



Board of Education Meeting Agenda

Date:
Monday, May 6 2013

Time:
6:00 p.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
A.	Call to Order—Contract Review Board	Chair Wakefield
B.	Request for Proposals	(Action) Jon Carnahan
C.	Contract Review	(Action) Comptroller/Budget Officer Williams
D.	Adjournment—Contract Review Board	Chair Wakefield
1.	Call to Order • Acknowledge Guests	Chair Wakefield
2.	Approval of the Agenda	(Action) Chair Wakefield
3.	Invitation of Public Comment	Chair Wakefield
	Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	Approval of the April 1, 2013 Minutes	(Action) Chair Wakefield
5.	Math Re-design	Chief Academic Officer Gates
6.	New Business	
	a. 2013-2014 Board Meeting Schedule	President Green
7.	Reports	
	a. Oregon Community College	President Green
	b. Financial Report.....	Comptroller/Budget Officer Williams
	c. Achievement Compact.....	President Green
8.	Standing Business	
	a. Strategic Planning and Accreditation	Chief Academic Officer Gates
	b. Courses and Curricula	Chief Academic Officer Gates
	c. Board Policy 311 and Appendices	Comptroller/Budget Officer Williams
	d. Personnel	Director Ryan
9.	Announcements and General Information	President Green
10.	Invitation of Public Comment	Chair Wakefield
11.	Board Member Discussion Items	Chair Wakefield
12.	Adjournment	Chair Wakefield

Call to Order—Contract Review Board

RECOMMENDATION

CALL THE MEETING TO ORDER.

BACKGROUND INFORMATION-----

Chair Wakefield



Contract Review Board

RECOMMENDATION

REQUEST FOR PROPOSALS #2013-05-01, TBCC NORTH REMODEL PROJECT AT NEAH-KAH-NIE HIGH SCHOOL, ROCKAWAY BEACH, OREGON

BACKGROUND INFORMATION

----- Jon Carnahan, Executive Director,
Foundation and Advancement

On June 7, 2010, the Tillamook Bay Community College (TBCC) Board of Directors, acting as the College's Local Contract Review Board, granted an Exemption from Competitive Bidding and thereby authorizing the College administration to waive competitive bidding procedures within the parameters established within this Finding's Resolution as approved.

A RESOLUTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF DIRECTORS, ACTING AS THE LOCAL PUBLIC CONTRACT REVIEW BOARD, GRANTING AN EXEMPTION FROM COMPETITIVE BIDDING PURSUANT TO ORS 279C.335 (2) TO PERMIT SOLICITATION OF A PUBLIC IMPROVEMENT CONTRACT FOR THE CONSTRUCTION OF THE NEW SATELLITE CAMPUS PROJECTS USING A QUALIFICATION BASED REQUEST FOR PROPOSAL PURSUANT TO THE ALTERNATIVE PUBLIC CONTRACTING METHOD.

Sealed Bids will be received from experienced General Contractors for performing the "TBCC North Remodel Project at Neah-Kah-Nie High School located in Rockaway Beach, Oregon. **Proposals are to be submitted to Jon Carnahan, Project Manager, at 4301 Third Street Tillamook Oregon 97141 no later than 2:00 PM, Pacific Time, Wednesday, May 29, 2013.** Proposals received after the specified time will not be considered.

It is the intent of the College to enter into a contract with the selected General Contractor for the entire scope of the work for a stipulated sum price for the "**TBCC North Remodel Project at Neah-Kah-Nie High School**". General Contractors responding to this request will be evaluated based upon their qualifications, prior experience, proposed schedule and plan for completing the work, associated fees, and other relevant factors. The work will include the required scope of work for the project. Completion of the project is scheduled for August 23, 2013.

Following the bid openings, a detailed review will be provided to the Contract Review Board on June 3, 2013, for a decision on the award of the contract.



Contract Review Board

RECOMMENDATION

APPROVE CONTRACT 2013-04-08 FOR DEVMECCA OCCURS REDESIGN

BACKGROUND INFORMATION----- Kyra Williams, Comptroller/Budget Office

Based on Board Policy 106.2.3 A.1., the Board has a \$50,000 limit on using an informal selection process for personal service contracts. The following contract with DevMecca is for \$90,250.

The College has committed to assist the Department of Community Colleges and Workforce Development (CCWD) with contracts that assist all community colleges throughout the state. CCWD has currently requested the College to oversee a statewide contract for data that benefits all colleges. TBCC has been asked to oversee the contract for "Oregon Community College Unified Reporting System(OCCURS) database redesign".

Based on Board Policy 106.2.4, the Board may approve direct consultant appointments when conditions require prompt action for the best interest of the College. The DevMecca contract needs prompt action for CCWD to update the OCCURS in light of Achievement Compacts, improved student tracking data needed for student success and potential outcome based funding tracking. DevMecca is the sole provider of this because of the past work on the OCCURS database.

The following contract with DevMecca is for \$90,250.



Contract # 2013-04-08
Professional Services Contract
Not to Exceed \$90,250

This Professional Services Contract number 2013-04-08 is between Tillamook Bay Community College, 4301 Third St., Tillamook, Oregon 97141, hereafter called "TBCC" and DevMecca.com, LLC, hereafter called "Contractor."

Project Title: OCCURS Redesign

Contractor: DevMecca.com, LLC
3760 Market Street NE
Salem, OR 97301

Contractor's Contact: David Baker – Chief Executive Officer
Phone: (503) 540-8837/ Email: dbaker@devmecca.com

Contract Beginning Date: upon signature by all parties

Contract End Date: July 31, 2013 or upon Contractor's acceptance of Contractor's completed performance, whichever occurs first.

Amount Contract: up to a maximum of \$90,250

TBCC Project Lead: Dr. Constance Green, President
Phone: (503) 842-8222 / Email: Green@TillamookBay.cc

TBCC's Contract Administrator: Kyra Williams, Comptroller
Phone: (503) 842-8222 / Email: williams@tillamookbay.cc

PROFESSIONAL SERVICES CONTRACT NUMBER 2013-04-08

- 1. Contract Period.** This Contract is effective on the date it has been fully executed by all parties and when required, approved by the Department of Administrative Services. Unless extended or terminated earlier in accordance with its terms, this Contract terminates on July 31, 2013, or when TBCC accepts Contractor's completed performance, whichever date occurs first. Contract termination does not extinguish or prejudice TBCC's right to enforce this Contract with respect to any default by Contractor that has not been cured.
- 2. Statement of Work.** Contractor will perform the work ("Work") as set forth in the Statement of Work, which includes the delivery schedule for such Work, attached hereto as Exhibit A. Contractor will perform the Work in accordance with the terms and conditions of this Contract.
- 3. Consideration; Payment Provisions.**
- (a) Consideration.**
- (i)** The maximum, not-to-exceed compensation payable by TBCC to Contractor under this Contract, which includes any and all allowable expenses, is \$90,250. If the maximum compensation is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.
- (ii)** TBCC will not pay Contractor any amount in excess of the not-to-exceed compensation of this Contract for completing the Work.
- (b) Payment Provisions.**
- (i)** Contractor will bill TBCC only for performance of the work defined under this Contract. Contractor will not submit charges for any amount in excess of the maximum compensation amount set forth in this Contract.
- (ii)** Contractor will charge TBCC for Work at the rates and prices specified in Exhibit A.
- (iii)** Contractor will submit invoices to TBCC for Work previously performed. Contractor's invoices will describe all Work performed with particularity, including the number of hours billed for each type of Work or service performed. Invoices will cite by whom the Work was performed and will itemize and explain all charges for which payment is requested.
- (iv)** All invoices will include clear reference to the specific TBCC Contract number under which the Work has taken place (2013-04-08).
- (v)** TBCC will not pay for Work performed before the Effective Date of this Contract or after the termination of this Contract.
- (vi)** Payments will be made pursuant to the terms of this Contract, including but not limited to this Section 3, Sections 9 and 10.
- (vii)** Contractor's claims to agency for overdue payments on invoices are subject to ORS 293.462.
- (viii)** Payment is contingent upon TBCC's review and approval of completed work that meets all acceptability criteria established in this Contract.
- (ix)** TBCC will pay only for completed Work to date that is accepted by TBCC according to the terms of this Contract.
- (x)** TBCC will pay Contractor for Work at the rates and prices specified in Exhibit A.
- (xi)** Upon TBCC's review and approval of detailed invoices submitted by Contractor, TBCC will pay Contractor all approved amounts. Payment will be remitted to Contractor within 30 days after an TBCC's receipt and approval of Contractor's invoice.
- (xii)** Final payment will be made after Contractor has completed performance of all Work and deliverables under this Contract, and after the completed Work and deliverables have been approved by TBCC.

(xiv) Contractor's invoices must either be submitted by mail to TBCC at the following address:

Tillamook Bay Community College
Accounts Payable
4301 Third Street
Tillamook, OR 97141

Or, Contractor may submit invoices as a document attached in emails to: williams@tillamookbay.cc.

4. Contract Documents. This Contract consists of the following documents, which are listed in descending order of precedence: this Contract less all exhibits, and Exhibit A (Statement of Work). Exhibit A is attached hereto and incorporated herein by this reference.

5. Representations and Warranties.

(a) Contractor's Representations and Warranties. Contractor represents and warrants to TBCC that

(i) Contractor has the power and authority to enter into and perform this Contract;

(ii) this Contract, when executed and delivered, is a valid and binding obligation of Contractor enforceable in accordance with its terms;

(iii) Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence to perform the Work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession;

(iv) Contractor will, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work;

(v) Contractor is the lawful owner and has the right to license any product, software, or Application necessary for the Work; and

(vi) Contractor prepared its proposal related to this Contract, if any, independently from all other proposers, and without collusion, fraud, or other dishonesty.

(b) Warranties cumulative. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

6. Independent Contractor; Responsibility for Taxes and Withholding

(a) The parties agree and acknowledge that their relationship is that of independent contracting parties. Any contract entered into by the Contractor is not an obligation of TBCC. The Contractor will not represent that it has the power or authority to obligate TBCC.

(b) Contractor will perform all Work as an independent contractor. TBCC reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the TBCC may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

(c) If Contractor is currently performing work for the State of Oregon or the federal government, Contractor by signature to this Contract, represents and warrants that Contractor's Work creates no potential or actual conflict of interest as defined by ORS 244 and no statutes, rules or regulations of the state or federal agency for which Contractor currently performs work would prohibit Contractor's Work.

