



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 board meeting open to the public on Monday, June 7, 2010, at 6:30 p.m. in the Central Campus Board Room, 4301 Third 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, 4301 Third 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. 1000, at least 48 hours in advance.

DATE NOTICE PUBLISHED: Wednesday, June 2, 2010

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Jon Carnahan – President

TILLAMOOK BAY COMMUNITY COLLEGE

Notice Distribution

1. TBCC BOARD OF EDUCATION MEMBERS
2. TBCC PUBLIC BUDGET COMMITTEE MEMBERS
3. HEADLIGHT-HERALD NEWSPAPER
4. TBCC WEB SITE
5. TBCC ADMINISTRATORS AND STAFF
6. PORTLAND COMMUNITY COLLEGE PRESIDENT & LIAISON
7. ESD ADMINISTRATOR
8. OCCA EXECUTIVE DIRECTOR



Board of Education Meeting Agenda

Date: Monday, June 7, 2010 **Board Room:** 4301 Third Street, Oregon 97141 **Time:** 6:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests -----	Chair Shaw
2.	Approval of the Agenda ----- (Action)	Chair Shaw
3.	Invitation of Public Comment -----	Chair Shaw
	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 May 3, 2010 Regular Meeting Minutes ----- (Action)	Chair Shaw
5.	Reports:	
	A. Oregon Community College Association-----	President Carnahan Director Swain
	B. Financial Report-----	Comptroller Williams
6.	Old Business:	
	A. Subcommittee Report on South County Center Project -----	Chair Shaw
	B. Board Membership Vacancy-----	Chair Shaw
7.	New Business:	
	A. 2010-2011 Meeting Schedule ----- (Action)	President Carnahan
	B. Election of 2010-2011 Board Officers ----- (Action)	President Carnahan
	C. Retirement Resolution ----- (Action)	President Carnahan
	D. State Revenue Forecast-----	President Carnahan
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 -----	President Carnahan
9.	Announcements and General Information -----	President Carnahan
10.	Invitation of Public Comment -----	Chair Shaw
11.	Board Member Discussion Items -----	Chair Shaw
12.	Adjournment ----- (Action)	Chair Shaw



Board of Education Meeting Minutes

May 3, 2010

Central Campus, Board Room
4301 Third St., Tillamook, OR 97141

- Directors Present:** Steve Shaw, James McGinnis, Ann Swain, Craig Wakefield, Bob Weitman and Rose Wharton
- Directors Absent:** Ruth Jensen
- Staff Present:** Jon Carnahan, Lori Gates, Ron Ellison, Kyra Williams, and Sue Owens
- Guests Present:** Rebecca McLarkey and Misty Ulloa, OCCA Student Scholar Recipients; Tianna Roush, McLarkey's daughter; Melita Hallock, ASTBCC President; Michele Burton, Sheryl Neu, TBCC staff.

Call to Order:

Chair Shaw called the meeting to order at 6:30 p.m. and acknowledged guests. Ms. Michele Burton introduced Rebecca McLarkey and Misty Ulloa, OCCA Student Scholar Recipients.

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 to approve the April 5, 2010 Regular and Executive Session minutes as presented.

Reports:

Oregon Community College Association: (Item 5.A)

President Carnahan reported that the next OCCA Board meeting would be May 21. There was no further report.

Financial Report: (Item 5.B)

Comptroller Williams presented the financial report as included in the board packet. She added that the College had received a letter to the Board from the Secretary of State Audits Division a copy of which was distributed at the meeting. The letter stated four disclosures and she has been in contact with the College's auditor and a letter has been drafted in response. On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to authorize Chair Shaw to sign and send the response letter, a copy of which is included with the official Board files.

Old Business:

2010-2011 Tuition and Fee Schedule: (Agenda Item 6.A)

Dean Ellison presented for second reading and approval the proposed 2010-2011 Tuition and Fee

Schedule. On approval of a motion by Director McGinnis and seconded by Director Swain, it was resolved to adopt the 2010-2011 Tuition and Fee Schedule as presented.

New Business:

Board Vacancy: (Item 7.A)

President Carnahan reported that due to Director Jensen's resignation, there is now a vacancy on the Board. Director Jensen represents Zone 3 and her term ends June 30, 2013. An appointment needs to be made of someone residing in that zone with an election required next spring to complete her term. Interested parties must file at the County Clerk's Office by mid March for the May 2011 election. Discussion followed regarding what neighborhoods were covered in Zone 3. President Carnahan asked that any proposed names be given to him to research and prepare for review at the June 7 meeting. On approval of a motion by Director Wakefield and seconded by Director Weitman, it was resolved to declare a Board vacancy in Zone 3.

Preliminary Budget Information: (Item 7.B)

Dean Ellison reported that in accordance with the 2010-2011 Budget Development Schedule, detailed preliminary budget information will be mailed to the Board and Public Budget Committee Members in preparation for the first Public Budget Committee Meeting scheduled for May 17, 2010 at 6:00 p.m. The information included in the Board packet is preliminary and for informational purposes only. He added that there were no scheduled increases in supplies and materials however, a step and COLA increase has been budgeted for employees as well as an increase for those employees at the end of the pay schedule. Budget plans have also been made to buy back one of the furlough days. Dean Ellison elaborated that plans were being made for North and South County centers using capital construction bond funds. Discussion ensued regarding use of and dependence on Timber tax funding.

Alternative Contracting Method for Community Centers: (Item 7.C)

President Carnahan explained the current construction market has created fluctuations in the cost of work to the point it is difficult to accurately predict the cost of future projects. For this reason, it is in TBCC's best interest to reserve the right to select the most qualified contractor in order to get the most competitive pricing for the project. This can be accomplished by utilizing a combination of Competitive Bidding and Value Engineering to insure that the work is completed within budget. Using this contracting method worked well when plans were being made for the current facility. A Contract Review Board meeting is scheduled for Monday, June 7 at 6:00 p.m., just prior to the regularly scheduled meeting.

On approval of a motion by Director Weitman and seconded by Director Swain, it was resolved that the Tillamook Bay Community College Board of Directors, serving as TBCC's Local Contract Review Board, approve the findings, exempting the New Satellite Campus Projects from competitive bidding requirements, and direct staff to utilize a qualification based proposal method as an alternative contracting method for construction.

Standing Business:

Strategic Planning and Accreditation: (Item 8.A)

Dean Gates reported that the comprehensive interim candidacy visit May 3-5 had gone well and that once the visit is concluded, we will begin preparing for the next interim candidacy visit in October, 2011. Ms. McLarkey and Ms. Hallock interjected that the student forums conducted during the candidacy visit had gone well.

Courses and Curricula: (Item 8.B)

Dean Gates shared that there were no additions or deletions of courses or curricula to report this month.

Grants and Contracts: (Item 8.C)

Dean Ellison shared that there was no report.

Board of Education Policy: (Item 8.D)

Dean Ellison presented for first reading Policy 202, College Safety, which proposes changes to include the portions of Policy 306 which address children and animals on campus. The remainder of Policy 306 will be covered under the Safety Manual which will be an Administrative Rule thus it is proposed for deletion. A second reading and approval will be presented at the June meeting. It was noted that the following text from 306.8.3 with additions and corrections (in bold) be included: "Animals on a leash, **or in a vehicle**, provided they remain outside all buildings and owner exercises responsibility for immediate clean-up and proper removal of waste."

Facilities: (Item 8.E)

Dean Ellison offered a report on Central Campus sharing that the "smart" lights had proven to not work as we had hoped so most have been converted to conventional switches and adjustments to the HVAC continues, otherwise, there was little to report. There was some discussion regarding utility expenses in the new building.

Capital Construction Projects: (Item 8.F)

President Carnahan shared he has been working on a draft Intergovernmental Agreement (IGA) for both Neah-Kah-Nie and Nestucca Valley School Districts for the new centers. He will share it with the Districts, sub-committee, and College attorney and have a draft for review at the June 7 Board meeting.

Personnel: (Item 8.G)

President Carnahan shared that there are currently two positions open, Business Office Specialist and SBDC/EDC Business Counselor. Both positions begin application review this week.

