

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 work session followed by a board meeting open to the public on Monday, June 22, 2009, at 5:00 p.m. and 6:30 p.m. respectively, 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, June 17, 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. KTIK/KMBD RADIO
6. COAST 105 RADIO
7. TBCC WEB SITE
8. TBCC ADMINISTRATORS AND STAFF
9. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
10. ESD ADMINISTRATOR
11. OCCA EXECUTIVE DIRECTOR
12. PUBLIC BUDGET COMMITTEE



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Board of Education Meeting Agenda

Date:
Monday, June 22, 2009

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

Time:
6:30 p.m.

Special Board Meeting on 2008-2009 Supplemental Budget

<u>Item Description</u>	<u>Resource</u>
1. Call to Order -----	Chairman Wakefield
2. Approval of the Agenda ----- (Action)	Chairman Wakefield
3. New Business:	
A. Public Hearing on 2008-2009 Supplemental Budget Resolutions -----	Chairman Wakefield
4. Adjournment ----- (Action)	Chairman Wakefield

<u>Item 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
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.	
4. Approval of the June 1, 2009 Regular Meeting Minutes ----- (Action)	Chair Wakefield
5. New Business:	
A. Approval of 2008-2009 Supplemental Budget Resolution ----- (Action)	Comptroller Williams
B. Adoption of 2009-2010 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action)	Dean Ellison
C. Board Member Election Certification ----- (Action)	President Carnahan
D. Election of Board Officers ----- (Action)	President Carnahan
E. Revision of 2009-2010 Tuition and Fee Schedule -----	Dean Ellison
6. Old Business:	
7. Standing Business:	
A. Board of Education Policy ----- (Action)	President Carnahan
8. Announcements and General Information -----	President Carnahan
9. Invitation of Public Comment -----	Chair Wakefield
10. Board Member Discussion Items -----	Chair Wakefield
11. Adjournment ----- (Action)	Chair Wakefield



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Board of Education Meeting Minutes

June 1, 2009
Room 9, First Street Campus
2510 First St., Tillamook, OR 97141

Directors Present: Craig Wakefield, Ruth Jensen, James McGinnis, Steve Shaw, and Ann Swain
Directors Absent: Bob Weitman and Rose Wharton
Staff Present: Jon Carnahan, Ron Ellison, Lori Gates, Kyra Williams and Sue Owens
Guests Present: Sheryl Neu, TBCC Employee

Call to Order:

Chair Wakefield called the meeting to order at 6:33 p.m. and acknowledged guests.

Approval of Agenda:

On approval of a motion by Director McGinnis and seconded by Director Shaw, 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 Swain and seconded by Director Jensen, it was resolved to approve the minutes as presented.

Reports

Oregon Community College Association: (Item 5.A)

Director Swain stated that she had been unable to attend the OCCA Board Meeting but President Carnahan did and so he gave the report. He stated the primary focus had been the State budget impacts on Oregon community colleges. He added that the Co-Chair of the Ways and Means Committee projected budget was \$423 million instead of the \$500 million hoped for. He also noted that the distribution amount was different as well, adding an additional decrease of \$160,000 for TBCC. This amount can be made up by using the \$150,000 contingency fund set aside for this purpose and raising tuition an additional \$2/credit.

Another topic approached at the meeting was the desire of the OUS to create a "Higher Education Alliance." This topic was discussed among community colleges but no agreement was made.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial reports as included in the Board packet adding that a supplemental budget will be brought before the Board at the June 22 Board meeting to adjust the current budget.

New Business

2009-2010 Board Meeting Schedule: (Item 6.A)

President presented the proposed Board meeting dates for approval, noting that there is potential for special meetings to be scheduled as needed during the off months. On approval of a motion by



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Director Swain and seconded by Director McGinnis, it was resolved to approve the schedule as presented.

Old Business

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

Dean Ellison presented the Preliminary 2009-2010 Tuition and Fees stating that there had been an additional \$2/credit increase over what was presented last month. This increase was due to the reduction in the State appropriation. It was noted that even with this additional increase, TBCC is still slightly lower in tuition than both Clatsop and Oregon Coast colleges. On approval of a motion by Director Swain and seconded by Director Shaw, it was resolved to approve the 2009-2010 Tuition and Fee Schedule as presented.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that progress is continuing to be made and that the Core Themes have become central to the project.

Courses and Curricula: (Item 8.B)

Dean Gates stated that there were no new courses or curricula to report on. However she did receive notification that the Associate of Applied Retail Management had received final State approval.

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 the policies as included in the Board Packet starting with Policy 500 Student Rights and Responsibilities which was being presented for second reading and approval. This policy provides further definitions that will be used to develop appropriate Administrative Rules regarding student publications. On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to approve the policy as presented.