(d) Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the TBCC.

(e) Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, TBCC will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

7. Subcontracts, Successors, and Assignments

(a) Contractor will not enter into any subcontracts for any of the Work required by this Contract without TBCC's prior written consent. In addition to any other provisions TBCC may require, Contractor will include in any permitted subcontract under this Contract provisions to ensure that TBCC will receive the benefit of subcontractor performance as if the subcontractor were the Contractor with respect to Sections 6, 7, 8, 10, 11, 13, 16, 17, 20 and 25. TBCC's consent to any subcontract does not relieve Contractor of any of its duties or obligations under this Contract.

(b) The provisions of this Contract are binding upon and inure to the benefit of the parties, their respective successors, and permitted assigns, if any.

(c) Contractor will not assign, delegate or transfer any of its rights or obligations under this Contract without TBCC's prior written consent.

8. No Third Party Beneficiaries. TBCC and Contractor are the only parties to this Contract and are the only parties entitled to enforce the terms of this Contract. Nothing in this Contract gives, is intended to give, or will be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

9. Funds Available and Authorized; Payments. TBCC certifies that it has sufficient funds currently available for expenditure to finance the costs of this Contract. Contractor understands and agrees that TBCC's payment of amounts under this Contract is contingent on TBCC having funds sufficient to allow TBCC, in the exercise of its reasonable administrative discretion, to continue to make payments under this Contract. In the event that TBCC has insufficient funds to continue to make payments under this Contract, TBCC may terminate this Contract without penalty or liability to the TBCC, effective upon the delivery of written notice to Contractor.

10. Allowable Use of Funds. The allowable uses for the funds from which all Contract payment will be made generally and for moneys used specifically for the work described in this Contract are set forth in and are subject to the regulations and cost principles referenced in this Contract. Contractor will use the funds paid by TBCC under this Contract solely in a manner that complies with the regulations and cost principles referenced in this Contract

11. Ownership of Work Product; Work Product and Intellectual Property Use Rights.

(a) Definitions. As used in this Section 11, and elsewhere in this Contract, the following terms have the meanings set forth below:

(i) "Contractor Intellectual Property" means any intellectual property owned by Contractor and developed independently from the Work.

(ii) "Deliverable(s)" means any items set forth in the Statement of Work that Contractor is required to deliver to TBCC pursuant to the Work.

(iii) "Third Party Intellectual Property" means any intellectual property owned by parties other than TBCC or Contractor.

(iv) "Work Product" means any Deliverable that Contractor specifically develops for the TBCC pursuant to the Work, provided that the TBCC has paid all of the consideration for such Deliverables.

(b) Original Works. TBCC and Contractor mutually agree that all Work Product created by Contractor pursuant to the Work, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, will be the exclusive property of the Oregon Department of Community Colleges and Workforce Development (CCWD). TBCC and Contractor agree that such original works of authorship are "work made for hire" of which CCWD is the author within the meaning of the United States Copyright Act. If for any reason the original Work Product created pursuant to the Work is not "work made for hire," Contractor hereby irrevocably assigns to CCWD any and all of its rights, title, and interest in all original Work Product created pursuant to the Work, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon TBCC's reasonable request, Contractor will execute such further documents and instruments necessary to fully vest such rights in CCWD. Contractor forever waives any and all rights relating to original Work Product created pursuant to the Work, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(c) Contractor Intellectual Property. In the event that Work Product created by Contractor under this Contract is Contractor Intellectual Property, or is a derivative work based on Contractor Intellectual Property, or is a compilation that includes Contractor Intellectual Property, Contractor hereby grants to CCWD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property, and to authorize others to do the same on CCWD's behalf.

(d) Third Party Works. In the event that Work Product created by Contractor under this Contract is Third Party Intellectual Property, or is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Contractor will secure on the CCWD's behalf and in the name of the CCWD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Third Party Intellectual Property, and to authorize others to do the same on CCWD's behalf.

12. Confidential Information.

(a) Contractor and TBCC each agree that they will not without the prior written consent of the other party hereto, disclose or make available any Confidential Information (herein defined) to any person or entity, nor will either party make or cause to be made, or permit or allow, either on its own behalf or on behalf of others, any use of the other party's Confidential Information. Contractor and TBCC agree not to use, transcribe, copy, duplicate or otherwise reproduce or retain all or any portion of the Confidential Information in any manner whatsoever and will cause all Confidential Information or copies thereof to be returned to the other party promptly upon termination of this Contract. However, the parties acknowledge and agree that TBCC's obligations with regard to Confidential Information under this section and elsewhere in this Contract are subject to the records retention and public records laws under Oregon law, including but not limited to ORS 192.410 to 192.505 ("Oregon Public Records Law"). The nondisclosure or destruction of documents or any portion of a document submitted by Contractor to TBCC may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law.

(b) 'Confidential Information' means all information with specific regard to the Project described in Exhibit A which is obtained by or furnished, disclosed or disseminated to Contractor or TBCC, and all communications between Contractor, TBCC and/or CCWD occurring during the performance of the Work of this Contract, as well as all other information provided to one party to this Contract by the other party orally or in writing which is identified as confidential prior to disclosure or delivery to the recipient.

13. Indemnity.

(a) General Indemnity. Contractor will defend, save, hold harmless, and indemnify TBCC, the State of Oregon and their agencies, subdivisions, officers, directors, agents, and employees from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys fees, resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract.

(b) Indemnity Infringement Claims. Without limiting the generality of section 13.a, Contractor expressly agrees to defend, indemnify, and hold TBCC, the State of Oregon and their agencies, subdivisions, officers, directors, agents, and employees harmless from any and all claims, suits, actions, losses, liabilities, costs, expenses, including attorneys fees, and damages arising out of or related to any claims that the Work, the Work Product or any other tangible or intangible items delivered to TBCC by Contractor that may be the subject of protection under any state or federal intellectual property law or doctrine, or the TBCC's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work, utility design, or other proprietary right of any third party; provided, that state will provide Contractor with prompt written notice of any infringement claim.

14. Insurance. Contractor is required to maintain all types and levels of insurance coverage necessary to mitigate any reasonable potential risks associated with the performance of the Work of this Contract.

15. Default; Remedies; Termination.

(a) Default by Contractor. Contractor is in default under this Contract if:

(i) Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis; or

(ii) Contractor no longer holds a license or certificate that is required for Contractor to perform its obligations under the Contract and Contractor has not obtained such license or certificate within fourteen (14) calendar days after TBCC's notice or such longer period as TBCC may specify in such notice; or

(iii) Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after TBCC's notice, or such longer period as TBCC may specify in such notice; or

(b) TBCC's Remedies for Contractor's Default. In the event Contractor is in default under Section 15(a), TBCC may, at its option, pursue any or all of the remedies available to it under this Contract and at law or in equity, including, but not limited to:

(i) termination of this Contract under Section 15(e)(ii);

(ii) withholding all monies due for Work and Work Products that Contractor has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;

(iii) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;

(iv) exercise of its right of setoff.

These remedies are cumulative to the extent the remedies are not inconsistent, and TBCC may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever. If a court determines that Contractor was not in default under Section 15(a), then Contractor is entitled to the same remedies as if this Contract was terminated pursuant to Section 15(e)(i).

(c) Default by TBCC. TBCC is in default under this Contract if:

(i) TBCC fails to pay Contractor any amount pursuant to the terms of this Contract, and TBCC fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice; or

(ii) TBCC commits any material breach or default of any covenant, warranty, or obligation under this Contract, and such breach or default is not cured within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice.

(d) Contractor's Remedies for TBCC's Default. In the event TBCC terminates the Contract under Section 15(e)(i), or in the event TBCC is in default under Section 15(c) and whether or not Contractor elects to exercise its right to terminate the Contract under Section 15(e)(iii), Contractor's sole monetary remedy will be (A) with respect to services compensable on an hourly basis, a claim for unpaid invoice, hours worked within any limits set forth in this Contract but not yet billed, authorized expenses incurred and interest within the limits permitted under ORS 293.462, and (B) with respect to deliverable-based Work, a claim for the sum designated for completing the deliverable multiplied by the percentage of Work completed and accepted by TBCC, less previous amounts paid and any claim(s) that TBCC has against Contractor. In no event will TBCC be liable to Contractor for any expenses related to termination of this Contract or for anticipated profits. If previous amounts paid to Contractor exceed the amount due to Contractor under this Section 15(d), Contractor will pay immediately any excess to TBCC upon written demand provided in accordance with Section 22.

(e) Termination.

(i) TBCC's Right to Terminate at its Discretion. At its sole discretion, TBCC may terminate this Contract:

(A) For any reason or no reason upon thirty (30) days' prior written notice by TBCC to Contractor;

(B) Immediately upon written notice if TBCC fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to pay for the Work or Work Products; or

(C) Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the TBCC's purchase of the Work or Work Products under this Contract is prohibited or TBCC is prohibited from paying for such Work or Work Products from the planned funding source.

(ii) TBCC's Right to Terminate for Cause. In addition to any other rights and remedies TBCC may have under this Contract, TBCC may terminate this Contract immediately upon written notice by TBCC to Contractor, or at such later date as TBCC may establish in such notice, or upon expiration of

the time period and with such notice as provided in Section 15(e)(ii)(B) and 15(e)(ii)(C) below, upon the occurrence of any of the following events:

(A) Contractor is in default under Section 15(a)(i) because Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;

(B) Contractor is in default under Section 15(a)(ii) because Contractor no longer holds a license or certificate that is required for it to perform services under the Contract and Contractor has not obtained such license or certificate within fourteen (14) calendar days after TBCC's notice or such longer period as TBCC may specify in such notice; or

(C) Contractor is in default under Section 15(a)(iii) because Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after TBCC's notice, or such longer period as TBCC may specify in such notice.

(iii) Contractor's Right to Terminate for Cause. Contractor may terminate this Contract with such written notice to TBCC as provided in Sections 15(e)(iii)(A) and 15(e)(iii)(B) below, or at such later date as Contractor may establish in such notice, upon the occurrence of the following events:

(A) TBCC is in default under Section 15(c)(i) because TBCC fails to pay Contractor any amount pursuant to the terms of this Contract, and TBCC fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice; or

(B) TBCC is in default under Section 15(c)(ii) because TBCC commits any material breach or default of any covenant, warranty, or obligation under this Contract, fails to perform its commitments hereunder within the time specified or any extension thereof, and TBCC fails to cure such failure within thirty (30) calendar days after Contractor's notice or such longer period as Contractor may specify in such notice.

