented for first reading and review are Policy Section V, Students.

BACKGROUND INFORMATION----- President Carnahan

For second reading and approval is Policy Section IV, Instruction.

Following the policy review schedule, Policy Section V, Students, is being presented for first reading and review.

ⁱ TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



Article No.: 400

Approved: ~~August 4, 2003 pending~~

Reference:

A. DEFINITIONS

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

1. **Contracted Faculty member** refers to faculty who receive annual employment agreements of 0.5 to 1.0 FTE and specifically excludes instructors employed in the Continuing and Community Education Programs.
2. **Adjunct Faculty** refers to faculty teaching credit courses on a term-by-term basis.
3. **Community Education** refers to all non-credit courses, activities and programs which do not lead to a degree or certification. These include courses recognized by the State of Oregon as Adult Continuing Education (ACE).
4. **Continuing Education** refers to all Continuing Education Unit (CEU) courses. See Administrative Rules for further definition of 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.

C. ACADEMIC RULES AND REGULATIONS

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.

~~A. DEFINITIONS~~~~For the purpose of this Policy statement, the following definitions shall apply:~~

- ~~5. 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.
- ~~6. Full-time Faculty and Part-time Faculty~~ are considered synonymous with Regular Faculty.

Article No.: 400

Approved: August 4, 2003 *pending*

Reference:

- ~~7. Adjunct Faculty refers to instructors teaching credit courses on a term-by-term basis.~~
- ~~8. 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.~~
- ~~9. 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.~~

~~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.~~

~~C. ACADEMIC RULES AND REGULATIONS~~

~~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.~~

Article No.: 401

Approved: *pending*

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 MATERIALS

- A. Books, tools, equipment, clothing and supplies required by **Tillamook Bay Community 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.

Article No.: 402

Approved: ~~August 4, 2003~~ pending

Reference:

402.1 PRE-REGISTRATION AND CANCELLATION POLICY

Early registration is encouraged for all courses. A decision to cancel a course, based on enrollment or instructor availability. 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 or the minimum set by the instructor. However, depending upon individual course circumstances, courses may be offered with fewer students.

402.2 STUDENT CONTACT INFORMATION

All instructors should have contact information for all their students at the beginning of each 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.

402.3 COURSE EVALUATION POLICY

All 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 or designee. Instructors will be notified in advance if their course is to be visited.

402.4 GRADING POLICY

Course grades or marks are assigned according to criteria established in Administrative Rules.

402.5 TEXTBOOK SELECTION

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

402.6 COMMUNITY EDUCATION FUND

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

1. Establish market rate tuition and fees to be charged those who enroll or otherwise participate in Community Education offerings;

Article No.: 402

Approved: August 4, 2003 *pending*

Reference:

-
- 2. Hire instructors on a term-by-term contractual basis and pay 50% of community education course or workshop tuition (excluding fees) to the instructor as compensation.**

~~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.~~

~~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.~~

~~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.~~

~~402.5 TEXTBOOK SELECTION~~

Article No.: 402

Approved: ~~August 4, 2003~~ *pending*

Reference:

~~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.

(COMBINED 403 WITH 402)**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.

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.

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.

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:

3. Establish market rate tuition and fees to be charged those who enroll or otherwise participate in Community Education offerings;
4. 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.

Article No.: 404

Approved: ~~January 1998~~ *pending*

Reference:

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.

B. Personal Freedom

Faculty **and instructors who** have full rights of citizenship **and** ~~Exercising~~ exercise ~~these~~ **their** 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

Article No.: 404

Approved: ~~January 1998~~ *pending*

Reference:

recognizes that the personal lives of instructors are of concern to the Board only as it affects job performance.