Also presented for approval were some changes made to The Disabled Veterans and Dependent Survivor Benefits approved February 3, 2009. There was some discussion regarding clarity. It was agreed that the Administration would substitute suitable language. On approval of a motion by Director Shaw and seconded by Director McGinnis, it was resolved to approve the resolution with the anticipated changes. This resolution will be administered as an Administrative Rule relating to Policy 225, General Tuition Waivers/Scholarships.

Presented for first reading is proposed Policy No. 212, Identity Theft Prevention and Policy Appendices A-1, A-2, B-1, C-1, C-3. These will be presented for second reading and approval at the June 22, 2009 meeting.

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 stating that the process is going well with the steel roof going up. He added that we are still negotiating the price for the Tillamook High School Vocational Building.



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Personnel: (Item 8.G)

President Carnahan shared that in order to balance the budget more than a tuition increase had to be made. Some adjustments to College staffing were made and included in the approved budget for FY2009-2010. He added that the employees affected have been notified.

Announcements and General Information: (Item 9)

President Carnahan reminded the Board of Commencement – Friday, June 12, 2009 and asked that Sue be notified of their intent to attend.

President Carnahan stated that he felt that a Capital Projects Work Session was necessary and stated that June 22, 2009 at 5:00 pm, prior to the 6:30 Budget Approval Board meeting, would be a good time. He added that dinner will be provided.

Invitation of Public Comment: (Item 10)

There was no public comment.

Board Member Discussion Items: (Item 11)

There were no discussion items.

Adjournment

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

Respectfully submitted,
President Jon Carnahan, Clerk of the Board



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Supplemental Budget Resolution

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2008-2009 #8 to adopt a supplemental budget to amend the FY 2008-2009 Adopted Budget.

BACKGROUND INFORMATION----- Comptroller Williams
The following appropriation increases and transfers will be made to the 2008-2009 Adopted Budget upon receiving board approval:

- Special Fund

Federal Sources increased by \$15,000 due to an unanticipated grant for career readiness certificate collaboration and implementation.

State Sources increased by \$25,000 due to an unanticipated grant for career readiness research.

Local Sources increased by \$38,280 due to an agreement with local lumber companies for the industrial maintenance program.

Instruction increased by \$13,000 in personal services and \$29,570 in materials and services to support industrial maintenance and career readiness.

Instructional Support increased by \$8,710 in personal services and \$2,000 in materials and services to support industrial maintenance and career readiness.

College Support increased by \$25,000 in materials and services for contracted services to support career readiness research.



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RESOLUTION 2008-2009 #8**RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2008-09 AND MAKING APPROPRIATIONS****THE BOARD OF DIRECTORS FINDS AS FOLLOWS:**

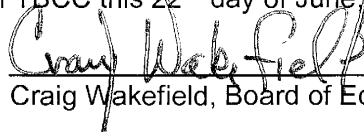
1. A supplemental budget is required in the Special Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2008-09.
2. The unanticipated expenditures have primarily arisen due to federal grants and local contracts.
3. The Instruction expense category needs additional appropriation authority of \$42,570, the Instructional Support expense category needs additional appropriation authority of \$10,710, and the College Support expense category needs appropriation authority of \$25,000 in the Special Fund.
4. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
5. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4). Budget committee participation is not required. After a special hearing, the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF TILLAMOOK BAY COMMUNITY COLLEGE

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.480(4), increasing appropriations in the fiscal year 2008-09 budget as follows:

<u>SPECIAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Federal Sources	\$142,383	15,000	\$157,383
State Sources	95,760	25,000	120,760
Local Sources	<u>113,389</u>	<u>38,280</u>	<u>151,669</u>
Total Resources	<u>\$351,532</u>	<u>\$78,280</u>	<u>\$429,812</u>
REQUIREMENTS:			
Instruction	104,783	42,570	147,353
Instructional Support	264,881	10,710	275,591
College Support	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Appropriations/Requirements	<u>\$369,664</u>	<u>\$78,280</u>	<u>\$447,944</u>

ADOPTED by the Board of Directors of TBCC this 22nd day of June, 2009.


 Craig Wakefield, Board of Education Chair

ATTEST by TBCC President this 22nd day of June, 2009.


 Jon Carnahan, Tillamook Bay Community College President

Adoption of 2009-2010 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2009-2010 No.1 through 3 to adopt the 2009-2010 Budget, make appropriations, and impose and categorize property taxes.

BACKGROUND INFORMATION----- Dean Ellison

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

- General Fund

General Fund resources decreased overall by \$145,955 due to a decrease in the latest version of the Oregon State Legislature's proposed budget appropriation of \$423 million compared to previous estimates of the expected appropriation that were used as a basis for the College's proposed budget. This reduction was reduced in small part by a \$12k increase in tuition revenue – due to a \$2 increase in College tuition over that used in the proposed budget and \$1.8k in interfund transfers.