(C) Contractor is unable to perform or complete the work of this Contract because of circumstances beyond Contractor's control, as specifically described in Section 19.

(iv) Return of Property. Upon termination of this Contract for any reason whatsoever, Contractor will immediately deliver to TBCC all of TBCC's property (including without limitation any Work or Work Products for which TBCC has made payment in whole or in part) that is in the possession or under the control of Contractor in whatever stage of development and form of recordation such TBCC property is expressed or embodied at that time. Upon receiving a notice of termination of this Contract, Contractor will immediately cease all activities under this Contract, unless TBCC expressly directs otherwise in such notice of termination. Upon TBCC's request, Contractor will surrender to anyone TBCC designates, all documents, research or objects or other tangible things needed to complete the Work and the Work Products.

(v) Limitation of Liabilities. Except for liability arising under or related to Sections 15(a), 5 or 13, neither party shall be liable for (i) any indirect, incidental, consequential or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

16. Records Maintenance; Access. Contractor will maintain all financial records relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor will maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor acknowledges and agrees that TBCC and the State of Oregon and the federal government and their respective duly authorized representatives shall have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of Contractor that are pertinent to this Contract, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. Contractor will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of three (3) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

17. Compliance with Applicable Law. (a) The Contractor will comply with all applicable federal, state and local laws, rules, regulations, executive orders, ordinances or orders applicable to this Contract and the project described in Exhibit A. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following: Workers' Compensation Laws (ORS Chapter 656); Wages, Hours and Records Laws (ORS Chapter 652); Conditions of Employment Laws (ORS Chapter 653); Safety and Health Regulations (ORS Chapter 654); and Unemployment Insurance (ORS Chapter 657); all regulations and administrative rules established pursuant to the foregoing laws; and all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

18. Foreign Contractor. If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor will promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Contractor will demonstrate its legal capacity to perform the Work under this Contract in the State of Oregon prior to entering into this Contract.

19. Force Majeure. Neither TBCC nor Contractor is responsible for delay or default caused by fire, riot, acts of God, terrorist acts, or other acts of political sabotage, or war where such cause was beyond the reasonable control of TBCC or Contractor, respectively. Contractor will provide notice to TBCC within 5 days in the event Contractor experiences any of the aforementioned acts and such act causes any delay to Contractor's performance of its obligations under this Contract. Contractor will make all reasonable efforts to remove or eliminate such a cause of delay or default and will, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

20. Survival. All rights and obligations cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Sections 1, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 25 and 26.

21. Time is of the Essence. Contractor agrees that time is of the essence under this Contract.

22. Notice. Except as otherwise expressly provided in this Contract, any communications between the parties hereto or notices to be given hereunder will be given in writing by email, personal delivery, facsimile, or mailing the same, postage prepaid, to Contractor or TBCC at the address, facsimile number or email address set forth in this Contract, or to such other addresses or facsimile numbers as either party may indicate pursuant to this Section 22. Any communication or notice so addressed and mailed is effective five (5) days after mailing. Any communication or notice delivered by facsimile is effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours, or on the next business day, if transmission was outside normal business hours of the recipient. Any communication or notice given by personal delivery is effective when actually delivered. Any communication or notice given by email is effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system.

23. Severability; Independent Provisions.

(a) **Severability.** The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions is not affected, and the rights and obligations of the parties will be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

(b) **Independent Provisions.** The failure by TBCC to enforce any provision of this Contract will not constitute a waiver of that or any other provision.

24. Counterparts. This Contract may be executed in several counterparts, all of which when taken together constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Contract so executed constitutes an original.

25. Governing Law; Venue; Consent to Jurisdiction. This Contract is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between TBCC, and/or any agency or

department of the State of Oregon and Contractor that arises from or relates to this Contract must be brought and conducted solely and exclusively within the Circuit Court of Tillamook County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it will be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event will this section be construed as a waiver by TBCC or the State of Oregon of any form of defense or immunity, whether it is sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Contractor hereby consents to the in personam jurisdiction of courts and waives any objection to venue in these courts and any claim that the forum is an inconvenient forum.

26. Merger Clause; Waiver. This Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No amendment, waiver, consent, modification or change of terms of this Contract will bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, will be effective only in the specific instance and for the specific purpose given. The failure of TBCC to enforce any provision of this Contract will not constitute a waiver by TBCC of that or any other provision.

27. Amendments. TBCC may amend this Contract to the extent permitted by applicable statutes and administrative rules. Work performed under any amendment to the Contract will fall reasonably within the Statement of Work defined in Exhibit A. No amendment to this Contract will be effective unless it is in writing signed by the parties, and all approvals required by applicable law have been obtained before becoming effective. No work will be performed under an amendment prior to the amendment becoming effective as described herein. No payment will be made for any work performed under an amendment prior to the amendment becoming effective. This Contract may have one or more amendments.

28. Contractor Data and Certification.

(a) Contractor Tax Identification Information. Contractor will provide Contractor's Social Security number or Contractor's federal tax ID number and the additional information set forth below. This information is requested pursuant to ORS 305.385. Social Security Numbers provided pursuant to this Section will be used for the administration of state, federal and local tax laws.

Name (tax filing): _____

Address: _____

Citizenship, if applicable: Non-resident alien Yes No

Business Designation (check one):

Professional Corporation Partnership Limited Partnership

Limited Liability Company Limited Liability Partnership

Sole Proprietorship Other

Federal Tax ID#: _____ - _____ or SSN#: _____ - _____ - _____

TBCC may report the information set forth above to the Internal Revenue Service (IRS) under the name and social security number or taxpayer identification number provided.

(b) Certification. The individual signing on behalf of Contractor hereby certifies under penalty of perjury that: (i) the number shown on this form is Contractor's correct taxpayer identification; (ii) Contractor is not subject to backup withholding because (A) Contractor is exempt from backup withholding, (B) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (iii) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to

the best of her/his knowledge, Contractor is not in violation of any Oregon tax. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 (Amusement Device Taxes), 403.200 to 403.250 (Tax For Emergency Communications), 118 (Inheritance Tax), 314 (Income Tax), 316 (Personal Income Tax), 317 (Corporation Excise Tax), 318 (Corporation Income Tax), 321 (Timber and Forest Land Taxation) and 323 (Cigarettes And Tobacco Products) and the elderly rental assistance program under ORS 310.630 to 310.706 and any local taxes administered by the Department of Revenue under ORS 305.620.

Contractor, by execution of this Contract, hereby acknowledges that Contractor has read this Contract, understands it, and agrees to be bound by its terms and conditions.

Contractors: You will not be paid for services rendered prior to necessary state approvals.

CONTRACTOR – DevMecca.com, LLC

Print: _____ Date: _____
Authorizing Name

Signature Title

Facsimile number: _____ Federal Tax Number: _____

Oregon/State Tax Number (if applicable) _____

COLLEGE: Tillamook Bay Community College

Print _____ Date: _____
Authorizing Name

Signature Title

EXHIBIT A

STATEMENT OF WORK

1. Project Background & Objectives; CCWD's Role with DevMecca

1.1 Project Background & Objectives

Part 1. Agreement Background

The Oregon Department of Community Colleges and Workforce Development believes that having Oregon's community colleges work collaboratively through a statewide distance education delivery system is a potential high reward opportunity, one that holds great potential benefits including increased student access, participation and educational achievement; lower delivery costs of post-secondary education; standardized processes; and increased financial reward for participating colleges.

1.2 CCWD's Role with TBCC and Contractor

The Oregon Department of Community Colleges and Workforce Development will serve as TBCC's authorized agent in receiving all deliverables, and will advise TBCC regarding the completion and acceptability of the work, services performed and the deliverables submitted under this Contract.

2. Project Work & Services; Deliverables; Timeline

Contractor will perform the following work and services in accordance with the terms of this Contract.

2.1 Contractor shall communicate regularly with and work directly with CCWD in performing the work and services of this Contract.

Contractor will meet with CCWD as necessary to effectively perform the contracted work and services, and as necessary to properly inform and communicate with CCWD regarding Project activities and needs. By mutual agreement between Contractor and CCWD, specific meetings and other communications may be performed in person, by email or by telephone.

Contractor is responsible for promptly identifying and notifying CCWD of any obstacles he may encounter which adversely affect Contractor's ability to perform the contracted work.

2.2 Contractor will transition the following data collections from the OCCURS (Oregon Community College Unified Reporting System) database to the CCWD Program Submission System (i.e., known as "Webforms"): the (1) course data collection, (2) student data collection, (3) enroll data collection, (4) Technical Skills Attainment ("TSAS") data collection, and (5) credit and career technical yearly data collection. In order to accommodate this transition, Webforms must have the web interface (i.e., "front-end" where colleges submit data) enhanced by Subcontractor to accommodate the new data submissions. This enhancement by Subcontractor will include both the ability to submit "batch files" containing large numbers of student records, and allow for individual records already in the system to be either submitted or updated to correct for data submission errors. In addition, the database (i.e., "back-end" where the data resides) must be adjusted by Subcontractor to accommodate the new data submissions.

2.3 Contractor must (1) change Webforms to use SSL (secure sockets layer) for enhanced security to protect personal information of students, (2) set up a secure FTP (file transfer protocol) site for transfer of college data, (3) upgrade the Webforms database to SQL Server 2012 software, (4) upgrade the Webforms project to use SQL Server 2012, (5) develop a process to update Webforms courses with courses upload that was formerly a part of the OCCURS database, (6) integrate new data with "Custom Report Tool" of SQL Server 2012 software, and (7) create new pre-formatted reports to match all existing pre-formatted reports from the OCCURS database.

2.4 At regular intervals, Contractor will provide reports to TBCC and CCWD regarding the progress of work activities, problems encountered, and Contractor's recommendations for how to most effectively complete the Project work. TBCC reserves the right to modify the reporting requirements of this Contract as it deems necessary.

2.5 Project Deliverables.

Contractor shall provide all deliverables required under this Contract directly to CCWD. The deliverables of this Contract are Contractor's completed performance of all contracted Work activities,

and provision of all required services described in Part 2, in accordance with the terms of this Contract.

2.6 Project Timeframe

Contractor will commence performance of the work, services and deliverables described in Parts 2.1 through 2.5 upon execution of this Contract, and will complete them on or before July 31, 2013 or as otherwise agreed to by CCWD and Contractor.

