

Board of Education Meeting Agenda

Date:
Monday, May 7 2012

Room #214
4301 Third Street, Tillamook, Oregon 97141

Time:
6:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Executive Session ----- Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session for the purpose of evaluating the President. Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session to consider the employment of a public officer. Neither session will be open to the public.	Chair Shaw
2.	Call to Order • Acknowledge Guests -----	Chair McGinnis
3.	Approval of the Agenda -----	(Action) Chair McGinnis
4.	Invitation of Public Comment ----- 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.	Chair McGinnis
5.	Approval of the April 2, 2012 Minutes -----	(Action) Chair McGinnis
6.	Reports: A. Achievement Compact ----- B. Financial Report -----	Dean Gates Comptroller & Interim Budget Manager Williams
7.	New Business: A. Budget Committee Membership ----- B. Meeting Schedule 2012-2013 -----	President Green President Green
8.	Old Business: A. Academic Calendar ----- B. President's Evaluation -----	(Action) Dean Gates Chair Shaw
9.	Standing Business A. Courses and Curricula ----- B. Board of Education Policy ----- C. TBCC South ----- D. Personnel -----	(Action) Dean Gates President Green President Green Interim Director Ryan
10.	Announcements and General Information -----	Chair Shaw
11.	Invitation of Public Comment -----	Chair Shaw
12.	Board Member Discussion Items -----	Chair Shaw
13.	Adjournment -----	(Action) Chair Shaw

Executive Session

RECOMMENDATION

MOTION TO MOVE INTO EXECUTIVE SESSION. .

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BACKGROUND INFORMATION ----- Chair Shaw

Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session for the purpose of evaluating the President.

Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session to consider the employment of a public officer. Neither session will be open to the public.



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS. .

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BACKGROUND INFORMATION ----- Chair Shaw



Approval of Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

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BACKGROUND INFORMATION ----- Chair Shaw



Invitation of Public Comment

RECOMMENDATION

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.

BACKGROUND INFORMATION ----- Chair Shaw



Approval of April 2, 2012 Minutes

RECOMMENDATION

MOTION TO APPROVE THE APRIL MINUTES.

BACKGROUND INFORMATION ----- Chair Shaw

Board of Education Meeting Minutes

April 2, 2012
Central Campus, Room 214
2301 Third Street, Tillamook OR 97141

Directors Present: James McGinnis, Steve Shaw, Deborah Lincoln, Craig Wakefield, Bob Weitman and Rose Wharton.

Staff Present: Connie Green, Lori Gates, Kyra Williams Michele Burton, and Sheryl Neu

Call to Order – Contract Review Board (Agenda item A)

The meeting was called to order at 6:32 pm by Chair Shaw.

Contract Review (Agenda item B)

Mr. John O. Henri reported to the Board that the electrical contractor's license expired for the chosen contractor. Once the contractor realized this they worked with the CCB office and facilitated reinstatement of the license and everything is back in order.

TBCC South should be place at the end of April and completed by the end of May. .

Call to Close – Contract Review Board (Agenda item C)

A motion was made by Director Weitman and seconded by Director Lincoln to adjourn the Contract Review Board meeting. The motion passed and the meeting adjourned at 6:45.

Call to Order Board Meeting (Agenda item 1)

The meeting to order at 6:45 by Board Chair Shaw.

Invitation of Public Comment (Agenda item 3)

There was no public comment at this time.

Approval of the March 5, 2012 Minutes (Agenda item 4)

A motion was made by Director Wharton and seconded by Director Weitman to approve the March minutes as presented. The motion passed.



Reports

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

President Green shared the most recent Achievement Compact with the most recent numbers from Community Colleges and Workforce Development. . There was discussion about what the numbers represented and how they will be used in the long term. President Green explained that Tillamook Bay Community College will continue to improve student success that includes completion. The compacts do not reflect all that community colleges are expected to deliver. All 17 community colleges see this as a learning year. Tillamook Bay will not be compared with Portland Community College, or Oregon Coast or any other college. The intent is to improve. President Green will be drafting a cover letter from the Board to OEIB to express their concerns and their intentions..

Financial Report (Agenda Item 5.B)

Financial reports for the months of January and February were presented. Comptroller Williams had nothing specific to address on either report. The Board thanked Kyra for the effort.

Board Effectiveness (Agenda Item 5.C)

Sheryl Neu walked the Board through settings on the iPad that would allow them to see and retrieve emails from the server that had not been opened but did not show up in their in box. .

New Business

2012-2013 Tuition and Fee Schedule (Agenda Item 6.A)

There is a proposed \$5 increase per credit for both In-State and Out-of-State tuition. The \$5 increase will assist in the overall funding of the college. The college will continue to fund the First Class Scholar Program. The implementation of the tuition fee will begin in Summer Term 2012 instead of the Fall Term. A motion to approve the fee change was made by Director Wakefield and seconded by Director Weitman. The motion passed and the fee change was approved.

Academic Calendar (Agenda Item 6.B)

There was an error of when Spring Term ends the calendar says 2011 and should say 2012. The Fair Board has agreed to try having Tillamook Bay Community College stay open during the fair on Wednesday and Thursday. The college will still close on Friday and Saturday. For the two days the college is open the Fair Board will give the college passes for student and faculty to park in the college parking lot. . With this change the college will be able to end summer term before Labor Day weekend and the college will be able to close for a full week plus two days over the Winter Break.



