



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 20, 2011, 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, approval of the 2011-2012 budget, 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 15, 2011

TIME NOTICE PUBLISHED: 9:00 a.m.

ATTEST:

Connie Green – 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 20, 2011

Central Campus, Board Room #215
4301 Third Street, Oregon 97141

Time:
6:30 p.m.

Special Board Meeting on 2010-2011 Supplemental Budget

<u>Item Description</u>	<u>Resource</u>
1. Call to Order -----	Chair McGinnis
2. Approval of the Agenda ----- (Action)	Chair McGinnis
3. New Business:	
A. Public Hearing on 2010-2011 Supplemental Budget Resolutions -----	Chair McGinnis
4. Adjournment ----- (Action)	Chair McGinnis

<u>Item Description</u>	<u>Resource</u>
1. Call to Order • Acknowledge Guests -----	Chair McGinnis
2. Approval of the Agenda ----- (Action)	Chair McGinnis
3. Invitation of Public Comment -----	Chair McGinnis
4. Approval of the June 6, 2011 Regular Meeting Minutes ----- (Action)	Chair McGinnis
5. New Business:	
A. Adoption of 2010-2011 Supplemental Budget Resolution ----- (Action)	Comptroller Williams
B. Adoption of 2011-2012 Budget, Make Appropriations and Impose and Categorize Property Taxes----- (Action)	Dean Ellison
6. Old Business:	
A. Oath of Office-----	President Green
B. Tuition and Fee Revision----- (Action)	Dean Ellison
7. Standing Business:	
A. Board of Education Policy ----- (Action)	President Green
B. Capital Construction-----	President Green
C. Personnel ----- (Action)	President Green
8. Announcements and General Information -----	President Green
9. Invitation of Public Comment -----	Chair McGinnis
10. Board Member Discussion Items -----	Chair McGinnis
11. Adjournment ----- (Action)	Chair McGinnis

REVISED



**Board of Education
Meeting Minutes**

June 6, 2011
Central Campus, Board Room
4301 Third St., Tillamook, OR 97141

Directors Present: James McGinnis, Steve Shaw, Deborah Lincoln, Ann Swain, and Craig Wakefield, and Rose Wharton

Directors Absent: Bob Weitman

Staff Present: Connie Green, Lori Gates, Ron Ellison, Kyra Williams, and Sue Owens

Guests Present: Stephanie Hurliman, WorkSource Oregon; Amy Reiersgaard, MTC Works; Jeff Sherman, OSU Open Campus and EDC/SBDC; Michele Burton, and Sheryl Neu, TBCC Staff

Call to Order:

Chair McGinnis called the meeting to order at 6:34 p.m. and welcomed guests.

Approval of Agenda:

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

Invitation of Public Comment:

There was no public comment at this time.

Approval of Minutes

Chair McGinnis asked for approval of the May 2, 2011 Regular Meeting Minutes. On approval of a motion by Director Wakefield and seconded by Director Swain, it was resolved to approve the minutes as presented.

Reports:

MTC/WorkSource Oregon (Agenda Item 5.A)

Dean Gates introduced Ms. Stephanie Hurliman and Ms. Amy Reiersgaard from MTC Works and WorkSource Oregon sharing how they partner with TBCC in student referrals to our classes and the ability to assist TBCC students to look for jobs and career advising. Ms. Reiersgaard shared that MTC Works funds several TBCC students, from GED to transfer degrees. One of the goals of her organization is to help students prepare for college—gaining courage and basic skills to get started.

Ms. Hurliman and Reiersgaard also shared information on the National Career Readiness program that is a state wide program to assess a person's skills. TBCC does the assessment for this program. They provided an overview of all of their services. Another key partnership is with Economic Development and SBDC as well as the Chamber to sponsor the Business Symposium for the counties businesses.

Ms. Hurliman shared that Tillamook County's unemployment rates is currently 8.6% and that at the moment, there are 1680 active seekers, 840 are on benefits in Tillamook County of all those seekers,

there are currently 98 job openings. She shared that the most County residents have a GED or High School diploma, but that is still less than 40%. Most jobs now require more skills than people have.

Questions asked:

How does MTC partner w/TBCC?

- National Career Readiness Certificate which is a National Assessment coordinated with American College Testing (ACT) and Community Colleges and Workforce development (CCWD);
- Adult Basic Education which helps adults prepare for College, including getting their GEDs;
- Work with Economic Development Council (EDC) & Small Business Development Center (SBDC) by working local businesses to see meet employer's needs;
- Promoting and utilizing the Green Technology Certificate.

Director Lincoln asked permission to visit their office and was warmly encouraged to do so.

The guests left after their presentation.

Oregon Community College Association (OCCA) Board Report (Agenda Item 5.B)

President Green and Director Swain also gave a brief report on the May OCCA Board meeting noting there was a great deal of attention being given to college retention rates and how to increase the completion rate. Director Swain asked the Board to carefully read and consider the information included in the Board packet.

Director Lincoln asked about the "Commit to Complete" poster in the College Lobby and if it was connected to the Bill and Linda Gates Program. President Green responded that it was not directly related however, the Governor uses the Gates research and framework. She then elaborated on the student's connection in leading this effort. Phi Theta Kappa is attempting to get students more involved and thus more encouraged to complete their college education.

Financial Report (Agenda Item 5.D)

Comptroller Williams presented the financial reports as included in the Board packet. Chair McGinnis asked if this was a three payment year to which Comptroller Williams responded that it was and that the fourth payment would be accrued this fiscal year but not received until next. Chair McGinnis also asked if the College made budget this year to which she responded it is close.

Dean Ellison explained the extra financial information this month is the framework to address the development of a Timber Tax Reserve as suggested by Chair McGinnis. The reserve will smooth out fluctuations in the Timber Tax collection and effect on the General Fund as discussed at the Public Budget Committee Meeting earlier this month. These documents provide an example of how the Timber Tax Reserve financials would work if this plan had been activated a few years ago.