Part 3. Schedule of Contractor's Charge Rates for Services

Contractor will charge TBCC the following rates for the actual time Contractor's staff is engaged in performing the work activities, services and deliverables of this Contract:

3.1 Contractor's charges to TBCC for performing the work activities and services and deliverables of this Contract will be billed at an hourly rate of \$125.00.

3.2 Contractor may bill TBCC for travel time, which is required and specifically necessary to perform the work of this Contract, as "work" time, at the rate stated in Part 4.1.

3.3 Contractor shall not charge any fee for administrative or overhead costs associated with the performance of work activities or services provided under this Contract.

3.4 Contractor shall not charge for any other costs or expenses not specifically described in this Contract.

Adjournment—Contract Review Board

RECOMMENDATION

MOTION TO ADJOURN THE MEETING OF THE CONTRACT REVIEW BOARD.

BACKGROUND INFORMATION----- Chair Wakefield



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION

----- Chair Wakefield



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE MAY MEETING.

BACKGROUND INFORMATION

----- Chair Wakefield



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 Wakefield



Approval of April 1, 2013 Minutes

RECOMMENDATION

MOTION TO APPROVE THE APRIL MINUTES.

BACKGROUND INFORMATION

----- Chair Wakefield



Board of Education Monday, April 1, 2013 5:30 pm

Board members in attendance: Ann Swain, Craig Wakefield, Deborah Lincoln, Jim McGinnis, and Steve Shaw

NKN Board members and staff in attendance: Niki Sheldon, Judy Wustenberg, Pat Ryan, Herb Dorn Frank Knight Jr., Mark Sybouts, Sue Vincent, Lisa Hooley, Kathie Sellers, and Heidi Buckmaster

TBCC Staff members in attendance: Kyra Williams, Sheryl Neu, Michele Burton and Connie Green

Joint Board Workshop with Neah-Kah-Nie School District

Call to Order • Acknowledge Guests (agenda item A)

The meeting was called to order at 5:47 pm by TBCC Board Chair Wakefield.

Approval of the Agenda (agenda item B)

A motion to approve the agenda as presented was made by Director Swain and seconded by Director Shaw. The motion carried.

Invitation of Public Comment (agenda item C)

There was no public comment at this time.

Introductions (agenda item D)

Members of the Neah-Kah-Nie School Board and Tillamook Bay Community College Board of Education introduced themselves.

Update on TBCC North/NKN Renovation (agenda item E)

Superintendent Erlebach stated that the renovation is a result of the combined efforts of TBCC and NKN to best serve the college, the school district and most importantly the students. President Green added that the remodel is a way to not only decrease costs of a new space but to increase learning space for all. This allows for more resources for the community for learning from high school through college. Currently the plans include renovating four (4) classrooms—two language arts classrooms, a science classroom and a math classroom and the plan is to focus on a technology rich environment. NKN Principal Buckmaster said that the district is excited to provide the best of traditional instruction



enhanced with technology, and providing a much more dynamic learning environment. The final decision regarding whether three (3) or four (4) classrooms will be involved has yet to be made.

Opportunities for post-secondary education (agenda item F)

President Green posed the question, "Where do you want to be in five (5) years?" Judy Wustenberg would like to increase the numbers of students who end up with a four-year degree; Niki Sheldon would like more kids to realize that education beyond high school is accessible here; Heidi Buckmaster stated she wants to see students persist in their pursuit of a family wage career; Director Swain would like to find a way to reduce the number of students needing remedial courses at the community college. Director McGinnis believes that everything we can do to prepare students for the vast changes ahead is the right thing to do.

Adjournment (agenda item G)

The workshop was adjourned by Chair Wakefield at 6:33 pm.

Regular Board Meeting

Call to Order (agenda item 1)

The regular Board meeting was called to order by Chair Wakefield at 6:35 pm.

Approval of the Agenda (agenda item 2)

A motion was made by Director McGinnis and seconded by Director Swain to approve the agenda as presented. The motion carried.

Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

Approval of the March 4, 2013 Minutes (agenda item 4)

A motion to approve the minutes as presented was made by Director McGinnis and seconded by Director Lincoln. The motion carried.

Dual Credit (agenda item 5)

President Green explained that Chief Academic Officer Gates has taken the month of April off to handle personal business. She went on to say that TBCC does quite a bit of dual credit for a college of their size. The State has required all community colleges that want to offer dual credit to be certified by a set of national standards adopted by the State. TBCC was certified last year. In that certification you agree to certain Faculty quality, curriculum quality, student information, and oversight. This program will continue to grow. You must have ability to give provisional approval for someone to teach. Currently the OAR in Oregon requires a master degree in the topic area you are teaching or equivalency. That OAR will be changing giving more flexibility to community colleges. President Green presented figures on dual credit participation in all Tillamook County School Districts. She also noted that while there is no direct cost of instruction to the college to provide a dual credit class with a high school teacher, there are administrative costs to offering dual credit classes. President Green did not have those figures.

Reports

Oregon Community College Updates (agenda item 6A)

President Green indicated that Hilda Roselle presented Governor Kitzhaber's strategic investment options to the community college presidents during finals week. The following items were included: early literacy; post-secondary aspirations, investing in students and teachers for the long term; and rural areas access and success. She stated that if Tillamook Bay Community College decides to pursue a grant it will connect with the strategic framework the Board recently approved.



President Green also spoke about the proposed outcome funding and how the proposed funding formula works. She indicated that she and other small rural colleges are finding it difficult to make the formula work for their smaller institutions. Additional work will be done regarding this. The timeline for implementation has changed. Most likely approval by the State Board of Education will come in September with the intent to implement for 2014-2015, using information from 2013-2014 as the base year.

Financial Report (agenda item 6B)

Comptroller/Chief Budget Officer Williams presented the financial reports. There were no questions at this time.

2013-2014 Preliminary Budget Information (agenda item 6.C)

Comptroller/Chief Budget Officer Williams stated that the budget will be mailed to the Board and Budget committee by April 5, 2013. The budget is still a work in progress but it is close at this point. She stated that a lot of hard work happened to get the beginning fund balance to \$539,247. She also noted that the contingency line item contains both contingency and the ending fund balance number. Director McGinnis asked how long is left to pay on the PERS bonding? Comptroller/Chief Budget Officer Williams believes it is 15 years.

2013-2014 Tuition and Fee Schedule (agenda item 6.D)

The tuition and fee schedule presented has a proposed increase of \$5 per credit hour for both in-state and out of state tuition. A motion was made by Director Lincoln and seconded by Director Swain to adopt the tuition and fee schedule as presented. The motion carried.

Achievement Compact (agenda item 6.E)

President Green informed the Board that the Achievement Compact is due in June and it part of approving the budget. She asked if the Board would like to send a cover letter with it, as they did last year. Consensus of the Board is that a cover letter should accompany the achievement compact when it is submitted. President Green will present a draft of that cover letter at the May Board meeting.

Standing Business

Strategic Planning and Accreditation (agenda item 7.A)

President Green reported that Chief Academic Officer Gates and Sydney Elliot attended meetings in Seattle pertaining to accreditation. Among the topics discussed were: what do you do if you want to offer more than 50% of your classes online; prior notification if you start a new program and a credit hour policy as well as year 3 and year 7 reports. The year 5 report is being dropped but it is recommended that the college do a shadow report in year 5. President Green also reported that work continues on Standard Two.

Board of Education Policies (agenda item 7.B)

A motion was made by Director McGinnis to accept policies 202, 211, 401, 406, 408, 204, 224, 213, 321, 300, 304, 400, 402, 311, 407, and 501.6. This was seconded by Director Lincoln to adopt the policies as presented. The motion carried.

Courses & Curricula (agenda item 7.C)

President Green indicated that the changes to the IMT curriculum for both Career Pathways and the one-year certificate are being presented for review. The Board will be asked to approve those changes in May.

Personnel (agenda item 7.D)

The Career Coach/Pathways Specialist position has been posted. Director Ryan noted that this is a grant funded position with the grant running through September of 2014.



Facilities (agenda item 7.E)

Director Ryan indicated that the upgrades to the Central campus security system have not yet been scheduled.

TBCC North (agenda item 7.F)

A motion was made by Director Shaw and seconded by Director Swain to approve the Intergovernmental Agreement between Tillamook Bay Community College and Neah-Kah-Nie School District. The motion carried.

Announcements and General Information (agenda item 8)

President Green noted that she will be gone May 13 through 30th. Comptroller/Chief Budget Officer Williams will be available during that time if there are questions or concerns.

The Joint Workshop between TBCC Board and the Tillamook School District #9 Board cannot take place in May or June due to scheduling conflicts for the school district. Superintendent Randy Schild has suggesting a July workshop and has proposed either July 1, 8, or 15 for a 5:45 pm workshop. Consensus of the Board is July 15th. President Green will take that information to Superintendent Schild.

Director Shaw will be coordinating meals for the May and June Board meetings. They suggested beginning the meal at 5:45, with the meeting starting a 6 pm.

Invitation of Public Comment (agenda item 9)

There was no public comment at this time.

Board member Discussion Items (agenda item 10)

There were no Board member discussion items at this time.

Adjournment (agenda item 11)

The meeting was adjourned by Chair Wakefield at 7:50 pm.



Math Redesign

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Gates

Research shows math success to be a critical component of student success. Math, particularly developmental math, is also the area that students struggle with the most. In order to improve student success, TBCC had developmental education redesign and increasing student completion as part of the Strategic Framework and both were key actions in the Academic Master Plan. TBCC elected to include math redesign as a focus of the developmental education redesign as an Achieving the Dream (ATD) priority. Geza Laszlo and Pat Ashby will share the math redesign as a student success activity. Michele Burton will share an update on the second ATD priority – Increasing Student Completion.

Below is the overview of both that were submitted to ATD.

Priority One: Increasing Developmental Education Math Success

Quantitative Data Analyzed: Data from 2009, 2010, and 2011 cohorts show students who place into a developmental math course are less successful (67%) than students in reading or writing courses. Data also shows that students are less successful in subsequent math courses. Math students who start in a non-credit math preparation course appear to transition to developmental math at a low rate and those who do have a low successful completion. This evidence points to a need for improvement in the non-credit pre-college start for our most under-prepared math students. Math success ranged from 65% (2010) to 80% (2011). Further analysis by gender showed no consistent difference. Further analysis by age groups showed that students younger than 20 years were consistently improving their MTH success with no significant difference for other age groups.

