

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, December 1, 2008, at 6:30 p.m., in Room Nine of the First Street Campus, 2510 First Street, Tillamook, Oregon, 97141.

A copy of the agenda for the meeting will be available beginning Thursday prior to the meeting, after 9:00 a.m. at the Office of the College President, Tillamook Bay Community College, First St. Campus, 2510 First St., Tillamook, Oregon 97141.

Agenda items include, but are not limited to, an Invitation for Public Comment, Announcements, and General Information. The Board reserves the right to change the order of items on the agenda.

The Board Meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify Board Secretary, Sue Owens, at (503) 842-8222, Ext. 1159, at least 48 hours in advance.

DATE NOTICE PUBLISHED: Wednesday, November 26, 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

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Board of Education Meeting Agenda

Date:
Monday, December 1, 2008

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

Time:
6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair 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.	November 3, Regular, and November 18, Special Meeting Minutes ----- (Action)	Chair Wakefield
5.	Reports:	
A.	Oregon Community College Association -----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
6.	Old Business:	
7.	New Business:	
A.	State Revenue Forecast-----	President Carnahan
B.	First Class Scholars Program ----- (Action)	President Carnahan
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula----- (Action)	Dean Gates
C.	Grants and Contracts-----	Dean Ellison
D.	Board of Education Policy ----- (Action)	President Carnahan
E.	Facilities-----	Dean Ellison
F.	Capital Construction Projects-----	President Carnahan
G.	Personnel-----	President Carnahan
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



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Board of Education Meeting Minutes

November 3, 2008
Room 9, First Street Campus
2510 First St., Tillamook, OR 97141

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

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

Guests Present: OCCA Executive Director, Dr. Andrea Henderson;
CCWD Commissioner, Dr. Camille Preus;
Sheryl Neu and Michele Burton, TBCC Employees

Call to Order and Acknowledgement of Guests:

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

Approval of Agenda:

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

Invitation of Public Comment:

There was no public comment.

Approval of Minutes:

It was noted an incorrect date was listed in the minutes under "Approval of Minutes." The minutes approved should be September 8 not October 6. On approval of a motion by Director McGinnis and seconded by Director Shaw, it was resolved that the October 6, 2008 Regular and Special Meeting Minutes be approved as amended. Minutes attached and made a part of the official records.

Reports: (Item 5)

Oregon Community College Association: (Item 5.A)

President Carnahan introduced Executive Director Henderson who reported that the Legislative session would start in January 2009 and that OCCA was focusing their attention on three budget areas, the Support Fund, Financial Aid, and Capital Construction. She also reminded the Board of the OCCA Convention coming in November in Salishan. She was asked if the Governor would be attending to which she replied he would not but that there would be at least two legislators. Dr. Henderson distributed an "OCCA News" handout for general information of which a copy will be included in the official records.

Department of Community Colleges and Workforce Development: (5.B)

Commissioner Preus gave a report on the Department of Community Colleges and Workforce Development and distributed a student success handout that she had shared at a previous TBCC Board meeting (May 2008). This version has been updated to reflect current findings and information (made part of the official minutes). She stated that it had been a "journey of discovery" and recognized TBCC's Dr. Gates for her participation in the program. Dr. Preus continued her report, noting that she was reasonably sure that community colleges would not get the \$621 million requested from the Governor's budget due to the current down swing in the economy and that she hoped they would receive the current \$500 million. She added that 54% of the general fund budget is in education so it is apparent that the Governor supports education.



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Financial Report: (Item 5.C)

Comptroller Williams presented the financial reports as included. Discussion of enrollment and financial aid followed. President Carnahan thanked Dean Ellison and Ms. Williams for the fiduciary report given last month, noting that it had elicited some comments from the public.

Old Business: (Item 6)

There was no old business.

New Business: (Item 7)

The North County Citizen's Advisory Committee met October 24, 2008 in Nehalem. Dean Gates attended the meeting in the absence of President Carnahan and reported that Ms. Di Stuppy was elected as the committee chair for 2008-2009 and the committee would like to recommend Ms. Susan Luce for membership. Dean Gates also stated there were on-going discussions of increasing the membership of the committee.

On approval of a motion by Director Swain and seconded by Director McGinnis, it was resolved to approve Susan Luce as a new member of the North County Citizen's Advisory Committee.

Standing Business: (Agenda Item 8)

Strategic Planning and Accreditation: (Agenda Item 8.A)

Dean Gates stated she felt the Accreditation site visit went well and distributed a brief summary from the exit interview. She stated she felt TBCC had fared well with 13 recommendations and 4 commendations. President Carnahan added that none of the recommendations were unexpected and that several were already being addressed. Both Dean Gates and President Carnahan emphasized that the summary was unofficial and that there were several reporting processes to be done before the final one due in January. Both were optimistic that we will move to candidacy. Director McGinnis commended Dr. Gates and the entire staff and faculty for all their hard work during the process.

Courses and Curricula: (Agenda Item 8.B)

Dean Gates stated that there were no new courses or curricula proposed this month; however, she had received official word that the Industrial Maintenance Technology, Electrician Apprenticeship Technologies, Construction Trades, General Apprenticeship, and Industrial Mechanics and Maintenance Technology, degrees and certificates had been officially approved by the State.

Grants and Contracts: (Agenda Item 8.C)

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

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

President Carnahan presented Policy 500, Students, for first reading. It will be presented again for second reading and approval at the December 1, 2008 meeting. He asked that Board members direct any suggestions or changes to Board Secretary Sue Owens. He added that this was the last policy series to be reviewed this year and that the process would start again in January.

Facilities: (Agenda Item 8.E)

Dean Ellison stated there was nothing new to report this month.

Capital Construction Projects: (Agenda Item 8.F)

- Central Campus construction update
President Carnahan reported that there were six General Construction bids and that they were consistent in offerings and each \$1 million below projected costs. They are planning on interviewing two this week. Following the interview there will be a special board meeting to receive



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recommendations and award the contract. Chair Wakefield noted that they were each strong and qualified bidders and that he was pleased with the selection.

- **Sale of State Bonds**
President Carnahan reported that the bonds had been sold last week.
- **Permitting process**
President Carnahan reported that after a slow start and some complications, he believed all permitting concerns had been addressed and approved so the project can begin to move forward.
- **Construction bid process**
President Carnahan reported that now that the new main campus construction is nearly ready to start he would now begin to focus more attention on firming up costs and arrangements for the additional, satellite campuses.

Personnel: (Agenda Item 8.G)

President Carnahan stated there was nothing to report this month.

Announcements and General Information: (Agenda Item 9)

President Carnahan reminded the Board of the OCCA Convention November 21-23 in Salishan. Director Swain stated she would like to attend.

Invitation for Public Comment: (Agenda Item 10)

There was no public comment.

Board Member Discussion Items: (Agenda Item 11)

There were no items discussed.

Adjournment: (Agenda Item 12)

On approval of a motion by Director Weitman and seconded by Director Shaw, it was resolved to adjourn the meeting at 8:00 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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OCCA News

OCCA Press Release – Community College Enrollment Soars

On October 7, 2008, OCCA issued a press release on Oregon community colleges' soaring enrollment rates, which are up by 10 to 20 percent across the state. [[Full Press Release](#)]

Financial Aid Update

Data released by the Oregon Student Assistance Commission (OSAC) last week show that the largest growth in the applications for student financial aid has come from community college students. Based on both current data and projections, OSAC estimates that financial aid applications from community college students are up about 13 percent. One of the most striking drivers of this growth is a substantial increase in applications from independent students who are 24 years of age and younger. The number of students in this category filing for financial aid is up 40 percent over last academic year. Over half of this category of applicants claims income of under \$10,000 a year.

What this may signify is the return to post-secondary education of a cohort of students lost after deep budget cuts to community colleges during Oregon's last recession in 2003, said Brett Rowlett, an Opportunity Grant Analyst for OSAC. It also appears that efforts to better publicize the grant may be paying off, and that many Oregonians simply did not know they had access to grants to go to college. Implementation of the Shared Responsibility Model of the Oregon Opportunity Grant has meant that many more Oregonians are eligible for the Opportunity Grant than were before the program was redesigned in the 2007 legislative session. The new model made changes such as the inclusion of half-time students who were previously ineligible and also allowed the program to reach families with higher incomes, though higher income families receive lesser award amounts.