Board Operating Contingency decreased by \$145,955 in order to balance the budget.

With this decrease, the contingency remains at approximately 13% of budgeted requirements – this adjusted amount is deemed to be sufficient and reasonable in comparison to other community colleges.

- Special Fund

Special Fund resources increased by \$38,160 due to an increase in State Source transfer payments from the State Department of Community Colleges and Workforce Development for the local Pathways Program.

Instruction requirements increased by \$250,000.

This increase represents a placeholder for possible unplanned requirements to be funded through the new Strategic Initiatives fund.

Instructional Support requirements increased by \$36,343.

This increase represents increased effort in the Pathways Program funded by a transfer payment from CCWD.

Plant Operations and Maintenance requirements increased by \$250,000.

This increase represents a placeholder for possible unplanned requirements to be funded through the new Capital Depreciation and Maintenance fund.

Other Financing Uses requirements increased by \$1,817.

This increase represents the estimated cost of Administrative Overhead personal services support rendered by General Fund staff for the Pathways Program transferred to the General Fund.

Reserve requirements decreased by \$500,000.

This decrease represents funds reallocated as placeholders for possible unplanned requirements to be funded through the new Strategic Initiatives and Capital Depreciation and Maintenance funds.



Tillamook Bay Community College

**2009-2010 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2009-2010 in the sum of \$18,219,038 now on file at the District administrative offices in Tillamook, Oregon.

**2009-2010 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2009, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 909,405
Instructional Support	291,911
Student Services	337,210
College Support	1,088,205
Plant Operation & Maintenance	276,972
Financial Aid	0
Fund Transfers Out	345,081
Board Operating Contingency	<u>524,045</u>
TOTAL GENERAL FUND	<u><u>\$3,772,829</u></u>

Special Fund

Instruction	\$ 356,343
Instructional Support	217,948
Student Services	2,975
Plant Operation & Maintenance	252,600
Short-term Loan Repayment	102,125
Fund Transfers Out	<u>20,965</u>
TOTAL SPECIAL FUND	<u><u>\$ 952,956</u></u>

Agency Fund

Student Services	\$ 9,730
Financial Aid	<u>5,050</u>
TOTAL AGENCY FUND	<u><u>\$ 14,780</u></u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>695,069</u>
TOTAL DEBT SERVICE FUND	<u><u>\$ 696,669</u></u>

Capital Projects Fund

Plant Additions	\$ 9,324,400
Fund Transfers Out	<u>1,200,000</u>
TOTAL CAPITAL PROJECTS FUND	<u><u>\$10,524,400</u></u>

<u>Enterprise Fund</u>	
Instruction	\$ 14,800
Student Services	149,581
Short-term Loan Repayment	6,000
Fund Transfers Out	2,655
Contingency	<u>5,000</u>
TOTAL ENTERPRISE FUND	<u>\$ 178,036</u>

<u>Financial Aid Fund</u>	
Financial Aid	<u>\$ 231,700</u>
TOTAL FINANCIAL AID FUND	<u>\$ 231,700</u>

TOTAL APPROPRIATIONS ALL FUNDS	<u>\$16,371,370</u>
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Amounts not appropriated:


<u>Special Fund</u> – Reserves	1,774,025
<u>Special Fund</u> – Ending Fund Balance	14,181
<u>Agency Fund</u> – Ending Fund Balance	801
<u>Enterprise Fund</u> – Ending Fund Balance	38,517
<u>Debt Service Fund</u> – Ending Fund Balance	20,144

**2009-2010 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED, that the Board of Education of the Tillamook Bay Community College District hereby levies the taxes provided for in the adopted budget at the rate of \$0.2636 per \$1,000 of assessed value for operations and in the amount of \$658,503 for bonds; and that these taxes are hereby imposed and categorized for fiscal year 2009-2010 upon the assessed value of all taxable property within the district.

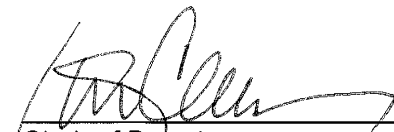
	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
General Fund	\$0.2636/\$1,000	
Debt Service Fund		\$658,503

The above 2009-2010 Resolutions 1, 2, and 3 were approved and declared adopted this 22nd day of June, 2009.



Chairperson, Board of Education
Tillamook Bay Community College

Attest:



Clerk of Board

Board Member Election Certification

RECOMMENDATION

Resolve that the results of the May 19, 2009 Election, as shown in the abstract of votes received from the office of the Tillamook County Clerk, be made a matter of record in the meeting minutes of the College Board of Education and that Craig Wakefield (Position 2, Zone 2), Ruth Jensen (Position 3, Zone 3), James McGinnis (Position 6, At large), and Steve Shaw (Position 4, Zone 4) be duly elected for four year terms to expire June 30, 2013.

