

Notice of Public Meeting

Pursuant to O.R.S. §192.640, legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board will hold a meeting open to the public on Monday, June 1, 2009, 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 the 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, May 27, 2009

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

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



Tillamook Bay Community College

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

Board of Education Meeting Agenda

Date:
Monday, June 1, 2009

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.	Approval of the May 4 and May 18, 2009 Regular Meeting Minutes and May 8 Contract Review Board Meeting Minutes ----- (Action)	Chair Wakefield
5.	Reports:	
A.	Oregon Community College Association -----	President Carnahan Director Swain
B.	Financial Report-----	Comptroller Williams
6.	New Business:	
A.	2009-2010 Board Meeting Schedule -----	President Carnahan
7.	Old Business:	
A.	2009-2010 Tuition and Fees----- (Action)	Dean Ellison
8.	Standing Business:	
A.	Strategic Planning and Accreditation -----	Dean Gates
B.	Courses and Curricula-----	Dean Gates
C.	Grants and Contracts -----	Dean Ellison
D.	Board of Education Policy ----- (Action)	President Carnahan
E.	Facilities-----	Dean Ellison
F.	Capital Construction Projects-----	President Carnahan
G.	Personnel ----- (Action)	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chair Wakefield
11.	Board Member Discussion Items -----	Chair Wakefield
12.	Adjournment ----- (Action)	Chair Wakefield



Tillamook Bay Community College

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

Board of Education Meeting Minutes

May 4, 2009

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

Directors Present: Craig Wakefield, Ann Swain, and Rose Wharton

Directors Absent: James McGinnis, Ruth Jensen, Steve Shaw, and Bob Weitman

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

Guests Present: Michele Burton, Marshall Doak, and Sheryl Neu, TBCC Employees
Ms. Jan Jensen, Mr. Andrew Epstein, and Mr. James Becraft, American Lung Association in Oregon

Call to Order:

Chair Wakefield called the meeting to order at 6:35 p.m. and acknowledged guests.

Approval of Agenda:

There was no quorum so the meeting progressed on non-action items only.

Invitation of Public Comment:

Ms. Jan Jensen, Mr. Andrew Epstein, and Mr. Becraft representatives from the American Lung Association in Oregon distributed information on "Making Your College Campus Tobacco-Free" and encouraged the Board to consider making the new campus smoke free. They shared that a number of colleges are making that change throughout the Northwest and offered their services to help make it possible at TBCC. Chair Wakefield thanked them for their presentation and noted that the Board would take it under consideration. The guests left at that time.

Approval of Minutes:

No quorum, no action taken.

Reports

Oregon Community College Association: (Item 5.A)

President Carnahan shared that there had been no OCCA Board meeting in April and that they would offer a report in June, after the May 22nd meeting.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet.

New Business

Preliminary 2009-2010 Budget Information: (Item 6.A)

Dean Ellison presented the Preliminary 2009-2010 Budget Information as included in the Board Packet. President Carnahan drew attention to the "Tillamook Bay Community College Budget Response to State Financial Shortfall" (attachment 1, page 17 of the Board Packet) noting that it gave a summary of actions being taken to balance the budget. He noted that he had already spoken to the staff most impacted.

Intergovernmental Agreement: (Item 6.B)

President Carnahan shared the Intergovernmental Agreement with the Economic Development Council, stating that it requires the College to sign an amendment to the agreement which relates to governance and greater flexibility in fulfilling the agreements' goals in the future. However, since there was no quorum, there was no action taken.



Tillamook Bay Community College

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

Old Business

Preliminary 2009-2010 Tuition and Fees: (Item 7.A)

Dean Ellison presented the Preliminary 2009-2010 Tuition and Fees as included in the Board Packet, adding that they will come before the Board for second reading and approval in June.

Budget Committee Membership: (Item 7.B)

Dean Ellison shared that J. Robert McPheeters and Vicki Goodman have agreed to renew their terms on the Public Budget Committee, and Ms. Michelle Hughes has been approached and is willing to fill the vacancy in Zone 1. All three terms will expire June 30, 2011. Ms. Hughes is a licensed C.P.A. who works for Pacific City Joint Water & Sanitary. She is recommended by Director Wharton. Accepting these positions requires a vote of the Board. No quorum so no action taken

2009-2010 Academic Calendar: (Item 7.C)

In the absence of Dean Gates, President Carnahan stated that the preliminary 2009-2010 Academic Calendar was presented for approval; however, there was no quorum so no action was taken.

Unemployment Tuition Waivers: (Item 7.D)

President Carnahan reminded the Board that in April the Board gave him permission to proceed with the formulation of an unemployment tuition waiver with the hopes of activating it by Summer Term or before. The attachment is the outcome and summary of this waiver.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

In the absence of Dean Gates, President Carnahan shared that we had a visit from Dr. Ronald Baker from NWCCU on April 29th who shared the new process, time frame, and criteria. President Carnahan stated that we are moving ahead according to the new schedule.

Courses and Curricula: (Item 8.B)

There was no report.

Grants and Contracts: (Item 8.C)

Dean Ellison reported there were no new grants or contracts to report this month.

Board of Education Policy: (Item 8.D)

President Carnahan presented Policy 500 Student Rights and Responsibilities for first reading. Proposed changes, in bold, provide further definitions that will be used to further develop and define appropriate Administrative Rules regarding student publications. This policy will be brought before the Board in June for second reading and approval.

Facilities: (Item 8.E)

Dean Ellison shared there were no facility items to discuss this month.

Capital Construction Projects: (Item 8.F)

President Carnahan gave a brief update on the:

- Main Campus construction. The walls are now up and things are progressing nicely
- High School Vocational Building. President Carnahan explained that due to the fact that no local contractors made a bid, and the only bid submitted was too high, he was bringing the situation back before the Board acting as the Contract Review Board. This will be done in a special meeting.
- North and South County Centers. President Carnahan is investigating to see if there are any legal complications in holding the funds to build these centers.