The new program and the economic downturn have made predicting growth in the program difficult and required OSAC to request \$4 million in additional funding from the legislative Emergency Board in September, which the Board granted. However, even this additional appropriation is unlikely to cover all of the students who apply.

Seismic Rehabilitation Update

In 2005, the legislature passed Senate Bill 2, which required that the state conduct a seismic needs assessment for buildings with a capacity of 250 or more used by K-12 schools, community colleges, hospitals, fire stations and police stations. In addition, Senate Bill 3 established a seismic rehabilitation grant program that would begin in 2007, leading to seismic rehabilitation projects using Article XI-M bonds for education buildings.

Joe Johnson (OCCA) and Al Newnam (CCWD) have attended the newly formed Oregon Emergency Management's Seismic Rehabilitation Grants Committee meetings on behalf of all Oregon community colleges. They report that although Department of General Services asked for \$500 million, no seismic funding has been included in the Budget and Management request for 2009 legislative session. However, Senate President Peter Courtney has stated his belief that seismic projects should be funded during the upcoming session. The Governor's office also has seismic rehabilitation on its priority list but must also fund other projects, such as the state mental hospital, road improvements and prisons, within the existing bond capacity of the state. It is difficult to predict if funding will be provided for seismic rehabilitation projects due to the current economic crisis. Joe and Al will update presidents, business managers, and facility directors on the application process and guidelines for seismic rehabilitation as they are finalized.

Ethics Reform Legislation Update

Karen Smith, OCCA General Counsel, recently meet with Oregon Government Ethics Commission staff to discuss a provision in the new ethics reform legislation that allows statewide associations of public entities to draft their own rules interpreting Oregon's ethics law. These rules would provide a safe harbor for college staff and board members who follow them. The Ethics Commission has not yet acted on any statewide association rules so this is a new process. Karen will be working with the Ethics Commission to develop OCCA rules. In the meantime, feel free to contact Karen (541-929-5781) if you have any concerns or questions about the new ethics law or if you would like her to provide an overview of the new requirements to your staff or board members.

OCCA Board Meeting

The OCCA Board met on October 3, 2008. A brief summary of the discussion:

- The board edited the 2009 OCCA goals and will vote to accept the goals at the next meeting.
- Andrea Henderson's position description was updated and approved.
- Karen Smith updated the board on her meeting with the ethics group to begin drafting ethics rules for community colleges.
- The board reviewed and approved the OCCA legislative positions.
- The OCCA Board gave approval to explore taking on Adverse Impact in the upcoming legislative session.

Community College Board Visits

Andrea Henderson is currently making her yearly rounds attending board meetings at each of the community colleges. In the last two months, she has visited Lane, Clackamas, Chemeketa, Klamath, Blue Mountain, Central Oregon, Columbia Gorge, Tillamook Bay, Clatsop, Treasure Valley, and Linn Benton community colleges.

Economic Development and Community Colleges

Andrea Henderson was able to build connections with members of economic development organizations from around the state at the recent Oregon Economic Development Association Conference. Andrea organized and facilitated a discussion with community college practitioners on how economic development organizations can interact with their local community college. She was joined by Matt McCoy (Central Oregon), Ron Basset-Smith (Chemeketa), and Ross Tomlin (Umpqua), who shared their experiences on community college/economic development partnerships. Thanks to Matt, Ron, and Ross for their participation.

Study: Green Technology Could Create 63,000 Northwest Jobs

The Business Journal recently published an article about a new study which shows that five key green-tech sectors could contribute 41,000 to 63,000 jobs in Oregon and Washington by 2025. The report shows that green technology employment could match the height of the microchip manufacturing sector employment in the region. The study is significant for community colleges who are building sustainable technology programs. [\[Read full article\]](#)

UCC Receives \$100,000 Grant

Umpqua Community College's Southern Oregon Wine Institute was among 20 community colleges selected to receive a \$100,000 Wal-Mart Foundation Grant through the American Association of Community Colleges. The grants are intended to assist rural community colleges in their efforts to improve local economic prosperity.



Moving the Education Enterprise Forward for Student Success

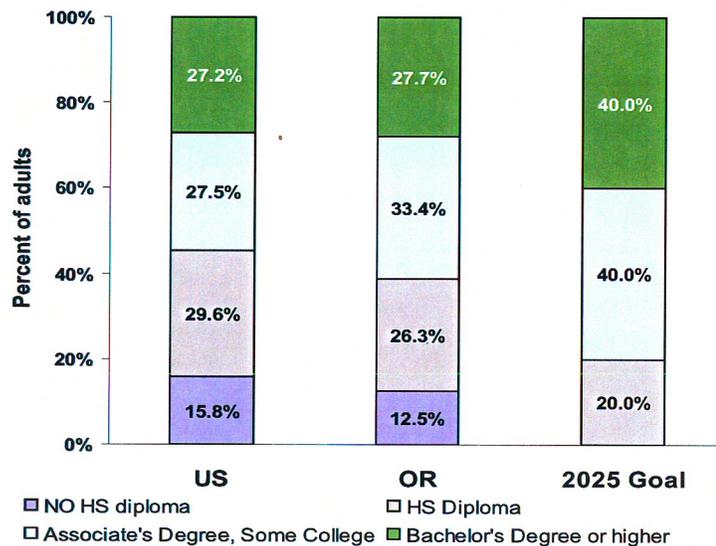
Fall 2008

The Goal of Educational Attainment for Oregon: 40-40-20

Governor Kulongoski, the Joint Boards of Education and many legislators believe education is key to economic growth by providing the means for every Oregonian to benefit from the state's economic prosperity. Together, they have challenged Oregon with an ambitious goal for educational attainment: by 2025, 40% of Oregonians will have a bachelor's degree or higher, 40% will have an associate's degree or postsecondary credential and 20% will have at least a high school diploma. Every education sector—universities, community colleges, PreK-12 and student financial aid systems—plays a critical role in achieving our collective success.

While Oregon's population has higher educational attainment than the United States as a whole, we are still far from the 40-40-20 goal.

Educational Attainment of Adults Age 25+
2005 Estimates Compared to Oregon's 2025 Goal



Community colleges are the only education sector that can directly influence every aspect of the governor's education goals. Community colleges provide education and preparation to:

- students with skills below the postsecondary level,
- students seeking GEDs and alternative diplomas,
- students pursuing postsecondary credentials such as an associate's degree or professional certification; and,
- students enrolled in their first two years of a four-year degree program.

2007 Legislative Budget Note to CCWD

The nature of the governance structure in our community colleges creates a challenge with respect to relating funding levels to educational outcomes. Community colleges are governed by independent locally elected boards. However, state funds are appropriated to the Department of Community Colleges and Workforce Development, which is not directly responsible for college performance. *The Legislature intends that each community college district governing board shall be responsible for meeting the key performance measures for its respective institution, and communicating the results to the Department, and that the Department shall be responsible for assuring that results of successful programs and best practices are shared among the 17 college districts to maximize the results at each institution; and managing the decision-making for distribution of resources among the institutions to maximize statewide performance, recognize local investment, and reward success.*

Legislatively Adopted 2007-09 Key Performance Measures (KPMs) Community College Measures

2007-09 KPM #	Legislatively Adopted KPMs for 2007-09	Current Status 2005-07	Target 2008	Target 2009	Target 2010*
1	SUCCESSFUL GED APPLICANTS – Percentage of GED certificate applicants successful	76%	76.7%	77.5%	
7	COMPLETION OF BASIC SKILLS/ESL – Percentage of students enrolled in a basic skills or ESL program who complete successfully	47%	49.9%	50.9%	
8	NURSING COMPLETION – Percentage of students who successfully complete a nursing program	72%	73.0%	73.7%	
9	SBDC BUSINESS START-UPS – Percentage of SBDC pre-venture/start-up entrepreneurs with a completed business plan who start a business	80%	71.4%	72.8%	
10	BITS COMPANY SATISFACTION – Percent of companies ranking training they received through community college Business and Industry Training System (BITS) as good or better	95%	95.0%	95.0%	
11	LICENSING/CERTIFICATION RATES – Oregon community college students' pass rate for national licensing tests compared to national pass rates	93%	93.0%	93.0%	
12	PROFESSIONAL TECHNICAL DEGREE/CERTIFICATE COMPLETION – Number of professional-technical degrees and certificates awarded	4,627	4,812	5,101	5,407
13	ASSOCIATE DEGREE COMPLETION – Percentage of students in Associates degree programs who obtain an Associates degree	29%	30.6%	31.6%	32.1%
14	STUDENT TRANSFERS TO OUS – Percentage of students attending an Oregon community college during one academic year who transfer to an OUS institution the following academic year	14.2%	15.0%	15.2%	15.5%
15	PROGRESS OF TRANSFER STUDENTS – Percentage of community college transfer students who demonstrate progress by returning for the second year	76%	80.0%	80.0%	
16	TUITION/FEES – Oregon's rank for college tuition and fees among 15 western states		8th highest	8th highest	
17	HIGH SCHOOL PARTICIPATION – Number of high school students enrolled in community college credit programs	14,196	16,112	16,500	

* The 2010 targets for most KPMs will be negotiated in July 2008. The Ways and Means Subcommittee on Education negotiated 2010 targets with CCWD for three KPMs during the 2007-09 budget hearings.