Article No.: 405

Approved: ~~August 4, 2003~~ pending

Reference:

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

405.1 DEFINITION OF FACULTY POSITIONS

1. Contracted 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.**
 - 1. Lecture: one hour per week for a term equals one instructional credit hour.**
 - 2. Lecture/Lab: one and one-quarter (1.25) hours per week equals one instructional credit hour.**
 - 3. Lab: one and one-half (1.5) hours per week for a term equals one instructional credit hour.**
- 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.**
- D. A faculty contract defined as greater than or equal to .5 FTE and less than 1 FTE has a workload 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.**

2. Adjunct Faculty

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

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

Article No.: 405

Approved: August 4, 2003 *pending*

Reference:

~~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.~~

~~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.~~

~~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~~ pendingReference: 317, 407.1

406.1 Trial Period for Contracted 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:

- 1. Conduct a minimum of two classroom observations;**
- 2. Review student evaluations with the instructor from each of his/her classes;**
- 3. Before the end of their second teaching 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 written Performance Appraisal shall be reviewed by the instructor and the Dean of Instruction and Student Services before it is sent to the Dean of Administrative Services for inclusion in the instructor's file. A copy will be provided to the instructor.**
- 4. In March, the College will notify the contracted faculty 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.**

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

Contracted faculty will receive annual Performance Appraisals. The Performance Appraisal is based on:

- 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 Dean of Administrative Services for inclusion in the instructors file. A copy will be provided to the instructor.**

Article No.: 406

Approved: ~~August 4, 2003 pending~~Reference: 317, 407.1

- B. Instructors who receive a satisfactory rating on their Performance Appraisal will be eligible for pay increases in accordance with Article 407.1.**
- 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 fourth year for new faculty, and after that every third 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.**

~~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:~~

- ~~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~~

Article No.: 406

Approved: August 4, 2003 *pending*

Reference: 317, 407.1

~~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.~~

~~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:~~

- ~~6. the duties and responsibilities outlined in the instructor's position inventory~~
- ~~7. administrator evaluations~~
- ~~8. student evaluations~~
- ~~9. peer evaluations~~
- ~~10. 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.~~

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

~~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.~~

Article No.: 406

Approved: ~~August 4, 2003~~ pendingReference: **317**, 407.1

~~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.~~

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~~ **one term** 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.
- E. If the instructor fails to achieve a satisfactory performance rating within the specified probationary period, the instructor's employment agreement ~~will~~ **may** 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.**

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,

Article No.: 406

Approved: ~~August 4, 2003~~ pendingReference: 317, 407.1

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.

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 Report shall be reviewed by the adjunct faculty member, and the Dean of Instruction and Student Services before it is sent to the **Dean of Administrative Services Human Resources administrator for inclusion in his/her personnel file.** A copy will **also** be provided to the adjunct faculty member and placed in his/her personnel file.

Article No.: 407

Approved: ~~January 9, 2006~~ *pending*

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

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.

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.

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~~ *pending*

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~~ *pending*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~~ *pending*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)

Article No.: 407

Approved: ~~January 9, 2006~~ *pending*

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~~ *pending*

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 **Instructor Compensation and Benefits**

Article No.: 407

Approved: ~~January 9, 2006~~ *pending*Reference: Articles 312, 313; Appendix A-2, B-1, and C-1

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 **instructors** 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 stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee coverage may be applied to dependent insurance coverage or received as cash compensation.**

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

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

2. **For eligible employees as described in A. above, who elect to waive or opt-out of medical insurance coverage, the College shall provide a monthly cash payment, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be equivalent to the difference between the least cost group insurance plan for a single party approved by the College and the monthly cash stipend described in 311.2.A. 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.**

Article No.: 407

Approved: January 9, 2006 *pending*

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

~~3. 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.~~

~~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.~~

3. The College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
4. The College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
5. 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 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.

Article No.: 407

Approved: ~~January 9, 2006~~ *pending*

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

- D. Tuition, fees and admission charges for community **non-reimbursable or agency 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, courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Contracted faculty 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.**
- ~~F. 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 contracted faculty 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.~~

Article No.: 408

Approved: ~~6/04~~ pending

Reference:

PROFESSIONAL IMPROVEMENT LEAVE COMMITTEE GENERAL GUIDELINES

1. The Faculty Curriculum Committee will serve as the Professional Improvement Leave Committee and make recommendation to the College President.
2. The College President must approve all Professional Improvement leaves.
3. 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:
 - 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.
5. The committee will develop a tool to evaluate the application(s).
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;

Article No.: 408

Approved: ~~6/04~~ pending

Reference:

-
- B. A work experience program designed to update or upgrade knowledge and/or skills; and
 - 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.