Announcements and General Information: (Item 9)

President Carnahan reminded the Board of the following events:

- Student Elections have been held and the new ASTBCC officers are:
Melissa Nowicki, President; Elizabeth Jondahl, Vice President; Alicia Siler, Financial Manager; Sandra Gloss, Office Manager; and Jordan Maier, Public Relations Officer .
- Northwest Commission on Colleges and Universities Accreditation site visit this week
- Budget Committee Meeting, Monday, May 17, 2010 at 6:00 p.m.
- Graduation – Friday, June 11, 7:00 pm at the Tillamook Nazarene Church on Third Street. Photos will be taken at 6:30. Please advise Sue if you are able to attend the ceremony.

Invitation of Public Comment: (Item 10)

Ms. Hallock invited the Board to the annual ASTBCC BBQ on June 3 at the College.

Board Member Discussion Items: (Item 11)

There was no discussion.

Adjournment

On approval of a motion by Director Weitman and seconded by Director Wakefield, it was resolved to adjourn. Chair Shaw adjourned the meeting at 8:05 p.m.

Respectfully submitted,
President Jon Carnahan, Clerk of the Board

Oregon Community College Association

RECOMMENDATION

Information only – no action requested.

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

President Carnahan and Director Swain will report on the May 21st OCCA Board meeting.



Financial Report

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Comptroller Williams

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



Agenda Item 5.B. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended April 2010
83.33% of fiscal year elapsed

	2008-2009 Annual Budget	2008-2009 Actual	2008-2009 Percentage of Budget	2009-2010 Annual Budget	2009-2010 Actual	2009-2010 Percentage of Budget
Resources						
Beginning Fund Balance	\$ 863,369	\$ 1,302,924.45	150.91%	\$ 831,123	\$ 1,128,693.82	135.80%
State	\$ 1,039,959	\$ 671,548.62	64.57%	\$ 840,072	\$ 936,745.72	111.51%
Property Taxes	\$ 895,619	\$ 845,767.68	94.43%	\$ 919,106	\$ 887,474.89	96.56%
Timber Taxes	\$ -	\$ -	0.00%	\$ 247,820	\$ 176,897.31	0.00%
Local Contract	\$ -	\$ 44,351.50	0.00%	\$ -	\$ 22,900.00	0.00%
Tuition	\$ 541,150	\$ 468,843.78	86.64%	\$ 576,710	\$ 677,558.24	117.49%
Fees	\$ 125,000	\$ 112,862.61	90.29%	\$ 130,278	\$ 135,114.73	103.71%
Sale of Goods	\$ 5,000	\$ 2,725.00	54.50%	\$ 4,500	\$ 2,550.00	56.67%
Interest	\$ 50,000	\$ 24,632.89	49.27%	\$ 30,000	\$ 6,953.28	23.18%
Miscellaneous	\$ 7,000	\$ 5,398.45	77.12%	\$ 8,000	\$ 1,157.13	14.46%
Transfers	\$ 288,418	\$ 38,795.44	13.45%	\$ 77,095	\$ 65,385.11	84.81%
Repayment of Short-Term Loan	\$ 127,175	\$ -	0.00%	\$ 108,125	\$ -	0.00%
Total resources	\$ 3,942,690	\$ 3,517,850.42	89.22%	\$ 3,772,829	\$ 4,041,430.23	107.12%
Expenditures						
Instruction	\$ 1,134,700	\$ 715,175.91	63.03%	\$ 909,405	\$ 815,879.21	89.72%
Instructional Support	\$ 323,283	\$ 237,636.29	73.51%	\$ 291,911	\$ 231,256.98	79.22%
Student Services	\$ 444,652	\$ 351,049.51	78.95%	\$ 337,210	\$ 237,049.78	70.30%
College Support	\$ 1,044,641	\$ 699,063.44	66.92%	\$ 1,088,205	\$ 734,089.79	67.46%
Plant Operation	\$ 201,833	\$ 146,319.37	72.50%	\$ 276,972	\$ 212,680.09	76.79%
Financial Aid	\$ 126,160	\$ 77,331.31	61.30%	\$ -	\$ -	0.00%
Transfers	\$ 98,300	\$ 81,256.93	82.66%	\$ 345,081	\$ 330,385.64	95.74%
Contingency	\$ 150,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,523,569	\$ 2,307,832.76	65.50%	\$ 3,298,784	\$ 2,561,341.49	77.65%
Ending fund balance	\$ 419,121	\$ 1,210,017.66	288.70%	\$ 474,045	\$ 1,480,088.74	312.23%

Agenda Item 5.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended April 2010

	Fund No.	Beginning Working Capital	2009-2010 Revenue	2009-2010 Expenditures	Ending Working Capital	2009-2010 Spendable Budget	2008-2009 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 48,522.89	\$ 53,103.08	\$ (4,580.19)	\$ 63,703	\$ 43,569.51
Tutor Grant	211	\$ -	\$ 8,918.91	\$ 9,929.10	\$ (1,010.19)	\$ 14,072	\$ 9,149.33
Sprint Yellow Pages Literacy Grant	215	\$ 2,510.93	\$ -	\$ 9.04	\$ 2,501.89	\$ 2,500	\$ 145.93
United Way Literacy Grant	216	\$ 4,220.26	\$ 500.00	\$ -	\$ 4,720.26	\$ 3,000	\$ 233.69
Adult Ed Program Corrections - Sheriff's Office	217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,626.32
Pathways Grant	225	\$ -	\$ 15,408.33	\$ 16,217.10	\$ (808.77)	\$ 38,160	\$ 41,802.34
Industrial Maintenance Tech	226	\$ 36,704.42	\$ -	\$ 9,513.76	\$ 27,190.66	\$ 26,897	\$ 28,368.97
OYA Instruction Contract	227	\$ -	\$ 15,330.27	\$ 27,136.26	\$ (11,805.99)	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 15,125.00	\$ 27,530.86	\$ (12,405.86)	\$ 30,250	\$ 22,346.31
SBDC State Grant	231	\$ -	\$ 4,232.15	\$ 10,178.00	\$ (5,945.85)	\$ 19,840	\$ 41,446.13
SBDC Program Income	232	\$ 8,638.62	\$ 2,577.63	\$ 2,454.05	\$ 8,762.20	\$ 11,626	\$ 2,518.04
SBDC - EDC Fund	235	\$ -	\$ 57,779.75	\$ 64,280.33	\$ (6,500.58)	\$ 99,615	\$ 35,153.24
TEC Vocational Education Grant	240	\$ -	\$ 515.95	\$ 20,501.84	\$ (19,985.89)	\$ 34,293	\$ 15,000.00
The OR Community Foundation Grant	241	\$ 1,180.40	\$ -	\$ -	\$ 1,180.40	\$ -	\$ -
IWEB Connections Contract	242	\$ 5,241.91	\$ -	\$ -	\$ 5,241.91	\$ -	\$ -
Student Assistance	250	\$ 3,545.46	\$ 202.00	\$ 1,874.57	\$ 1,872.89	\$ 2,975	\$ 412.00
Work Keys Mini Grant	251	\$ 1,819.22	\$ -	\$ 65.00	\$ 1,754.22	\$ 1,300	\$ -
Bay City Rental	260	\$ 7,543.52	\$ -	\$ 1,781.45	\$ 5,762.07	\$ 2,600	\$ 1,817.19
Capital Depreciation & Maintenance Fund	290	\$ -	\$ 1,005,551.54	\$ -	\$ 1,005,551.54	\$ 250,000	\$ -
Strategic Initiative Fund	295	\$ -	\$ 233,012.95	\$ -	\$ 233,012.95	\$ 250,000	\$ -
CRC & Skills to Compete Research Grant	297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Total Special Fund		\$ 71,404.74	\$ 1,407,677.37	\$ 244,574.44	\$ 1,234,507.67	\$ 850,831	\$ 270,589.00