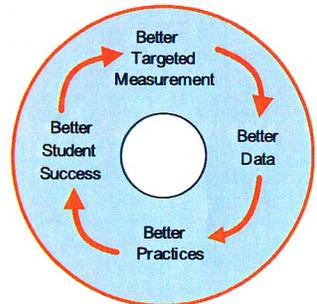
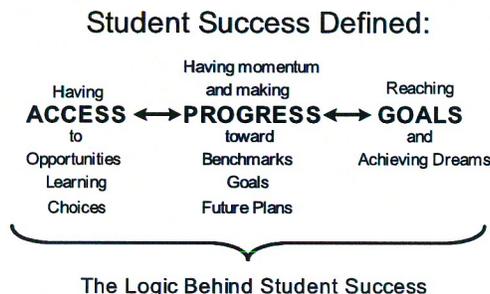
Oregon Framework for Measuring Student Success

Education matters. Tying the aspirational goals of educational attainment of 40-40-20 by 2025 to community college and workforce developmental efforts requires setting near-term milestones to track students' progress. There is a wealth of student performance information at the college and state levels. The Student Success Steering Committee continues its work to identify what we know, and what we need to know, to continue to improve educational attainment for all community college students.

The framework depicted below was adopted by the State Board of Education at its September 2008 meeting. Work begins in earnest now to define and gather baseline data on the adopted Student Success Indicators.

Oregon Framework for Measuring Student Success

ADULT BASIC SKILLS	DEVELOPMENTAL EDUCATION	LOWER DIVISION COLLEGIATE	CAREER TECHNICAL EDUCATION	LIFE LONG LEARNING
Adult Basic Education (ABE)	Developmental Education - Reading	Dual Credit	Dual Credit	Workforce Development
General Education Development (GED)	Developmental Education - Writing	Oregon Transfer Module (OTM)	Career & Technical Education Occupational Preparatory	Occupational Supplementary
English As A Second Language (ESL)	Developmental Education - Math	Associate of Arts Oregon Transfer Degree	Career & Technical Education Apprenticeship	Continuing Education Units (CEU) and Professional Development Units (PDU)
Student Success Defined: Having ACCESS to Opportunities Learning Choices Having momentum and making PROGRESS toward Benchmarks Goals Future Plans Reaching GOALS and Achieving Dreams		Associate of Science Degree	Career Pathway Certificate	Community Education, General Interest/Personal Enrichment and Adult Continuing Education
		1 Year Oregon Transfer Module	1 Year Certificate	
		Associate of Science Degree	2 Year Certificate / Associate of Applied Science Degree	Post Baccalaureate Re-training



Adopted Student Success Indicators

- High school students enrolling directly into college
- Postsecondary level of math, reading, and writing
- Credits earned toward an Associate of Arts degree
- Credits earned toward a Career and Technical Education Certificate or degree
- Term to term persistence
- Fall to fall persistence
- GED to next level
- GED fall to fall persistence
- ESL/ESOL noncredit to next level (credit classes)

ABE	Adult Basic Education
ESL	English as a Second Language
ENL	English as a New Language
ESOL	English for Speakers of Other Languages
GED	General Education Development
CP	Career Pathways
CTE	Career & Technical Education

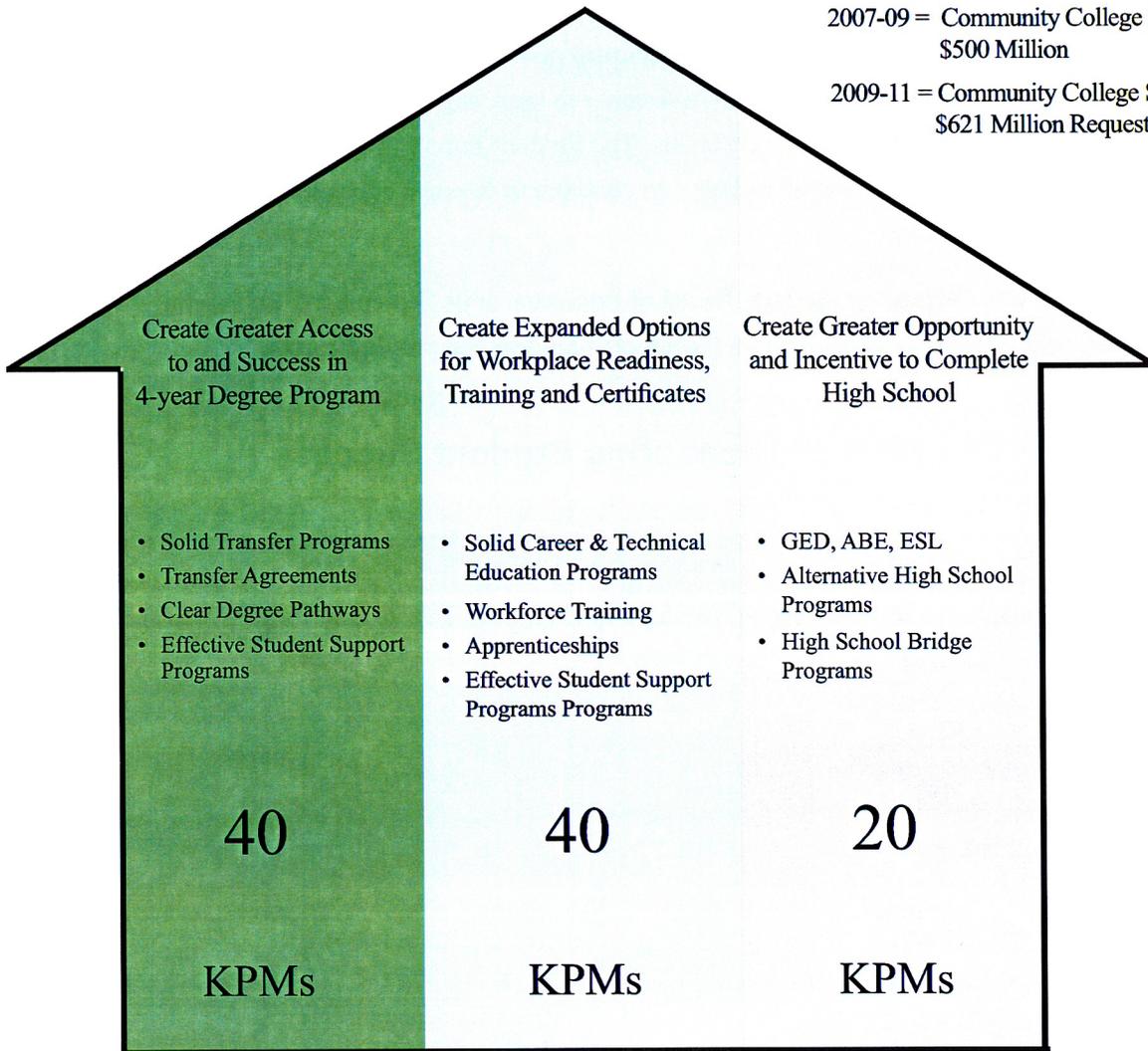
AAS	Associate of Applied Science Degree
AAOT	Associate of Arts Transfer Degree
AGS	Associate of General Studies
ASOT	Associate of Science Transfer Degree
AS	Associate of Science Degree
CP	Career Pathway
OTM	Oregon Transfer Module

Key Performance Measures	
	KPM 1 & 7
	KPM 17
	KPM 8, 11, 12, & 13
	KPM 14 & 15

Economic Prosperity for Oregonians Through Educational Attainment

2007-09 = Community College Support Fund
\$500 Million

2009-11 = Community College Support Fund
\$621 Million Requested



2009-11 Community Colleges & Workforce Development Budget Request:

Community College Support Fund	\$621,000,000
Capital Construction	\$ 95,000,000
OR Career Readiness Assessment, Curriculum and Certification	\$ 5,000,000
Career and Technical Education	\$ 15,000,000
Career Pathways	\$ 4,600,000
Youth Education & Employment	\$ 12,700,000
Healthcare Workforce	\$ 2,500,000
Dual Credit/Concurrent Enrollment	\$ 783,466
Distance Learning	\$ 2,650,000
Articulation Transfer Linked Audit System	\$ 3,600,000

Note: There are four additional CCWD operational and administrative budget requests.