2011-2012 Organization, Finance and Legal Descriptions (Item Agenda 6.C)

The document was updated, with the removal of Ron Ellison and Sue Owens. Comptroller Williams name was added as was Mr. Pat Ryan. There was also the removal of the signature of the deputy clerk for the investment of funds because Comptroller Williams cannot sign funds she is dispersing. A motion was made by Director Wakefield and seconded by Director Lincoln for the approval of the Signers .The motion passed.

Account Signers (Item Agenda 6.D)

The removal of Ron Ellison and the addition of Mr. Pat Ryan was made to the document. A motion was made by Director McGinnis and seconded by Director Weitman to approve the changes which were made. The motion passed.

Standing Business

Strategic Planning and Accreditation (Agenda Item 7.A)

Dean Gates attended a self-evaluation workshop by the Northwest Commission. The workshop was about accreditation for comprehensive visits in years 5 and 7 in the accreditation process. It was helpful to hear the input from other colleges. There was good information from one workshop on how to integrate planning and budget and core theme planning.

The Foundations of Excellence is progressing. On April 13 & 14 Dean Gates and President Green will be sitting in on a webinar to create the final reports. On-Course was a key first step to improving first term experiences. FOE survey results reflect that step. Preliminary data on the On-Course classes has been very positive and these classes are proving to be very helpful to first year students. It is recommended that the On-Course classes continue.

Grants and Contracts (Agenda Item 7.B)

Tillamook Bay Community College has been awarded a grant for the Career Pathways program. The grant, which is through the end of the biennium, will support and help implement the CASE Grant goals as well as assist in helping students with the transition from pre-college to college.

Announcements and General Information

- *The new building in South County will be in place in by late April and be ready for use by the end of May.
- *A budget committee meeting is set for Monday, April 23, 2012 beginning at 6 pm.
- *Graduation will be held at the Nazarene Church beginning at 6:30 pm instead of 7:00 pm. President Green invited the Board to attend, stating that it is appreciated by the students.
- *OCCA is hosting a workshop focusing on college effectiveness and student success. Board members will have time to discuss their role in student success.



Invitation of Public Comment

There was no public comment.

Board Member Discussion Items

Char Shaw shared that he would like the meetings to end by 8:00 pm because a few of the Board members have a long commute. Thus the meetings will try to end at 8:00 pm whenever possible. Chair Shaw proposed the idea of having meals provided before each meeting or during Executive Sessions. Director Lincoln did not think it would be appropriate to have the college pay for meals especially since the Executive Sessions do not happen that often. Chair Shaw suggested that the Board pay for themselves. A motion was made by Director Wharton and seconded by Director Lincoln to modify the board agenda so that either executive session or the program/partner reports would begin at 6:00 pm with a light dinner available. The motion passed. President Green suggested using the culinary program to provide the meals. Each month Board members will let President Green know if they will not be there or if they do not want a meal. Otherwise she will order a meal for each Board member. The leadership team will also be invited to order and pay for a dinner. ,

Executive Session

Executive Session was started at 7:47 pm

Pursuant to O.R.S. § 192.660 (2)(i), the Board, may, upon a vote of a majority of the members constituting a quorum, elect to go into Executive Session for the purpose of evaluating the President.

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A motion was made by Director Lincoln and seconded by Director Wharton to start the Executive Session. The motion passed.

Adjournment

A motion was made by Director Lincoln and seconded by Director Wharton to adjourn the meeting. The motion passed and meeting was adjourned at 8:20 pm.



Achievement Compact

RECOMMENDATION

INFORMATION ONLY. NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Dean Gates

The Achievement Compacts format has been approved by the Oregon Education Investment Board. The following compact and numbers for 2010-2011 was given to all community college by The Department of Community Colleges and Workforce Development. The protocol used to create the projections and targets included the following:

Protocol for "Projections" for Achievement Compacts

1. Review the five year trend in each category.
 - a. Identify the average for the five years.
 - b. Identify the next step in the trend line.
2. Review the actual numbers for the current year to date. Are they increasing? Decreasing? Why?
3. Identify if the year to date numbers reflect the trend line data or the 5 year average, other?
4. Identify changes in the policy, administrative rule or student demographics that suggest insight into the numbers for the year.
5. Suggest the "projection" based on the numbers and insights from step 1 thru

Protocol for "Targets" for Achievement Compacts

1. Review the five year trend, target, and pipeline of students for the category.
2. Will the target year be same, less, more than current year?
3. Identify a range – minimal to most. Refine the number based on conversation.
4. Choose a number in the completion category based on what appears to be "completing"
5. Choose a number in the progress category based on current year knowledge unless there is a new policy, program, grant that would increase the number.
6. Choose a number in the connections category based on this year unless knowledge of less or more capacity.