Chair McGinnis commended Dean Ellison and staff for their good work.

Old Business:

2011-2012 Board Meeting Schedule: (Agenda Item 6.A)

President Green presented the 2011-2012 Board Meeting Schedule as included in the Board packet for second reading. She shared that there had been some changes including dates for Board Meeting at the North and South County sites as well as date changes for the annual budget meetings. Chair McGinnis expressed concern that it was his understanding that the second June meeting was to deal with the Supplemental Budget. President Green stated that she felt that we can make the new dates but the second June date would be held in reserve as a precaution.

On an approval of a motion by Director Lincoln and seconded by Director Swain, it was resolved to approve the 2011-2012 Board Meeting Schedule as presented.

Increasing Board Effectiveness: (Agenda Item 6.B)

President Green drew attention to the fact that each Director had a computer at their station this evening in an attempt to demonstrate of what is being considered. She stressed that in an attempt to not put director's personal or business computers at risk if there was a request for information on board actions and emails or other legal issues, the College would provide computers and email accounts for each director and pertinent staff.

There was a lengthy discussion regarding Director Shaw's concerns of how this expenditure would appear to staff that are currently being furloughed. Director Lincoln asked what the costs comparisons would be and if cuts could be made to save additional funds. President Green shared that currently we spend approximately \$800-900 per year on postage and printing, not including the staff time it takes to put the packets together.

Director Wakefield noted that he had dealt with subpoena issues and shared that it had been a very unpleasant experience; however, he stated he was a proponent for electronic dockets and encouraged the transition.

Director Shaw stressed that he was not against the concept, only thought perhaps we should wait until finances were more stable and furloughs were not required.

Director Swain stated she felt electronically challenged, however, was in agreement to move forward.

Director Wharton stated she agreed with Director Shaw and questioned if now was the time to make the move to electronic dockets.

Director Lincoln stated she would be more comfortable with the idea if it can be done within the current budget.

It was asked if staff had had a chance to discuss it yet to which President Green stated she purposely had not taken it openly to all staff but had taken it to College Council which represents staff where the idea did not receive major reaction or comment. She added that in light of cost there was no intention of going outside of the current budget and that if we elected to wait until the budget forecast was increasing and not requiring furloughs, it might be several years. President Emeritus Carnahan shared that each year since the furloughs had been implemented they had been thoroughly discussed and the College Board and administration tried to be fair. The college is implementing step increases and COLAs that assist in keeping the salary structure in line with other community colleges.

Other discussion ensued regarding paying for Netbooks or iPads including using money budgeted for Board expenses and co-paying. Director Shaw's concerns were noted and appreciated.

It was stressed that the vote tonight was not how to pay for them but only if this is the direction we wanted to go.

On an approval of a motion by Director Wharton and seconded by Director Lincoln, it was unanimously resolved to approve to improve Board Effectiveness.

New Business:

Certification of Election: (Agenda Item 7.A)

President Green presented abstract of votes from the County Clerk's Office noting that the Board needed to Certify of Election that elects Directors Lincoln (at large) and McGinnis (zone 3), for two year terms to expire June 30, 2013 and Directors Swain (zone 5), Weitman (at large) and Wharton (zone 1) for four year terms to expire June 30, 2015.

On an approval of a motion by Director Wakefield and seconded by Director Shaw, it was resolved to accept the results of the May 17, 2011 Election, as shown in the abstract of votes received from the office of the Tillamook County Clerk and that they are made a matter of record in the meeting minutes.

President Green then gave the Oath of Office to Directors Lincoln, McGinnis, Swain and Wharton. Director Weitman was absent and will be sworn in at the next meeting.

Election of Officers: (Agenda Item 7.B)

President Green stated that now that the election had been certified, it was time to elect officers for 2011-2012. Director Swain nominated Director Shaw as Chair and Director Wakefield was nominated as Vice Chair. On approval of a motion by Director Swain and seconded by Director Wharton it was resolved to accept the officers as nominated.

Section 125 Flexible Benefits Plan: (Agenda Item 7.C)

Dean Ellison presented information on the Section 125 Flexible Benefits Plan as included in the Board packet noting that it was primarily a formality to state that TBCC was complying with new rules in regards to using flexible benefit plans with over the counter drugs and FSA debit cards.

2011-2012 Tuition and Fee Schedule Revision: (Agenda Item 7.D)

Dean Ellison shared that this is the same schedule presented and approved last month but since that time there had been GED fee increases at the state level that needed to be included. The increases involved are GED testing fees resulting in a combined \$13 increase in GED testing fees. He does not anticipate any more changes at this time. Director Lincoln asked if there were scholarships to offset expenses for these students and Dean Gates replied there were. The revised schedule will be brought before the Board at the next June meeting for second reading and approval.

Standing Business:

Strategic Planning and Accreditation (Agenda Item 8.A)

Dean Gates shared the Planning and Steering Committee is finishing Spring term benchmarks and Core Theme planning and reports. Director Swain commented the process is in good hands.

Courses and Curricula (Agenda Item 8.B)

Dean Gates stated there were no courses or curricula to report this month; however, the Oregon Green Technician Certificate is now going before the State Board of Education. It should be ready so that TBCC can offer some courses this summer. Chair McGinnis asked if this process will be shortened once independent accreditation has been achieved. Dean Gates stated we will be able to act and react quicker.

Grants and Contracts (Agenda Item 8.C)

Dean Ellison stated that on behalf of CCWD, TBCC is acting as the Contract Administrator for a Professional Services Contract with Delta Initiative, LLC, for assessment and strategic planning services needed to develop a revised statewide distance learning system. Contract No. 2011-01 has

been executed and has a NTE value of \$49,250. Contract completion is set for October 15, 2011. TBCC will collect a nominal commission for the contract administration services rendered.