For additional information please contact:

Camille Preus, Commissioner

Oregon Department of Community Colleges and Workforce Development

503-378-8648 x357 or camille.preus@state.or.us.

Notes from Accreditation Exit Meeting (10/31/08)

Recommendations

1. Fully implement the Strategic Plan to include assessment. (1.B.1, 1.B.2, 1.B.3)
2. Review Strategic Plan regarding enrollment projections and plans to reach projections. (1.A.5)
3. Review results of assessment to improve instructional program, institutional services, and activities. (1.B.4)
4. Communicate the results of assessment and institutional effectiveness more widely to internal audiences and the public. (1.A.3, 1.B.9, 6.C.7)
5. Develop and implement assessment of courses, programs, and degrees to lead to the improvement of teaching and learning. (2.B.1, 2.B.2, 2.B.3)
6. Demonstrate that the institution has full-time faculty in each general education distribution area and AAS degrees. (2.C.7, 4.A.1)
7. Use of library and learning resources needs to be integrated into the learning process. (2.A.8, 5.B.2)
8. Systematic evaluation of appropriateness, adequacy, and utilization of student services and use of results for change. (3.B.6)
9. Demonstrate how the institution will provide for the security of student records, including fireproof storage and electronic records security and recovery. (3.C.5)
10. Plan for provision of essential services, including financial aid, education program, library and learning resources, without PCC. (3.D.6, 2.A.7, 5.A.2, Requirements 8 and 10)
11. Accelerate revision of policy and rule-making. (6.A.1, 6.A.2)
12. Articulate and document more clearly the connection of budget to the Strategic Plan. (7.A.2)
13. Facilities Master Plan be developed to align with Strategic Plan. (8.C.1)

Commendations

1. Commend Beta Delta Epsilon Chapter of Phi Theta Kappa for its community services as demonstrated in the receipt of the Hallmark Award.
2. Commend College's accumulation of reserves to position itself for future expansion.
3. Commend demonstrated leadership and community partnerships resulting in bond passage.
4. Commend the faculty, staff, administration, and board members for living the mission.

Board of Education Special Meeting Minutes

November 18, 2008

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

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

Directors Absent: Ann Swain

Staff Present: Jon Carnahan, Sue Owens

Guests: Paul Daniels, Citizen

Call to Order:

Chair Wakefield called the meeting to order at 5:15 p.m. and welcomed Mr. Daniels.

Approval of Agenda:

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

Invitation of Public Comment:

Mr. Daniels stated he was here as a concerned citizen but added that the (bid) process looked organized and well planned.

New Business: (Item 4)

General Contractor Review:

President Carnahan presented information on the General Contractor bids for the new campus. He stated that a committee consisting of Dean of Administrative Services, Ron Ellison; Board Chair Wakefield; John O. Henri, John J. Henri, and John Sandstrom from J. J. Henri Company; and himself had evaluated the bids for General Contractor and he was prepared to share the findings and recommendations. There were six qualified bids and all were close in approach, experience and price. Also all were at a minimum of \$1 million under projected budget. The committee interviewed two companies, P&C Construction and Todd Construction. After careful review and discussion it was the committee's recommendation of Todd Construction Company. A discussion followed regarding preferred use of local sub-contractors and materials. President Carnahan and Chair Wakefield stressed that Todd Construction was aware of the Board's desire to use local businesses as much as possible and that locals would have the option to bid as the need arises. President Carnahan noted that he had stressed to Todd Construction that community perceptions and relationships needed to be carefully monitored and kept positive. It was asked if there was a start and completion date to which President Carnahan responded that construction should begin by the end of this year and be completed by the end of 2009. The goal is that Winter Term 2009 classes will be held in the new campus building.



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On approval of a motion by Director Shaw and seconded by Director Weitman, it was resolved to approve Resolution No. 2008-2009 #5, awarding the General Construction contract to Todd Construction as authorized by Resolution No. 2008-2009 #4.

Mr. Daniels stated that evidenced by the close comparisons of the bids, the plans and specifications were obviously concise and well laid out and commended the architect for a job well done.

Adjournment: (Agenda Item 5)

Chair Wakefield adjourned the meeting at 5:45 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Carnahan and Director Swain

The OCCA Conference was November 21-22. Chair Wakefield, Director Swain and President Carnahan attended and will give a brief report.



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Financial Report

RECOMMENDATION

Information only – no action requested.

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



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 October 2008
 33.33% of fiscal year elapsed

	2007-2008 Annual Budget	2007-2008 Actual	2007-2008 Percentage of Budget	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,070,272	\$ 1,212,482.15	113.29%	\$ 863,369	\$ 1,305,332.58	151.19%
State	\$ 1,024,589	\$ 660,975.73	64.51%	\$ 1,039,959	\$ 460,959.86	44.32%
Property Taxes	\$ 895,000	\$ 5,451.11	0.61%	\$ 895,619	\$ 7,017.72	0.78%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition	\$ 547,935	\$ 193,393.64	35.29%	\$ 541,150	\$ 190,225.36	35.15%
Fees	\$ 124,676	\$ 45,833.37	36.76%	\$ 125,000	\$ 44,531.74	35.63%
Sale of Goods	\$ 2,000	\$ 380.00	19.00%	\$ 5,000	\$ 890.00	17.80%
Interest	\$ 55,000	\$ 21,480.68	39.06%	\$ 50,000	\$ 11,690.98	23.38%
Miscellaneous	\$ 5,000	\$ 2,025.79	40.52%	\$ 7,000	\$ 2,015.09	28.79%
Transfers	\$ 73,231	\$ 3,590.20	4.90%	\$ 288,418	\$ 33,363.41	11.57%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
Total resources	\$ 3,913,178	\$ 2,145,612.67	54.83%	\$ 3,942,690	\$ 2,056,026.74	52.15%
Expenditures						
Instruction	\$ 972,740	\$ 274,362.71	28.21%	\$ 1,134,700	\$ 281,068.57	24.77%
Instructional Support	\$ 331,892	\$ 85,748.21	25.84%	\$ 323,283	\$ 101,194.35	31.30%
Student Services	\$ 386,276	\$ 119,671.95	30.98%	\$ 444,652	\$ 145,049.14	32.62%
College Support	\$ 1,016,125	\$ 324,292.59	31.91%	\$ 1,044,641	\$ 330,822.27	31.67%
Plant Operation	\$ 191,832	\$ 48,254.37	25.15%	\$ 201,833	\$ 48,547.40	24.05%
Financial Aid	\$ 141,000	\$ 29,289.65	20.77%	\$ 126,160	\$ 29,975.92	23.76%
Transfers	\$ 91,200	\$ 30,403.66	33.34%	\$ 98,300	\$ 33,723.73	34.31%
Contingency	\$ 213,000	\$ -	0.00%	\$ 150,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 912,023.14	27.27%	\$ 3,523,569	\$ 970,381.38	27.54%
Ending fund balance	\$ 569,113	\$ 1,233,589.53	216.76%	\$ 419,121	\$ 1,085,645.36	259.03%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended October 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	\$ -	\$ -	\$ 11,871.26	\$ (11,871.26)	\$ 63,768	\$ 22,775.64
Tutor Grant	211	\$ -	\$ -	\$ 2,412.81	\$ (2,412.81)	\$ 14,072	\$ 4,811.61
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 118.38	\$ 2,549.50	\$ 2,389	\$ 13.13
United Way Literacy Grant	216	\$ 3,588.95	\$ 750.00	\$ 233.69	\$ 4,105.26	\$ 5,385	\$ 1,365.14
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 1,981.03	\$ 2,425.50	\$ (444.47)	\$ 11,859	\$ 1,985.36
Pathways Grant	225	\$ -	\$ 7,993.14	\$ 11,655.64	\$ (3,662.50)	\$ 54,427	\$ -
Industrial Maintenance Tech	226	\$ 38,490.38	\$ 9,570.00	\$ 7,406.41	\$ 40,653.97	\$ 16,897	\$ -
SBDC Federal Grant	230	\$ -	\$ -	\$ 1,314.67	\$ (1,314.67)	\$ 30,250	\$ 12,770.59
SBDC State Grant	231	\$ -	\$ -	\$ 7,119.11	\$ (7,119.11)	\$ 41,333	\$ 15,620.08
SBDC Program Income	232	\$ 19,379.80	\$ 4,291.00	\$ 1,909.35	\$ 21,761.45	\$ 13,374	\$ 1,756.29
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,612.92
SBDC - EDC Fund	235	\$ -	\$ -	\$ 10,802.35	\$ (10,802.35)	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 34,293	\$ 6,071.96
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	\$ -	\$ 15.00	\$ 3,200.83	\$ 3,100	\$ 35.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 70.00
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 1,132.12	\$ 8,644.62	\$ 2,600	\$ 1,167.00
Total Special Fund		\$ 85,361.11	\$ 24,585.17	\$ 58,416.29	\$ 51,529.99	\$ 396,777	\$ 70,211.01