Personnel: (Item 8.G)

President Carnahan noted that the Board had approved his performance appraisal and the extending of his contract in March. The only significant change to his contract was the clause providing health



Tillamook Bay Community College

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

insurance until he is 65 regardless of his employment status. He shared that he had received the same step increase as the staff and is now requesting that the Board approve a reduction in his compensation to the same degree the rest of the staff is taking. No quorum, no action.

Announcements and General Information: (Item 9)

President Carnahan reported on the following:

- Foundation Board: President Carnahan shared that the Foundation Board has agreed to supplement all the current endowed scholarships to a minimum of \$1,000 and also to grant nine \$300 scholarships for books.
- Marketing and Branding Report. President Carnahan asked the Board how involved they wanted to be in the selection of a new logo and tagline. The consensus of those present was to let the committee do it.
- Commencement: President Carnahan reminded the Board to please mark their calendar to attend commencement June 12 and to let Sue know if they could attend.

President Carnahan stated that since there was no quorum to take action another meeting would have to be scheduled in order to conduct business before the June 1 meeting. It was determined that a brief meeting prior to the Public Budget Committee meeting on May 18 would be good.

Invitation of Public Comment: (Item 10)

There was no public comment.

Board Member Discussion Items: (Item 11)

None.

Adjournment

Chair Wakefield adjourned the meeting at 7:30 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



Tillamook Bay Community College

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

Board of Education

Contract Review Board Meeting Minutes

May 8, 2009

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

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

Directors Absent: Steve Shaw

Staff Present: Ron Ellison, and Sue Owens

Guests Present: John O. Henri, J.J. Henri Co.

Call to Order:

Chair Wakefield called the meeting to order at 2:02 p.m.

Approval of Agenda:

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

Invitation of Public Comment:

There was no public comment.

Board Discussion:

Dean Ellison gave an overview of the Tillamook High School Vocational Lab Building upgrade and remodel project bid analysis and project budget. He then made the recommendation that the Board, in their role as the Local Contract Review Board, negotiate an acceptable contract amount with the low responsive bidder. He further recommended that they award a contract to the low bidder Todd Construction as the General Contractor.

On approval of a motion by Director McGinnis and seconded by Director Weitman, it was resolved to negotiate and award the contract as stated.

Adjournment:

Chair Wakefield adjourned the meeting at 2:16 p.m.

Respectfully submitted,
Ron Ellison, Deputy Clerk of the Board



Tillamook Bay Community College

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

Board of Education Meeting Minutes

May 18, 2009

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

Directors Present: Craig Wakefield, Ruth Jensen, Ann Swain, Bob Weitman and Rose Wharton (by phone)

Directors Absent: James McGinnis, and Steve Shaw

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

Guests Present: Michelle Hughes, potential Public Budget Committee Member

Call to Order:

Chair Wakefield called the meeting to order at 5:30 p.m.

Approval of Agenda:

On approval of a motion by Director Wharton 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:

On approval of a motion by Director Wharton and seconded by Director Weitman, it was resolved that the April 6 Meeting Minutes be approved as presented.

New Business

Intergovernmental Agreement: (Item 5.A)

President Carnahan shared the Intergovernmental Agreement with the Economic Development Council as presented at the May 4 meeting. On approval of a motion by Director Weitman and seconded by Director Wharton, it was resolved to approve the agreement as presented.

Old Business

Budget Committee Membership: (Item 7.B)

Dean Ellison recommended that J. Robert McPheeters, Vicki Goodman and Michelle Hughes be accepted to the Public Budget Committee with terms to expire June 30, 2011. On approval of a motion by Director Jensen and seconded by Director Swain, it was resolved to accept the members as stated.

2009-2010 Academic Calendar: (Item 7.C)

On approval of a motion by Director Weitman and seconded by Director Swain, it was resolved to approve the 2009-2010 Academic Calendar as presented.

Standing Business:

Personnel: (Item 7.A)

President Carnahan noted that the Board had approved his performance appraisal and the extending of his contract in March. He shared that he had received the same step increase as the staff and is now requesting that the Board approve a reduction in his compensation to the same degree the rest of the staff is taking. On approval of a motion by Director Swain and seconded by Director Weitman, it was resolved to approve the reduction as requested.



Tillamook Bay Community College

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

Announcements and General Information: (Item 9)

President Carnahan reported on the following:

- Commencement: President Carnahan reminded the Board to please mark their calendar to attend commencement June 12 and to let Sue know if they could attend.

Invitation of Public Comment: (Item 10)

There was no public comment.

Board Member Discussion Items: (Item 11)

None.

Adjournment

Chair Wakefield adjourned the meeting at 5:38 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



Tillamook Bay Community College

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

Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

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

President Carnahan and Director Swain will give a brief overview of the May 22, 2009 OCCA Board meeting.