Board of Education Policy (Agenda Item 8.D)

President Green presented Policies 202 and 302 for second reading and approval. She also presented Appendices A-1, A-2, B-1, C-1 and C-3 which set pay grades, salaries and benefits according to the 2011-2012 approved budget.

Chair McGinnis noted on Appendix A2 we now have a step 14, are we adding a new step? Dean Ellison stated this was to respond to the growing number of employees reaching the end of the pay scale and that this allows those at that level to receive a ½ step allowance. The appendices are scheduled to be brought back for second reading and approval and the next meeting.

On approval of a motion by Director Shaw and seconded by Director Swain, it was resolved to approve Policies 202 and 302.

Facilities (Agenda Item 8.E)

Dean Ellison reported that the HVAC issues are nearly resolved and that there was work being done to see if more changes were going to be necessary. He anticipates a report back within a month. He also shared that he, President Emeritus Carnahan and Jerry Everhart, TBCC Maintenance, had met with the new Fairground manager, Andy Neal in regards to placing a partial berm along the rest of the property line between the college and the fairgrounds in order to better control water concerns. It is their belief that this action will help the catchments work more efficiently as well. Chair McGinnis clarified that the pooling water is on the Fairground property and not the College.

Capital Construction Projects (Agenda Item 8.F)

President Emeritus Carnahan shared the following highlights:

- OSU Open Campus building-he is recommending an advisory committee (as included in the Board packet). He noted that there is a correction to be made; it's BETH Emshoff, not Betsy. He also distributed a revised schematic at the meeting.
- North and South County centers. The process is moving forward, with an ongoing dialog going on with the advisory committees from both locations. He visited the factory where the building will be made and was very impressed. He shared that both sites will have the same floor plan only in reverse in order to better suit the individual sites.

Director Wakefield asked about technology in the new centers to which President Emeritus Carnahan stated there is currently a group working on finding the options.

Personnel: (Agenda Item 8.G)

President Green shared personnel items as included in the Board packet highlighting the Director of Economic Development and Small Business Development currently position open. She congratulated instructor Christine McClure on receiving her MA Degree and the Phi Theta Kappa students for their achievements.

Announcements and General Information (Agenda Item 10)

President Green shared the announcements and general information as included in the Board packet adding that Phi Theta Kappa president Justin Roth will be looking for sponsors for his regional position.

Director Lincoln shared she'd like to attend the New Board Member training opportunity and Director Swain stated she would like to attend the OCCA Conference.

Invitation of Public Comment (Agenda Item 11)

Chair McGinnis introduced Mr. Jeff Sherman who was in the audience. Mr. Sherman is the OSU Open Campus Coordinator and also the interim EDC/SBDC Director.

Ms. Neu thanked the Board, Director Shaw in particular, for his concern for the employees as the Board considered Agenda Item 6B.

Board Member Discussion Items (Agenda Item 12)

There were no discussion items.

Adjournment (Agenda Item 13)

On approval of a motion by Director Wharton and seconded by Director Swain, Chair McGinnis adjourned the meeting at 8:20 p.m.

Adopt Supplemental Budget Resolution to amend FY 2010-2011 Adopted Budget

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolution 2010-2011 #5 to adopt a supplemental budget to amend the FY 2010-2011 Adopted Budget.

BACKGROUND INFORMATION----- **Comptroller Williams**

The following appropriation increases and transfers will be made to the 2010-2011 Adopted Budget upon receiving board approval:

- General Fund

Tuition & Fees increased by \$211,461 due to greater than anticipated enrollment growth.

Transfers In increased by \$2,000 primarily due to a supplemental agreement with Tillamook School District for additional instruction at Oregon Youth Authority(OYA).

Instruction increased by \$175,049 in personal services to support enrollment growth primarily in Lower Division Credit and Career Technical and increased by \$13,175 to primarily in support of the contract with Portland Community College.

College Support increased by \$25,000 in capital outlay to purchase the development software for the administrative information system to support foundation growth.

Transfers Out increased by \$1,100 to support ASTBCC based on enrollment growth.

- Special Fund

Beginning Fund Balance increased by \$14,400 due to funds not spent in a prior year.

Federal Sources increased by \$24,379 due to unanticipated grants primarily for curriculum development.

State Sources increased by \$56,664 primarily due to a grant to assess and develop distance learning statewide.

Local Sources increased by \$8,165 due to a supplemental agreement with Tillamook School District for additional instruction at OYA.

Instruction decreased by \$12,900 in personal services to reallocate EDC and IMT expenses.

Instructional Support increased by \$24,925 in personal services to support reallocated EDC expenses and curriculum development grants and increased by \$74,320 in materials and services primarily for the distance learning contract.

College Support increased by \$14,400 in materials and services to support a contract for statewide community college capital construction due diligence rankings.

Transfers Out increased by \$2,863 to primarily support the OYA and distance learning grant agreement administrative expenses.



RESOLUTION NO. 2010-2011 #5

RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2010-11 AND MAKING APPROPRIATIONS

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, Enterprise Fund, and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2010-11.
2. The unanticipated expenditures have primarily arisen due to unanticipated enrollment growth, federal grants, state grants, and local contracts.
3. The Instruction expense category needs additional appropriation authority of \$188,224, the College Support expense category needs additional appropriation authority of \$25,000, and the Transfers Out expense category needs additional appropriation authority of \$1,100 in the General Fund.
4. The Instruction expense category will be reduced by \$12,900, the Instructional Support expense category needs additional appropriation authority of \$99,245, the College Support expense category needs additional appropriation authority of \$14,400, and the Transfers Out expense category needs additional appropriation authority of \$2,863 in the Special Fund.
5. The Student Services expense category needs additional appropriation authority of \$50,000 in the Enterprise Fund.
6. The Student Services expense category needs additional appropriation authority of \$1,100 in the Agency Fund.
7. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
8. 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 2010-11 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Tuition & Fees	\$781,713	\$211,461	\$ 993,174
Transfers In	<u>146,125</u>	<u>2,863</u>	<u>148,988</u>
Total Resources	<u>\$927,838</u>	<u>\$214,324</u>	<u>\$1,142,162</u>
REQUIREMENTS:			
Instruction	1,015,308	188,224	1,203,532
College Support	1,160,226	25,000	1,185,226
Transfers Out	<u>346,600</u>	<u>1,100</u>	<u>347,700</u>
Total Appropriations/Requirements	<u>\$2,522,134</u>	<u>\$214,324</u>	<u>\$2,736,458</u>