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 10/31/2008
Total of Grants that borrow from the General Fund	\$ (37,627.17)	\$ -	\$ 15,513.41	\$ (22,113.76)
Total of Grants that are not borrowing from the General Fund	\$ 89,157.16	\$ 300.00	\$ 1,065.61	\$ 89,922.77
Total Special Fund	\$ 51,529.99	\$ 300.00	\$ 16,579.02	\$ 67,809.01

	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)	\$ 7,284.00	\$ 2,166.99	\$ (7,198.19)	\$ 13,070	\$ 7,209.28
Bookstore	320	\$ 56,237.25	\$ 57,294.40	\$ 84,132.37	\$ 29,399.28	\$ 174,223	\$ 57,249.86
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ 1,060.89
Total Enterprise Fund		\$ 50,925.38	\$ 64,578.40	\$ 86,299.36	\$ 29,204.42	\$ 199,693	\$ 65,520.03
PERS Pension Bond Fund	410	\$ 15,864.61	\$ 30,782.10	\$ 1,600.00	\$ 45,046.71	\$ 86,263	\$ 1,600.00
General Obligation Bond Fund	420	\$ 68,217.41	\$ 3,693.16	\$ -	\$ 71,910.57	\$ 577,838	\$ -
Total Debt Service Fund		\$ 84,082.02	\$ 34,475.26	\$ 1,600.00	\$ 116,957.28	\$ 664,101	\$ 1,600.00
Building Reserve Fund	510	\$ 995,532.75	\$ 9,196.09	\$ 31,230.17	\$ 973,498.67	\$ 1,359,825	\$ -
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 89,579.00	\$ 360,395.95	\$ 8,760,314.60	\$ 9,100,000	\$ 121,106.37
Total Capital Projects Fund		\$10,026,664.30	\$ 98,775.09	\$ 391,626.12	\$ 9,733,813.27	\$ 10,459,825	\$ 121,106.37
Associated Students of TBCC	710	\$ 3,802.87	\$ 3,127.81	\$ 1,346.09	\$ 5,584.59	\$ 10,000	\$ 583.83
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 770.90	\$ 1,041.30	\$ 1,371.39	\$ 9,050	\$ 443.59
Total Agency Fund		\$ 5,444.66	\$ 3,898.71	\$ 2,387.39	\$ 6,955.98	\$ 19,050	\$ 1,027.42

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended October 2008

33.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 1,622,691			\$ 10,923			\$ (9,026)			\$ 34,884	
Beginning Fund Balance	\$ 863,369	\$ 1,305,333	151.19%	\$ 183,327	\$ 85,361	46.56%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,237	92.19%
Resources												
State Aid	\$ 1,039,959	\$ 460,960	44.32%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 351,532	\$ 20,294	5.77%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 234,757	35.24%	\$ 8,000	\$ 3,661	45.76%	\$ 18,560	\$ 7,284	39.25%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ 7,018	0.78%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 890	17.80%	\$ 2,500	\$ 630	25.20%	\$ -	\$ -	0.00%	\$ 150,000	\$ 57,179	38.12%
Interest	\$ 50,000	\$ 11,691	23.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 2,015	28.79%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ 115	15.33%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 33,363	11.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,079,321	\$ 750,694	24.38%	\$ 362,032	\$ 24,585	6.79%	\$ 18,560	\$ 7,284	39.25%	\$ 150,750	\$ 57,294	38.01%
Expenditures												
Salaries and Wages	\$ 2,310,538	\$ 675,427	29.23%	\$ 321,049	\$ 50,582	15.76%	\$ 9,000	\$ 2,051	22.79%	\$ 24,453	\$ 8,133	33.26%
Operating Expenditures	\$ 939,731	\$ 256,339	27.28%	\$ 54,315	\$ 6,065	11.17%	\$ 3,110	\$ 108	3.47%	\$ 113,550	\$ 54,981	48.42%
Capital Outlay	\$ 25,000	\$ 4,891	19.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ 20,662	68.87%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 33,724	34.31%	\$ 21,413	\$ 1,769	8.26%	\$ 960	\$ 8	0.83%	\$ 1,220	\$ 356	29.18%
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	\$ 970,381	27.54%	\$ 513,952	\$ 58,416	11.37%	\$ 23,070	\$ 2,167	9.39%	\$ 174,223	\$ 84,132	48.29%
Ending Fund Balance	\$ 419,121	\$ 1,085,646		\$ 31,407	\$ 51,530		\$ 5,490	\$ (7,198)		\$ 37,527	\$ 29,399	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 87,834			\$ 300			\$ -			\$ -	
Inventories		\$ 2,577			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (90,411)			\$ (300)			\$ -			\$ (22,405)	
Liabilities												
Accounts Payable		\$ 101,218			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 39,719			\$ -			\$ -			\$ -	
Payroll		\$ 141,775			\$ 16,579			\$ 850			\$ 2,884	
NET EFFECT ON CASH		\$ 282,712			\$ 16,579			\$ 850			\$ 2,884	
NET ADJUSTMENTS		\$ 192,301			\$ 16,279			\$ 850			\$ (19,521)	
ENDING CASH BALANCE		\$ 1,277,947			\$ 67,809			\$ (6,348)			\$ 9,878	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended October 200
 33.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Debt Service Funds			Capital Projects Funds			Agency Fund		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ 81,671			\$ 9,936,568			\$ 5,445	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ 81,000	\$ 84,082	103.80%	\$ 9,665,000	\$ 10,026,664	103.74%	\$ 1,450	\$ 5,445	375.52%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,036	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ 500,838	\$ 2,969	0.59%	\$ -	\$ -	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	\$ 796	5.69%	\$ 330,000	\$ 98,775	29.93%	\$ -	\$ -	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	\$ 885	8.39%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 30,710	34.12%	\$ -	\$ -	0.00%	\$ 8,300	\$ 3,014	36.31%
Total Revenues	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 34,475	0.00%	\$ 1,794,825	\$ 98,775	5.50%	\$ 18,850	\$ 3,899	20.68%
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	\$ 312,907	3.07%	\$ 19,050	\$ 2,387	12.53%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 47,489	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	\$ 391,626	3.42%	\$ 19,050	\$ 2,387	12.53%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 116,957		\$ -	\$ 9,733,813		\$ 1,250	\$ 6,957	
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		\$ 116,957	\$ 116,957		\$ 9,733,813	\$ 9,733,813		\$ 6,957	\$ 6,957	

\$ 11,214,016

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.

First Class Scholars Program

RECOMMENDATION

Approval of the First Class Scholars Program for 2009-2011.