Tillamook Bay Community College

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

Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Comptroller Williams

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 April 2009

83.33% 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	\$ 1,302,924.45	150.91%
State	\$ 1,024,589	\$ 1,295,673.51	126.46%	\$ 1,039,959	\$ 671,548.62	64.57%
Property Taxes	\$ 895,000	\$ 810,685.91	90.58%	\$ 895,619	\$ 845,767.68	94.43%
Timber Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Contract	\$ -	\$ 19,200.00	0.00%	\$ -	\$ 44,351.50	0.00%
Tuition	\$ 547,935	\$ 468,433.10	85.49%	\$ 541,150	\$ 468,843.78	86.64%
Fees	\$ 124,676	\$ 106,536.37	85.45%	\$ 125,000	\$ 112,862.61	90.29%
Sale of Goods	\$ 2,000	\$ 3,035.00	151.75%	\$ 5,000	\$ 2,725.00	54.50%
Interest	\$ 55,000	\$ 54,224.30	98.59%	\$ 50,000	\$ 24,632.89	49.27%
Miscellaneous	\$ 5,000	\$ 4,768.46	95.37%	\$ 7,000	\$ 5,398.45	77.12%
Transfers	\$ 73,231	\$ 57,185.90	78.09%	\$ 288,418	\$ 38,795.44	13.45%
Repayment of Short-Term Loan	\$ 115,475	\$ -	0.00%	\$ 127,175	\$ -	0.00%
Total resources	\$ 3,913,178	\$ 4,032,224.70	103.04%	\$ 3,942,690	\$ 3,517,850.42	89.22%
Expenditures						
Instruction	\$ 972,740	\$ 725,269.81	74.56%	\$ 1,134,700	\$ 715,175.91	63.03%
Instructional Support	\$ 331,892	\$ 211,507.33	63.73%	\$ 323,283	\$ 237,636.29	73.51%
Student Services	\$ 386,276	\$ 295,893.41	76.60%	\$ 444,652	\$ 351,049.51	78.95%
College Support	\$ 1,016,125	\$ 750,608.12	73.87%	\$ 1,044,641	\$ 699,063.44	66.92%
Plant Operation	\$ 191,832	\$ 122,651.46	63.94%	\$ 201,833	\$ 146,319.37	72.50%
Financial Aid	\$ 141,000	\$ 78,888.13	55.95%	\$ 126,160	\$ 77,331.31	61.30%
Transfers	\$ 95,000	\$ 79,637.67	83.83%	\$ 98,300	\$ 81,256.93	82.66%
Contingency	\$ 209,200	\$ -	0.00%	\$ 150,000	\$ -	0.00%
Total expenditures	\$ 3,344,065	\$ 2,264,455.93	67.72%	\$ 3,523,569	\$ 2,307,832.76	65.50%
Ending fund balance	\$ 569,113	\$ 1,767,768.77	310.62%	\$ 419,121	\$ 1,210,017.66	288.70%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended April 2009

	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	\$ -	\$ 37,611.26	\$ 43,569.51	\$ (5,958.25)	\$ 63,768	\$ 55,253.41
Tutor Grant	211	\$ -	\$ 7,983.04	\$ 9,149.33	\$ (1,166.29)	\$ 14,072	\$ 11,960.00
Sprint Yellow Pages Literacy Grant	215	\$ 2,667.88	\$ -	\$ 145.93	\$ 2,521.95	\$ 2,389	\$ 325.25
United Way Literacy Grant	216	\$ 3,588.95	\$ 865.00	\$ 233.69	\$ 4,220.26	\$ 5,385	\$ 1,486.03
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ 3,626.32	\$ 3,626.32	\$ -	\$ 11,859	\$ 5,321.17
Pathways Grant	225	\$ -	\$ 37,836.67	\$ 41,802.34	\$ (3,965.67)	\$ 54,427	\$ 6,387.59
Industrial Maintenance Tech	226	\$ 38,490.38	\$ 28,710.00	\$ 28,368.97	\$ 38,831.41	\$ 16,897	\$ 31,532.60
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 22,346.31	\$ (7,221.31)	\$ 30,250	\$ 43,270.77
SBDC State Grant	231	\$ -	\$ 10,357.72	\$ 41,446.13	\$ (31,088.41)	\$ 41,333	\$ 27,910.45
SBDC Program Income	232	\$ 19,379.80	\$ 7,071.00	\$ 2,518.04	\$ 23,932.76	\$ 13,374	\$ 4,920.81
SBDC Supplement	233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,940.34
SBDC - EDC Fund	235	\$ -	\$ 35,272.07	\$ 35,153.24	\$ 118.83	\$ 101,530	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 34,293	\$ 15,113.91
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,984.51
Student Assistance	250	\$ 3,215.83	\$ 591.63	\$ 412.00	\$ 3,395.46	\$ 3,100	\$ 60.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ -	\$ 1,819.22	\$ 1,500	\$ 301.42
Bay City Rental	260	\$ 9,776.74	\$ -	\$ 1,817.19	\$ 7,959.55	\$ 2,600	\$ 2,398.40
CRC & Skills to Compete Research Grant	297	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -
Total Special Fund		\$ 85,361.11	\$ 225,049.71	\$ 270,589.00	\$ 39,821.82	\$ 396,777	\$ 222,166.66

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2009
Total of Grants that borrow from the General Fund	\$ (49,281.10)	\$ 38,996.00	\$ -	\$ (88,277.10)
Total of Grants that are not borrowing from the General Fund	\$ 89,102.92	\$ -	\$ -	\$ 89,102.92
Total Special Fund	\$ 39,821.82	\$ 38,996.00	\$ -	\$ 825.82

	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)	\$ 13,810.00	\$ 7,096.98	\$ (5,602.18)	\$ 13,070	\$ 14,633.93
Bookstore	320	\$ 56,237.25	\$ 132,166.18	\$ 151,736.03	\$ 36,667.40	\$ 174,223	\$ 125,369.07
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 12,400	\$ -
Total Enterprise Fund		\$ 50,925.38	\$ 145,976.18	\$ 158,833.01	\$ 38,068.55	\$ 199,693	\$ 140,003.00
PERS Pension Bond Fund	410	\$ 15,861.51	\$ 73,516.55	\$ 41,431.25	\$ 47,946.81	\$ 86,263	\$ 41,431.25
General Obligation Bond Fund	420	\$ 68,217.41	\$ 484,168.95	\$ 198,918.75	\$ 353,467.61	\$ 577,838	\$ 90,630.57
Total Debt Service Fund		\$ 84,078.92	\$ 557,685.50	\$ 240,350.00	\$ 401,414.42	\$ 664,101	\$ 132,061.82
Building Reserve Fund	510	\$ 995,532.75	\$ 244,746.81	\$ 31,230.17	\$ 1,209,049.39	\$ 1,359,825	\$ 46,629.85
Campus Construction Fund - GO Bonds	520	\$ 9,031,131.55	\$ 160,756.11	\$ 4,119,705.14	\$ 5,072,182.52	\$ 9,100,000	\$ 361,766.69
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ -	\$ 392.25	\$ (392.25)	\$ -	\$ -
Total Capital Projects Fund		\$ 10,026,664.30	\$ 405,502.92	\$ 4,151,327.56	\$ 6,280,839.66	\$ 10,459,825	\$ 408,396.54
Associated Students of TBCC	710	\$ 3,802.87	\$ 8,594.43	\$ 6,034.86	\$ 6,362.44	\$ 10,000	\$ 1,861.20
Phi Theta Kappa Honorary Society Fund	720	\$ 1,641.79	\$ 1,927.82	\$ 1,678.15	\$ 1,891.46	\$ 9,050	\$ 3,864.42
Total Agency Fund		\$ 5,444.66	\$ 10,522.25	\$ 7,713.01	\$ 8,253.90	\$ 19,050	\$ 5,725.62