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2010
Total of Grants that borrow from the General Fund	\$ (63,043.32)	\$ 23,240.64	\$ -	\$ (86,283.96)
Total of Grants that are not borrowing from the General Fund	\$ 1,297,550.99	\$ -	\$ -	\$ 1,297,550.99
Total Special Fund	\$ 1,234,507.67	\$ 23,240.64	\$ -	\$ 1,211,267.03

	Fund No.	Beginning Working Capital	2009-2010 Revenue	2009-2010 Expenditures	Ending Working Capital	2009-2010 Spendable Budget	2008-2009 Prior Year Expenditures
Community Education	310	\$ (7,193.52)	\$ 7,574.00	\$ 3,063.02	\$ (2,682.54)	\$ 15,513	\$ 7,096.98
Bookstore	320	\$ 40,388.37	\$ 159,980.72	\$ 173,878.97	\$ 26,490.12	\$ 156,423	\$ 151,736.03
Customized Training Projects	330	\$ 7,003.33	\$ -	\$ -	\$ 7,003.33	\$ 6,100	\$ -
Culinary & Hospitality Program	340	\$ -	\$ 3,933.46	\$ 3,129.88	\$ 803.58	\$ -	\$ -
Total Enterprise Fund		\$ 40,198.18	\$ 171,488.18	\$ 180,071.87	\$ 31,614.49	\$ 178,036	\$ 158,833.01
PERS Pension Bond Fund	410	\$ 18,587.13	\$ 74,177.32	\$ 41,315.18	\$ 51,449.27	\$ 91,031	\$ 41,431.25
General Obligation Bond Fund	420	\$ 7,824.97	\$ 591,240.74	\$ 195,318.75	\$ 403,746.96	\$ 605,638	\$ 198,918.75
Total Debt Service Fund		\$ 26,412.10	\$ 665,418.06	\$ 236,633.93	\$ 455,196.23	\$ 696,669	\$ 240,350.00
Building Reserve Fund	510	\$ 1,185,174.52	\$ -	\$ 1,185,174.52	\$ -	\$ 1,200,000	\$ 31,230.17
Campus Construction Fund - GO Bonds	520	\$ 5,545,179.18	\$ 20,006.42	\$ 3,369,530.63	\$ 2,195,654.97	\$ 4,424,400	\$ 4,119,705.14
Campus Construction Fund - State Match	530	\$ -	\$ 2,987,474.63	\$ 2,987,474.63	\$ -	\$ 4,900,000	\$ -
THS Vocational Bldg Remodel - Stimulus	540	\$ -	\$ 139,131.35	\$ 139,131.35	\$ -	\$ -	\$ 392.25
Total Capital Projects Fund		\$ 6,730,353.70	\$ 3,146,612.40	\$ 7,681,311.13	\$ 2,195,654.97	\$ 10,524,400	\$ 4,151,327.56
Associated Students of TBCC	710	\$ 4,833.89	\$ 7,435.69	\$ 7,860.66	\$ 4,408.92	\$ 10,205	\$ 6,034.86
Phi Theta Kappa Honorary Society Fund	720	\$ 1,087.91	\$ 2,783.47	\$ 1,574.38	\$ 2,297.00	\$ 4,575	\$ 1,678.15
Total Agency Fund		\$ 5,921.80	\$ 10,219.16	\$ 9,435.04	\$ 6,705.92	\$ 14,780	\$ 7,713.01
Tuition Waivers	831	\$ -	\$ 20,000.00	\$ 11,850.50	\$ 8,149.50	\$ 20,000.00	\$ -
Board Scholarships	832	\$ -	\$ 110,000.00	\$ 9,409.00	\$ 100,591.00	\$ 110,000.00	\$ -
Institutional Work Study	833	\$ -	\$ 20,000.00	\$ 16,756.75	\$ 3,243.25	\$ 20,000.00	\$ -
Foundation Scholarships	834	\$ -	\$ 84,420.25	\$ 84,420.25	\$ -	\$ 81,700.00	\$ -
Non-Institutional Scholarships	840	\$ -	\$ 13,636.25	\$ 13,283.50	\$ 352.75	\$ -	\$ -
Total Financial Aid Fund		\$ -	\$ 248,056.50	\$ 135,720.00	\$ 112,336.50	\$ 231,700.00	\$ -

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2010

83.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 2,142,890			\$ (38,433)			\$ (5,282)			\$ 21,405	
Beginning Fund Balance	\$ 831,123	\$ 1,128,694	135.80%	\$ 160,204	\$ 71,405	44.57%	\$ 6,000	\$ (7,194)	-119.90%	\$ 36,800	\$ 40,388	109.75%
Resources												
State Aid	\$ 840,072	\$ 936,746	111.51%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ 22,900	0.00%	\$ 299,933	\$ 165,833	55.29%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 706,988	\$ 812,673	114.95%	\$ 6,000	\$ 2,500	41.67%	\$ 13,000	\$ 7,574	58.26%	\$ -	\$ -	0.00%
Local Taxes	\$ 919,106	\$ 887,475	96.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ 247,820	\$ 176,897	71.38%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,500	\$ 2,550	56.67%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 150,000	\$ 159,453	106.30%
Interest	\$ 30,000	\$ 6,953	23.18%	\$ 27,500	\$ 6,865	24.96%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 1,157	14.46%	\$ 1,000,000	\$ 780	0.08%	\$ -	\$ -	0.00%	\$ 750	\$ 527	70.27%
Repayment of Short-Term Loans	\$ 108,125	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 77,095	\$ 65,385	84.81%	\$ 1,246,525	\$ 1,231,700	98.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 2,941,706	\$ 2,912,736	99.02%	\$ 2,580,958	\$ 1,407,678	54.54%	\$ 13,000	\$ 7,574	58.26%	\$ 150,750	\$ 159,980	106.12%
Expenditures												
Salaries and Wages	\$ 1,978,105	\$ 1,631,489	82.48%	\$ 538,306	\$ 217,378	40.38%	\$ 5,750	\$ 2,721	47.32%	\$ 36,931	\$ 30,768	83.31%
Operating Expenditures	\$ 872,526	\$ 539,948	61.88%	\$ 291,560	\$ 18,855	6.47%	\$ 3,150	\$ 321	10.19%	\$ 112,650	\$ 141,768	125.85%
Capital Outlay	\$ 53,072	\$ 59,518	112.15%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 345,081	\$ 330,386	95.74%	\$ 20,965	\$ 8,341	39.79%	\$ 613	\$ 20	3.26%	\$ 1,842	\$ 1,343	72.91%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ 102,125	\$ -	0.00%	\$ 6,000	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 1,774,025	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ -	0.00%
Total expenditures	\$ 3,298,784	\$ 2,561,341	77.65%	\$ 2,726,981	\$ 244,574	8.97%	\$ 15,513	\$ 3,062	19.74%	\$ 156,423	\$ 173,879	111.16%
Ending Fund Balance	\$ 474,045	\$ 1,480,089		\$ 14,181	\$ 1,234,509		\$ 3,487	\$ (2,682)		\$ 31,127	\$ 26,489	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 155,743			\$ 23,241			\$ -			\$ 392	
Inventories		\$ 3,245			\$ -			\$ -			\$ 19,044	
NET EFFECT ON CASH		\$ (158,988)			\$ (23,241)			\$ -			\$ (19,436)	
Liabilities												
Accounts Payable		\$ 99,850			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 65,067			\$ -			\$ -			\$ -	
Payroll		\$ 74,527			\$ -			\$ -			\$ 2,633	
NET EFFECT ON CASH		\$ 239,444			\$ -			\$ -			\$ 2,633	
NET ADJUSTMENTS		\$ 80,456			\$ (23,241)			\$ -			\$ (16,803)	
ENDING CASH BALANCE		\$ 1,560,545			\$ 1,211,268			\$ (2,682)			\$ 9,686	