Outcome Measures	2010-11 Actual		2011-12 Projected		2012-13 Target	
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Adult HS diplomas/GEDs	43	N/A	30	N/A	30	N/A
Certificates/Oregon Transfer Modules	9	*	10	*	10	*
Associate degrees	23	0	25	*	25	*
Transfers to four-year institutions	95	6	98	7	95	6
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Enrolled Dev. Ed. Writing who complete (%)	97%	100	93	95	90	93
Enrolled in Dev. Ed. Math who complete (%)	67%	70	66	68	65	67
Who earn 15/30 college credits in the year (#)	264/117	39/19	205/145	31/25	200/145	30/25
Who pass a national licensure exam (#/%)	0%	N/A	65	N/A	65	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Are dual enrolled in Oregon high schools	91	15	90	14	90	14
Are dual enrolled in OUS	0	0	5	*	5	*
Who transfer to OUS	68	6	70	7	70	7
Employment (under development)						
Local Priorities (Optional for each district)						
<i>Number and/or percentage of students who:</i>	All	Under-represented	All	Under-represented	All	Under-represented
Career and College Ready: Project with Tillamook High School to have all students who graduate in 2015 have one college class up to one year of college.	91	6	105	7	120	10
What is the level of public investment in the district?						
	2010-11 Actual		2011-12 Projected		2012-13 Target	
<i>State funds</i>	891,221		846,456		811,088	
<i>Local Property tax revenue</i>	1,014,858		1,045,340		1,076,738	
<i>Total state and local operating funds</i>	1,906,079		1,909,796		1,887,826	

Some of the areas for discussion include:

- a) Are the Projections reasonable? Does the Board approve?
- b) Are the targets reasonable? Does the Board approve?
- c) Is the local priority reasonable? Does the Board approve?
- d) In the cover letter to the Oregon Education Investment Board, what items would you like to be addressed?

Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

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



Agenda Item 6.B. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended March 2012
75.00% of fiscal year elapsed

	FY 2010-2011			FY 2011-2012		
	Annual Budget	03/31/11 Actual	Percentage of Budget	Annual Budget	03/31/12 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 1,130,471	\$ 1,082,233.18	95.73%	\$ 982,678	\$ 746,566.15	75.97%
State	\$ 807,629	\$ 587,400.88	72.73%	\$ 865,821	\$ 648,412.52	74.89%
Property Taxes	\$ 971,401	\$ 913,296.96	94.02%	\$ 1,020,018	\$ 950,322.45	93.17%
Timber Taxes	\$ 302,579	\$ 115,542.74	38.19%	\$ -	\$ -	0.00%
Local Contract	\$ 22,900	\$ 22,900.00	0.00%	\$ 25,000	\$ 27,250.00	109.00%
Tuition	\$ 635,539	\$ 843,927.44	132.79%	\$ 866,666	\$ 1,086,482.56	125.36%
Fees	\$ 146,174	\$ 155,638.00	106.47%	\$ 179,639	\$ 186,268.00	103.69%
Sale of Goods	\$ 3,500	\$ 3,725.00	106.43%	\$ 3,000	\$ 2,508.00	83.60%
Interest	\$ 5,000	\$ 4,158.68	83.17%	\$ 4,000	\$ 3,429.77	85.74%
Rental	\$ 500	\$ 5,740.00	0.00%	\$ 6,500	\$ 5,165.00	79.46%
Miscellaneous	\$ 8,000	\$ 4,213.34	52.67%	\$ 7,500	\$ 5,771.30	76.95%
Transfers	\$ 76,500	\$ 56,970.07	74.47%	\$ 473,174	\$ 105,265.21	22.25%
Repayment of Short-Term Loan	\$ 69,625	\$ -	0.00%	\$ -	\$ -	0.00%
Total resources	\$ 4,179,818	\$ 3,795,746.29	90.81%	\$ 4,433,996	\$ 3,767,440.96	84.97%
Expenditures						
Instruction	\$ 1,015,308	\$ 780,011.31	76.83%	\$ 1,439,310	\$ 936,842.83	65.09%
Instructional Support	\$ 378,626	\$ 265,352.85	70.08%	\$ 414,559	\$ 321,944.91	77.66%
Student Services	\$ 290,657	\$ 199,306.09	68.57%	\$ 356,831	\$ 218,365.06	61.20%
College Support	\$ 1,160,226	\$ 914,610.22	78.83%	\$ 1,076,027	\$ 827,728.18	76.92%
Plant Operation	\$ 413,112	\$ 234,055.70	56.66%	\$ 379,582	\$ 221,070.59	58.24%
Transfers	\$ 346,600	\$ 324,561.25	93.64%	\$ 266,600	\$ 237,252.44	88.99%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,654,529	\$ 2,717,897.42	74.37%	\$ 3,982,909	\$ 2,763,204.01	69.38%
Ending fund balance	\$ 525,289	\$ 1,077,848.87	205.19%	\$ 451,087	\$ 1,004,236.95	222.63%