<u>SPECIAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Beginning Fund Balance	\$1,321,005	\$ 14,400	\$1,335,405
Federal Sources	162,700	24,379	187,079
State Sources	62,964	56,664	119,628
Local Sources	154,214	8,165	162,379
Total Resources	<u>\$1,700,883</u>	<u>\$103,608</u>	<u>\$1,804,491</u>

REQUIREMENTS:			
Instruction	163,611	(12,900)	150,711
Instructional Support	243,483	99,245	342,728
College Support	0	14,400	14,400
Transfers Out	68,148	2,863	71,011
Total Appropriations/Requirements	<u>\$475,242</u>	<u>\$103,608</u>	<u>\$578,850</u>

ENTERPRISE FUND

RESOURCES:			
Other Sources	\$150,750	\$50,000	\$200,750
Total Resources	<u>\$150,750</u>	<u>\$50,000</u>	<u>\$200,750</u>

REQUIREMENTS:			
Student Services	172,122	50,000	222,122
Total Appropriations/Requirements	<u>\$172,122</u>	<u>\$50,000</u>	<u>\$222,122</u>

AGENCY FUND

RESOURCES:			
Transfers In	\$6,600	\$1,100	\$7,700
Total Resources	<u>\$6,600</u>	<u>\$1,100</u>	<u>\$7,700</u>

REQUIREMENTS:			
Student Services	7,900	1,100	9,000
Total Appropriations/Requirements	<u>\$7,900</u>	<u>\$1,100</u>	<u>\$9,000</u>

ADOPTED by the Board of Directors of TBCC this 20th day of June, 2011.

James McGinnis, Board of Education Chair

ATTEST by TBCC President this 20th day of June, 2011.

Connie Green, Tillamook Bay Community College President

- Enterprise Fund

Other Sources increased by \$50,000 due to enrollment growth causing higher than anticipated book sales.

Student Services increased by \$50,000 in materials and services to support textbooks for resale.

- Agency Fund

Transfers In increased by \$1,100 due to increased ASTBCC funding support based on enrollment.

Student Services increased by \$1,100 in materials and services to support ASTBCC activities.



Adoption of 2011-2012 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

Approve and authorize the Board Chair to sign Budget Resolutions 2011-2012 No.1 through 3 to adopt the 2011-2012 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 increased by \$6,000 due to an increase in the rental income resource category.

Instructional requirements increased by \$26,000.
 This change was needed to restore funding for Career and Technical Education administrative labor and benefits inadvertently dropped from the proposed budget.
 Plant Operations and Maintenance requirements were reduced by \$10,000.
 The amounts budgeted for utilities expense were reduced to reflect actual utilities costs incurred and expected utilities expense in the coming budget year.
 Board Operating Contingency decreased by \$10,000 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 view of the current fiscal challenges being faced in the local and state economies.

- Special Fund
Special Fund resources increased by \$283,204 due to the creation of a Timber Tax Reserve for the express purpose of moderating fluctuations in general fund operational revenue caused by county timber tax revenue.

Instructional requirements decreased by \$27,541.
 This change was necessitated by the need to correctly reclassify labor budgeted in the SESP Oregon Green Tech Certificate Account from instructional to instructional support.
 Instructional Support requirements were increased by \$27,541.
 This change was necessitated by the need to correctly reclassify labor budgeted in the SESP Oregon Green Tech Certificate Account from instructional to instructional support.
 Fund Transfers Out increased by \$283,204 as part of the implementation of the Timber Tax Reserve strategy that currently requires transfer of budgeted timber tax revenue to the General Fund for use in operations.



**2011-2012 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 2011-2012 in the sum of \$11,141,974 now on file at the District administrative offices in Tillamook, Oregon.

**2011-2012 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 1,439,310
Instructional Support	414,559
Student Services	356,831
College Support	1,076,027
Plant Operation & Maintenance	379,582
Fund Transfers Out	266,600
Board Operating Contingency	501,087
TOTAL GENERAL FUND	<u>\$4,433,996</u>

Special Fund

Instruction	\$ 229,458
Instructional Support	276,782
Student Services	3,500
Fund Transfers Out	468,235
TOTAL SPECIAL FUND	<u>\$ 977,975</u>

Agency Fund

Student Services	\$ 7,825
Financial Aid	5,750
TOTAL AGENCY FUND	<u>\$ 13,575</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	754,875
TOTAL DEBT SERVICE FUND	<u>\$ 756,475</u>

Capital Projects Fund

Plant Additions	\$ 994,080
Fund Transfers Out	1,920
TOTAL CAPITAL PROJECTS FUND	<u>\$996,000</u>

Enterprise Fund

Instruction	\$ 17,661
Student Services	209,402
Fund Transfers Out	3,019
Contingency	1,000
TOTAL ENTERPRISE FUND	<u>\$ 231,082</u>

Financial Aid Fund

Financial Aid	<u>\$ 308,525</u>
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TOTAL FINANCIAL AID FUND	<u>\$ 308,525</u>
TOTAL APPROPRIATIONS ALL FUNDS	<u>\$7,717,628</u>

Amounts not appropriated:

<u>Capital Projects Fund</u> – Ending Fund Balance	\$911,500
<u>Special Fund</u> – Ending Fund Balance	40,800
<u>Special Fund</u> – Reserves	2,313,029
<u>Agency Fund</u> – Ending Fund Balance	1,325
<u>Enterprise Fund</u> – Ending Fund Balance	28,519
<u>Debt Service Fund</u> – Ending Fund Balance	9,413
<u>Financial Aid Fund</u> – Ending Fund Balance	119,760

**2011-2012 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 \$689,234 for bonds; and that these taxes are hereby imposed and categorized for fiscal year 2011-2012 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		\$689,234

The above 2011-2012 Resolutions 1, 2, and 3 were approved and declared adopted this 20th day of June, 2011.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Oath of Office

RECOMMENDATION

Information only – no action necessary.