Agenda Item 5.B - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2010
 83.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 7,003			\$ -			\$ 22,981			\$ 4,809,150	
Beginning Fund Balance	\$ 7,003	\$ 7,003	100.00%	\$ -	\$ -	0.00%	\$ 21,575	\$ 26,412	122.42%	\$ 5,529,400	\$ 6,730,354	121.72%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 4,900,000	\$ 3,126,606	63.81%
Grants and Contracts	\$ 3,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 600,238	\$ 590,006	98.30%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ 3,559	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 5,000	\$ 1,264	25.28%	\$ 95,000	\$ 20,006	21.06%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 375	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 90,000	\$ 74,149	82.39%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,000	\$ -	0.00%	\$ -	\$ 3,934	0.00%	\$ 695,238	\$ 665,419	0.00%	\$ 4,995,000	\$ 3,146,612	63.00%
Expenditures												
Salaries and Wages	\$ 4,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 78,502	0.00%
Operating Expenditures	\$ 1,900	\$ -	0.00%	\$ -	\$ 3,130	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 9,324,400	\$ 6,217,044	66.68%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 198,384	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 695,069	\$ 235,034	33.81%	\$ -	\$ -	0.00%
Transfers	\$ 200	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,200,000	\$ 1,187,381	98.95%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 6,100	\$ -	0.00%	\$ -	\$ 3,130	0.00%	\$ 696,669	\$ 236,634	33.97%	\$ 10,524,400	\$ 7,681,311	72.99%
Ending Fund Balance	\$ 3,903	\$ 7,003		\$ -	\$ 804		\$ 20,144	\$ 455,197		\$ -	\$ 2,195,655	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ -			\$ -			\$ 33,909			\$ -	
Inventories		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ (33,909)			\$ -	
Liabilities												
Accounts Payable		\$ -			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -			\$ 33,909			\$ -	
Payroll		\$ -			\$ -			\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -			\$ 33,909			\$ -	
NET ADJUSTMENTS		\$ -			\$ -			\$ -			\$ -	
ENDING CASH BALANCE		\$ 7,003			\$ 804			\$ 455,197			\$ 2,195,655	

Agenda Item 5.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended April 2010

83.33% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance (Note 1)		\$ 6,032			\$ -	
Beginning Fund Balance	\$ 6,000	\$ 5,922	98.70%	\$ -	\$ -	0.00%
Resources						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 4,500	\$ 3,982	88.49%	\$ 81,700	\$ 98,057	120.02%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 5,081	\$ 6,237	122.75%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 9,581	\$ 10,219	106.66%	\$ 231,700	\$ 248,057	107.06%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 14,780	\$ 9,435	63.84%	\$ 231,700	\$ 135,720	58.58%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Repayment of Short-Term Loans	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 2)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 14,780	\$ 9,435	63.84%	\$ 231,700	\$ 135,720	58.58%
Ending Fund Balance	\$ 801	\$ 6,706		\$ -	\$ 112,337	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 3)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 6,706			\$ 112,337	

\$ 5,556,519

Cell: A10

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

Cell: A35

Comment: Note 2. Contingency in the General Fund and Enterprise Fund and Reserved for Future Expenditures in Special Fund.

Cell: A49

Comment: Note 3. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

Subcommittee Report on South County Center Project

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Chair Shaw

Chair Shaw has been involved in the subcommittee established to work on the South County Center Project. He will give an update on the progress of the committee.



Board Membership Vacancy

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- Chair Shaw

At the last Board meeting a Board Vacancy was declared due to Director Ruth Jensen's resignation. Director Jensen represents Zone 3 and her term ends June 31, 2013. An appointment needs to be made of someone residing in that zone with an election required next spring to complete her term.



2010-2011 Meeting Schedule

RECOMMENDATION

Approve proposed meeting dates for 2010-2011.

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 2010 and January 2011 due to holidays. In July and August there are no scheduled meetings. All meetings are scheduled for 6:30 p.m. at the Central Campus Board Room #215.

2010

September 13
October 4
November 1
December 6

2011

January 10
February 7
March 7
April 4
May 2
May 16 (Public Budget Committee)
June 6
June 20 (Budget approval)



Election of Board Officers

RECOMMENDATION

Recommend to elect Board Chairperson and Vice-Chairperson according to policy for the 2010-2011 academic 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 in July or August, it is recommended that these positions be elected now to expedite meeting progress for the new academic year.

2009-2010 Officers are:

- Steve Shaw, Chair
- James McGinnis, Vice-Chair



Retirement Resolution

RECOMMENDATION

Recommend to accept and approve the Retirement Resolution in honor of Fred Bennett.

BACKGROUND INFORMATION ----- President Carnahan

After many years with TBCC, Fred Bennett, our English Instructor is retiring. The attached resolution is in honor of his years of dedication to the College.



Tillamook Bay Community College
Retirement Resolution

FRED BENNETT

WHEREAS Fred Bennett began his career at Tillamook Bay Community College (TBCC) in 1984 as an instructor of Adult Basic Education, GED Preparation, and College Prep. He had earned his B.A. in English from UCLA in 1971 and had worked as an educational writer and publisher as well as media consultant before coming to TBCC.

WHEREAS Fred was soon recognized as the ABE coordinator for his leadership in the area. During his time teaching basic skills Fred also began working on a graduate degree in English. He earned his Master of Arts in English from Portland State University in 1990.

WHEREAS In 1990 Fred also began teaching as an instructor of English Composition and Literature in addition to his responsibilities with basic skills. Fred was TBCC's Director of Developmental Education as well as continuing his teaching in writing and literature from 1992 to 1995.

WHEREAS Fred served as Acting Dean of Instruction in 1995 before leaving TBCC to pursue private enterprises and his music. During this first tenure at TBCC, Fred established a reputation as an outstanding teacher with an interest in the well-being of students. He was also recognized as a natural leader within the institution.

WHEREAS Fred returned to teaching at TBCC as an adjunct writing instructor in 2001. He was appointed to his current position as a full-time faculty member in English Composition and Literature in 2002.

WHEREAS As part of his application for the faculty position, Fred wrote that "students should leave a classroom feeling they have been addressed by a knowledgeable professional, that they have received an excellent presentation of subject matter, and that their assignments will challenge them to learn something new."

WHEREAS Fred more than accomplishes all of those objectives with his teaching. His students praise him as a "great instructor" whose classes are "an awesome experience." His class discussions, sense of humor, and teaching skills also receive consistent praise. On multiple occasions TBCC students have honored Fred as Outstanding Faculty Member.

WHEREAS In 2004 Fred returned to graduate school and completed a Master of Science in Writing at Portland State University in 2008

WHEREAS In addition to his outstanding teaching, Fred has also played an important role in TBCC's progress toward independent accreditation. Since 1995 he has been the principal writer/editor of TBCC's self study reports.

WHEREAS He also served as self-study co-chair for TBCC's 2008 Comprehensive Report for Initial Candidacy and 2010 Comprehensive Report for Interim Candidacy. The Evaluation Committee commended the 2010 document as "a report that is an honest, accurate, and highly usable document."

THEREFORE be it resolved, the Board of Education at Tillamook Bay Community College expresses their deepest appreciation for his more than twenty year association with TBCC. Fred Bennett has distinguished himself as an excellent educator whose rapport with students is outstanding. He works effectively with others and his professionalism is respected by students and colleagues alike. Fred consistently produces quality work and his involvement in the accreditation process has been very valuable to TBCC's success.

THEREFORE be it resolved further, the Board of Education orders this resolution to be presented to Fred Bennett and be included in the official Board Records of the regular Board of Education Meeting of Tillamook Bay Community College on June 7, 2010.

Stephen Shaw, Board Chair

Jon Carnahan, College President

State Revenue Forecast

RECOMMENDATION

Information only.

BACKGROUND INFORMATION ----- President Carnahan

State Economist Tom Potiowsky delivered a quarterly economic forecast today forecasting an additional \$562 shortfall to the current biennium.

Driving the dip in state revenue were the final payments in the April tax season, which were the worst on record. Responding the forecast, Governor Ted Kulongoski held a press conference to announce that he is implementing an across-the-board cut of 4.5% to all state agencies. Since we are in the last year of the biennium this results in a 9% reduction of the current year allocation to state agencies, including K-12, higher education, and community colleges.