Agenda Item 6B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 2012

	Fund No.	Beginning Working Capital	2011-2012 Revenue	2011-2012 Expenditures	Ending Working Capital	2011-2012 Spendable Budget	2010-2011 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 46,586.23	\$ 46,586.23	\$ -	\$ 46,000	\$ 37,235.62
Tutor Grant	211	\$ -	\$ 10,676.72	\$ 10,676.72	\$ -	\$ 13,000	\$ 9,516.68
Sprint Yellow Pages Literacy Grant	215	\$ 2,498.62	\$ -	\$ 3.05	\$ 2,495.57	\$ 1,500	\$ 3.27
United Way Literacy Grant	216	\$ 6,470.26	\$ 750.00	\$ 113.00	\$ 7,107.26	\$ 2,000	\$ 500.00
Learning Standards Grant	219	\$ -	\$ -	\$ 90.72	\$ (90.72)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 1,300.07	\$ 17,408.92	\$ (16,108.85)	\$ -	\$ -
Green LMI Implementation Grant	224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 12,899.96
Industrial Maintenance Tech	226	\$ 35,374.03	\$ 62,632.75	\$ 32,897.28	\$ 65,109.50	\$ 138,200	\$ 11,655.70
OYA Instruction Contract	227	\$ -	\$ 4,389.32	\$ 4,389.32	\$ -	\$ 56,300	\$ 25,873.81
SESP Oregon Green Tech Certificate	228	\$ -	\$ 9,772.51	\$ 9,938.81	\$ (166.30)	\$ 37,107	\$ 169.40
OYA Instruction Supplemental Contract	229	\$ -	\$ 3,148.12	\$ 3,148.12	\$ -	\$ -	\$ -
SBDC Federal Grant	230	\$ -	\$ 16,175.89	\$ 20,081.98	\$ (3,906.09)	\$ 30,250	\$ 24,452.41
SBDC State Grant	231	\$ -	\$ 3,600.21	\$ 10,870.19	\$ (7,269.98)	\$ 24,804	\$ 23,052.83
SBDC Program Income	232	\$ 12,432.20	\$ 4,730.00	\$ 112.25	\$ 17,049.95	\$ 7,653	\$ 1,440.00
SBDC - EDC Fund	235	\$ -	\$ 65,187.99	\$ 66,859.30	\$ (1,671.31)	\$ 100,620	\$ 77,526.95
SBDC USDA RBEG	236	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -
TEC Vocational Education Grant	240	\$ -	\$ 24,722.00	\$ 24,722.00	\$ -	\$ 18,000	\$ 480.70
Student Assistance	250	\$ 1,972.89	\$ 174.00	\$ 734.00	\$ 1,412.89	\$ 2,500	\$ 500.00
Work Keys Mini Grant	251	\$ 1,732.72	\$ -	\$ 124.00	\$ 1,608.72	\$ 800	\$ 21.50
Bay City Rental	260	\$ 3,490.13	\$ -	\$ -	\$ 3,490.13	\$ -	\$ 1,910.65
First Term to First Year Persistence	271	\$ 3,987.29	\$ -	\$ 3,987.29	\$ -	\$ -	\$ 5,737.55
Statewide Distance Learning System Development	272	\$ 35,658.40	\$ 10,500.00	\$ 46,158.40	\$ -	\$ -	\$ -
OFAX Assess for Distance Learning	273	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 1,049,862.39	\$ 3,807.06	\$ -	\$ 1,053,669.45	\$ 60,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 120,325.11	\$ -	\$ 120,325.11	\$ 283,204	\$ -
Strategic Initiative Fund	295	\$ 1,476,022.49	\$ 5,280.94	\$ 94,611.00	\$ 1,386,692.43	\$ 94,611	\$ 46,200.00
Capital Construction Due Diligence Grant	296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,400.00
Total Special Fund		\$ 2,629,501.42	\$ 398,758.92	\$ 398,512.58	\$ 2,629,747.76	\$ 964,549	\$ 293,577.03

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2012
Total of Grants that borrow from the General Fund	\$ (29,213.25)	\$ 24,746.72	\$ -	\$ (53,959.97)
Total of Grants that are not borrowing from the General Fund	\$ 2,658,961.01	\$ -	\$ -	\$ 2,658,961.01
Total Special Fund	\$ 2,629,747.76	\$ 24,746.72	\$ -	\$ 2,605,001.04