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2009
 75% 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	\$ 1,302,924	150.91%	\$ 183,327	\$ 85,361	46.56%	\$ 10,000	\$ (12,315)	-123.15%	\$ 61,000	\$ 56,237	92.19%
Resources												
State Aid	\$ 1,039,959	\$ 671,549	64.57%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 44,352	0.00%	\$ 351,532	\$ 216,522	61.59%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 666,150	\$ 581,706	87.32%	\$ 8,000	\$ 6,231	77.89%	\$ 18,560	\$ 13,810	74.41%	\$ -	\$ -	0.00%
Local Taxes	\$ 895,619	\$ 845,768	94.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 5,000	\$ 2,725	54.50%	\$ 2,500	\$ 2,297	91.88%	\$ -	\$ -	0.00%	\$ 150,000	\$ 131,443	87.63%
Interest	\$ 50,000	\$ 24,633	49.27%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 5,398	77.11%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 750	\$ 723	96.40%
Repayment of Short-Term Loans	\$ 127,175	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 288,418	\$ 38,796	13.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,079,321	\$ 2,214,927	71.93%	\$ 362,032	\$ 225,050	62.16%	\$ 18,560	\$ 13,810	74.41%	\$ 150,750	\$ 132,166	87.67%
Expenditures												
Salaries and Wages	\$ 2,310,538	\$ 1,649,785	71.40%	\$ 321,049	\$ 189,677	59.08%	\$ 9,000	\$ 5,469	60.77%	\$ 24,453	\$ 20,322	83.11%
Operating Expenditures	\$ 939,731	\$ 567,515	60.39%	\$ 54,315	\$ 75,577	139.15%	\$ 3,110	\$ 1,580	50.80%	\$ 113,550	\$ 101,313	89.22%
Capital Outlay	\$ 25,000	\$ 9,276	37.10%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 30,000	\$ 29,210	97.37%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 81,257	82.66%	\$ 21,413	\$ 5,335	24.91%	\$ 960	\$ 48	5.00%	\$ 1,220	\$ 891	73.03%
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	\$ 2,307,833	65.50%	\$ 513,952	\$ 270,589	52.65%	\$ 23,070	\$ 7,097	30.76%	\$ 174,223	\$ 151,736	87.09%
Ending Fund Balance	\$ 419,121	\$ 1,210,018		\$ 31,407	\$ 39,822		\$ 5,490	\$ (5,602)		\$ 37,527	\$ 36,667	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 80,587			\$ 38,996			\$ -			\$ -	
Inventories		\$ 2,449			\$ -			\$ -			\$ 22,405	
NET EFFECT ON CASH		\$ (83,036)			\$ (38,996)			\$ -			\$ (22,405)	
Liabilities												
Accounts Payable		\$ 777,220			\$ -			\$ -			\$ -	
Unearned Revenue (Note 4)		\$ 49,887			\$ -			\$ -			\$ -	
Payroll		\$ 63,280			\$ -			\$ -			\$ 1,241	
NET EFFECT ON CASH		\$ 890,387			\$ -			\$ -			\$ 1,241	
NET ADJUSTMENTS		\$ 807,351			\$ (38,996)			\$ -			\$ (21,164)	
ENDING CASH BALANCE		\$ 2,017,369			\$ 826			\$ (5,602)			\$ 15,503	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended March 2009
 75% 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	\$ 84,079	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	\$ 479,222	95.68%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 464,825	\$ 225,980	48.62%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ 14,000	\$ 5,212	37.23%	\$ 330,000	\$ 179,523	54.40%	\$ -	\$ -	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	\$ 2,516	23.85%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ 90,000	\$ 73,251	81.39%	\$ -	\$ -	0.00%	\$ 8,300	\$ 8,006	96.46%
Total Revenues	\$ 11,036	\$ -	0.00%	\$ 604,838	\$ 557,685	0.00%	\$ 1,794,825	\$ 405,503	22.59%	\$ 18,850	\$ 10,522	55.82%
Expenditures												
Salaries and Wages	\$ 10,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 53,164	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 2,400	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 10,195,000	\$ 4,013,231	39.36%	\$ 19,050	\$ 7,713	40.49%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 52,411	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ 662,501	\$ 238,750	36.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 264,825	\$ 32,522	12.28%	\$ -	\$ -	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	\$ 240,350	36.19%	\$ 11,459,825	\$ 4,151,328	36.23%	\$ 19,050	\$ 7,713	40.49%
Ending Fund Balance	\$ 5,639	\$ 7,003		\$ 21,737	\$ 401,414		\$ -	\$ 6,280,839		\$ 1,250	\$ 8,254	
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			\$ 401,414			\$ 6,280,839			\$ 8,254		

\$ 8,725,606

Cell: A10

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

Cell: A21

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

Cell: A35

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

Cell: A49

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

2009-2010 Meeting Dates

RECOMMENDATION

Accept proposed meeting dates for 2009-2010.