The magnitude of this revenue shortfall was unexpected, said Tom Potiowsky. However, he made it clear that the current forecast is a “hopeful forecast”-not one of gloom. Two-thirds of the current shortfall was generated in '09. Simply put, economically, '09 was worse than anyone thought. The report contained some optimistic information. The consensus is that the recession is over. Unemployment in the nation and in Oregon continues to decline and Oregon’s exports increased 41.2% in the 1st quarter compared to the same period last year. We are now witnessing a V shaped recovery in other parts of the world, stronger growth in total factory productivity, and consumers are more optimistic. The downside is that job growth will be slower than during past post recessionary periods and housing starts will remain weak.

As provided under ORS 291.261, the Governor announced his plans to take action by exercising the allotment authority to reduce state agency spending for public services by approximately \$560 million to rebalance the budget in alignment with today’s forecast. As required by state law, this reduction will be equally distributed among state agency budgets and schools. At this time, the Department of Administrative Services is estimating the reduction will equate to about 9.0 percent of each agency’s budget for the remaining 12 months of the biennium.

Given the new forecast and the governor’s response, it will be several months before the legislative revenue office and the office of economic analysis accurately pinpoint the final ending balance for this biennium.



Approximate CCSF Allotment Reduction @ 4.63% of 2009-11 Biennium

Target Calculation Based on 2009-11 Biennium			
CCSF Fund	450,500,000	-4.63%	(20,852,934)

CCSF Appropriation Reduction Split	
Distance learning	(\$56,857)
CODs	(\$13,500)
SBE Strategic Fund	(\$334,457)
Formula Distribution Funds	<u>(\$20,448,120)</u>
Total	(\$20,852,934)

Formula Distribution Fund Reduction
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The distribution of the reduction to the formula distribution fund is based on the total each college is projected to receive for the 2009-11 biennium. One third of the reduction will be taken in each of the remaining quarters of the biennium which are: **August 2010, October 2010 and January 2011**. The amount of reduction by college is based on data available for the August 2010 payment. The October payment will have new enrollment data, and the January payment will have new property tax data, so the reduction amounts by college should be expected to change to some degree.

	2009-11 Formula Distribution Fund with Base	Portion of Reduction from Formula Distribution Fund	Percent of Reduction Taken Full Biennium Funding
Funding Formula Distribtuion Reduction	436,558,517	(20,448,120)	-4.68%

Distribution by College Follows on Page 2

Projected Formula Distribution Fund Reduction Distributed by College

College	2009-11 Formula Distribution Fund Before Reduction	Projected Total Reduction Taken Last 3 Qtrs	Percent Reduction for 2009-11 Biennium
Blue Mountain	\$8,756,217	(\$410,136)	-4.68%
Central Oregon	\$8,103,808	(\$379,577)	-4.68%
Chemeketa	\$48,478,535	(\$2,270,703)	-4.68%
Clackamas	\$27,813,666	(\$1,302,774)	-4.68%
Clatsop	\$4,558,176	(\$213,502)	-4.68%
Columbia Gorge	\$7,638,556	(\$357,785)	-4.68%
Klamath	\$8,568,093	(\$401,324)	-4.68%
Lane	\$56,005,305	(\$2,623,252)	-4.68%
Linn Benton	\$36,389,021	(\$1,704,438)	-4.68%
Mt. Hood	\$45,246,382	(\$2,119,311)	-4.68%
Oregon Coast	\$2,697,144	(\$126,332)	-4.68%
Portland	\$120,482,242	(\$5,643,311)	-4.68%
Rogue	\$12,939,534	(\$606,079)	-4.68%
Southwestern Oregon	\$14,242,905	(\$667,128)	-4.68%
Tillamook Bay	\$1,830,096	(\$85,721)	-4.68%
Treasure Valley	\$11,682,975	(\$547,223)	-4.68%
Umpqua	\$21,125,863	(\$989,522)	-4.68%
Totals	\$436,558,517	(\$20,448,120)	-4.68%

**Projected Formula Distribution Fund Reduction Per Quarter
Distributed by College for Payments Made in August and October 2010 and January 2011**

College	Current August, October and January Quarterly Payment	Reduction by Quarter	Adjusted Quarterly Payment
Blue Mountain	\$1,076,031	(\$136,712)	\$939,319
Central Oregon	\$976,740	(\$126,526)	\$850,214
Chemeketa	\$6,083,471	(\$756,901)	\$5,326,570
Clackamas	\$3,333,401	(\$434,258)	\$2,899,143
Clatsop	\$529,802	(\$71,167)	\$458,635
Columbia Gorge	\$944,555	(\$119,262)	\$825,293
Klamath	\$1,095,325	(\$133,775)	\$961,550
Lane	\$7,032,672	(\$874,417)	\$6,158,254
Linn Benton	\$4,576,131	(\$568,146)	\$4,007,985
Mt. Hood	\$5,709,198	(\$706,437)	\$5,002,761
Oregon Coast	\$335,400	(\$42,111)	\$293,290
Portland	\$15,161,495	(\$1,881,104)	\$13,280,392
Rogue	\$1,568,481	(\$202,026)	\$1,366,455
Southwestern Oregon	\$1,734,097	(\$222,376)	\$1,511,721
Tillamook Bay	\$223,739	(\$28,574)	\$195,166
Treasure Valley	\$1,469,999	(\$182,408)	\$1,287,591
Umpqua	\$2,670,943	(\$329,841)	\$2,341,103

Totals	\$54,521,482	(\$6,816,040)	\$47,705,442
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Strategic Planning and Accreditation

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION-----Dean Gates

Tillamook Bay Community College experienced a very successful Interim Candidacy Visit May 3-5. The evaluation committee was very pleased with the progress that TBCC has made toward independence and very complimentary of the cooperation and enthusiasm of faculty and staff. Attached are the six commendations and four recommendations from the visit. TBCC has received a draft of the complete report and made suggestions for factual corrections. The next step is an appearance before the NWCCU Commissioners in Stevenson, WA on July 14. The Planning and Steering Committee will work on refining the College's definition of mission fulfillment this summer as well as reviewing the mission, core themes, and core theme objectives. The goal is to have revision proposals finalized this coming fall so that work can begin on the next comprehensive self study report for the next NWCCU visit (October 19-21, 2011).



Commendations

1. The Evaluation Committee commends TBCC for providing leadership in its region that significantly strengthens cultural, social, and educational opportunities for its citizens.
2. The Evaluation Committee commends the TBCC Board of Education and College leadership for their commitment to institutional stewardship, examples of which include updating of District policies, engaging in strategic and succession planning, adopting long-range facility and budget plans, and participating in professional development.
3. The Evaluation Committee commends the College for the quality of its self study process and for producing a report that is an honest, accurate, and highly usable document.
4. The Evaluation Committee commends TBCC faculty for their positive and active engagement in assessment activities that lead to the improvement of teaching and learning.
5. The Evaluation Committee commends the staff of TBCC for their engagement in proactive planning in anticipation of greater independence over facilities, systems, and processes.
6. The Evaluation Committee commends the College for employing prudent financial and facility planning processes and for creatively leveraging community resources through partnerships.

Recommendations

1. The Evaluation Committee recommends that TBCC clearly defines mission fulfillment in the context of its purpose, characteristics, and expectations, and then articulates institutional accomplishments or outcomes that represent an acceptable threshold or extent of mission fulfillment. (Standard 1.A.2)
2. The Evaluation Committee recommends that TBCC continues and completes comprehensive planning processes that are informed by the collection of appropriately-defined data that are analyzed and used to evaluate fulfillment of its mission. (Standards 3.A.3)
3. The Evaluation Committee recommends that TBCC continues to engage in ongoing systematic collection and analysis of meaningful, assessable, and verifiable data – quantitative and/or qualitative, as appropriate to its indicators of achievement – as the basis for evaluating the accomplishment of its core theme objectives. (Standard 4.A.1)
4. The Evaluation Committee recommends that TBCC continue to evaluate regularly the adequacy of its resources, capacity, and effectiveness of operations to document its ongoing potential to (independently) fulfill its mission, accomplish its core theme objectives, and achieve the goals or intended outcomes of its programs and services, wherever offered and however delivered. (Standard 5.B.1)

Courses and Curricula

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Gates

There are no new additions or deletions of courses or curricula to report this month.