	Fund No.	Beginning Working Capital	2011-2012 Revenue	2011-2012 Expenditures	Ending Working Capital	2011-2012 Spendable Budget	2010-2011 Prior Year Expenditures
Community Education	310	\$ 931.43	\$ 5,126.00	\$ 1,093.88	\$ 4,963.55	\$ 7,695	\$ 2,702.21
Bookstore	320	\$ 61,493.83	\$ 187,086.27	\$ 229,889.05	\$ 18,691.05	\$ 204,286	\$ 192,773.99
Customized Training Projects	330	\$ 11,487.32	\$ 2,400.00	\$ 1,571.98	\$ 12,315.34	\$ 10,826	\$ -
Culinary & Hospitality Program	340	\$ 1,850.08	\$ 6,741.41	\$ 6,156.89	\$ 2,434.60	\$ 8,275	\$ 8,245.54
Total Enterprise Fund		\$ 75,762.66	\$ 201,353.68	\$ 238,711.80	\$ 38,404.54	\$ 231,082	\$ 203,721.74
PERS Pension Bond Fund	410	\$ 12,255.17	\$ 80,949.95	\$ 40,618.73	\$ 52,586.39	\$ 104,637	\$ 41,083.03
General Obligation Bond Fund	420	\$ (5,083.45)	\$ 626,227.50	\$ 185,918.75	\$ 435,225.30	\$ 651,838	\$ 191,018.75
Total Debt Service Fund		\$ 7,171.72	\$ 707,177.45	\$ 226,537.48	\$ 487,811.69	\$ 756,475	\$ 232,101.78
Campus Construction Fund - GO Bonds	520	\$ 1,885,437.97	\$ 7,161.32	\$ 341,154.03	\$ 1,551,445.26	\$ 996,000	\$ 196,774.85
Total Capital Projects Fund		\$ 1,885,437.97	\$ 7,161.32	\$ 341,154.03	\$ 1,551,445.26	\$ 996,000	\$ 196,774.85
Associated Students of TBCC	710	\$ 3,687.00	\$ 6,307.20	\$ 5,663.31	\$ 4,330.89	\$ 8,300	\$ 4,420.39
Phi Theta Kappa Honorary Society Fund	720	\$ 267.18	\$ 4,878.60	\$ 3,769.66	\$ 1,376.12	\$ 5,275	\$ 3,841.88
Total Agency Fund		\$ 3,954.18	\$ 11,185.80	\$ 9,432.97	\$ 5,707.01	\$ 13,575	\$ 8,262.27
Tuition Waivers	831	\$ 13,379.00	\$ 21,000.00	\$ 13,445.00	\$ 20,934.00	\$ 21,000	\$ 12,729.50
Board Scholarships	832	\$ 127,374.87	\$ 100,000.00	\$ 73,381.50	\$ 153,993.37	\$ 123,525	\$ 42,810.96
Institutional Work Study	833	\$ 594.75	\$ 29,000.00	\$ 16,912.49	\$ 12,682.26	\$ 29,000	\$ 24,786.84
Foundation Scholarships	834	\$ -	\$ 49,464.10	\$ 49,890.85	\$ (426.75)	\$ 100,000	\$ 52,786.79
Non-Institutional Scholarships	840	\$ 3,034.25	\$ 44,379.25	\$ 33,298.83	\$ 14,114.67	\$ 35,000	\$ 20,770.35
Total Financial Aid Fund		\$ 144,382.87	\$ 243,843.35	\$ 186,928.67	\$ 201,297.55	\$ 308,525	\$ 153,884.44

Agenda Item 6.B - Attachment #3

Tillamook Bay Community College

Summary Financial Information - Cash Status

Preliminary for Fiscal Year-to-Date Ended March 2012

75.00% 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)		\$ 776,303			\$ 2,504,288			\$ 1,126			\$ 27,746	
Beginning Fund Balance	\$ 982,678	\$ 746,566	75.97%	\$ 2,487,093	\$ 2,629,501	105.73%	\$ 2,500	\$ 931	37.24%	\$ 30,000	\$ 61,494	204.98%
Resources												
State Aid	\$ 865,821	\$ 648,413	74.89%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 25,000	\$ 27,250	109.00%	\$ 826,211	\$ 384,017	46.48%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,046,305	\$ 1,272,751	121.64%	\$ 5,000	\$ 4,730	94.60%	\$ 7,000	\$ 5,126	73.23%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,020,018	\$ 950,322	93.17%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 3,000	\$ 2,508	83.60%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 200,000	\$ 186,601	93.30%
Interest	\$ 4,000	\$ 3,430	85.75%	\$ 10,500	\$ 9,088	86.55%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,500	\$ 5,165	79.46%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,500	\$ 5,771	76.95%	\$ 2,000	\$ 924	46.20%	\$ -	\$ -	0.00%	\$ 1,000	\$ 485	48.50%
Transfers	\$ 473,174	\$ 105,265	22.25%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,451,318	\$ 3,020,875	87.53%	\$ 844,711	\$ 398,759	47.21%	\$ 7,000	\$ 5,126	73.23%	\$ 201,000	\$ 187,086	93.08%
Expenditures												
Salaries and Wages	\$ 2,633,878	\$ 1,924,553	73.07%	\$ 393,605	\$ 150,409	38.21%	\$ 4,725	\$ 886	18.75%	\$ 43,077	\$ 32,488	75.42%
Operating Expenditures	\$ 976,431	\$ 561,803	57.54%	\$ 108,135	\$ 129,440	119.70%	\$ 2,450	\$ 208	8.49%	\$ 158,050	\$ 196,052	124.04%
Capital Outlay	\$ 56,000	\$ 39,596	70.71%	\$ 8,000	\$ 14,759	184.49%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 266,600	\$ 237,252	88.99%	\$ 468,235	\$ 103,905	22.19%	\$ 520	\$ -	0.00%	\$ 2,159	\$ 1,349	62.48%
Other budgetary accounts (Note 2)	\$ 50,000	\$ -	0.00%	\$ 2,313,029	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 2,763,204	69.38%	\$ 3,291,004	\$ 398,513	12.11%	\$ 7,695	\$ 1,094	14.22%	\$ 204,286	\$ 229,889	112.53%
Ending Fund Balance	\$ 451,087	\$ 1,004,237		\$ 40,800	\$ 2,629,747		\$ 1,805	\$ 4,963		\$ 26,714	\$ 18,691	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 484,639			\$ 24,747			\$ -			\$ -	
Inventories		\$ 2,724			\$ -			\$ -			\$ 39,033	
NET EFFECT ON CASH		\$ (487,363)			\$ (24,747)			\$ -			\$ (39,033)	
Liabilities												
Accounts Payable		\$ 57,784			\$ -			\$ -			\$ -	
Unearned Revenue (Note 3)		\$ 85,133			\$ -			\$ -			\$ -	
Payroll		\$ 136,872			\$ -			\$ -			\$ 5,854	
NET EFFECT ON CASH		\$ 279,789			\$ -			\$ -			\$ 5,854	
NET ADJUSTMENTS		\$ (207,574)			\$ (24,747)			\$ -			\$ (33,179)	
ENDING CASH BALANCE		\$ 796,663			\$ 2,605,000			\$ 4,963			\$ (14,488)	

Budget Committee Membership

RECOMMENDATION

RENEW TERMS OF INCUMBENTS VAN MOE, STEVE VANDEEHOEF, WARD WEISSENFLUH, AND JACK MULDER.