BACKGROUND INFORMATION----- President Carnahan

The proposed meeting dates noted below are based on the current practice of the first Monday of each month, with the exceptions of September due to the Labor Day holiday, and July and August when there are no scheduled meetings. All meetings are scheduled for 6:30 p.m. at the First Street Campus through 2009. Beginning in 2010 Board meetings will be held in the Board Room at the new campus on Third and Marolf Loop.

2009

September 14
October 5
November 2
December 7

2010

January 4
February 1
March 1
April 5
May 3
May 17 (Public Budget Committee)
June 7
June 21 (Budget approval)



Tillamook Bay Community College

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

2009-2010 Tuition and Fee Schedule

RECOMMENDATION

Second reading and approval of the 2009-2010 Tuition and Fee Schedule.

BACKGROUND INFORMATION----- Dean Ellison

Presented here for second reading and approval is the 2009-2010 Tuition and Fee Schedule. Preliminary information indicates that the 2009-2010 average tuition rate for Oregon Community Colleges will increase rather substantially this next fiscal year to somewhere between \$70-\$75. These increases are primarily due to current statewide economic and budget conditions. Per 2009-2010 Board approved budget guidelines and to indicate TBCC's local commitment to funding the College, a tuition rate of \$72.00 per credit is proposed for implementation in Fall Term 2009. However, the proposed rate may be further adjusted once the State appropriation has been finalized. Finally, the application of the Proctored Testing Fee has been narrowed to exclude former credit students.

Tuition or Fee Item	Current 2008-2009	Proposed 2009-2010
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$66	\$70 \$72
Out-of-State Tuition per Credit Hour	\$86	\$90 \$92
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctored Testing per test for non-TBCC credit students, former Credit Students or staff	\$25	\$25
Technology Fee (per credit)	\$5	\$5
Non-Student Computer Lab Use Fee (per term)	\$75	\$75
Calculator Rental (per term)	\$15	\$15
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Late Registration Fee (per course)	\$10	\$10
Course Withdrawal After Close of Registration	\$10	\$10
High School Articulation Fee	\$0	\$0
High School Credit Recovery (H.S. half credit class)	\$90	\$90
Adult Basic Skills Instructional Course Fee	\$15	\$15
Return Check Fee	\$25	\$25
Student Services Fee (per credit)	\$2	\$2
Minimum Credit Course Fee (per course)	\$12	\$12
Maximum Credit Course Fee (per course)	per actual expenses	per actual expenses
Self Improvement Course Fees	market or self support level	market or self support level
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$10/station



Tillamook Bay Community College

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

Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

Work continues on the Self Study and revised Strategic Plan. Campus committees have addressed TBCC's resources and capacity to support the College's core themes in seven functional areas. Reports are currently being incorporated into one document (Self Study Chapter Two) for further review. Work on Standard One (Mission, Manifestations, and Expectations) and Standard Three (Planning and Implementation) is progressing. The revised accreditation model is leading to revision of TBCC's institutional effectiveness tracking. When implemented, new processes will align effectiveness indicators and assessment with TBCC's core themes (see below) and strategic planning.

TBCC Core Theme	Education Areas
Lower Division Collegiate Education (Transfer and General Education)	Lower division collegiate (university transfer) courses; general education; Associate of Arts Oregon Transfer (AAOT) degree; Associate of Science Oregon Transfer in Business (ASOT-Business); Associate of General Studies (AGS) degree
Workforce Development	Career and technical education credit courses and programs; Certificates of Completion and Associate of Applied Science (AAS) degrees; apprenticeship; vocational preparatory courses; vocational supplementary courses; contracted training; small business management
Developmental Education	Adult Basic Education (ABE), General Education Development (GED), English for Speakers of Other Languages (ESOL), post-secondary remedial courses (reading, writing, and math below the 100 level)
Community Education (Community Enrichment)	Adult continuing education that is not workforce specific (e.g., life skills, languages, technology, health, fitness, safety); community education (e.g., hobby, recreation, non-credit arts and sciences)



Tillamook Bay Community College

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

Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no courses or curricula to present this month.



Tillamook Bay Community College

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

Grants and Contractsⁱ

RECOMMENDATION

There are no grants or contracts to review this month.

BACKGROUND INFORMATION ----- Dean Ellison

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



Tillamook Bay Community College

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

Board of Education Policyⁱ

RECOMMENDATION

Recommend approval after second reading, Policy 500 Student Rights and Responsibilities.

Recommend approval of the changes made to the Disabled Veterans and Dependent Survivor Benefits approved February 3, 2009.

First reading of additional policy recommendations.

BACKGROUND INFORMATION ----- President Carnahan

1. Policy 500 Student Rights and Responsibilities is presented for second reading and approval. Proposed changes, in bold, provide further definitions that will be used to develop appropriate Administrative Rules regarding student publications. In an effort to conserve paper only the pertinent pages of the policy are included.
2. Presented for approval are some changes made to The Disabled Veterans and Dependent Survivor Benefits approved February 3, 2009. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted. These will be administered as an Administrative Rule relating to Policy 225, General Tuition Waivers/Scholarships.
3. Presented for first reading is proposed Policy No. 212, Identity Theft Prevention.
4. This is the first reading for the attached appendices to the policy manual. Text proposed for deletion is struck through and new text is boldfaced unless otherwise noted. These will be presented for second reading and approval at the June 22, 2009 meeting.

Policy	Status
Appendix A-1, Staff Salary Grades	First reading of policy to implement 2009-2010 proposed budget.
Appendix A-2, Executive, Management, Support Staff Salary Schedule	First reading of policy to implement 2009-2010 proposed budget.
Appendix B-1, Summary of Employee Benefits	First reading of policy to implement 2009-2010 proposed budget.
Appendix C-1, Regular Full-Time and Regular Part-Time 180 and 195 Day Faculty Salary Schedules	First reading of policy to implement 2009-2010 proposed budget.
Appendix C-3, Non-Regular Faculty Salary Schedule	First reading of policy to implement 2009-2010 proposed budget.