Grants and Contractsⁱ

RECOMMENDATION

No report.

BACKGROUND INFORMATION ----- Dean Ellison

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



Board of Education Policyⁱ

RECOMMENDATION

Second reading and approval of changes to Policies 202 and 306.

First reading and review of Appendices A-1, A-2, B-1, C-1 and C-3.

BACKGROUND INFORMATION ----- President Carnahan

Presented at the May 3 Board meeting were proposed changes to Policy 202, College Safety. The changes primarily were addressing children and animals on campus and the College Safety Manual, the policies are up for approval at this meeting.

First reading and review of Appendices A-1, A-2, B-1, C-1 and C-3 which set pay grades, salaries and benefits according to the 2010-2011 approved budget. Second reading and approval is scheduled for the June 21st budget adoption meeting at 6:00 p.m. that evening.

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



Article No.: 202

Approved: ~~January 11, 2010~~ *revision pending: June 7, 2010*

Reference: Occupational Safety and Health Administration Regulations

202.1 INTRODUCTION

The safety and security of students, faculty and staff is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

202.2 PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

202.3 PLAN STRUCTURE AND OPERATION

The College's safety plan has ~~five~~ **six** main components or annexes, each of which deals with a separate aspect of safety on our campus.

Annex 1 - Emergency Action Plan – immediate actions aimed primarily at protecting people and property from injury or damage caused in emergency situations.

Annex 2 – Emergency Communications Plan – identifies procedures and resources for providing effective and timely warnings before, during, and after an emergency.

Annex 3 – Laboratory Safety and Chemical Hygiene Plan – information and implementation activities aimed at preventing injury to those who use chemicals and to protect others who may be exposed to possible chemical hazards in the college environment.

The Laboratory Safety and Chemical Hygiene Plan is also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.

Annex 4 – Chemical Hazard Communication Plan – procedures designed to prevent occupational injuries and illnesses related to chemical exposure in the workplace.

Annex 5 – Bloodborne Pathogen Exposure Control Plan – procedures to eliminate or minimize exposure to human blood or other infectious body fluids.

The Bloodborne Pathogen Exposure Control Plan is also required to comply with Occupational Safety and Health Administration (OSHA) Regulations.

Annex 6 – Loss Prevention and Business Continuity Plan – procedures for reducing the risk of injury, loss of life, and property; reporting losses; and, activities, including pre-planning, aimed primarily at ensuring that all critical functions and operations continue to be performed during and after an emergency situation.

In an emergency, the plan and its supporting annexes provide for a structured assessment process and cascaded activation of each of the ~~five~~ **six** main components as needed.

202.4 – CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

- 1. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.**
- 2. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.**
- 3. Children may not be present on property owned or leased by the College independently. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.**
- 4. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.**
- 5. Concerns regarding the presence of children on campus should be brought to the attention of the Dean of Instructional Services.**

202.5 – ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Therefore, no animals shall be permitted in College buildings, or on College grounds with the following exceptions:

Article No.: 202

Approved: ~~January 11, 2010~~ *revision pending: June 7, 2010*Reference: Occupational Safety and Health Administration Regulations

- 1. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.**
- 2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.**
- 3. Animals on a leash or in a vehicle, provided they remain outside all buildings and owner exercises responsibility for immediate clean-up and proper removal of waste.**

Article No.: 306

Approved: ~~June 2, 2008 Deletion pending May 3, 2010~~

Reference:

MOVED TO ADMINISTRATIVE RULE: 306.1- 306.6

~~306.1—COMPLIANCE~~

~~Each employee shall comply with local, state, and federal laws with regard to health and safety.~~

~~306.2—UNSAFE WORKING CONDITIONS~~

~~An employee who believes that any materials or equipment provided for work, or for the use of students or the public, are defective and unsafe or that any place or condition of work is unsafe shall report the same promptly to the Dean of Administrative Services so that the cause of the defect or unsafe condition may be investigated and corrective action taken.~~

~~306.3—UNSATISFACTORY CORRECTIVE ACTION~~

~~After complying with 306.2, an employee who is not satisfied that corrective action has or will be taken may:~~

- ~~A. File a written complaint with the College President, specifying the material, equipment, place or conditions deemed unsafe, the date on which reported to the Dean of Administrative Services, and the objection to any action taken. As soon as possible, and in any event within seven calendar days after receipt of a copy of the complaint, the President shall respond in writing to the employee.~~
- ~~B. Refuse to continue work in the perceived unsafe condition or situation until it has been reviewed by the President or designee and the employee has received a copy of the President's written decision.~~

~~306.4—SUBMITTING A COMPLAINT~~

~~Nothing in this Article shall prevent an employee from submitting a complaint to the Oregon Occupational Safety and Health Division of the Department of Consumer and Business Services or from exercising any other rights granted under federal or state laws relating to safety without fear of reprisal or recrimination; but when any complaint or investigation request is filed with any governmental authority it shall terminate any grievance previously filed with the same facts.~~

~~306.5—EMPLOYEE ACCIDENTS~~

~~Whenever an accident involving an employee occurs, advise the Dean of Administrative Services or his/her designee immediately. The Dean of Administrative Services will furnish the~~

Article No.: 306

Approved: ~~June 2, 2008~~ *Deletion pending May 3, 2010*

Reference:

~~accident report forms that must be filed with the insurance company. Accident reports should be completed as soon as possible.~~

~~306.6 – STUDENT ILLNESS OR ACCIDENT~~

~~The College does not maintain first aid facilities on campus. In the event that a student is involved in an accident or becomes ill on campus, notify the Dean of Administrative Services or his/her designee immediately. If medical attention is required, arrangements should be made to get the student to the hospital or to a medical facility.~~

MOVED TO POLICY 202

~~306.7 – CHILDREN ON CAMPUS~~

~~Children are defined as all persons under the age of 18 unless enrolled in a course.~~

- ~~1. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.~~
- ~~2. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.~~
- ~~3. Children may not be present on property owned or leased by the College independently. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.~~
- ~~4. College staff, including instructors, may not bring children or pets (with the exception of service animals) to their worksite except in the case of an emergency and with the permission of their supervisor.~~
- ~~5. Concerns regarding the presence of children on campus should be brought to the attention of the Dean of Instruction and Student Services **Instructional Services**.~~

~~306.8 – ANIMALS ON CAMPUS~~

~~**Animals in college buildings, classrooms, offices or grounds may serve as a health, safety, liability, sanitary, or custodial problem for students, staff, the general public and the College. Therefore, no animals shall be permitted in College buildings, or on College grounds with the following exceptions:**~~

- ~~**1. Service animals that are individually trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.**~~

Article No.: 306

Approved: ~~June 2, 2008~~ *Deletion pending May 3, 2010*

Reference:

- ~~2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.~~
- ~~3. Animals on a leash, provided they remain outside all buildings and owner exercises responsibly for immediate clean-up and proper removal of waste.~~

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

2009 – 2010 2010-2011 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE
30	Dean of Instructional and Student 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	Information Technology Coordinator

2009 – 2010 2010-2011 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE
13	Admissions Advisor/Enrollment Specialist
13	Community Education Coordinator
13	Course Information Specialist
13	Custodial/Evening Coordinator
13	Executive Secretary
13	Facilities Maintenance Specialist
13	Financial Aid Advisor/Enrollment Specialist
13	Information Technology Assistant
13	Instructional Support Specialist
13	Literacy Program Specialist
10	Business Office Specialist
10	Pathways Specialist
10	Secretary
10	TOPS Accountability Specialist
9	Small Business Development Center Assistant
6	Library Assistant
6	Math Lab Learning Center Assistant
3	Custodian/Security Specialist



2009 - 2010 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: June 23, 2009

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE														
2009-2010 Regular Full-Time & Regular Part-Time Faculty Salary Schedule*														
Step														Calculated
Grade														Midpoint
	1	2	3	4	5	6	7	8	9	10	11	12	13	
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	\$20,804
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	\$54,066	\$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	\$1,070.00	per month	
Part-time	\$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	\$1,070.00	per month	
Part-Time	\$1,070.00	per month	(stipend for part-time employment is prorated based on actual FTE)