BACKGROUND INFORMATION----- President Carnahan

The 2009-2011 First Class Scholars Program will provide the opportunity for all 2009 high school graduates in Tillamook County with a 3.0 or above accumulative GPA to attend Tillamook Bay Community College on a tuition scholarship grant. Given the current economic condition and cost of higher education, this opportunity will provide a stimulus for recent high school graduates with higher achievement to attend TBCC. Other scholarships and grants will also be available to all other students who qualify.

The TBCC Foundation has a \$50,000 scholarship challenge grant from the Miller Foundation and also a request to the Oregon Community Foundation through their North Coast Regional Action Initiative program that would match the Miller Foundation challenge request (see attachment for details.) In addition to the Oregon Community Foundation request, the College Foundation is currently engaged in an active annual campaign to raise additional funds to meet the Miller Foundation match.

Although the Foundation has the opportunity to raise the necessary resources to fund the First Class Scholars program, this commitment must be made now so that current high school seniors and parents can apply and plan to attend TBCC next year. The expenditures for this program will not take place until 2009. Should the Foundation fall short in raising the necessary resources, the College must be prepared to make the necessary budget appropriation in the 2009-10 budget process.



Tillamook Bay Community College

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

TBCC FIRST CLASS SCHOLARS 2009

Join the first class to attend Tillamook Bay Community College's new college campus! First Class Scholars will receive a full tuition grant and scholarship for up to two years. The grant and scholarship is guaranteed to all Tillamook County 2009 high school graduates who meet the following criteria.

Eligibility requirements for High School students

- ☞ Graduate from high school in Tillamook County;
- ☞ Earn a cumulative unweighted GPA of 3.0 or better (as of first semester of final year in high school).
- ☞ Enroll full time (12-18 credits) at Tillamook Bay Community College the summer or fall that immediately follows graduation.

Eligibility requirements for Home-School students

- ☞ Reside within Tillamook County;
- ☞ Earn ACT composite score of 25 or SAT reasoning test combined score of 1100 in critical reading and math;
- ☞ Enroll full time (12-18 credits) at Tillamook Bay Community College the summer or fall immediately after completing high school requirements.

Maintaining Eligibility

Students accepted as First Class Scholars must meet the following criteria in order to maintain the scholarship for the second year.

- ☞ Enroll full time (12-18 credits) at Tillamook Bay Community College each term;
- ☞ Successfully complete at least 36 credits the first year;
- ☞ Maintain a cumulative GPA of 3.0 or better in TBCC course classes;
- ☞ Maintain continued enrollment the consecutive academic year (summer term optional).

GPA's for continuing students will be calculated annually following spring term to determine eligibility for the second year of the First Class Scholars Program. The 3.0 accumulative GPA will be strictly adhered to for the second year.

**The Oregon Community Foundation
Regional Initiative
Coast Regional Proposal**

As the Oregon Community Foundation embarks on its new *Regional Action Initiative* to make a lasting impact in communities throughout Oregon, the Community Colleges in the Coast Region would like to make a request that the Regional Action Committee consider a strategy that would have a tremendous impact on the access to higher education to the citizens of Clatsop, Tillamook and Lincoln Counties. The Miller Foundation, an independent, private organization established to enhance the quality of life of Oregonians through the support of the arts and education has offered to donate \$1.5 million to the 17 community colleges in Oregon. This challenge grant will range from \$50,000 to \$320,000 depending on the size of the college. Clatsop, Tillamook Bay and Oregon Coast Community Colleges will each be eligible for \$50,000. The requirement is that each college raises an equal amount in new money above the funds that they raised the previous year. If a college does not meet the requirement, the funds will be distributed to other community colleges that have exceeded their goal.

The issue with smaller rural community colleges is that we do not have the development capacity to raise that kind of money whereas the larger colleges are staffed and have full time development officers engaged in campaigns to raise funds on a continuing basis. Although the coast community colleges have foundations, endowment and scholarship funds, without help in meeting this match, small rural counties will again not have the same educational opportunities as the larger colleges and communities. With the help of the OCF Regional Initiative, \$50,000 to each community college would be leveraged by the Miller Foundation and provide a \$100,000 to each community college that serves Clatsop, Tillamook and Lincoln Counties. This would have a tremendous impact on the future students, workforce and leaders of the coast communities. Financial issues are the primary reason in our communities that fewer high school graduates attend college than the state or national average. The Oregon Community Foundations Regional Action Initiative can make a difference in the lives and future of these communities through education.

The following is an overview of the Miller Foundation challenge opportunity facing all the community colleges in Oregon. Without matching funds, the designated scholarship funds will not help the communities on the rural Oregon Coast.

The purpose of the Miller Foundation Scholarship Program is to help committed students benefit from a variety of educational offerings from Oregon community colleges. The foundation will provide \$1,500,000 for the initial year of this program. Recipients of these awards will be called Miller Scholars.

MATCHING REQUIREMENT

The Miller Foundation will offer the 17 community colleges in Oregon an amount ranging from \$50,000 to \$320,000 (depending upon the colleges' FTE enrollment) for

scholarship assistance during the 2009 -2010 academic year. (See attached list of maximum amounts available to each college.) Each college must raise from other sources a 1:1 matching amount in new scholarship funds. "New scholarship funds" will be either: (1) the amount by which total scholarship funds (not counting funds from the Miller Foundation) raised from April 1, 2008, through March 31, 2009 exceeds either the amount of scholarship funds received between April 1, 2007, and March 30, 2008, **OR** (2) the amount of scholarship funds raised from specific individuals, businesses or foundations from April 1, 2008, through March 31, 2009 exceeds the amount raised from these same entities between April 1, 2007, and March 31, 2008.

Between April 1 and April 30, 2009, each college will inform the Miller Foundation of the amount of matching funds raised and request a grant of an equal amount, not to exceed the maximum on the attached list. Within two months of this request the Miller Foundation will forward such a grant to the college or its foundation, depending upon who administers scholarship funds at the institution.

COLLEGE ADMINISTRATION OF SCHOLARSHIP FUNDS

The person at each college who is responsible for administering scholarships will be the contact for the Miller Foundation. Using the guidelines stated below, the scholarship office will administer the grant funds in a manner that is most effective for students and the college.

STUDENT ELIGIBILITY AND AMOUNT OF SCHOLARSHIPS

Any student (part-time or full-time) who is enrolled in a defined program of study, seeking an associate degree in general studies, or seeking a program certification is eligible. Among those who would be eligible are: students in the first two years of a baccalaureate program, students pursuing an associate degree, and students seeking licensure or a certificate in a technical or vocational field. At this time students who are seeking a G.E.D. or high school diploma and students taking "hobby", non-credit, or single unrelated courses are not eligible.

Eligibility should also include enrollment in a minimum of two courses (or six credits per term) and consideration of academic performance. To be eligible, a student must also complete a FAFSA form to apply for federal and state financial aid. The scholarship and financial aid officers at each college will determine the most appropriate financial aid package for each student that maximizes use of federal, state, and private funds, with the understanding that recipients of Miller scholarship funds will provide at least 10 percent of their demonstrated financial needs.

Miller scholarships may range from \$500 to \$3,000 per student, determined by the judgment of the college scholarship office within the considerations described above.

UNMATCHED FUNDS

If a college is not able to raise enough funds to obtain the full match offered by the Miller Foundation, then the Miller Foundation will offer the unclaimed funds to colleges that have raised more matching funds than their original allotment.

REPORTING ON USE OF MILLER FUNDS

By March 1, 2010, the colleges will report to the Miller Foundation on their use of the scholarship grants, including description of recipients, their course of study, the amount of the awards, and any other information that would indicate significant results of the scholarship program.

COMMUNICATION WITH SCHOLARSHIP RECIPIENTS

Based on the experiences of some private scholarship programs, the Miller Foundation believes it is beneficial to the recipients if they receive special communications from college officers, congratulating them on their success in winning a scholarship, commenting on their progress, or otherwise showing interest in the students. Either the college or the college foundation should send each scholarship recipient such written communication once a term or more often.

CONFERENCE OF SCHOLARSHIP OFFICERS

The Miller Foundation intends to host an annual convening of scholarship officers from participating colleges to discuss the program, suggest improvements, and related matters. It is expected that a scholarship officer from each college will attend.