ⁱ **TBCC Policy -102.1 - BOARD POLICIES AND ADMINISTRATIVE RULES**



Article No.: 500

Approved: December 1, 2008

Reference: Policy 322, ORS 341.290, Catalog

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

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

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

H. Right of Access to College Facilities

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

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

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

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

I. Right to Student Publications

Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of College sponsored student publications is delegated to the Student Publications Committee. Editors are protected from arbitrary suspension and removal due to

Article No.: 500

Approved: December 1, 2008

Reference: Policy 322, ORS 341.290, Catalog

editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal 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. 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.

Dependents of Fallen **or 100% Disabled** Oregon Service Personnel

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) for the dependents (spouse and children) of fallen **or 100% disabled** Oregon military personnel who die while participating in military service since 9/11/2001 and who listed Oregon as their permanent residence at time of death.

The purpose of this waiver is to allow the dependents of fallen **or 100% disabled** Oregon service members the opportunity to earn their first associate's degree. Therefore, the waiver is offered for up to 135 credits or a degree (whichever comes first). The waiver offer will end 21 years after the death **or 100% disability** of the Oregon service member for the dependent children or seven years after the death **or 100% disability** of the Oregon service member for a surviving spouse. The waiver is for tuition only and does not cover books, fees, or other expenses.

To access this waiver, adequate documentation must be provided including proof of soldier's service indicating Oregon permanent residency at time of death (DD Form 214) **or 100% Disability according to Veterans' Administration classification** and proof of dependent status (DD Form 93). Requests for this waiver are to be made to the ~~Dean of Instruction and Student Services~~ **Director of Enrollment Management and Student Services**, Tillamook Bay Community College, 2510 First Street, Tillamook, OR 97141.

The prospective student must reside within the Tillamook Bay Community College district.

Financial aid awards may be reduced by the use of this waiver. Continuation of tuition waiver benefits is subject to satisfactory academic progress.

Disabled Oregon Veterans

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service since 9/11/2001 and who listed Oregon as their permanent residence at time of discharge.

The purpose of this waiver is to allow an Oregon veteran the opportunity to earn their first associate's degree. Therefore, the waiver is offered for up to 135 credits or a degree (whichever comes first). The waiver does not cover books, fees or other expenses.

Adequate documentation must be provided including proof of a soldier's service that indicates Oregon permanent residency **and disability classification** at time of discharge (DD Form 214).

Financial aid awards may be reduced by the use of this waiver. Continuation of tuition waiver benefits is subject to satisfactory academic progress.

Article No.: 212

Approved: *June 1, 2009*Reference: Fair and Accurate Credit Transactions Act, Oregon Identity Theft Act

212.1 - IDENTITY THEFT PREVENTION

This policy establishes an identity theft prevention program. The program is designed to detect, prevent and mitigate identity theft. This policy applies to College records or procedures which either allow a person to: 1) register, receive financial aid, make payments or be employed by the College; or 2) present a “reasonably foreseeable risk” of identity theft.

As general guidance, this policy will apply to any College record or procedure which contains a person’s personally identifiable information. Details of the program are contained in Administrative Rule.

This policy complies with Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003, and, by law, is deemed in compliance with the Oregon Identity Theft Act as provided by ORS 646A.622(2)(a) and (b).

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

2008—2009 2009 - 2010 Executive and Management Staff Salary Grades (Exempt)

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

2008—2009 2009 - 2010 Professional Support Staff Salary Grades (Non-Exempt)