Priority Two: Increasing Student Completion

Quantitative Data Analyzed: Successful Completion of College Level Coursework showed consistently high levels (82%-87%) of course completion. However, data showing the longitudinal completion tracking illustrates that few students are completing an Associate's degree. Participants were surprised by the discrepancy between success in coursework and failure to complete.



2013-2014 Board Meeting Schedule

RECOMMENDATION

FIRST READING AND REVIEW OF THE 2013-2014 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 due to a holiday conflict. In July and August there are no scheduled meetings. There is a July workshop with Tillamook School District on July 15. All meetings are scheduled for 6:00 p.m. at the Central Campus Board Room #214/215 (Board Policy 101.2). The exceptions to meeting on campus are the meetings with Nestucca Valley School District and Neah-Kah-Nie School District.

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.

2013

July 15 – 6:00 with Tillamook School District Board -workshop
September 9 -5:30 -6:30- NKN Board workshop – 6:30 to 8 Board meeting
October 7 – See options below
November 4
December 2

2013

January 6
February 3
March 3
April 7
April 21 (Public Budget Committee) – 6:00 pm
May 5
June 2

Options for meeting with Nestucca Valley School Board in October:

1. Have TBCC regular board meeting October 7 and a workshop with NVSD on October 21 (their meeting date)
2. Move the TBCC meeting date to October 21 and have workshop and board meeting.
3. Keep the TBCC board meeting on October 7 and ask NVSD to join us at 5:30



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

The session continues and many bills have fallen to the wayside and other bills are being changed. The total restructuring of post-secondary education into one department is not moving. Having a Higher Education Commission oversee community colleges and OUS and replace the State Board of Education is moving. Governance continues to be a roller coaster.

The Ways and Means Committee came to Tillamook for a public hearing on April 25. I testified in support of community colleges support fund, Small Business Development Center funding, capital construction and funding for extension and Open Campus.

Funding for community colleges is at the same level from Ways and Means as it was from the Governor's Budget. The Ways and Means Co-Chairs Budget and Governor's Recommended Budget (GRB) includes \$428 million for the Community College Student Support Fund, up from \$395.5 million for 2011-2013 biennium.

All community colleges know that this level will force tuition increases, cuts to programs and staff, and continue the decline in our mission. Since the recession began, state funding for community college has dropped from \$500 million to \$395.5 while statewide enrollment grew almost 35 percent. The Co-Chairs of Ways and Means set \$428 million as the floor for community college funding and recognized the need to do more, listing the Community College Support Fund at the top of budgets legislators hope to improve.

A minimum of \$460 million is needed to maintain current programs and minimize tuition increases. An investment of \$510 million is needed to place community colleges on a trajectory to meet 40-40-20 by 2025.

After 5 years of growing enrollment and a 20 percent loss in state funding, this budget will force more of the burden on Oregon's students who will lose access to courses and programs and see higher costs. It is estimated that at \$428 million is the same funding level colleges received in 2003 with 70,000 fewer students statewide. This budget is not adequate for the colleges to train and educate the number Oregonians necessary to fill the middle 40. This budget will move us further from the 40-40-20 goal. This budget does not cover cost increases to PERS and other employee benefits.

At \$460 million colleges would have an increase proportionate with the increase the Co-Chairs budget gave K-12. Community college funding must keep pace to maintain the pipeline from k-12 to post-secondary, universities and the workforce.



Community Colleges' mission is more critical today than ever before:

- Graduating high school students can save big dollars by attending a community college for the first two years of college. But a 10 percent to 15 percent increase in tuition required by this budget will hurt those kids and their families.
 - The average college student graduates today with over \$27,000 in debt. Community colleges can greatly reduce the need for loans for the first two years of college, but not if we are forced to increase tuition and other costs due to budget constraints.
- Workers who need retraining to move into a field with higher job demands will suffer under this budget as colleges reduce programs and cut classes that train them for better jobs.
 - Oregon has thousands of open jobs today, but lacks the trained workers to fill them. Community Colleges constantly change with the needs of employers, but these financial limitations make those changes more difficult and put those programs at risk.
- The high school diploma programs we operate are critical to providing the basic skills many people need just to get into the entry-level job market. Increasing those costs and reducing those opportunities means more people without a high school diploma will not get the training and skills they need for even the most basic of jobs.
- Increasing CC funding to \$460 million – an increase equal to that being provided to k-12 – is a smart investment that will pay huge dividends for Oregon, save our working families money, and help get Oregonians back to work.

An interesting fact:

Did you know...?

The likelihood that an individual will attend a community college increases by 3.6% for every 10 miles of distance between where he or she lives and the nearest four-year institution.

(Source: American Sociological Association – Sociology of Education 2012)



Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- Comptroller/Budget Officer Williams

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



Tillamook Bay Community College
 Unaudited Summary Financial Information
 General Fund
 Fiscal Year-to-Date Ended March 2013
 75.00% of fiscal year elapsed

	FY 2011-2012			FY 2012-2013		
	Annual Budget	03/31/12 Actual	Percentage of Budget	Annual Budget	03/31/13 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 982,678	\$ 746,566.15	75.97%	\$ 704,449	\$ 737,977.42	104.76%
State	\$ 865,821	\$ 648,412.52	74.89%	\$ 777,491	\$ 607,978.45	78.20%
Property Taxes	\$ 1,020,018	\$ 950,322.45	93.17%	\$ 1,043,941	\$ 973,486.51	93.25%
Local Contract	\$ 25,000	\$ 27,250.00	109.00%	\$ 37,500	\$ 35,323.00	94.19%
Tuition	\$ 866,666	\$ 1,086,482.56	125.36%	\$ 1,173,450	\$ 1,020,751.18	86.99%
Fees	\$ 179,639	\$ 186,268.00	103.69%	\$ 197,148	\$ 167,911.50	85.17%
Sale of Goods	\$ 3,000	\$ 2,508.00	83.60%	\$ 4,000	\$ 2,093.00	52.33%
Interest	\$ 4,000	\$ 3,429.77	85.74%	\$ 5,000	\$ 4,826.65	96.53%
Rental	\$ 6,500	\$ 5,165.00	79.46%	\$ 6,665	\$ 10,435.00	156.56%
Miscellaneous	\$ 7,500	\$ 5,771.30	76.95%	\$ 8,000	\$ 3,887.89	48.60%
Transfers	\$ 473,174	\$ 105,265.21	22.25%	\$ 416,640	\$ 354,302.85	85.04%
Total resources	\$ 4,433,996	\$ 3,767,440.96	84.97%	\$ 4,374,284	\$ 3,918,973.45	89.59%
Expenditures						
Instruction	\$ 1,439,310	\$ 936,842.83	65.09%	\$ 1,450,270	\$ 919,212.42	63.38%
Instructional Support	\$ 414,559	\$ 321,944.91	77.66%	\$ 455,537	\$ 318,544.98	69.93%
Student Services	\$ 356,831	\$ 218,365.06	61.20%	\$ 364,562	\$ 239,170.26	65.60%
College Support	\$ 1,076,027	\$ 827,728.18	76.92%	\$ 1,118,905	\$ 655,945.75	58.62%
Plant Operation	\$ 379,582	\$ 221,070.59	58.24%	\$ 353,898	\$ 240,297.08	67.90%
Transfers	\$ 266,600	\$ 237,252.44	88.99%	\$ 269,112	\$ 234,447.35	87.12%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 2,763,204.01	69.38%	\$ 4,062,284	\$ 2,607,617.84	64.19%
Ending fund balance	\$ 451,087	\$ 1,004,236.95	222.63%	\$ 312,000	\$ 1,311,355.61	420.31%

Agenda Item 6.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended March 2013

	Fund No.	Beginning Fund Balance	2012-2013 Revenue	2012-2013 Expenditures	Ending Fund Balance	2012-2013 Spendable Budget	2011-2012 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ 52,339.95	\$ 52,339.95	\$ -	\$ 68,800	\$ 46,586.23
Tutor Grant	211	\$ -	\$ 11,163.08	\$ 11,163.08	\$ -	\$ 13,892	\$ 10,676.72
Sprint Yellow Pages Literacy Grant	215	\$ 2,495.57	\$ -	\$ 269.47	\$ 2,226.10	\$ 2,400	\$ 3.05
United Way Literacy Grant	216	\$ 7,631.26	\$ 750.00	\$ 425.00	\$ 7,956.26	\$ 7,900	\$ 113.00
Learning Standards Grant	219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.72
Lumina Core to College Grant	222	\$ -	\$ -	\$ 4,428.49	\$ (4,428.49)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 59,034.58	\$ 59,034.58	\$ -	\$ 190,702	\$ 17,408.92
Pathways Grant	225	\$ -	\$ 23,167.56	\$ 23,167.56	\$ -	\$ 31,731	\$ -
Industrial Maintenance Tech	226	\$ 51,586.23	\$ 30,000.00	\$ 39,842.10	\$ 41,744.13	\$ 120,000	\$ 32,897.28
OYA Instruction Contract	227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,389.32
SESP Oregon Green Tech Certificate	228	\$ -	\$ 4,278.81	\$ 8,587.86	\$ (4,309.05)	\$ 4,663	\$ 9,938.81
OYA Instruction Supplemental Contract	229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148.12
SBDC Federal Grant	230	\$ -	\$ 15,575.00	\$ 31,163.21	\$ (15,588.21)	\$ 30,250	\$ 20,081.98
SBDC State Grant	231	\$ -	\$ 7,283.56	\$ 11,144.13	\$ (3,860.57)	\$ 29,804	\$ 10,870.19
SBDC Program Income	232	\$ 19,024.95	\$ 2,450.00	\$ 193.93	\$ 21,281.02	\$ 6,035	\$ 112.25
SBDC - EDC Fund	235	\$ -	\$ 47,836.46	\$ 73,866.53	\$ (26,030.07)	\$ 109,776	\$ 66,859.30
TEC Vocational Education Grant	240	\$ -	\$ 37,126.00	\$ 37,126.00	\$ -	\$ 24,722	\$ 24,722.00
Student Assistance	250	\$ 1,477.39	\$ 158.00	\$ 45.00	\$ 1,590.39	\$ 2,300	\$ 734.00
Work Keys Mini Grant	251	\$ 1,598.22	\$ -	\$ 92.00	\$ 1,506.22	\$ 1,700	\$ 124.00
Bay City Rental	260	\$ 3,490.13	\$ -	\$ 3,490.13	\$ -	\$ 3,491	\$ -
First Term to First Year Persistence	271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,987.29
Statewide Distance Learning System Development	272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,158.40
OFAX Assess for Distance Learning	273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
FOE Implementation Grant	274	\$ -	\$ 9,000.00	\$ 7,882.87	\$ 1,117.13	\$ -	\$ -
Lumina Credit When It's Due Grant	275	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ 138.27	\$ (138.27)	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 995,207.19	\$ 4,122.69	\$ 40,000.00	\$ 959,329.88	\$ 140,000	\$ -
Timber Tax Reserve Fund	291	\$ -	\$ 179,873.20	\$ 179,873.20	\$ -	\$ 252,989	\$ -
Strategic Investment Fund	295	\$ 1,388,797.81	\$ 5,555.90	\$ 107,964.00	\$ 1,286,389.71	\$ 207,964	\$ 94,611.00
State IGA Fund	296	\$ -	\$ 120,568.00	\$ 120,568.00	\$ -	\$ 24,960	\$ -
Total Special Fund		\$ 2,471,308.75	\$ 618,282.79	\$ 812,805.36	\$ 2,276,786.18	\$ 1,274,079	\$ 398,512.58