2010-2011 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: Pending

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE														
2010-2011 Regular Full-Time & Regular Part-Time Faculty Salary Schedule*														
Step														Calculated
Grade														Midpoint
	1	2	3	4	5	6	7	8	9	10	11	12	13	
1	\$17,811	\$18,361	\$18,929	\$19,497	\$20,082	\$20,685	\$21,305	\$21,944	\$22,603	\$23,281	\$23,979	\$24,698	\$25,439	\$21,625
2	\$18,701	\$19,279	\$19,876	\$20,472	\$21,086	\$21,719	\$22,370	\$23,041	\$23,733	\$24,445	\$25,178	\$25,933	\$26,711	\$22,706
3	\$19,636	\$20,243	\$20,870	\$21,496	\$22,141	\$22,805	\$23,489	\$24,194	\$24,919	\$25,667	\$26,437	\$27,230	\$28,047	\$23,842
4	\$20,618	\$21,256	\$21,913	\$22,570	\$23,248	\$23,945	\$24,663	\$25,403	\$26,165	\$26,950	\$27,759	\$28,592	\$29,449	\$25,034
5	\$21,649	\$22,318	\$23,009	\$23,699	\$24,410	\$25,142	\$25,896	\$26,673	\$27,474	\$28,298	\$29,147	\$30,021	\$30,922	\$26,285
6	\$22,731	\$23,434	\$24,159	\$24,884	\$25,630	\$26,399	\$27,191	\$28,007	\$28,847	\$29,713	\$30,604	\$31,522	\$32,468	\$27,600
7	\$23,868	\$24,606	\$25,367	\$26,128	\$26,912	\$27,719	\$28,551	\$29,407	\$30,290	\$31,198	\$32,134	\$33,098	\$34,091	\$28,980
8	\$25,061	\$25,836	\$26,635	\$27,434	\$28,258	\$29,105	\$29,978	\$30,878	\$31,804	\$32,758	\$33,741	\$34,753	\$35,796	\$30,429
9	\$26,314	\$27,128	\$27,967	\$28,806	\$29,670	\$30,561	\$31,477	\$32,422	\$33,394	\$34,396	\$35,428	\$36,491	\$37,586	\$31,950
10	\$27,630	\$28,485	\$29,366	\$30,247	\$31,154	\$32,089	\$33,051	\$34,043	\$35,064	\$36,116	\$37,199	\$38,315	\$39,465	\$33,547
11	\$29,012	\$29,909	\$30,834	\$31,759	\$32,712	\$33,693	\$34,704	\$35,745	\$36,817	\$37,922	\$39,059	\$40,231	\$41,438	\$35,225
12	\$30,462	\$31,404	\$32,376	\$33,347	\$34,347	\$35,378	\$36,439	\$37,532	\$38,658	\$39,818	\$41,012	\$42,243	\$43,510	\$36,986
13	\$31,985	\$32,974	\$33,994	\$35,014	\$36,065	\$37,146	\$38,261	\$39,409	\$40,591	\$41,809	\$43,063	\$44,355	\$45,685	\$38,835
14	\$33,584	\$34,623	\$35,694	\$36,765	\$37,868	\$39,004	\$40,174	\$41,379	\$42,621	\$43,899	\$45,216	\$46,573	\$47,970	\$40,777
15	\$35,264	\$36,354	\$37,479	\$38,603	\$39,761	\$40,954	\$42,183	\$43,448	\$44,752	\$46,094	\$47,477	\$48,901	\$50,368	\$42,816
16	\$37,027	\$38,172	\$39,353	\$40,533	\$41,749	\$43,002	\$44,292	\$45,620	\$46,989	\$48,399	\$49,851	\$51,346	\$52,887	\$44,957
17	\$38,878	\$40,081	\$41,320	\$42,560	\$43,837	\$45,152	\$46,506	\$47,902	\$49,339	\$50,819	\$52,343	\$53,914	\$55,531	\$47,205
18	\$40,822	\$42,085	\$43,386	\$44,688	\$46,029	\$47,409	\$48,832	\$50,297	\$51,805	\$53,360	\$54,960	\$56,609	\$58,308	\$49,565
19	\$42,863	\$44,189	\$45,556	\$46,922	\$48,330	\$49,780	\$51,273	\$52,811	\$54,396	\$56,028	\$57,708	\$59,440	\$61,223	\$52,043
20	\$45,006	\$46,398	\$47,833	\$49,268	\$50,746	\$52,269	\$53,837	\$55,452	\$57,116	\$58,829	\$60,594	\$62,412	\$64,284	\$54,645
21	\$47,257	\$48,718	\$50,225	\$51,732	\$53,284	\$54,882	\$56,529	\$58,225	\$59,971	\$61,770	\$63,624	\$65,532	\$67,498	\$57,378
22	\$49,620	\$51,154	\$52,736	\$54,318	\$55,948	\$57,626	\$59,355	\$61,136	\$62,970	\$64,859	\$66,805	\$68,809	\$70,873	\$60,246
23	\$52,101	\$53,712	\$55,373	\$57,034	\$58,745	\$60,508	\$62,323	\$64,193	\$66,118	\$68,102	\$70,145	\$72,249	\$74,417	\$63,259
24	\$54,706	\$56,398	\$58,142	\$59,886	\$61,683	\$63,533	\$65,439	\$67,402	\$69,424	\$71,507	\$73,652	\$75,862	\$78,138	\$66,422
25	\$57,441	\$59,217	\$61,049	\$62,880	\$64,767	\$66,710	\$68,711	\$70,772	\$72,896	\$75,082	\$77,335	\$79,655	\$82,045	\$69,743
26	\$60,313	\$62,178	\$64,101	\$66,024	\$68,005	\$70,045	\$72,147	\$74,311	\$76,540	\$78,837	\$81,202	\$83,638	\$86,147	\$73,230
27	\$63,329	\$65,287	\$67,306	\$69,326	\$71,405	\$73,547	\$75,754	\$78,027	\$80,367	\$82,778	\$85,262	\$87,820	\$90,454	\$76,891
28	\$66,495	\$68,552	\$70,672	\$72,792	\$74,976	\$77,225	\$79,542	\$81,928	\$84,386	\$86,917	\$89,525	\$92,211	\$94,977	\$80,736
29	\$69,820	\$71,979	\$74,205	\$76,431	\$78,724	\$81,086	\$83,519	\$86,024	\$88,605	\$91,263	\$94,001	\$96,821	\$99,726	\$84,773
30	\$73,311	\$75,578	\$77,916	\$80,253	\$82,661	\$85,140	\$87,695	\$90,325	\$93,035	\$95,826	\$98,701	\$101,662	\$104,712	\$89,011
31	\$76,976	\$79,357	\$81,811	\$84,266	\$86,794	\$89,397	\$92,079	\$94,842	\$97,687	\$100,618	\$103,636	\$106,745	\$109,948	\$93,462
32	\$80,825	\$83,325	\$85,902	\$88,479	\$91,133	\$93,867	\$96,683	\$99,584	\$102,571	\$105,648	\$108,818	\$112,082	\$115,445	\$98,135
33	\$84,866	\$87,491	\$90,197	\$92,903	\$95,690	\$98,561	\$101,517	\$104,563	\$107,700	\$110,931	\$114,259	\$117,687	\$121,217	\$103,042
34	\$89,110	\$91,866	\$94,707	\$97,548	\$100,474	\$103,489	\$106,593	\$109,791	\$113,085	\$116,477	\$119,972	\$123,571	\$127,278	\$108,194
35	\$93,565	\$96,459	\$99,442	\$102,425	\$105,498	\$108,663	\$111,923	\$115,281	\$118,739	\$122,301	\$125,970	\$129,749	\$133,642	\$113,604
*Market Level Schedule per PSPC Study. Employees over market held constant.														
INSURANCE BENEFIT AMOUNT														
	Full-time	\$1,070.00	\$1,107.00	per month										
	Part-time	\$1,070.00	\$1,107.00	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	\$1,070.00	\$1,107.00	per month										
	Part-Time	\$1,070.00	\$1,107.00	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