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



TILLAMOOK BAY COMMUNITY COLLEGE														
2008-2009 2009-2010 Regular Full-Time & Regular Part-Time Faculty Salary Schedule*														
Step														
Grade														Calculated
	1	2	3	4	5	6	7	8	9	10	11	12	13	Midpoint
1	\$17,208	\$17,740	\$18,289	\$18,838	\$19,403	\$19,985	\$20,585	\$21,202	\$21,838	\$22,493	\$23,168	\$23,863	\$24,579	\$20,894
2	\$18,069	\$18,628	\$19,204	\$19,780	\$20,373	\$20,984	\$21,614	\$22,262	\$22,930	\$23,618	\$24,327	\$25,056	\$25,808	\$21,938
3	\$18,972	\$19,559	\$20,164	\$20,769	\$21,392	\$22,034	\$22,695	\$23,375	\$24,077	\$24,799	\$25,543	\$26,309	\$27,098	\$23,035
4	\$19,921	\$20,537	\$21,172	\$21,807	\$22,461	\$23,135	\$23,829	\$24,544	\$25,280	\$26,039	\$26,820	\$27,625	\$28,453	\$24,187
5	\$20,917	\$21,564	\$22,231	\$22,898	\$23,584	\$24,292	\$25,021	\$25,771	\$26,545	\$27,341	\$28,161	\$29,006	\$29,876	\$25,396
6	\$21,963	\$22,642	\$23,342	\$24,042	\$24,764	\$25,507	\$26,272	\$27,060	\$27,872	\$28,708	\$29,569	\$30,456	\$31,370	\$26,666
7	\$23,061	\$23,774	\$24,509	\$25,245	\$26,002	\$26,782	\$27,585	\$28,413	\$29,265	\$30,143	\$31,048	\$31,979	\$32,938	\$28,000
8	\$24,214	\$24,963	\$25,735	\$26,507	\$27,302	\$28,121	\$28,965	\$29,834	\$30,729	\$31,650	\$32,600	\$33,578	\$34,585	\$29,400
9	\$25,424	\$26,211	\$27,021	\$27,832	\$28,667	\$29,527	\$30,413	\$31,325	\$32,265	\$33,233	\$34,230	\$35,257	\$36,315	\$30,870
10	\$26,696	\$27,521	\$28,373	\$29,224	\$30,100	\$31,003	\$31,934	\$32,892	\$33,878	\$34,895	\$35,941	\$37,020	\$38,130	\$32,413
11	\$28,030	\$28,897	\$29,791	\$30,685	\$31,605	\$32,554	\$33,530	\$34,536	\$35,572	\$36,639	\$37,739	\$38,871	\$40,037	\$34,034
12	\$29,432	\$30,342	\$31,281	\$32,219	\$33,186	\$34,181	\$35,207	\$36,263	\$37,351	\$38,471	\$39,625	\$40,814	\$42,039	\$35,735
13	\$30,904	\$31,859	\$32,845	\$33,830	\$34,845	\$35,890	\$36,967	\$38,076	\$39,218	\$40,395	\$41,607	\$42,855	\$44,141	\$37,522
14	\$32,449	\$33,452	\$34,487	\$35,522	\$36,587	\$37,685	\$38,815	\$39,980	\$41,179	\$42,415	\$43,687	\$44,998	\$46,348	\$39,398
15	\$34,071	\$35,125	\$36,211	\$37,298	\$38,417	\$39,569	\$40,756	\$41,979	\$43,238	\$44,535	\$45,871	\$47,248	\$48,665	\$41,368
16	\$35,775	\$36,881	\$38,022	\$39,163	\$40,337	\$41,548	\$42,794	\$44,078	\$45,400	\$46,762	\$48,165	\$49,610	\$51,098	\$43,437
17	\$37,564	\$38,725	\$39,923	\$41,121	\$42,354	\$43,625	\$44,934	\$46,282	\$47,670	\$49,100	\$50,573	\$52,090	\$53,653	\$45,608
18	\$39,442	\$40,662	\$41,919	\$43,177	\$44,472	\$45,806	\$47,180	\$48,596	\$50,054	\$51,555	\$53,102	\$54,695	\$56,336	\$47,889
19	\$41,414	\$42,695	\$44,015	\$45,336	\$46,696	\$48,096	\$49,539	\$51,026	\$52,556	\$54,133	\$55,757	\$57,430	\$59,153	\$50,283
20	\$43,484	\$44,829	\$46,216	\$47,602	\$49,030	\$50,501	\$52,016	\$53,577	\$55,184	\$56,840	\$58,545	\$60,301	\$62,110	\$52,797
21	\$45,659	\$47,071	\$48,527	\$49,982	\$51,482	\$53,026	\$54,617	\$56,256	\$57,943	\$59,682	\$61,472	\$63,316	\$65,216	\$55,437
22	\$47,942	\$49,424	\$50,953	\$52,482	\$54,056	\$55,678	\$57,348	\$59,068	\$60,840	\$62,666	\$64,546	\$66,482	\$68,477	\$58,209
23	\$50,339	\$51,896	\$53,501	\$55,106	\$56,759	\$58,462	\$60,215	\$62,022	\$63,883	\$65,799	\$67,773	\$69,806	\$71,900	\$61,120
24	\$52,856	\$54,490	\$56,176	\$57,861	\$59,597	\$61,385	\$63,226	\$65,123	\$67,077	\$69,089	\$71,162	\$73,296	\$75,495	\$64,175
25	\$55,498	\$57,215	\$58,984	\$60,754	\$62,577	\$64,454	\$66,387	\$68,379	\$70,430	\$72,543	\$74,720	\$76,961	\$79,270	\$67,384
26	\$58,273	\$60,076	\$61,934	\$63,792	\$65,705	\$67,677	\$69,707	\$71,798	\$73,952	\$76,171	\$78,456	\$80,809	\$83,234	\$70,753
27	\$61,187	\$63,079	\$65,030	\$66,981	\$68,991	\$71,060	\$73,192	\$75,388	\$77,650	\$79,979	\$82,378	\$84,850	\$87,395	\$74,291
28	\$64,246	\$66,233	\$68,282	\$70,330	\$72,440	\$74,613	\$76,852	\$79,157	\$81,532	\$83,978	\$86,497	\$89,092	\$91,765	\$78,006
29	\$67,459	\$69,545	\$71,696	\$73,847	\$76,062	\$78,344	\$80,694	\$83,115	\$85,609	\$88,177	\$90,822	\$93,547	\$96,353	\$81,906
30	\$70,832	\$73,022	\$75,281	\$77,539	\$79,865	\$82,261	\$84,729	\$87,271	\$89,889	\$92,586	\$95,363	\$98,224	\$101,171	\$86,001
31	\$74,373	\$76,673	\$79,045	\$81,416	\$83,859	\$86,374	\$88,966	\$91,635	\$94,384	\$97,215	\$100,132	\$103,135	\$106,230	\$90,301
32	\$78,092	\$80,507	\$82,997	\$85,487	\$88,052	\$90,693	\$93,414	\$96,216	\$99,103	\$102,076	\$105,138	\$108,292	\$111,541	\$94,816
33	\$81,996	\$84,532	\$87,147	\$89,761	\$92,454	\$95,228	\$98,085	\$101,027	\$104,058	\$107,180	\$110,395	\$113,707	\$117,118	\$99,557
34	\$86,096	\$88,759	\$91,504	\$94,249	\$97,077	\$99,989	\$102,989	\$106,078	\$109,261	\$112,539	\$115,915	\$119,392	\$122,974	\$104,535
35	\$90,401	\$93,197	\$96,079	\$98,962	\$101,931	\$104,989	\$108,138	\$111,382	\$114,724	\$118,166	\$121,710	\$125,362	\$129,123	\$109,762
*Market Level Schedule per PSPC Study. Employees over market held constant.														
INSURANCE BENEFIT AMOUNT														
	Full-time	\$748.76	\$1,070.00	per month										
	Part-time	\$748.76	\$1,070.00	per month	(prorated based on actual FTE)									
INSURANCE OPT-OUT BASE AMOUNT														
(Stipend is calculated as the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)														
	Full-Time	\$748.76	\$1,070.00	per month										
	Part-Time	\$748.76	\$1,070.00	per month	(stipend for part-time employment is prorated based on actual FTE)									