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~~ **contracted faculty employment** at Tillamook Bay Community College.
- 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~~ **Business Office Specialist** for specific calculations.

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.

Article No.: 408

Approved: ~~6/04~~ pending

Reference:

408.4 BENEFITS

- A. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable to **contracted** ~~regular full-time or regular part-time~~ faculty, will continue during the period of the Professional Improvement Leave **on a pro-rated basis**.
- B. Sick leave will not accrue during Professional Improvement Leave.

408.6 PROFESSIONAL IMPROVEMENT LEAVE AGREEMENT

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

- 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.

- 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.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

500.1 COLLEGE/STUDENT RESPONSIBILITIES

Tillamook Bay Community College (TBCC) provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

A. General Policies

A student's registration obligates him/her to comply with the policies and regulations of the College. TBCC will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.

Tillamook Bay Community College is granted the right by law to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

B. Right to Freedom from Harassment and Discrimination

The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under TBCC's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Dean of Administrative Services. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

C. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, TBCC students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

D. Right to Protection From Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views,

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

E. Right of Access to, and Protection from Improper Disclosure of, Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, Board Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College provides academic advising services which students are encouraged to make use of on a voluntary basis. The confidentiality of student record information obtained by advising services will be strictly maintained, except when TBCC is legally permitted to disclose student record information.

F. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the ASTBCC Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

G. Right to Sell and Distribute Materials and Engage in Fund-Raising Activities

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for ASTBCC must be approved by the Director of Admissions, Student Life, and Community Education, and coordinated with the TBCC Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

sold only through the College Bookstore except when within College Policy and approved by the Director of Admissions, Student Life, and Community Education.

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the College President or designee so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

H. Right of Access to College Facilities

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:

1. Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or
2. Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a College facility.

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

500.2 CODE OF STUDENT CONDUCT

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

A. General Policies

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. TBCC administration and its Board, however, retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by the Dean of Instruction and Student Services or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

B. Violations

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity.

1. Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.
2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
3. Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.
4. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with TBCC Terms of Usage.
5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

6. Malicious destruction, damage, or misuse of College or private property (including library materials).
7. Theft or conversion of College property.
8. Failure to comply with the lawful directions of College personnel acting in performance of their duties.
9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.
10. Any behavior that is disruptive to the educational process of the College as determined by a College official.
11. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.
12. Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.
13. Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
14. Failure to disperse when an assembly is ordered to disperse by College officials.
15. Failure to comply with a notice against trespass.
16. Failure to comply with the following rules regarding firearms and weapons:
 - a. The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.
 - b. Explosives, incendiary devices, or any facsimiles thereof are prohibited on

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

or in College facilities, except as provided by Oregon law, or when approved by College administration for official College activities.

- c. The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.

17. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.

18. Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by the Dean of Instruction and Student Services or designee, that the behavior is substantially likely to disrupt the educational process of the College.

C. Sanctions

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action.

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Dean of Instruction and Student Services to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the Dean of Instruction and Student Services or designee pursuant to the provisions of the Code of Student Conduct.

The Dean of Instruction and Student Services or designee may impose the following sanctions for violations of the Code of Student Conduct:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
3. Removal from class(es) for which the student is currently registered;
4. Restitution for damages;
5. A specified period of college and/or community service;
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
7. Disciplinary admonition and warning.
8. Any other sanction the College deems educationally appropriate.

The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified.

D. Disciplinary Due Process Hearing Procedures

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the Dean of Instruction and Student Services or designee.

1. Students in violation of institutional regulations or civil or criminal law shall be so informed.
2. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by the Dean of Instruction and Student Services or designee.
3. The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Dean

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

of Instruction and Student Services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.