BACKGROUND INFORMATION ----- President Green

Zone	Board Member	Community Representative	Term Expires
1	Rose Wharton	Michelle Hughes	6/30/14
2	Craig Wakefield	Van Moe	6/30/12
3	Ruth Jensen	J. Robert McPheeters	6/30/14
4	Stephen Shaw	Steve VanDerhoef	6/30/12
5	Ann Swain	Ward Weissenfluh	6/30/12
6 –At large	James P. McGinnis	Vicki Goodman	6/30/14
7 –At large	Robert Weitman	Jack Mulder	6/30/12



2012-2013 Board Meeting Schedule

RECOMMENDATION

FIRST READING AND REVIEW OF THE 2012-2013 BOARD MEETING SCHEDULE.

BACKGROUND INFORMATION ----- President Green

The proposed meeting dates noted below are based on the established practice of the first Monday of each month with the exceptions of September 2012 and January 2013 due to holiday conflicts. In July and August there are no scheduled meetings. All meetings are scheduled for 6:00 p.m. at the Central Campus Board Room #215 (Board Policy 101.2).

If has been requested that the Board hold another meeting each year in both North and South County. The September meeting is being recommended for Tillamook Bay South.

The meeting schedule will be brought before the Board again in June for second reading and approval. If you have any conflicts that you feel need to be considered, please bring them forward for discussion.

2012

September 10 – Tillamook Bay South
October 1
November 5
December 3

2013

January 7
February 4
March 4
April 1
April 15 (Public Budget Committee) – 6:00 pm
May 6
June 3



2012-2013 Academic Calendar

RECOMMENDATION

APPROVE THE 2012-2013 ACADEMIC CALENDAR.

BACKGROUND INFORMATION ----- Dean Gates

Attached is the proposed 2012-2013 Academic Calendar in the traditional narrative board format and in a calendar format that reflects furlough days. There have been no substantive changes since last month's draft.





2012-2013 ACADEMIC CALENDAR

2012

MAY 21.....	Summer Term 2012 Registration Begins
MAY 28.....	Memorial Day Holiday
JUNE 11 - 16.....	Spring Term 2012 Finals Week
JUNE 15.....	Commencement Exercises
JUNE 16.....	Spring Term 2012 Ends
JUNE 25.....	Summer Term 2012 Classes Begin
JUNE 25 - 29.....	Late Registration, Summer Term 2012
JULY 4.....	July Fourth Holiday
AUGUST 20.....	Fall Term 2012 Registration Begins
SEPTEMBER 3.....	Labor Day Holiday
SEPTEMBER 8.....	Summer Term 2012 Ends
SEPTEMBER 17 - 18.....	College In-service (Curtailed Public Services)
SEPTEMBER 24.....	Fall Term 2012 Classes Begin
SEPTEMBER 24 - 28.....	Late Registration, Fall Term 2012
NOVEMBER 12.....	Veterans Day Holiday
NOVEMBER 22 - 23.....	Thanksgiving Holiday
NOVEMBER 26.....	Winter Term 2013 Registration Begins
DECEMBER 10 - 15.....	Fall Term 2012 Finals Week
DECEMBER 15.....	Fall Term 2012 Ends
DECEMBER 24, 25, 26.....	Winter Holidays

2013

JANUARY 1.....	New Year's Holiday
JANUARY 7.....	Winter Term 2013 Classes Begin
JANUARY 7 - 11.....	Late Registration, Winter Term 2013
JANUARY 21.....	Martin Luther King, Jr. Day Holiday (non-contract day for faculty)
FEBRUARY 25.....	Spring Term 2013 Registration Begins
MARCH 28 - 23.....	Winter Term 2013 Finals Week
MARCH 23.....	Winter Term 2013 Ends
MARCH 25 - 29.....	Spring Break
APRIL 1.....	Spring Term 2013 Classes Begin
APRIL 1-5.....	Late Registration, Spring Term 2013
APRIL 16.....	College In-service (Curtailed Public Services)
MAY 20.....	Summer Term 2013 Registration Begins
MAY 27.....	Memorial Day Holiday
JUNE 10 - 14.....	Spring Term 2013 Finals Week
JUNE 14.....	Commencement Exercises
JUNE 15.....	Spring Term 2013 Ends
JUNE 24.....	Summer Term 2013 Classes Begin

NOTES:

1. Registration dates subject to change.
2. Last day to drop courses with a refund: See class schedule.
3. Last day to drop classes and receive a "W": See class schedule.