TILLAMOOK BAY COMMUNITY COLLEGE
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	\$36,245	\$37,304	\$38,424	\$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	\$66,098
7					\$45,993	\$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	\$66,756	\$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 ~~\$1,070.00~~ per month
Part-time ~~\$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 ~~\$1,070.00~~ per month
Part-Time ~~\$1,070.00~~ per month (stipend for part-time employment is prorated based on actual FTE)



TILLAMOOK BAY COMMUNITY COLLEGE
 2010-2011 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	\$37,483	\$38,607	\$39,765	\$40,958	\$42,187	\$43,453	\$44,756	\$46,099	\$47,482	\$48,906	\$50,373	\$51,885	\$53,441	\$55,044	\$56,696	\$58,397	\$60,148	\$61,953
2	\$38,232	\$39,379	\$40,560	\$41,777	\$43,030	\$44,321	\$45,651	\$47,020	\$48,431	\$49,884	\$51,380	\$52,922	\$54,509	\$56,145	\$57,829	\$59,564	\$61,351	\$63,191
3	\$38,997	\$40,167	\$41,372	\$42,613	\$43,891	\$45,208	\$46,564	\$47,961	\$49,400	\$50,882	\$52,409	\$53,981	\$55,600	\$57,268	\$58,986	\$60,756	\$62,578	\$64,456
4	\$39,777	\$40,970	\$42,199	\$43,465	\$44,769	\$46,112	\$47,496	\$48,920	\$50,388	\$51,900	\$53,457	\$55,060	\$56,712	\$58,414	\$60,166	\$61,971	\$63,830	\$65,745
5	\$40,572	\$41,789	\$43,043	\$44,334	\$45,665	\$47,034	\$48,445	\$49,899	\$51,396	\$52,938	\$54,526	\$56,162	\$57,846	\$59,582	\$61,369	\$63,210	\$65,107	\$67,060
6	\$41,384	\$42,625	\$43,904	\$45,221	\$46,578	\$47,975	\$49,414	\$50,897	\$52,424	\$53,996	\$55,616	\$57,285	\$59,003	\$60,773	\$62,597	\$64,475	\$66,409	\$68,401
7					\$47,509	\$48,935	\$50,403	\$51,915	\$53,472	\$55,076	\$56,729	\$58,431	\$60,183	\$61,989	\$63,849	\$65,764	\$67,737	\$69,769
8								\$52,953	\$54,542	\$56,178	\$57,863	\$59,599	\$61,387	\$63,229	\$65,126	\$67,079	\$69,092	\$71,164
9										\$59,020	\$60,791	\$62,615	\$64,493	\$66,428	\$68,421	\$70,474	\$72,588	
10													\$65,783	\$67,757	\$69,789	\$71,883	\$74,040	
11															\$71,185	\$73,321	\$75,520	
12																	\$77,031	

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

INSURANCE BENEFIT AMOUNT

Full-time ~~\$1,070.00~~ **\$1,107.00** per month
 Part-time ~~\$1,070.00~~ **\$1,107.00** 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 ~~\$1,070.00~~ **\$1,107.00** per month
 Part-Time ~~\$1,070.00~~ **\$1,107.00** 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 2009-2010 2010-2011						
	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 \$401.19 per lecture credit	\$407.13 \$421.38	\$427.34 \$442.30	\$448.72 \$464.43	\$471.15 \$487.64	\$477.88 \$494.60
Transfer College Credit Courses Substitute Rate	\$32.34 \$33.44 per lecture credit					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$288.40 \$298.50 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 \$827.45 per lab credit	\$839.41 \$868.79	\$860.64 \$890.76	\$925.48 \$957.87	\$972.29 \$1,006.32	\$1,020.34 \$1,056.05
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 \$604.54 per lecture/lab credit	\$612.92 \$634.37	\$643.57 \$666.10	\$675.75 \$699.40	\$709.54 \$734.37	\$745.02 \$771.09
ABE/GED/ESL/ High School Credit Recovery Classes	\$26.53 \$27.46 per hour	\$27.86 \$28.83	\$29.25 \$30.27	\$30.73 \$31.80	\$32.26 \$33.39	\$33.86 \$35.04
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Dean of Instructional 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 \$23.88 per hour	\$24.22 \$25.07	\$25.45 \$26.35	\$26.71 \$27.64	\$28.04 \$29.03	\$29.45 \$30.48



NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: *Pending*

Reference:

Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$8.42 \$8.72 per hour	\$8.85 \$9.16	\$9.29 \$9.62	\$9.75 \$10.09	\$10.25 \$10.60	\$10.75 \$11.13
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$11.24 \$11.63 per hour	\$11.79 \$12.20	\$12.39 \$12.82	\$13.00 \$13.46	\$13.66 \$14.14	\$14.33 \$14.83
General Tutoring	\$8.42 \$8.72 per hour	\$8.85 \$9.16	\$9.29 \$9.62	\$9.75 \$10.09	\$10.25 \$10.60	\$10.75 \$11.13
ADA Tutor	\$11.24 \$11.63 per hour	\$11.79 \$12.20	\$12.39 \$12.82	\$13.00 \$13.46	\$13.66 \$14.14	\$14.33 \$14.83
Math Tutor	\$11.24-13.47 \$11.63-13.94 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$16.89 \$17.48 per hour					



Facilities

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- Dean Ellison

- Central Campus Update – Facility Use Request update



Capital Construction Projects

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- North and South County Centers
- Oregon State University Open Campus



Personnel

RECOMMENDATION

Review and approve the following Presidential Succession Plan to identify a potential successor to the position of College President.

Overview of Plan

The Tillamook Bay Community College Board of Education has directed the College President to develop a succession plan to identify, mentor, and provide experiences for a individual who could provide leadership and be the potential successor to the position of President. The College is at a critical stage in its history having recently built a new campus, experiencing unprecedented enrollment growth, and in candidacy for independent accreditation from the Northwest Commission on Colleges and Universities. Rather than the traditional "College Search" process for a new president, the Board is interested in observing the knowledge, leadership, internal and external relations and commitment to the College and community prior to appointment as President.

Assessment of Future Leadership

The Board would like potential successors to have a history, knowledge and working relationship in Oregon community colleges, local communities, curriculum development and delivery methods and a minimum of ten years experience working in a comprehensive community college. As a small rural community college it is critical that the designated successor have a strong background in the areas of student services, instruction, finance, and is committed to leading the College through its candidacy to full accreditation in 2014.

Elements of Succession Plan

The current College President will identify candidates who meet the future leadership requirements and skills who have an interest in serving a six month term as the College Vice President prior to being appointed as the successor to the President. During this period, the candidate would work with the current President becoming acquainted with the Board, staff, students and community.

Process and Transition of Succession

The current College President will identify and advertise for a designated successor in Oregon. The designated successor will be required to go through the College's normal hiring processes and will be given an initial six month contract as Vice President. At the three and six month time intervals, the Board, President and designated successor will meet to discuss the potential of succession. A final decision of succession will be made at the end of the initial six month contract.



Timeline of Succession Plan

Following the approval of the succession plan in June, 2010, the College President will identify potential candidates and have informal interviews with Board members and College staff. The President will select a potential successor by August, 2010 with a starting date of September, 2010. The initial Vice President contract will be approved by the Board through February, 2011. Prior to the termination of the initial contract, the Board will make a decision on the succession. A mutually agreed upon succession date will be decided between the current President, Board of Education and designated successor with a starting date of no later than June 30, 2011.

Other Personnel Information

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
Business Office Specialist	May 7	May 26, 2010	Hire made	Kyra Williams, Chair	Linda Arcand
Business Counselor	May 10		Applications currently under review	Marshall Doak, Chair	



Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION ----- President Carnahan

- Graduation – Friday, June 11, 7:00 pm at the Tillamook Nazarene Church on Third Street. Photos will be taken at 6:30. ***Please advise Sue of your intentions to attend the ceremony.***
- Budget Approval Meeting, Monday, June 21, 2010 at 6:30 p.m.