In cases that are not resolved informally, the Dean of Instruction and Student Services or designee shall use the following hearing procedure:

- Step 1: At an initial conference with the Dean of Instruction and Student Services or designee, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.
- Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference.
- Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Dean of Instruction and Student Services, or designee, may take one of the following actions:
- a. Terminate the proceedings, exonerating the student.
 - b. Dismiss the case after appropriate counseling and advice.
 - c. Impose an appropriate sanction as described above.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

The student will be notified in writing of the decision of the Dean of Instruction and Student Services or designee. If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

E. Readmission after Suspension

A student suspended from the College may be readmitted only on written petition to the Dean of Instruction and Student Services or designee. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Dean of Instruction and Student Services or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. The Dean sends a final report to the College President. The decision of the Dean of Instruction and Student Services or designee is final.

F. Records

Records of all disciplinary actions shall be kept by the Dean of Instruction and Student Services in accordance with the state archival policies.

500.3 ACADEMIC INTEGRITY POLICY

A. Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. TBCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

B. Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

instructor.

3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.

Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

C. Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

1. **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
3. **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
4. **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
5. **Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

D. Penalties for Academic Dishonesty

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

1. Verbal or written warning.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

2. A grade of "F" or "NP" for the assignment, project, or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the Dean of Instruction and Student Services:

1. A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

1. Disciplinary admonition and warning.
2. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
3. Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
4. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

E. Academic Dishonesty Complaint and Hearing Procedures

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.
2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.
3. The faculty member provides the student an opportunity to explain the incident.
4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Dean of Instruction and Student Services (Dean) may be requested in writing to the Dean within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the Dean, who may take steps he or she deems appropriate to resolve the conflict.
6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the Dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the Dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.
7. Within 10 days of receiving an Academic Dishonesty Report form, the Dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and Dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and Dean may proceed with the process to completion. The Dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The Dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the Dean sends a written notification of the results to the student and faculty member.
9. Within 10 days of the notification, the student may submit a written appeal to the Dean. The decision of the Dean of Instruction and Student Services is final.
10. The Dean sends a final report to the College President. The Dean of Instruction and Student Services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:
 - a. Disciplinary admonition and warning.
 - b. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
 - c. Suspension from Tillamook Bay Community College for a definite period of time.

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

(i.e., suspension of the privilege to attend Tillamook Bay Community College).

- d. Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

SOURCES

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

500.4 GRIEVANCE PROCEDURE**A. Introduction**

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Dean of Instruction and Student Services or designee, who will forward it to the appropriate administrator.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a TBCC Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Dean of Instruction and Student Services.

B. Grievance Procedure

Step 1: Communicate with the Faculty/Staff Member:

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

- a. The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

Step 2: Dean of Instruction and Student Services

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Dean of Instruction and Student Services (Dean), with supporting evidence, to the Dean or designee within 14 calendar days of the communication with the faculty/staff member. The Dean or designee will review the grievance.
- b. Within 14 calendar days, the Dean will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

Step 3: Appeal to the College President

- a. The student may appeal the decision in Step 2 if (1) TBCC procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.
- b. The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

C. Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the Dean of Instruction and Student Services, who will maintain them in accordance with the state archival policies.

500.5 CONSENSUAL RELATIONSHIPS

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the

Article No.: 500

Approved: October 3, 2005

Reference: Policy 322, ORS 341.290, Catalog

relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

1. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
2. Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
3. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

STUDENT TUITION

Page 1/1

Article No.: 503

Approved: 3/93

Reference:

The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges implemented through college administrative procedures. Without prior approval by the Dean of Students, students with past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a deferred tuition note or the Student Assistance Fund.

Facilities

RECOMMENDATION

There are no facilities items to discuss this month.

BACKGROUND INFORMATION ----- Dean Ellison



Tillamook Bay Community College

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

Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Project updates:

- Conditional Use and Site Plan permit
 - Review conditions
- Requests for Proposal for General Contractor



Tillamook Bay Community College

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

Personnel

RECOMMENDATION

Review and approve the President's Goals as attached.