BACKGROUND INFORMATION----- President Green

Director Weitman will receive his Oath of Office.



2011-2012 Tuition and Fee Schedule Revision

RECOMMENDATION

Second reading and approval of the revised 2011-2012 Tuition and Fee Schedule.

BACKGROUND INFORMATION

-----Dean Ellison

Presented here for second reading and approval is the revision to the 2011-2012 Tuition and Fee Schedule adopted at the May 2, 2011 meeting. We have just found out that state fees for GED testing will increase \$10 starting July 1, 2011 (this is a pass-along of increased scoring fees). There has also been an increase in the fees associated with being a testing center (\$3.00). TBCC's GED Testing Fee is currently \$100. It is proposed that this fee be increased to \$113 for fall term.

Tuition or Fee Item	Current 2010-2011	Proposed 2011-2012
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$75	\$80
Out-of-State Tuition per Credit Hour	\$95	\$100
<i>Fees</i>		
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
GED Testing Fee	\$100	\$100 \$113
GED Offsite Testing Fee	\$132	\$132
GED Retest Fee	\$20	\$20
GED No-Show Fee	\$15	\$15
Deferred Payment Plan – Application Fee		\$15
Deferred Payment Plan – Late Payment Fee		\$25
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	\$25
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
Credit Course Fee (per credit)	\$12	\$4
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



Board of Education Policyⁱ

RECOMMENDATION

Appendices A-1, A-2, B-1, C-1 and C-3 are being presented for second reading and approval.

BACKGROUND INFORMATION----- President Green

Second reading and approval of Appendices A-1, A-2, B-1, C-1 and C-3 which set pay grades, salaries and benefits according to the 2011-2012 approved budget.

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



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

2010 – 2011 2011-2012 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE
30	Dean of Instructional Services
29	Dean of Administrative Services
26	Executive Director of Foundation and College Advancement
22	Comptroller
22	Director, Career, Technical and Workforce Education
22	Director, 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

2010 – 2011 2011-2012 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	Learning Center Assistant
3	Custodian/Security Specialist



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 Grade															Calculated Midpoint
1	\$17,814	\$18,364	\$18,929	\$19,497	\$20,082	\$20,685	\$21,305	\$21,944	\$22,603	\$23,284	\$23,979	\$24,698	\$25,439	\$26,206	
2	\$18,704	\$19,279	\$19,876	\$20,472	\$21,086	\$21,719	\$22,370	\$23,041	\$23,733	\$24,445	\$25,178	\$25,933	\$26,711	\$27,506	
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	\$28,882	
4	\$20,618	\$21,266	\$21,913	\$22,570	\$23,248	\$23,945	\$24,663	\$25,403	\$26,165	\$26,950	\$27,760	\$28,592	\$29,449	\$30,334	
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	\$31,851	
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	\$33,442	
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	\$35,112	
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	\$36,870	
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	\$38,712	
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	\$40,649	
11	\$29,012	\$29,909	\$30,834	\$31,759	\$32,712	\$33,693	\$34,704	\$35,745	\$36,817	\$37,922	\$39,060	\$40,231	\$41,438	\$42,682	
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	\$44,814	
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	\$47,057	
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	\$49,407	
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	\$51,879	
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	\$54,474	
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	\$57,194	
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	\$60,049	
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	\$63,057	
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	\$66,206	
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	\$69,522	
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	\$72,996	
23	\$52,104	\$53,712	\$55,373	\$57,034	\$58,745	\$60,508	\$62,323	\$64,193	\$66,118	\$68,102	\$70,145	\$72,249	\$74,417	\$76,649	
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	\$80,479	
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	\$84,496	
26	\$60,313	\$62,178	\$64,104	\$66,024	\$68,005	\$70,045	\$72,147	\$74,311	\$76,540	\$78,837	\$81,202	\$83,638	\$86,147	\$88,729	
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	\$93,164	
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	\$97,814	
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	\$102,717	
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	\$107,849	
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	\$113,246	
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	\$118,898	
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	\$124,840	
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	\$131,094	
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	\$137,560	

*Market Level Schedule per PSC Study. Employees over market held constant.

INSURANCE BENEFIT AMOUNT

Full-time	\$1,107.00	per month	
Part-time	\$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	\$1,107.00	per month	
Part-Time	\$1,107.00	per month	(stipend for part-time employment is prorated based on actual FTE)

2011-2012 STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: Pending

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2011-2012 Regular Full-Time & Regular Part-Time Faculty Salary Schedule*
 Staff