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 3/31/2013
Total of Grants that borrow from the General Fund	\$ (54,354.66)	\$ 51,865.94	\$ -	\$ (106,220.60)
Total of Grants that are not borrowing from the General Fund	\$ 2,331,140.84	\$ -	\$ -	\$ 2,331,140.84
Total Special Fund	\$ 2,276,786.18	\$ 51,865.94	\$ -	\$ 2,224,920.24

	Fund No.	Beginning Working Capital	2012-2013 Revenue	2012-2013 Expenditures	Ending Working Capital	2012-2013 Spendable Budget	2011-2012 Prior Year Expenditures
Community Education	310	\$ 4,530.24	\$ 5,731.00	\$ 2,594.92	\$ 7,666.32	\$ 7,695	\$ 1,093.88
Bookstore	320	\$ 75,989.71	\$ 144,091.77	\$ 209,463.44	\$ 10,618.04	\$ 257,979	\$ 229,889.05
Customized Training Projects	330	\$ 12,315.34	\$ 848.30	\$ 784.30	\$ 12,379.34	\$ 14,326	\$ 1,571.98
Culinary & Hospitality Program	340	\$ 3,317.54	\$ 7,945.49	\$ 6,318.03	\$ 4,945.00	\$ 8,575	\$ 6,156.89
Total Enterprise Fund		\$ 96,152.83	\$ 158,616.56	\$ 219,160.69	\$ 35,608.70	\$ 288,575	\$ 238,711.80
PERS Pension Bond Fund	410	\$ 16,963.14	\$ 79,307.72	\$ 40,038.35	\$ 56,232.51	\$ 108,477	\$ 40,618.73
General Obligation Bond Fund	420	\$ 21,796.50	\$ 636,295.56	\$ 180,318.75	\$ 477,773.31	\$ 660,637	\$ 185,918.75
Total Debt Service Fund		\$ 38,759.64	\$ 715,603.28	\$ 220,357.10	\$ 534,005.82	\$ 769,114	\$ 226,537.48
Campus Construction Fund - GO Bonds	520	\$ 1,310,627.94	\$ 5,826.40	\$ 49,012.44	\$ 1,267,441.90	\$ 1,505,000	\$ 341,154.03
Total Capital Projects Fund		\$ 1,310,627.94	\$ 5,826.40	\$ 49,012.44	\$ 1,267,441.90	\$ 1,505,000	\$ 341,154.03
Associated Students of TBCC	710	\$ 3,277.94	\$ 5,314.58	\$ 6,525.74	\$ 2,066.78	\$ 12,400	\$ 5,663.31
Phi Theta Kappa Honorary Society Fund	720	\$ 1,431.67	\$ 2,419.95	\$ 2,009.16	\$ 1,842.46	\$ 5,525	\$ 3,769.66
Total Agency Fund		\$ 4,709.61	\$ 7,734.53	\$ 8,534.90	\$ 3,909.24	\$ 17,925	\$ 9,432.97
Tuition Waivers	831	\$ 16,598.50	\$ 21,000.00	\$ 10,495.00	\$ 27,103.50	\$ 36,000	\$ 13,445.00
Board Scholarships	832	\$ 117,454.57	\$ 100,000.00	\$ 111,718.75	\$ 105,735.82	\$ 217,000	\$ 73,381.50
Institutional Work Study	833	\$ 6,683.33	\$ 29,000.00	\$ 8,475.73	\$ 27,207.60	\$ 33,500	\$ 16,912.49
Foundation Scholarships	834	\$ -	\$ 9,820.75	\$ 9,820.75	\$ -	\$ 50,000	\$ 49,890.85
Non-Institutional Scholarships	840	\$ 4,582.07	\$ 24,273.00	\$ 21,394.55	\$ 7,460.52	\$ 52,000	\$ 33,298.83
Total Financial Aid Fund		\$ 145,318.47	\$ 184,093.75	\$ 161,904.78	\$ 167,507.44	\$ 388,500	\$ 186,928.67

Agenda Item 6.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended March 2013
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		\$ 1,110,848			\$ 2,231,164			\$ 4,690			\$ 29,373	
Beginning Fund Balance	\$ 704,449	\$ 737,977	104.76%	\$ 2,385,291	\$ 2,471,309	103.61%	\$ 1,805	\$ 4,530	250.97%	\$ 26,714	\$ 75,990	284.46%
Resources												
State Aid	\$ 777,491	\$ 607,978	78.20%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ 35,323	94.19%	\$ 609,300	\$ 425,373	69.81%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,370,598	\$ 1,188,663	86.73%	\$ 6,000	\$ 2,450	40.83%	\$ 7,500	\$ 5,731	76.41%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,043,941	\$ 973,487	93.25%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 291,236	\$ 179,873	61.76%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 2,093	52.33%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 143,656	57.46%
Interest	\$ 5,000	\$ 4,827	96.54%	\$ 11,850	\$ 9,679	81.68%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,665	\$ 10,435	156.56%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 3,888	48.60%	\$ 1,500	\$ 908	60.53%	\$ -	\$ -	0.00%	\$ 1,000	\$ 436	43.60%
Transfers	\$ 416,640	\$ 354,303	85.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,669,835	\$ 3,180,997	86.68%	\$ 919,886	\$ 618,283	67.21%	\$ 7,500	\$ 5,731	76.41%	\$ 251,000	\$ 144,092	57.41%
Expenditures												
Salaries and Wages	\$ 2,663,255	\$ 1,753,553	65.84%	\$ 458,267	\$ 217,700	47.51%	\$ 4,725	\$ 2,077	43.96%	\$ 47,209	\$ 34,203	72.45%
Operating Expenditures	\$ 1,011,917	\$ 613,528	60.63%	\$ 181,752	\$ 242,232	133.28%	\$ 2,450	\$ 518	21.14%	\$ 208,050	\$ 173,830	83.55%
Capital Outlay	\$ 68,000	\$ 6,090	8.96%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 269,112	\$ 234,447	87.12%	\$ 414,060	\$ 352,873	85.22%	\$ 520	\$ -	0.00%	\$ 1,720	\$ 1,430	83.14%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,239,133	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Total expenditures	\$ 4,062,284	\$ 2,607,618	64.19%	\$ 3,293,212	\$ 812,805	24.68%	\$ 7,695	\$ 2,595	33.72%	\$ 257,979	\$ 209,463	81.19%
Ending Fund Balance	\$ 312,000	\$ 1,311,356		\$ 11,965	\$ 2,276,787		\$ 1,610	\$ 7,666		\$ 19,735	\$ 10,619	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 458,824			\$ 51,866			\$ -			\$ -	
Inventories		\$ 3,092			\$ -			\$ -			\$ 51,748	
NET EFFECT ON CASH		\$ (461,916)			\$ (51,866)			\$ -			\$ (51,748)	
Liabilities												
Accounts Payable		\$ 77,451			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 84,682			\$ -			\$ -			\$ -	
Payroll		\$ 140,385			\$ -			\$ -			\$ 7,811	
NET EFFECT ON CASH		\$ 302,518			\$ -			\$ -			\$ 7,811	
NET ADJUSTMENTS		\$ (159,398)			\$ (51,866)			\$ -			\$ (43,937)	
ENDING CASH BALANCE		\$ 1,151,958			\$ 2,224,921			\$ 7,666			\$ (33,318)	

Agenda Item 6.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended March 2013
75.00% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 12,315			\$ 3,318			\$ 27,168			\$ 1,311,043	
Beginning Fund Balance	\$ 10,000	\$ 12,315	0.00%	\$ 300	\$ 3,318	0.00%	\$ 5,000	\$ 38,760	775.20%	\$ 1,500,000	\$ 1,310,628	87.38%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ 128	1.16%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ 720	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 659,837	\$ 635,183	96.26%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 8,275	\$ 7,945	96.01%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 850	\$ 1,116	131.29%	\$ 5,000	\$ 5,826	116.52%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 79,304	72.09%	\$ -	\$ -	0.00%
Total Revenues	\$ 11,000	\$ 848	7.71%	\$ 8,275	\$ 7,945	96.01%	\$ 770,687	\$ 715,603	92.85%	\$ 5,000	\$ 5,826	116.52%
Expenditures												
Salaries and Wages	\$ 6,316	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 15,439	\$ 14,707	95.26%
Operating Expenditures	\$ 7,670	\$ 784	10.22%	\$ 8,275	\$ 6,318	76.35%	\$ 1,600	\$ 1,600	100.00%	\$ 1,489,561	\$ 34,305	2.30%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 767,514	\$ 218,757	28.50%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 14,326	\$ 784	5.47%	\$ 8,275	\$ 6,318	76.35%	\$ 769,114	\$ 220,357	28.65%	\$ 1,505,000	\$ 49,012	3.26%
Ending Fund Balance	\$ 6,674	\$ 12,379		\$ 300	\$ 4,945		\$ 6,573	\$ 534,006		\$ -	\$ 1,267,442	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (53,468)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 12,379	\$ 12,379		\$ 4,945	\$ 4,945		\$ 534,006	\$ 534,006		\$ 1,267,442	\$ 1,267,442	

Agenda Item 6.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended March 2013
75.00% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 4,710			\$ 145,318	
Beginning Fund Balance	\$ 5,225	\$ 4,710	90.14%	\$ 138,500	\$ 145,318	0.00%
Resources						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 6,000	\$ 2,591	43.18%	\$ 100,000	\$ 34,094	34.09%
Transfers	\$ 9,112	\$ 5,143	56.44%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 15,112	\$ 7,734	51.18%	\$ 250,000	\$ 184,094	73.64%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 17,925	\$ 8,535	47.62%	\$ 388,500	\$ 161,905	41.67%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 17,925	\$ 8,535	47.62%	\$ 388,500	\$ 161,905	41.67%
Ending Fund Balance	\$ 2,412	\$ 3,909		\$ -	\$ 167,507	
Adjustments to bring Ending Fund Balance to Ending Cash Balance						
Assets						
Receivables		\$ -			\$ -	
Inventories		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
Liabilities						
Accounts Payable		\$ -			\$ -	
Unearned Revenue (Note 2)		\$ -			\$ -	
Payroll		\$ -			\$ -	
NET EFFECT ON CASH		\$ -			\$ -	
NET ADJUSTMENTS		\$ -			\$ -	
ENDING CASH BALANCE		\$ 3,909			\$ 167,507	

\$ 5,341,415

Cell: A33

Comment: Note 1. Contingency in the General Fund and Enterprise Fund and Reserves in Special Fund.