**TILLAMOOK BAY COMMUNITY COLLEGE
2012/ 13 Academic Calendar**

July

S	M	T	W	T	F	S
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	H	H	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	27	28	29
30	31					

JULY

4 July 4th Holiday (H)

AUGUST

20 Fall Term ('12) Reg. Begins

SEPTEMBER

3 Labor Day Holiday (H)

8 Summer Term 2012 Ends (E)

17-18 College In-Service (I)
(Curtailed Public Services)

24 Fall Term 2012 Classes Begin (B)

24-28 Late Registration, Fall 2012

OCTOBER

NOVEMBER

12 Veteran's Day Holiday (H)

22-23 Thanksgiving Holiday (H)

26 Winter Term ('13) Reg. Begins

DECEMBER

10-14 Fall Term 2012 Finals Week

15 Fall Term 2012 Ends (E)

24-31 Winter Holidays/College Closed (H)/(F)

JANUARY

1 New Year's Holiday (H)

7 Winter Term ('13) Classes Begin (B)

7-11 Late Reg. Winter Term ('13)

21 Martin Luther King, JR Holiday (H)
(non-contract day for faculty)

FEBRUARY

25 Spring Term ('13) Reg. Begins

MARCH

18-22 Winter Term 2013 Finals Week

23 Winter Term 2013 Ends (E)

25-29 Spring Break

APRIL

1 Spring Term ('13) Classes Begin (B)

1-5 Late Reg., Spring Term ('13)

16 College In-Service (I)
(curtailed public services)

MAY

20 Summer Term ('13) Reg. Begins

27 Memorial Day Holiday (H)

JUNE

10-15 Spring Term 2013 Finals Week

15 Commencement Exercises

15 Spring Term 2013 Ends (E)

24 Sum. Term ('13) Classes Begin (B)

January

S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				





May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY (H) Holiday (F) Furloigh Days for All Staff
(I) Inservice (B) Beginning of Term
(E) End of Term

○ Inservice Days
 College closed (except for emergencies)
 Non-working Days for 180-day contract
 Inter-term Breaks
 Furloigh Days for All Staff

Presidential Evaluation

RECOMMENDATION

ACTION TO APPROVE PRESIDENT GREEN'S 2011-2012 EVALUATION

BACKGROUND INFORMATION ----- Chair Shaw

Each year the Board of Education conducts an evaluation of the President aligned with goals approved for the academic year. The Board will provide an evaluation for 2011-2012 and discuss the 2012-13 goals. This process creates the context and overarching strategic direction for Tillamook Bay Community College Board and President.



Courses and Curricula

RECOMMENDATION

IT IS RECOMMENDED THAT THE BOARD APPROVE CHANGES TO THE ALCOHOL AND DRUG COUNSELOR AAS DEGREE, CRIMINAL JUSTICE AAS DEGREE, AND EMERGENCY MEDICAL SERVICES CERTIFICATE.

BACKGROUND INFORMATION ----- Dean Gates

These degree and certificate changes are required for TBCC programs to remain in alignment with Portland Community College (PCC).

Alcohol and Drug Counselor AAS Degree:

1. Increase credit requirements for the degree (from 96 to 99 credits).
2. Change prerequisites: ADD WR 121 as a pre-requisite.
3. Change prerequisites: ADD LIB 101 Library Research and Beyond 1 cr.
4. Change prerequisites: ADD AD 101 Alcohol Use and Addiction
5. Drop AD 101 Alcohol Use and Addiction from Degree Requirements
6. Add: MP 201 Intro to Electronic Health Records (3 credits required class)
7. Add AD 106 Smoking Cessation 1 credit course.
8. Add an elective tract to the program: Alcohol and Drug Counselor Degree Electives. Students will need to take 6 credits (two courses) of electives. Each of the following are 3 credit courses.
 - a. AD 111: Gambling and Addiction I
 - b. AD 112: Gambling and Addiction II
 - c. AD 109: Criminality and Addiction
 - d. AD 105: Aging and Addiction
 - e. AD 107: Addiction Recovery Mentor.
 - f. AD 108: Adolescents and Addiction

Criminal Justice AAS Degree:

1. Add: CJA 244 to required course for degree
2. Remove CJA 244 from elective list
3. Add SOC 204 as an "or" option for SOC 206
4. Reduce number of elective credits from 18 to 12
5. Reduce # credits needed to earn degree (from 95-92 credits)

Emergency Medical Services Certificate:

1. Remove one 4-credit general education course
2. Reduce credit requirement to earn the certificate from 61-57
3. Revise and submit the related instruction template for a one-year certificate
4. Change certificate designation from two-year to one-year
5. Update outcomes



Board of Education Policy

RECOMMENDATION

FIRST READING OF TWO POLICIES. ACTION TO BE TAKEN IN JUNE, 2012.

BACKGROUND INFORMATION ----- President Green

Policy 501.9.2 Veterans is back before you for fine tuning based on the 2012 legislative session. The edits are minor but will confirm our policy with statewide agreement. The edits are

The Integrated Pest Management policy is the result of the 2009 legislature and the need for every K-12 and community college to have a policy for the management of pests. This will be added to policy 202- Occupational Safety and Health Administration Regulations as section 202.6

501.9.2 –DEPENDENTS OF FALLEN OR 100% DISABLED OREGON SERVICE PERSONNEL

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of **members of** all branches of the United States Armed Forces or United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver.

These waivers will be administered through processes outlined in Administrative Rules.