CONTINUATION OF THE PROGRAM

Initially the Miller Foundation has approved a one-year allocation of \$1,500,000 for this program. Continuation into future years will be based on an assessment of the operation and effectiveness of the program.

7/30/08

Distribution of Miller Scholarship Funds

College	05-06 FTE	% of total FTE	Distribution	Amount	% of total
Tillamook Bay	305	0.33%	minimum 3%	\$ 50,000	3.33%
Oregon Coast	400	0.44%	minimum 3%	\$ 50,000	3.33%
Columbia Gorge	979	1.07%	minimum 3%	\$ 50,000	3.33%
Klamath	1,356	1.48%	minimum 3%	\$ 50,000	3.33%
Clatsop	1,445	1.58%	minimum 3%	\$ 50,000	3.33%
Blue Mountain	2,366	2.59%	minimum 3%	\$ 50,000	3.33%
Treasure Valley	2,539	2.78%	minimum 3%	\$ 50,000	3.33%
Southwestern	3,124	3.42%	minimum 3%	\$ 50,000	3.33%
Umpqua	3,448	3.77%	minimum 3%	\$ 50,000	3.33%
Central	3,761	4.11%	minimum 3%	\$ 50,000	3.33%
<i>Subtotal</i>		<i>21.58%</i>		<i>\$ 500,000</i>	<i>33%</i>
Rogue	4,230	4.63%	6% of \$1 million	\$ 60,000	4.00%
Linn-Benton	6,605	7.23%	9% of \$1 million	\$ 90,000	6.00%
Clackamas	8,009	8.76%	11% of \$1 million	\$ 110,000	7.33%
Mt. Hood	8,401	9.19%	12% of \$1 million	\$ 120,000	8.00%
Chemeketa	10,415	11.39%	15% of \$1 million	\$ 150,000	10.00%
Lane	11,041	12.08%	15% of \$1 million	\$ 150,000	10.00%
Portland	22,976	25.14%	32% of \$1 million	\$ 320,000	21.33%
<i>Subtotal</i>	<i>71,677</i>	<i>78.42%</i>		<i>\$ 1,000,000</i>	<i>67%</i>
TOTAL	91,400			\$ 1,500,000	

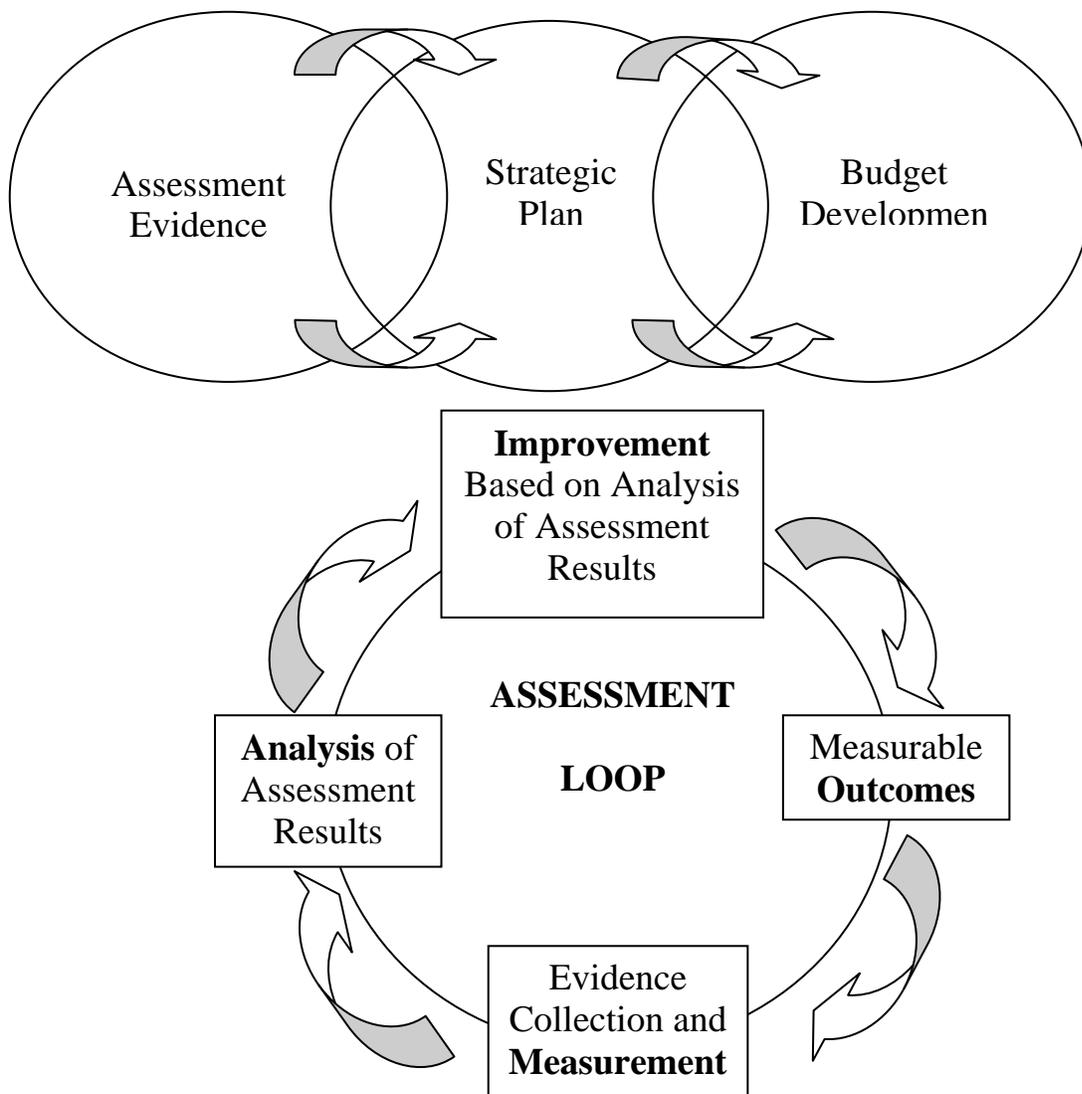
Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

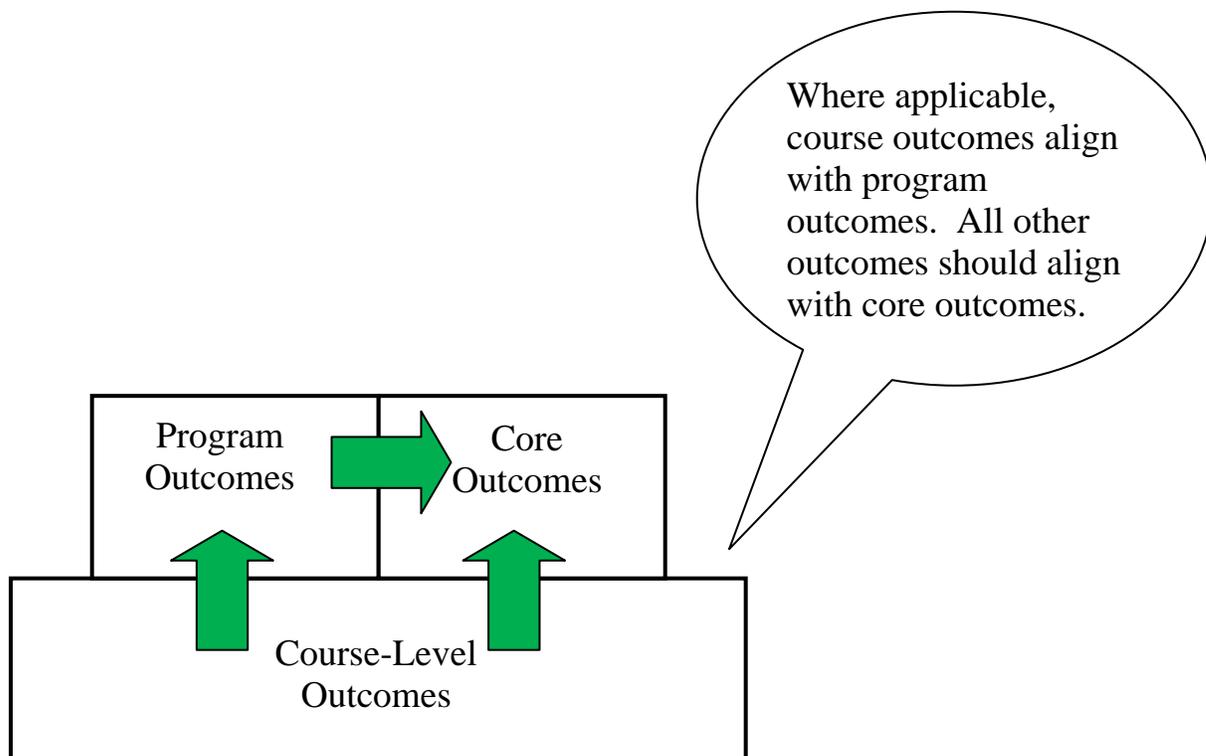
A faculty workgroup continues to make progress on institutional learning outcomes assessment. The next major phase of the project will be to create a matrix of courses where outcomes are taught and assessed. In the aftermath of the accreditation visit, the group reviewed some basic assessment elements and how assessment fits in a wider campus context. Below are some illustrations of the ideas reviewed. Dean Gates will be prepared to answer any questions the board might have regarding these efforts.