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14 & On
1	\$18,256	\$18,820	\$19,403	\$19,985	\$20,584	\$21,202	\$21,838	\$22,493	\$23,168	\$23,863	\$24,579	\$25,316	\$26,075	
2	\$19,169	\$19,761	\$20,373	\$20,984	\$21,613	\$22,262	\$22,930	\$23,617	\$24,326	\$25,056	\$25,807	\$26,582	\$27,379	
3	\$20,127	\$20,750	\$21,391	\$22,033	\$22,694	\$23,375	\$24,076	\$24,798	\$25,542	\$26,309	\$27,098	\$27,911	\$28,748	
4	\$21,133	\$21,787	\$22,461	\$23,135	\$23,829	\$24,544	\$25,280	\$26,038	\$26,819	\$27,624	\$28,453	\$29,306	\$30,186	
5	\$22,190	\$22,876	\$23,584	\$24,291	\$25,020	\$25,771	\$26,544	\$27,340	\$28,160	\$29,005	\$29,875	\$30,772	\$31,695	
6	\$23,300	\$24,020	\$24,763	\$25,506	\$26,271	\$27,059	\$27,871	\$28,707	\$29,568	\$30,455	\$31,369	\$32,310	\$33,280	
7	\$24,465	\$25,221	\$26,001	\$26,781	\$27,585	\$28,412	\$29,265	\$30,143	\$31,047	\$31,978	\$32,938	\$33,926	\$34,943	
8	\$25,688	\$26,482	\$27,301	\$28,120	\$28,964	\$29,833	\$30,728	\$31,650	\$32,599	\$33,577	\$34,584	\$35,622	\$36,691	
9	\$26,972	\$27,806	\$28,666	\$29,526	\$30,412	\$31,325	\$32,264	\$33,232	\$34,229	\$35,256	\$36,314	\$37,403	\$38,525	
10	\$28,321	\$29,197	\$30,100	\$31,003	\$31,933	\$32,891	\$33,877	\$34,894	\$35,941	\$37,019	\$38,129	\$39,273	\$40,451	
11	\$29,737	\$30,657	\$31,605	\$32,553	\$33,529	\$34,535	\$35,571	\$36,638	\$37,738	\$38,870	\$40,036	\$41,237	\$42,474	
12	\$31,224	\$32,189	\$33,185	\$34,180	\$35,206	\$36,262	\$37,350	\$38,470	\$39,625	\$40,813	\$42,038	\$43,299	\$44,598	
13	\$32,785	\$33,799	\$34,844	\$35,889	\$36,966	\$38,075	\$39,217	\$40,394	\$41,606	\$42,854	\$44,140	\$45,464	\$46,828	
14	\$34,424	\$35,489	\$36,586	\$37,684	\$38,814	\$39,979	\$41,178	\$42,414	\$43,686	\$44,997	\$46,346	\$47,737	\$49,169	
15	\$36,145	\$37,263	\$38,416	\$39,568	\$40,755	\$41,978	\$43,237	\$44,534	\$45,870	\$47,246	\$48,664	\$50,124	\$51,627	COLA +
16	\$37,953	\$39,126	\$40,336	\$41,547	\$42,793	\$44,077	\$45,399	\$46,761	\$48,164	\$49,609	\$51,097	\$52,630	\$54,209	Half-Step
17	\$39,850	\$41,083	\$42,353	\$43,624	\$44,933	\$46,281	\$47,669	\$49,099	\$50,572	\$52,089	\$53,652	\$55,261	\$56,919	
18	\$41,843	\$43,137	\$44,471	\$45,805	\$47,179	\$48,595	\$50,052	\$51,554	\$53,101	\$54,694	\$56,334	\$58,024	\$59,765	
19	\$43,935	\$45,294	\$46,694	\$48,095	\$49,538	\$51,024	\$52,555	\$54,132	\$55,756	\$57,428	\$59,151	\$60,926	\$62,753	
20	\$46,132	\$47,558	\$49,029	\$50,500	\$52,015	\$53,576	\$55,183	\$56,838	\$58,543	\$60,300	\$62,109	\$63,972	\$65,891	
21	\$48,438	\$49,936	\$51,481	\$53,025	\$54,616	\$56,254	\$57,942	\$59,680	\$61,471	\$63,315	\$65,214	\$67,171	\$69,186	
22	\$50,860	\$52,433	\$54,055	\$55,676	\$57,347	\$59,067	\$60,839	\$62,664	\$64,544	\$66,480	\$68,475	\$70,529	\$72,645	
23	\$53,403	\$55,055	\$56,757	\$58,460	\$60,214	\$62,020	\$63,881	\$65,797	\$67,771	\$69,804	\$71,899	\$74,056	\$76,277	
24	\$56,073	\$57,807	\$59,595	\$61,383	\$63,225	\$65,121	\$67,075	\$69,087	\$71,160	\$73,295	\$75,494	\$77,758	\$80,091	
25	\$58,877	\$60,698	\$62,575	\$64,452	\$66,386	\$68,377	\$70,429	\$72,542	\$74,718	\$76,959	\$79,268	\$81,646	\$84,096	
26	\$61,821	\$63,733	\$65,704	\$67,675	\$69,705	\$71,796	\$73,950	\$76,169	\$78,454	\$80,807	\$83,232	\$85,729	\$88,300	
27	\$64,912	\$66,919	\$68,989	\$71,059	\$73,190	\$75,386	\$77,648	\$79,977	\$82,377	\$84,848	\$87,393	\$90,015	\$92,715	
28	\$68,157	\$70,265	\$72,438	\$74,612	\$76,850	\$79,155	\$81,530	\$83,976	\$86,495	\$89,090	\$91,763	\$94,516	\$97,351	
29	\$71,565	\$73,779	\$76,060	\$78,342	\$80,692	\$83,113	\$85,607	\$88,175	\$90,820	\$93,545	\$96,351	\$99,242	\$102,219	
30	\$75,143	\$77,468	\$79,863	\$82,259	\$84,727	\$87,269	\$89,887	\$92,584	\$95,361	\$98,222	\$101,169	\$104,204	\$107,330	
31	\$78,901	\$81,341	\$83,857	\$86,372	\$88,963	\$91,632	\$94,381	\$97,213	\$100,129	\$103,133	\$106,227	\$109,414	\$112,696	
32	\$82,846	\$85,408	\$88,049	\$90,691	\$93,412	\$96,214	\$99,100	\$102,073	\$105,136	\$108,290	\$111,538	\$114,885	\$118,331	
33	\$86,988	\$89,678	\$92,452	\$95,225	\$98,082	\$101,025	\$104,055	\$107,177	\$110,392	\$113,704	\$117,115	\$120,629	\$124,248	
34	\$91,337	\$94,162	\$97,074	\$99,987	\$102,986	\$106,076	\$109,258	\$112,536	\$115,912	\$119,389	\$122,971	\$126,660	\$130,460	
35	\$95,904	\$98,870	\$101,928	\$104,986	\$108,136	\$111,380	\$114,721	\$118,163	\$121,708	\$125,359	\$129,120	\$132,993	\$136,983	

*Market Level Schedule per PSC Study. Employees over market held constant.