BACKGROUND INFORMATION ----- President Carnahan

Tillamook County Clerk, Tassi O'Neal, is requesting a certification of the results as presented in the Abstract.



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SUMMARY REPORT
 RUN DATE:06/02/09 12:58 PM

REPORT-EL45 PAGE 001

VOTES PERCENT

Director, Position 2, Zone 2 TILLAMOOK BAY COMM. COLLEGE
 Vote For 1

RECEIVED JUN 04 2009

(WITH 28 OF 28 PRECINCTS COUNTED)

Craig Wakefield	3,007	99.34
WRITE-IN.	20	.66
Total	3,027	
Over Votes	0	
Under Votes	1,764	

Director, Position 3, Zone 3 TILLAMOOK BAY COMM. COLLEGE
 Vote For 1

(WITH 28 OF 28 PRECINCTS COUNTED)

Ruth E Jensen	2,905	99.11
WRITE-IN.	26	.89
Total	2,931	
Over Votes	0	
Under Votes	1,860	

Director, Position 4, Zone 4 TILLAMOOK BAY COMM. COLLEGE
 Vote For 1

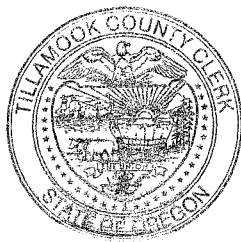
(WITH 28 OF 28 PRECINCTS COUNTED)

Steve Shaw	2,872	99.51
WRITE-IN.	14	.49
Total	2,886	
Over Votes	0	
Under Votes	1,905	

Director, Position 6, At Large
 TILLAMOOK BAY COMM. COLLEGE

Vote For 1
 (WITH 28 OF 28 PRECINCTS COUNTED)

James P McGinnis	2,940	99.16
WRITE-IN.	25	.84
Total	2,965	
Over Votes	0	
Under Votes	1,826	



CERTIFIED TO BE A TRUE AND
 CORRECT COPY OF THE ORIGINAL
 ANNE O'NEIL

BY *[Signature]* DEPUTY

Election of Board Officers

RECOMMENDATION

Recommend to elect Board Chairperson and Vice-Chairperson according to policy for the 2009-2010 fiscal year.

BACKGROUND INFORMATION ----- President Carnahan

According to policy 100.4 The Board "shall elect a chairperson and vice-chairperson from its members." According to this same policy it shall be done after July 1 of each year, however, since we have no meeting scheduled until September, it is recommended that these positions be elected now to expedite meeting progress for the new fiscal year.

2008-2009 Officers are:

Craig Wakefield, Chairperson
Steve Shaw, Vice-Chairperson



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Revised 2009-2010 Tuition and Fee Schedule

RECOMMENDATION

First reading of the revised 2009-2010 Tuition and Fee Schedule.

BACKGROUND INFORMATION----- Dean Ellison

Presented here for first reading is the revised 2009-2010 Tuition and Fee Schedule. The Oregon State Department of Community Colleges and Workforce Development has increased their fee for General Educational Development (GED) testing by \$10.00 effective July 6, 2009. The College recommends an increase for the GED tests it administers to offset the increased fee charged by the State to take effect for tests given starting in Fall of 2009.

Tuition or Fee Item	Current 2009-2010	Revised 2009-2010
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$72	\$72
Out-of-State Tuition per Credit Hour	\$92	\$92
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$90	\$90 \$100
GED Offsite Testing Fee	\$132	\$132 \$142
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Proctored Testing per test for non-TBCC 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



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Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of Policy No. 212, Identity Theft Prevention and Policy Appendices A-1, A-2, B-1, C-1, and C-3.

BACKGROUND INFORMATION ----- President Carnahan

1. Presented for second reading and approval is Policy No. 212, Identity Theft Prevention.
2. Presented for second reading and approval are Policy Appendices A-1, A-2, B-1, C-1, and C-3.

Policy	Status
Appendix A-1, Staff Salary Grades	Second reading of policy to implement 2009-2010 proposed budget.
Appendix A-2, Executive, Management, Support Staff Salary Schedule	Second reading of policy to implement 2009-2010 proposed budget.
Appendix B-1, Summary of Employee Benefits	Second 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	Second reading of policy to implement 2009-2010 proposed budget.
Appendix C-3, Non-Regular Faculty Salary Schedule	Second reading of policy to implement 2009-2010 proposed budget.

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



Article No.: 212

Approved: *Pending*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’ 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	Community Education Coordinator
13	Course Information Specialist
13	Executive Secretary
13	Facilities Maintenance Specialist
13	Information Technology Assistant
13	Instructional Support Specialist
13	Literacy/Pathways Program 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	Library Assistant
6	Math Lab Assistant
3	Maintenance Custodian/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
 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)					



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					



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan



Tillamook Bay Community College

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