SUMMARY OF EMPLOYEE BENEFITS

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

SUMMARY OF EMPLOYEE BENEFITS

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

“X” Indicates benefit is provided
 * From sick leave accrual

** Prorated on actual hours or FTE (full-time equivalent)
 *** Paid based on scheduled hours

**** based on longevity (see Article 312)



Tillamook Bay Community College

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

TILLAMOOK BAY COMMUNITY COLLEGE
 2008-2009 2009-2010 Regular Full-Time & Regular Part-Time Faculty Salary Schedule*
 180 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$36,215	\$37,301	\$38,421	\$39,573	\$40,760	\$41,983	\$43,243	\$44,540	\$45,876	\$47,252	\$48,670	\$50,130	\$51,634	\$53,183	\$54,778	\$56,422	\$58,114	\$59,858
2	\$36,939	\$38,047	\$39,189	\$40,364	\$41,575	\$42,822	\$44,107	\$45,430	\$46,793	\$48,197	\$49,643	\$51,132	\$52,666	\$54,246	\$55,873	\$57,550	\$59,276	\$61,054
3	\$37,678	\$38,808	\$39,973	\$41,172	\$42,407	\$43,679	\$44,990	\$46,339	\$47,730	\$49,161	\$50,636	\$52,155	\$53,720	\$55,332	\$56,992	\$58,701	\$60,462	\$62,276
4	\$38,432	\$39,585	\$40,772	\$41,995	\$43,255	\$44,553	\$45,889	\$47,266	\$48,684	\$50,145	\$51,649	\$53,198	\$54,794	\$56,438	\$58,131	\$59,875	\$61,672	\$63,522
5	\$39,200	\$40,376	\$41,588	\$42,835	\$44,120	\$45,444	\$46,807	\$48,211	\$49,658	\$51,148	\$52,682	\$54,262	\$55,890	\$57,567	\$59,294	\$61,073	\$62,905	\$64,792
6	\$39,984	\$41,184	\$42,419	\$43,692	\$45,003	\$46,353	\$47,743	\$49,176	\$50,651	\$52,170	\$53,736	\$55,348	\$57,008	\$58,718	\$60,480	\$62,294	\$64,163	\$66,088
7					\$45,903	\$47,280	\$48,698	\$50,159	\$51,664	\$53,214	\$54,810	\$56,455	\$58,148	\$59,893	\$61,689	\$63,540	\$65,446	\$67,410
8								\$51,162	\$52,697	\$54,278	\$55,906	\$57,584	\$59,311	\$61,091	\$62,923	\$64,811	\$66,755	\$68,758
9											\$57,025	\$58,735	\$60,497	\$62,312	\$64,182	\$66,107	\$68,090	\$70,133
10														\$63,559	\$65,465	\$67,429	\$69,452	\$71,536
11																\$68,778	\$70,841	\$72,966
12																		\$74,426

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

INSURANCE BENEFIT AMOUNT

Full-time \$748.76 \$1,070.00 per month
 Part-time \$748.76 \$1,070.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Stipend is calculated as the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)

Full-Time \$748.76 \$1,070.00 per month
 Part-Time \$748.76 \$1,070.00 per month (stipend for part-time employment is prorated based on actual FTE)



NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: Pending

Reference:

Non-Regular Faculty Salary Schedule ~~2008-2009~~ 2009-2010

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$387.62 per lecture credit	\$407.13	\$427.34	\$448.72	\$471.15	\$477.88
Transfer College Credit Courses Substitute Rate	\$32.31 per lecture credit					
Transfer College Credit Courses Writing Bonus for three four Credit WR Courses	\$288.40 per term					
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	\$799.47 per lab credit	\$839.41	\$860.64	\$925.48	\$972.29	\$1020.34
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100 , CAS216, MUS 131)	\$584.10 per lecture/lab credit	\$612.92	\$643.57	\$675.75	\$709.54	\$745.02
ABE/GED/ESL/ High School Credit Recovery Classes	\$26.53 per hour	\$27.86	\$29.25	\$30.73	\$32.26	\$33.86
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Dean of Instruction and Student Services may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.					
Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	\$23.07 per hour	\$24.22	\$25.45	\$26.71	\$28.04	\$29.45
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					



Tillamook Bay Community College

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

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: *Pending*

Reference:

Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$8.42 per hour	\$8.85	\$9.29	\$9.75	\$10.25	\$10.75
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$11.24 per hour	\$11.79	\$12.39	\$13.00	\$13.66	\$14.33
General Tutoring	\$8.42 per hour	\$8.85	\$9.29	\$9.75	\$10.25	\$10.75
ADA Tutor	\$11.24 per hour	\$11.79	\$12.39	\$13.00	\$13.66	\$14.33
Math Tutor	\$11.24-13.47 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$16.89 per hour					



Facilities

RECOMMENDATION

There are no facilities items to discuss this month.

BACKGROUND INFORMATION ----- Dean Ellison



Tillamook Bay Community College

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

Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

Project updates:

- Main Campus construction update
- High School Vocational Building update



Tillamook Bay Community College

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

Personnel

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

The following adjustments to College staffing were included in the approved budget for FY2009-2010. These changes are anticipated and the employees affected have been notified.

Proposed Personnel Changes FY2009-2010

Reductions in Force

Pat Gross	Financial Aid
Sue Scott	Small Business and Economic Development

Full-time to Half time

Sammie Olsen	Continuing Education/Instructional Support Management
--------------	---

Full-time to 32 hours per week

Linda Ashby	Instructional Support Management
Carolyn Erwert	Business Office

Part-time (greater than 20 hours) to Part-time (less than 20 hours)

Rebecca Thurman	Library
-----------------	---------



Tillamook Bay Community College

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

Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Commencement – Friday, June 12, 2009. Please let Sue know if you will be attending.
- Capital Projects Work Session June 22, 2009 at 5:00 pm. Dinner will be provided.
- Board Meeting June 22, 2009 at 6:30 pm.



Tillamook Bay Community College

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