INSURANCE BENEFIT AMOUNT

Full-time \$1,135.00 per month
 Part-time \$1,135.00 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 \$1,135.00 per month
 Part-Time \$1,135.00 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
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								\$52,963	\$54,542	\$56,173	\$57,863	\$59,609	\$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																\$71,186	\$73,321	\$75,520
12																		\$77,031

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

INSURANCE BENEFIT AMOUNT

Full-time **\$1,107.00** per month
Part-time **\$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 **\$1,107.00** per month
Part-Time **\$1,107.00** per month (stipend for part-time employment is prorated based on actual FTE)

TILLAMOOK BAY COMMUNITY COLLEGE
2011-2012 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	19 & On
1	\$38,420	\$39,572	\$40,759	\$41,982	\$43,242	\$44,539	\$45,875	\$47,251	\$48,669	\$50,129	\$51,633	\$53,182	\$54,777	\$56,420	\$58,113	\$59,857	\$61,652	\$63,502	
2	\$39,188	\$40,363	\$41,574	\$42,821	\$44,106	\$45,429	\$46,792	\$48,196	\$49,642	\$51,131	\$52,665	\$54,245	\$55,872	\$57,548	\$59,275	\$61,053	\$62,885	\$64,771	
3	\$39,972	\$41,171	\$42,406	\$43,678	\$44,989	\$46,338	\$47,728	\$49,160	\$50,635	\$52,154	\$53,719	\$55,330	\$56,990	\$58,700	\$60,461	\$62,275	\$64,143	\$66,067	
4	\$40,771	\$41,994	\$43,254	\$44,552	\$45,888	\$47,265	\$48,683	\$50,143	\$51,648	\$53,197	\$54,793	\$56,437	\$58,130	\$59,874	\$61,670	\$63,520	\$65,426	\$67,389	
5	\$41,587	\$42,834	\$44,119	\$45,443	\$46,806	\$48,210	\$49,657	\$51,146	\$52,681	\$54,261	\$55,889	\$57,566	\$59,293	\$61,071	\$62,904	\$64,791	\$66,734	\$68,736	
6	\$42,418	\$43,691	\$45,002	\$46,352	\$47,742	\$49,175	\$50,650	\$52,169	\$53,734	\$55,346	\$57,007	\$58,717	\$60,478	\$62,293	\$64,162	\$66,086	\$68,069	\$70,111	
7					\$48,697	\$50,158	\$51,663	\$53,213	\$54,809	\$56,453	\$58,147	\$59,891	\$61,688	\$63,539	\$65,445	\$67,408	\$69,430	\$71,513	
8								\$54,277	\$55,905	\$57,582	\$59,310	\$61,089	\$62,922	\$64,809	\$66,754	\$68,756	\$70,819	\$72,944	
9										\$60,496	\$62,311	\$64,180	\$66,106	\$68,089	\$70,131	\$72,235	\$74,402		
10													\$67,428	\$69,451	\$71,534	\$73,680	\$75,890		
11															\$72,965	\$75,154	\$77,408		
12																	\$78,956		
13																		\$80,141	COLA + Half-Step

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

INSURANCE BENEFIT AMOUNT

Full-time \$1,135.00 per month
Part-time \$1,135.00 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 \$1,135.00 per month
Part-Time \$1,135.00 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 2010-2011 2011-2012						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$401.19 \$411.22 per lecture credit	\$421.38 \$431.91	\$442.30 \$453.35	\$464.43 \$476.04	\$487.64 \$499.83	\$494.60 \$506.97
Transfer College Credit Courses Substitute Rate	\$33.34 \$34.28 per lecture credit					
Transfer College Credit Courses Writing Bonus for Credit WR Courses	\$298.50 \$305.96 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)	\$827.45 \$848.14 per lab credit	\$868.79 \$890.51	\$890.76 \$913.03	\$957.87 \$981.82	\$1,006.32 \$1,031.47	\$1,056.05 \$1,082.45
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)	\$604.54 \$619.65 per lecture/lab credit	\$634.37 \$650.23	\$666.10 \$682.75	\$699.40 \$716.89	\$734.37 \$752.73	\$771.09 \$790.37
ABE/GED/ESL/ High School Credit Recovery Classes	\$27.46 \$28.15 per hour	\$28.83 \$29.55	\$30.27 \$31.03	\$31.80 \$32.60	\$33.39 \$34.22	\$35.04 \$35.92
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.)	\$23.88 \$24.48 per hour	\$25.07 \$25.70	\$26.35 \$27.00	\$27.64 \$28.33	\$29.03 \$29.75	\$30.48 \$31.25



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	\$8.72 \$8.94 per hour	\$9.16 \$9.39	\$9.62 \$9.86	\$10.09 \$10.34	\$10.60 \$10.87	\$11.13 \$11.41
Instructional Assistants II (Extensive training required, Example: EMT)	\$11.63 \$11.92 per hour	\$12.20 \$12.51	\$12.82 \$13.14	\$13.46 \$13.79	\$14.14 \$14.50	\$14.83 \$15.20
General Tutoring	\$8.72 \$8.94 per hour	\$9.16 \$9.39	\$9.62 \$9.86	\$10.09 \$10.34	\$10.60 \$10.87	\$11.13 \$11.41
ADA Tutor	\$11.63 \$11.92 per hour	\$12.20 \$12.51	\$12.82 \$13.14	\$13.46 \$13.79	\$14.14 \$14.50	\$14.83 \$15.20
Math Tutor	\$11.63-13.94 \$11.92-14.29 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$17.48 \$17.92 per hour					



Capital Construction

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green
President Green will provide an update on the status of the North and South County Centers.