202.6 - INTEGRATED PEST MANAGEMENT

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of College buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes College staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and



12. *Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.*

The College shall designate the Facilities Coordinator as the Integrated Pest Management Plan Coordinator gives them the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

- 1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;*
- 2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;*
- 3. Oversee pest prevention efforts;*
- 4. Ensuring identification and evaluation of pest situation;*
- 5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;*
- 6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;*
- 7. Evaluate pest management results; and*
- 8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;*
 - b. A copy of the Material Data Safety Sheet;*
 - c. The brand name and USEPA2 registration number of the product;*
 - d. The approximate amount and concentration of pesticide applied;*
 - e. The location of where the pesticide was applied;*
 - f. The type of application and whether the application was effective;*
 - g. The name(s) of the person(s) applying the pesticide;*
 - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;*
 - i. The dates and times for the placement and removal of warning signs; and*
 - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.**

9. Respond to inquiries about the IPM plan and refer complainants;

10. Conduct outreach to College staff about the College's IPM plan.

(Legal Reference(s): ORS 634.116, SB 637 (2009))



Board of Education Policy¹

RECOMMENDATION

FIRST READING AND REVIEW OF APPENDICES A-1, A-2, B-1, C-1 AND C-3. ACTION TO BE TAKEN IN JUNE

BACKGROUND INFORMATION ----- President Green

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 2012-2013 approved budget. Second reading and approval is scheduled for the June 4th budget adoption meeting.

¹ TBCC Policy –APPENDICES A-1, A-2, B-1, C-1, AND C-3



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved: *Pending*

Reference:

2011-2012 2012-2013 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE
30	Dean of Instructional Services
29	Dean of Administrative Services
27	Comptroller/Budget Officer
26	Executive Director of Foundation and College Advancement
22	Director, Information Technology
22	Director, Facilities, Human Resources, and Risk Management
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

2011-2012 2012-2013 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
10-13	Business Office Specialist
10	Pathways Specialist
10	Secretary
10	TOPS Accountability Testing Specialist
9-13	Small Business Development Center Assistant
6	Library Assistant
6-13	Learning Center Assistant
3	Custodian/Security Specialist



TILLAMOOK BAY COMMUNITY COLLEGE
2011-2012 2012-2013 Regular Full-Time & Regular Part-Time Staff Salary Schedule

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	COLA + Half-Step
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	
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	
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	

INSURANCE BENEFIT AMOUNT

Full-time \$1,435.00 \$1,170.00 per month
Part-time \$1,435.00 \$1,170.00 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 \$1,435.00 \$1,170.00 per month
Part-Time \$1,435.00 \$1,170.00 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
2011-2012 2012-2013 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	\$45,888.35	\$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	\$46,806.11	\$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																		\$81,343	COLA + Half-Step

INSURANCE BENEFIT AMOUNT

Full-time \$1,135.00 \$1,170.00 per month
 Part-time \$1,135.00 \$1,170.00 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 \$1,170.00 per month
 Part-Time \$1,135.00 \$1,170.00 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 2011-2012 2012-2013						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$411.22 per lecture credit	\$431.91	\$453.35	\$476.04	\$499.83	\$506.97
Transfer College Credit Courses Substitute Rate	\$34.28 per lecture credit					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$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)	\$848.14 per lab credit	\$890.51	\$913.03	\$981.82	\$1,031.47	\$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)	\$619.65 per lecture/lab credit	\$650.23	\$682.75	\$716.89	\$752.73	\$790.37
ABE/GED/ESL/ High School Credit Recovery Classes	\$28.15 per hour	\$29.55	\$31.03	\$32.60	\$34.22	\$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.)	\$24.48 per hour	\$25.70	\$27.00	\$28.33	\$29.75	\$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	\$8.94 per hour	\$9.39	\$9.86	\$10.34	\$10.87	\$11.41
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$11.92 per hour	\$12.51	\$13.14	\$13.79	\$14.50	\$15.20
General Tutoring	\$8.94 per hour	\$9.39	\$9.86	\$10.34	\$10.87	\$11.41
ADA Tutor	\$11.92 per hour	\$12.51	\$13.14	\$13.79	\$14.50	\$15.20
Math Tutor	\$11.92-14.29 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$17.92 per hour					



TBCC South

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

TBCC South was delivered to Nestucca Valley High School on Wednesday April 25, 2012. The first two of three sections were delivered on one of the busiest days at the high school. The third section was delivered on Thursday and the trusses by the end of the week. There will be pictures shared at the meeting. Would the Board like to have their June meeting at TBCC South?



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Financial Aid Adviser	May 1, 2012	June 1, 2012/ASAP	Open Until Filled	Michele Burton	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

Graduation Ceremonies on Friday June 15, 2012 at 6:30 pm

OCCA Development Workshop - Wednesday July 11 from noon to 5:00 and Thursday July 12 8 to noon at Oregon Gardens Resort in Silverton Oregon. This workshop will be with John Gardner who will focus on the trustee's role in student success. Given the fact that the achievement compacts will be in place, how does that change the role for the trustees? There is a \$45 per person charge to attend plus lodging.



Invitation of Public Comment

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw



Board Member Discussion Items

RECOMMENDATION

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BACKGROUND INFORMATION ----- Chair Shaw