Tillamook Bay Community College

Elements/Steps of Assessment System:

- Course Outcomes
- Program Outcomes
- Alignment of Course and Program Outcomes
- General/Institutional Learner Outcomes
- Alignment of Program and General Outcomes
- Connection of Assessment to Strategic Plan
- Course/Program/Institutional Tool Design
- Course/Program/Institutional Data Collection
- Analysis of Data
- Documentation of Using Assessment Data to Improve Teaching/Learning



Courses and Curricula

RECOMMENDATION

That the College be authorized to submit applications to the Oregon State Board of Education for (1) a Certificate of Completion in Computer Applications/Office Systems: Virtual Assistant, and (2) an Associate of Applied Science Degree in Retail Management.

BACKGROUND INFORMATION ----- Dean Gates

Certificate of Completion – Computer Applications/Office Systems: Virtual Assistant (27 credits)

The proposed certificate builds on courses and leads to degrees TBCC already offers. The exception is a new course required to be online (available from PCC or we could offer our own section). Full-time faculty teach in the Computer Applications/Office Systems discipline at TBCC. In order to complete this certificate students will need to complete 120 hours of cooperative work experience. The entire certificate can be offered online or classes offered on campus. The demand for virtual assistants stems from various economic conditions, including downsizing, outsourcing, commuting expenses, and a larger number of small businesses. The virtual assistant has become a viable career option for the highly skilled professional. This certificate complements TBCC's current CAS/OS Certificate and AAS degrees in Administrative Assistant and Administrative Assistant Office Management.

Associate of Applied Science: Retail Management (90 credits)

The proposed certificates and AAS degree will allow students to pursue a career in the retail field. This is a new Statewide Degree as set by the Oregon Retail Management Community College Consortium. This degree is an extension of the current Retail Management certificate at TBCC. This degree will fall under the business administration area at TBCC where the college already employs full-time faculty. The proposed AAS degree will allow students to pursue a career in the field of retail management. Students completing this degree should have the skills necessary for successful employment in a variety of retail supervisory and management positions, advancing to store manager level responsibilities. Students will learn soft and hard skills in technology and communication that will enable them to be effective in their roles within the retail environment.



Tillamook Bay Community College

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Grants and Contractsⁱ

RECOMMENDATION

There are no grants or contracts to present this month.

BACKGROUND INFORMATION ----- Dean Ellison

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



Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of Attachment 1: Policy Section V, Students;

First reading of Attachment 2: revisions to Policy 311, Non-Faculty Job Compensation and Policy 407, Faculty Compensation

BACKGROUND INFORMATION----- President Carnahan

Attachment 1

Policy Section V, Students has been reviewed by the Board, staff and faculty with a few comments/changes suggested. It is being presented tonight for second reading and approval.

Attachment 2

Presented for first reading are revisions to Policy 311, Non-Faculty Job Compensation and Policy 407, Faculty Compensation.

The College President proposes a change in the policies that allow any excess of the medical insurance stipend to be paid to certain employees as cash compensation. These changes are proposed to take effect on July 1, 2009.

A change is also being proposed that modifies the methodology used for calculating the medical insurance opt-out payment for employees electing to decline the College's medical insurance coverage.

ⁱ TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES



Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**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~~ **Tillamook Bay Community College** 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~~ **Tillamook Bay Community College's** Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held

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accountable for taking reasonable 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~~ **Tillamook Bay Community College** 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, **and** 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.

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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, 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~~ **College** 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~~ **Tillamook Bay Community College** 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 **Associated Students of Tillamook Bay Community College** (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,

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~~Student Life, and Community Education~~ **Enrollment Management and Student Services**, and coordinated with the ~~TBCC~~ **Tillamook Bay Community College** Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Director of **Enrollment Management and Student Services** ~~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.

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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

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~~ **Tillamook Bay Community College** 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.

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4. Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with ~~TBCG~~ **Tillamook Bay Community College** Terms of Usage.
5. Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.
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:

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- 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 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

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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);
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

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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 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:

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- a. Terminate the proceedings, exonerating the student.
- b. Dismiss the case after appropriate counseling and advice.
- c. Impose an appropriate sanction as described above.

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 Tillamook Bay Community College** 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:

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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 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.

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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.
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.

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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.
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.

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- 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. (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~~ **Tillamook Bay Community College** 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

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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:**

- 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~~ **Tillamook Bay Community College** 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

Article No.: 500

Approved: ~~October 3, 2005~~ **Pending**Reference: Policy 322, ORS 341.290, Catalog

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 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

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Reference: Policy 322, ORS 341.290, Catalog

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).

Article No.: 503

Approved: ~~3/93~~ **Pending**

Reference:

503.1 The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges implemented through college ~~College~~ **College** administrative procedures. Without prior approval by the Dean of **Instruction and Student Services**, 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.

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

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

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

D. Work Schedule

1. Non-Exempt Employees.

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

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

2. Exempt Employees.

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

3. Rest Periods

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

E. Overtime Compensation

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

311.2 BENEFITS

A. Health Insurance Coverage

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-**only** coverage may be applied to dependent insurance coverage **effective July 1, 2009.** ~~or received as cash compensation.~~

Article No.: 311

Approved: ~~June 23, 2008~~ pending

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

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

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

- A. ~~Employee benefits shall be provided as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly cash stipend, defined in Appendix A-2 and C-1, which shall be reviewed and adopted each fiscal year by the Board of Education, and which shall be of sufficient amount to pay for the medical insurance coverage of the employee in at least one of the College-approved group medical insurance plans. Any amount of cash 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.~~

2. For eligible employees as described in A.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 **half of the equivalent to the difference between the least cost employee-only 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.

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

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

1. 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.
 2. 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.
 3. 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.
 4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
 5. Subject to available budgeted funds, community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Regular full-time and regular part-time staff may petition their supervisors in writing for tuition and fee assistance for staff and professional development. Petitions for assistance must be forwarded to and approved by the College President.
- E. Leave (See Articles 312, 313)
1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
 2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 40 hours of compensatory time is carried forward from one month to the next. A maximum of 40 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.

NON-FACULTY JOB COMPENSATION

Article No.: 311

Approved: ~~June 23, 2008~~ *pending*

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

3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.
4. During the months of July and August, the College, at the College President's discretion, may establish a workday of ten hours and a workweek of any four consecutive workdays for some or all employees.

Article No.: 407

Approved: October 6, 2008

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

407.1 Tillamook Bay Community College recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and 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

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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

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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.

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- 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)

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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.

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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 Instructor Compensation and Benefits

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

Article No.: 407

Approved: October 6, 2008

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

(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 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-**only** coverage may be applied to dependent insurance coverage **effective July 1, 2009.** ~~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.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 **half of the equivalent to the difference between the least cost employee-only 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.
3. The College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.

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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.
 - D. Tuition, fees and admission charges for community non-reimbursable or agency 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.

Facilities

RECOMMENDATION

There are no facilities items to discuss this month.

BACKGROUND INFORMATION ----- Dean Ellison



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Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- The annual Holiday Party is Thursday, December 11 at Noon in Room 8 of the First Street Campus. All Board members are invited. Please advise Sue if you would like to attend.



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