Cell: A47

Comment: Note 2. Assessed but unreceived property taxes and deferred tuition and fees when applicable.

Achievement Compact

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

The Board requested a draft letter to accompany the Achievement Compact numbers. The following draft letter is for your review and edits.

TO: Oregon Education Investment Board
FR: Tillamook Bay Community College Board
Re: Achievement Compact

DATE: June 3, 2013

The Tillamook Bay Community College (TBCC) Board enters into the second year of the Achievement Compact effort with commitments and concerns. The TBCC Board requests a conversation to discuss these commitments and concerns.

Commitments:

1. The TBCC Board of Education supports using Achievement Compacts as one tool to look at progress toward Oregon's ambitious goal of 40-40-20, created to ensure that Oregonians can compete globally and locally.
2. The TBCC Board is committed to serving a county of 26,000 individuals (with approximately 15,000 of working age) with education and training that meet the community's needs and go beyond simply earning college credit.
3. The TBCC Board believes that transitions within the education enterprise must improve so students are more successful. For this reason the college and Tillamook School District have developed and are implementing a program to improve career and college success. Career College Ready (C2R) is listed as a local option on our compact. TBCC is committed to students leaving high school with at least one college course or as much as one year of college.
4. TBCC is committed to working with a strong post-secondary partner – Oregon State University (OSU) – through its Open Campus. This is a vehicle to bring OSU to Tillamook through credit courses, non-credit programs or consultation.



4. TBCC is committed to assisting the Tillamook community to move from poverty and under education to an economically viable community. The numbers demonstrate the challenge:

POVERTY:

17% poverty in Oregon
18% poverty in US
24% poverty in Tillamook County

EDUCATION:

28% of adults have Bachelor's Degrees in both Oregon and the U.S.
20% of adults in Tillamook County hold Bachelor's Degrees.

REMEDICATION:

33% of all entering college students nationally need at least one remedial class.
50%+ of all entering college students at TBCC require at least one remedial class.

Concerns:

1. The Achievement Compact, used alone to measure success, cannot reflect the entire mission of TBCC or the needs of the TBCC community. TBCC provides more educational services, partnerships and successes that are critical to a rural community than serving credit students with degrees and certificates.

2. Examples of programs TBCC is pursuing that are not measured or recognized by Achievement Compacts include:

- There are students who do not earn a degree or certificate with the college but pursue their education after taking classes at TBCC. These do not usually count as transfer but are essential first steps for an adult "trying out" college.
- Targeted workforce training, such as partnerships with Stimson Lumber, the Creamery, and other local businesses.
- Austin Entrepreneurship Program being delivered from OSU to TBCC for individuals interested in entrepreneurship. No certificate or degree is earned but the program supports local economic development.
- Career coaching which assists the underemployed and unemployed to develop a career plan that does not need to end in a certificate or degree.
- The college has been involved in improvement efforts such as Foundations of Excellence (FOE) and Achieving the Dream (ATD). Both of these efforts focus on learning quality and engagement and are national efforts proven to bring about student persistence and completion.

3. The Achievement Compact's focus on a single year is not realistic. K-12 students attend classes full time; seventy percent of Oregon University System (OUS) students attend full time. At community colleges 82 percent attend part time. A community college education takes longer. Age also has an impact. Seventy-five percent of OUS students are 18 to 21. At TBCC, 20 percent of our students are



under 21. Most of our students have families, work and go to college. Thus, one year compacts are not reflective of the learning environment.

4. TBCC has raised tuition \$5 in 2012/2013 and again for 2013/2014. To raise tuition to \$90 per hour in a community with the level of poverty mentioned earlier closes the door on growing skills and knowledge, just the opposite of the Board's commitment. TBCC and other rural communities need a strategic investment to maintain access to education.

Conclusion: The numbers on the compact do not reflect the community, the partnerships, the community commitment and the leadership and support from the Community College Commissioner for rural communities. The TBCC Board is committed to this community and would value the OEIB's commitment to listening, learning about and supporting rural community issues



Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Gates

The writing, reviewing, and revising of TBCC's Comprehensive Self-Evaluation for accreditation continues. Initial drafts of Chapters One through Three have been completed. The Planning and Steering Committee and others will be providing input on those chapters in the next month. The Strategic Framework 2012-2015 as a "master plan" plays a key role in Chapter Three, Institutional Planning. Chapter Four focuses on core themes, but Chapter Five will be supported by both institutional and core theme planning and assessment.

The Achieving the Dream student success work continues. On April 18 TBCC submitted a draft Implementation Plan on which the group that attended March's Data Summit, College Council, and faculty and staff at In Service provided valuable input. The final Implementation Plan will be due mid-May. There was also additional input on student success work provided during In Service. Finally, there were opportunities for TBCC's Leadership Coach and Data Coach to provide in-person input into TBCC's Implementation Plan and other activities.



Courses and Curricula

RECOMMENDATION

RECOMMEND APPROVAL OF CHANGES TO COURSES AND CURRICULA FOR (1) AAS DEGREE IN INDUSTRIAL MAINTENANCE TECHNOLOGY (IMT), ONE-YEAR CERTIFICATE IN IMT, AND CAREER PATHWAYS CERTIFICATE IN IMT; AND (2) SUSPENSION (ELIMINATION) OF COMPUTER INFORMATION SYSTEMS (CERTIFICATE); PARAEDUCATOR (AAS), EMPLOYMENT SKILLS TRAINING (CERTIFICATE), AND GREEN TECHNICIAN (CERTIFICATE).

BACKGROUND INFORMATION----- Chief Academic Officer Gates

(1) The following changes have been suggested by industry professionals and approved by the TBCC Faculty Curriculum Committee. They are proposed for Board approval. The primary rationale for changes is to better prepare students for industry. Attached is a Career Pathways Roadmap for reference on the program.

1. AAS in Industrial Maintenance Technology Changes
 - a. Remove CIS 120 (Computer Concepts I)
 - b. Add CAS 133 (Basic Computer Skills, Microsoft Office).
 - c. Remove HE 125 (1st Aid and Industrial Safety)
 - d. Add IMT 103 (Industrial Mathematics)
 - e. Add DRF 270 (SolidWorks Fundamentals)
 - f. Add WLD 112 (SMAW 7018)
 - g. Increase credits (3 to 4): IMT 102 (Industrial Safety: OSHA)
 - h. Title change: IMT 222 (Lean Manufacturing and Process Control)
 - i. Add PSY 101 (Psychology and Human Relations)
 - j. Increase credits to earn degree (90 to 94)
 - k. Reduce elective credits (17 to 8)

2. One Year Certificate in Industrial Maintenance Technology Changes
 - a. Remove CIS 120 (Computer Concepts I)
 - b. Add CAS 133 (Basic Computer Skills, Microsoft Office).
 - c. Remove BI 101 (General Biology) 4cr
 - d. Remove HE 125 (1st Aid and Industrial Safety) 3cr
 - e. Remove MTH 65 (Intro Algebra) 4cr
 - f. Add IMT 103 (Industrial Mathematics) 4cr
 - g. Add DRF 270 (SolidWorks Fundamentals) 3cr
 - h. Add WLD 112 (SMAW 7018) 4cr
 - i. Increase credit: IMT 102 (Industrial Safety: OSHA) 4cr
 - j. Increase credit to earn certificate (53 to 54)
 - k. Update related instruction template



3. Career Pathways Certificate in Industrial Maintenance Technology Changes
 - a. Remove CIS 120 (Computer Concepts I), 4 cr.
 - b. Add CAS 133 (Basic Computer Skills, Microsoft Office), 4 cr.
 - c. Remove HE 125 (1st Aid and Industrial Safety), 3 cr.
 - d. Increase credit IMT 102 (Industrial Safety: OSHA), 4 cr.
 - e. Remove MTH 65 (Intro Algebra), 4 cr.
 - f. Add IMT 103 (Industrial Mathematics), 4 cr.
 - g. Decrease total credits in certificate (26 to 24)

By approving the changes above, the Board is approving the revision of IMT 102's contact/credit hours and the new course IMT 103 Industrial Mathematics (4 crs.). In addition to the previous degree and certificate changes, a number of minor changes are being proposed that do not require Board approval. These include changes to the following courses: IMT 105, IMT 120, IMT 200, IMT 222, and IMT 230.

(2) The programs listed below are proposed for suspension by the Faculty Curriculum Committee. They do not have active enrollment and will not qualify for Federal Financial Aid when TBCC is independent of PCC. If they are not resurrected within three years they will be deleted. In essence they will be eliminated as of 2013-2014, but the State requires the suspension then deletion process.

- Computer information Systems (Certificate)
- Paraeducator (AAS)
- Employment Skills Training (Certificate)
- Green Technician (Certificate)



Board of Education Policies

RECOMMENDATION

FIRST READING.

BACKGROUND INFORMATION ----- President Green

Upon working on implementing changes to Policy 311 approved on April 1, it was discovered that the research to move Grade 20 to non-exempt was not complete. It is recommended that it remain exempt.

Appendix updates are to compliment the additional change to Policy 311 and prepare for budget adoption on June 3, 2013.