Personnel

RECOMMENDATION

1. Recommend that the Board approve the Position Description for Executive Director for the Foundation and College Advancement, and
2. Recommend approving extending President Emeritus Carnahan's leave from June 30, 2011 through July 31, 2011.

BACKGROUND INFORMATION----- President Green

1. Please see Position Description (attachment 1)
2. The Tillamook Board of Education extends the executive leave for President Emeritus Carnahan to July 31, 2011. The President Emeritus has been asked to spend more time representing the College from April through June 2011 that was anticipated by the Board. His efforts to coordinate the North and South Campus agreements for construction and use, the Education Consortium transition effort and several other projects for the benefit of the College and the community have not allowed him to use the leave as originally planned. This extension recognizes the effort and extends the date of executive leave usage.

Active Positions

Position Title	Application Review Begins	Start Date	Comment	Screening Committee	Appointment
EDC/SBDC Director	June 13, 2011	July 2011	Applications under review	Jon Carnahan	

Current Position Appointments

Position Title	Effective Date	Appointment
Executive Director of the Foundation and College Advancement	July 1, 2011	Jon Carnahan





Tillamook Bay Community College Position Opening Notice

Executive Director, TBCC Foundation and College Advancement

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, the county seat of Tillamook County. The County has a population of 26,000 and TBCC served over 2500 students during the 2010-11 academic year.

Organizational Relationship

The Executive Director, TBCC Foundation and College Advancement reports directly to the College President.

Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree.
3. Minimum of three to five years of fund development experience, including at least two years at the Assistant Director or Director level.
4. Experience in working with community, corporate, government and education leaders.
5. Experience raising at least \$1-2 million per year either individually or through heading a department.

Preferred Qualifications

1. Master's degree.
2. Fund-raising experience in education.
3. Certified Fundraising Executive (CFRE) certification.

Responsibilities

The Executive Director, Foundation and College Advancement is responsible for meeting the fundraising goals of TBCC. The Executive Director provides vision, leadership, strategic direction and administrative oversight for the comprehensive fundraising effort of the Foundation and advancement efforts of the College. The Executive Director and staff, work directly with the College President and the Foundation's Board of Directors. Specific responsibilities include:

- Development and implementation of fundraising and advancement goals and strategies, including the identification, cultivation and solicitation of funds for college programs;
- Cultivation, recognition, and maintenance of individual, corporate, and foundation prospects and donors;
- Leadership for college faculty, staff and administrators to prioritize their fundraising needs and engage in creative fund development strategies;
- Creating opportunities for donors to make planned gifts;
- Increasing the number and level of major gifts to TBCC;
- Leading and carrying out the Foundation's strategic plan and the College Advancement Plan;
- Supervising the financial accounting system for the Foundation's fiscal activities;
- Creating a variety of analyses and reports by gathering data, formulating assumptions, analyzing trends and suggesting solutions;
- Management of the Foundation's assets and disbursements, including endowments;
- Working with the college to develop Foundation promotional materials and reports for Foundation activities, programs, solicitations, and mailings;
- Leading Advancement efforts such as capital projects and campaigns,

- Supporting the recruitment and retention of Foundation Board members; and
- Hiring, supervising, directing, and evaluating the performance of the Foundation's staff.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, contact the Dean of Administrative Services.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify the Dean of Administrative Services no later than the closing date of the announcement.

Candidate selected for hire must provide official academic transcripts and provide proof of authorization to work in the U.S.

Applicants must be prepared to interview at their own expense.

Terms of Employment: Half-time, Permanent, 12 months per year.

Closing Date: June 30, 2011.

Compensation and Position Availability: Salary: \$30,910 - \$44,150 per year depending on education and experience, actual placement is non-negotiable and is based on applicant's verified education and experience.

Starting date: as soon as possible upon completion of the search process.

Application Requirements:

Applicants should submit the following:

- A TBCC application; *In the application, please provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff;
- A letter of application addressing each of the required and preferred qualifications;
- A current resume of all work experience, formal education and training; and
- Unofficial copies of college transcripts.

The submission of all required application materials is the responsibility of the applicant.

Send or deliver the application packet to:

Tillamook Bay Community College
Attn: Human Resources
4301 Third Street
Tillamook, OR 97141

To print the application go to <http://www.tbcc.cc.or.us/employment.html> and choose the staff application packet.

Questions: Ron Ellison, Dean of Administrative Services

Voice: (503) 842-8222 x 1020

FAX: (503) 842-8334

Email: ellison@tillamookbay.cc

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Dean of Administrative Services at TBCC, 4301 Third Street, Tillamook, Oregon, Room 110, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467.

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Announcements and General Information

RECOMMENDATION

Information only – no action requested.

BACKGROUND INFORMATION----- President Green

Upcoming events please mark your calendar!

- July 18 from 8:30 a.m. to 5:00 p.m. - OCCA New Board Member Training at the OCCA offices in Salem.
- August 10 thru 13 – Tillamook County Fair. The College is on Furlough that week and staff are being asked to help cover 2 hour shifts on a volunteer basis. If you would like to help cover a shift please advise Sue Owens.
- October 27-29 - 2011 OCCA "Defining A New Perspective" Conference at Salishan Resort & Spa in Gleneden, Oregon.