BACKGROUND INFORMATION ----- President Carnahan
Presented for review and approval are the 2008-2009 President's Goals. There are no changes from the 2007-2008 version.



Tillamook Bay Community College

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

Tillamook Bay Community College
2008-2009
College President's Goals

President's Goals	TBCC Institutional Goals
<p>1 – Growth. Manage the comprehensive growth of the College with the goal of doubling the enrollment in the next five years in a sustainable approach through lower division transfer, career and technical, self-improvement, community and continuing education.</p>	<p>Goal 1, <i>“Identify and address the educational needs of the community,”</i></p> <p>Goal 2, <i>“Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals,”</i></p> <p>Goal 3, <i>“Provide support services to enable students to achieve their educational, career, and lifelong learning goals,”</i></p>
<p>2 – Accreditation. Provide leadership throughout the application, self-study, site visit, and candidacy for accreditation through the Northwest Commission on Colleges and Universities.</p>	<p>Goal 1, <i>“Identify and address the educational needs of the community,”</i></p> <p>Goal 2, <i>“Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals,”</i></p>
<p>3 - Capital Improvement. Provide direct management and leadership of the Capital Improvement projects for the College that includes the successful selection, sale and receipt of General Obligation bond proceeds, state matching funds, acquisition of property, project management, architectural and engineering services, construction and completion of the projects.</p>	<p>Goal 5, <i>“Develop new sources of funding and enhance existing sources of funding,”</i></p> <p>Goal 6, <i>“Provide facilities to support the mission, vision, and goals of the College,”</i></p>
<p>4 - Shared-governance model. Guide the implementation process of a shared-governance model that provides the staff an opportunity to establish policy driven administrative rules and operating procedures for the College.</p>	<p>Goal 2, <i>“Provide quality courses and programs to enable students to achieve their educational, career, and lifelong learning goals,”</i></p> <p>Goal 3, <i>“Provide support services to enable students to achieve their educational, career, and lifelong learning goals,”</i></p> <p>Goal 4, <i>“Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College,”</i></p>
<p>5 - Safety and security. Support the implementation of College-wide procedures relating to the safety and security of the College human and physical resources in our current location and carry-over practices to the new campus.</p>	<p>Goal 4, <i>“Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College,”</i></p> <p>Goal 6, <i>“Provide facilities to support the mission, vision, and goals of the College,”</i></p>

<p>6 – Branding and marketing. Manage a comprehensive two-year branding and marketing strategy that will lead the College through the transition from our current enrollment and facilities to our “new address” with increased growth along the way.</p>	<p>Goal 7, “<i>Develop a leadership role in the economic and social evolution of the community,</i>”</p>
<p>7 – TBCC Foundation. Provide direction and leadership to the Tillamook Bay Community College Foundation Board in a review of current by-laws and operating procedures, board recruitment, activities, and fund-raising that will provide opportunities for a future planned giving or capital campaign.</p>	<p>Goal 5, “<i>Develop new sources of funding and enhance existing sources of funding,</i>”</p> <p>Goal 7, “<i>Develop a leadership role in the economic and social evolution of the community,</i>”</p>
<p>8 – Day-to-day leadership. Provide day-to-day leadership and direction of the College through a collaborated effort with the Board of Education, College staff, and community. Provide a positive influence both internally and externally while maintaining a healthy balance of work and play.</p>	<p>Goal 4, “<i>Recruit, develop, and retain qualified staff and faculty to meet the mission, vision, and goals of the College,</i>”</p> <p>Goal 7, “<i>Develop a leadership role in the economic and social evolution of the community,</i>”</p>

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Oct. 16 – Second Annual Mildred Davy Memorial Scholarship Luncheon – Please RSVP and purchase tickets by October 10 from Sue Owens. Sue also has raffle tickets available for those interested.
- Oct. 29-31 – Accreditation visit.



Tillamook Bay Community College

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