Preliminary changes to Appendix A-1 and B-1 were included in your March 4 packet, but were not included for approval on April 1.



NON-FACULTY JOB COMPENSATION

Article No.: 311

Approved:

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

311.1 PAY

A. Salary Schedule/Placement

1. Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.
2. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.
3. Longevity step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Longevity steps are maintained when an employee is promoted, reclassified, transferred, or reassigned.
4. Temporary full-time or temporary part-time employees shall be paid at the Longevity Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.
5. Executive and Management positions are classified as Grade 20 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 19 or lower are classified as non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.
6. Placement on the Salary Schedule for Executive and Management positions will be increased one grade for attainment of the PhD, EdD, or equivalent, and reduced one grade for those holding a BS/BA or equivalent degree and two grades for those holding an AA/AS or equivalent degree and three grades for those holding less than an AA/AS or equivalent degree. The College President may advance the education factor one level, not to exceed the MA/MS Degree or equivalent, for five years of successful experience with the College or at anytime for a comparable certificate or license.
7. The College President may grant a discretionary increase or decrease of up to three grades and/or steps.

Deleted: 22

Deleted: 20

B. Work Schedule

1. Non-Exempt Employees.

NON-FACULTY JOB COMPENSATION

Page 2/4

Article No.: 311

Approved:

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

For full-time employees, the workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor not to exceed eight hours per day.

2. Exempt Employees.

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

3. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

C. Overtime Compensation

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

311.2 BENEFITS

A. Health Insurance Coverage

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

NON-FACULTY JOB COMPENSATION

Page 3/4

Article No.: 311

Approved:

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

2. Eligible employees as described in A.1. above, may elect to waive or opt-out of medical insurance coverage. When an employee opts-out, Tillamook Bay Community College shall provide a monthly cash payment, which shall be reviewed and adopted each fiscal year by the Board of Education. The monthly cash payment shall be half of the least cost employee-only group insurance plan, excluding any Health Savings Account plans, approved by the College. The option to waive or opt-out of the College's medical insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Facilities, Safety and Human Resources and provide proof of other equivalent medical insurance coverage.
- B. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.
 - C. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.
 - D. Tuition Waiver/Tuition Assistance Policy
 1. The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.
 2. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
 3. Employees shall be granted a fifteen percent discount on all Tillamook Bay Community College Bookstore purchases. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.

NON-FACULTY JOB COMPENSATION

Page 4/4

Article No.: 311

Approved:

Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
5. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Facilities, Safety and Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted by September 30 prior to the actual class for preferred consideration.

E. Leave (See Articles 312, 313)

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.
2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be paid to the employee. Supervisor approval must be obtained before compensatory time is taken.
3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.
4. During the months of July and August, Tillamook Bay Community College, at the College President's discretion, may establish a workday of ten hours and a workweek of any four consecutive workdays for some or all employees.

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

2013-2014 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE
30	Chief Academic Officer
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, Skills Development Center
22	Director, Community Economic Development and Small Business Development Center
20	Coordinator, Institutional Research
▼	▼
▼	▼
▼	▼

Deleted: 2012-2013

Deleted: 17

Deleted: Academic Advisor

Deleted: 17

Deleted: Coordinator, Literacy Program

Deleted: 17

Deleted: Information Technology Coordinator

Deleted: 2012-2013

2013-2014 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE
17	Academic Advisor
17	Coordinator, Literacy Program
17	Coordinator, Information Technology
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
13	Business Office Specialist
13	Pathways Specialist
13	Learning Center Assistant
13	Small Business Development Center Assistant
10	Secretary
10	Testing Specialist
10	Marketing/Development Specialist
6	Library Assistant
3	Custodian/Security Specialist



TILLAMOOK BAY COMMUNITY COLLEGE
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	15	16	17	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	\$26,467	\$26,864	\$27,266	\$27,675	
2	\$19,169	\$19,764	\$20,373	\$20,984	\$21,613	\$22,262	\$22,930	\$23,617	\$24,326	\$25,056	\$25,807	\$26,582	\$27,379	\$27,790	\$28,207	\$28,630	\$29,059	
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	\$29,179	\$29,617	\$30,061	\$30,512	
4	\$21,133	\$21,787	\$22,464	\$23,135	\$23,829	\$24,544	\$25,280	\$26,038	\$26,819	\$27,624	\$28,453	\$29,306	\$30,186	\$30,638	\$31,098	\$31,564	\$32,038	
5	\$22,190	\$22,876	\$23,584	\$24,294	\$25,020	\$25,771	\$26,544	\$27,340	\$28,160	\$29,005	\$29,875	\$30,772	\$31,695	\$32,170	\$32,653	\$33,143	\$33,640	
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	\$33,779	\$34,285	\$34,800	\$35,322	
7	\$24,465	\$25,224	\$26,004	\$26,784	\$27,585	\$28,412	\$29,265	\$30,143	\$31,047	\$31,978	\$32,938	\$33,926	\$34,943	\$35,468	\$36,000	\$36,540	\$37,088	
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	\$37,241	\$37,800	\$38,367	\$38,942	
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	\$39,103	\$39,690	\$40,285	\$40,889	
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	\$41,058	\$41,674	\$42,299	\$42,934	
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	\$43,111	\$43,758	\$44,414	\$45,080	
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	\$45,267	\$45,946	\$46,635	\$47,334	
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	\$47,530	\$48,243	\$48,967	\$49,701	
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	\$49,907	\$50,655	\$51,415	\$52,186	
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	\$52,402	\$53,188	\$53,986	\$54,796	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	\$55,022	\$55,847	\$56,685	\$57,535	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	\$57,773	\$58,640	\$59,519	\$60,412	
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	\$60,662	\$61,572	\$62,495	\$63,433	
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	\$63,695	\$64,650	\$65,620	\$66,604	
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	\$66,880	\$67,883	\$68,901	\$69,934	
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	\$70,224	\$71,277	\$72,346	\$73,431	
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	\$73,735	\$74,841	\$75,963	\$77,103	
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	\$77,421	\$78,583	\$79,761	\$80,958	
24	\$56,073	\$57,807	\$59,595	\$61,383	\$63,225	\$65,124	\$67,075	\$69,087	\$71,160	\$73,295	\$75,494	\$77,758	\$80,094	\$81,292	\$82,512	\$83,750	\$85,006	
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	\$85,357	\$86,637	\$87,937	\$89,256	
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	\$89,625	\$90,969	\$92,334	\$93,719	
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	\$94,106	\$95,518	\$96,951	\$98,405	
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	\$98,812	\$100,294	\$101,798	\$103,325	
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	\$103,752	\$105,308	\$106,888	\$108,491	
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	\$108,940	\$110,574	\$112,232	\$113,916	
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	\$114,387	\$116,103	\$117,844	\$119,612	
32	\$82,846	\$85,408	\$88,049	\$90,694	\$93,412	\$96,214	\$99,100	\$102,073	\$105,136	\$108,290	\$111,538	\$114,885	\$118,334	\$120,106	\$121,908	\$123,736	\$125,592	
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	\$126,111	\$128,003	\$129,923	\$131,872	
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	\$132,417	\$134,403	\$136,419	\$138,465	
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	\$139,038	\$141,123	\$143,240	\$145,389	

INSURANCE BENEFIT AMOUNT

Full-time \$1,170.00 per month
Part-time \$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 \$1,170.00 per month
Part-Time \$1,170.00 per month (stipend for part-time employment is prorated based on actual FTE)

STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2013-2014 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		\$18,837	\$19,403	\$19,985	\$20,584	\$21,202	\$21,838	\$22,493	\$23,168	\$23,863	\$24,579	\$25,316	\$26,075	
2	\$19,203	\$19,779	\$20,373	\$20,984	\$21,613	\$22,262	\$22,930	\$23,618	\$24,326	\$25,056	\$25,807	\$26,582	\$27,379	
3	\$20,163	\$20,768	\$21,391	\$22,033	\$22,694	\$23,375	\$24,076	\$24,798	\$25,542	\$26,309	\$27,098	\$27,911	\$28,748	
4	\$21,172	\$21,807	\$22,461	\$23,135	\$23,829	\$24,544	\$25,280	\$26,038	\$26,819	\$27,624	\$28,453	\$29,306	\$30,186	
5	\$22,230	\$22,897	\$23,584	\$24,291	\$25,020	\$25,771	\$26,544	\$27,340	\$28,160	\$29,005	\$29,875	\$30,772	\$31,695	
6	\$23,342	\$24,042	\$24,763	\$25,506	\$26,271	\$27,059	\$27,871	\$28,707	\$29,568	\$30,455	\$31,369	\$32,310	\$33,280	
7	\$24,509	\$25,244	\$26,001	\$26,781	\$27,585	\$28,412	\$29,265	\$30,143	\$31,047	\$31,978	\$32,938	\$33,926	\$34,944	
8	\$25,734	\$26,506	\$27,301	\$28,120	\$28,964	\$29,833	\$30,728	\$31,650	\$32,599	\$33,577	\$34,584	\$35,622	\$36,691	
9	\$27,021	\$27,831	\$28,666	\$29,526	\$30,412	\$31,325	\$32,264	\$33,232	\$34,229	\$35,256	\$36,314	\$37,403	\$38,525	
10	\$28,372	\$29,223	\$30,100	\$31,003	\$31,933	\$32,891	\$33,877	\$34,894	\$35,941	\$37,019	\$38,129	\$39,273	\$40,451	
11	\$29,790	\$30,684	\$31,605	\$32,553	\$33,529	\$34,535	\$35,571	\$36,638	\$37,738	\$38,870	\$40,036	\$41,237	\$42,474	
12	\$31,280	\$32,218	\$33,185	\$34,180	\$35,206	\$36,262	\$37,350	\$38,470	\$39,625	\$40,813	\$42,038	\$43,299	\$44,598	
13	\$32,844	\$33,829	\$34,844	\$35,889	\$36,966	\$38,075	\$39,217	\$40,394	\$41,606	\$42,854	\$44,140	\$45,464	\$46,828	
14	\$34,486	\$35,521	\$36,586	\$37,684	\$38,814	\$39,979	\$41,178	\$42,414	\$43,686	\$44,997	\$46,347	\$47,737	\$49,169	
15	\$36,210	\$37,297	\$38,416	\$39,568	\$40,755	\$41,978	\$43,237	\$44,534	\$45,870	\$47,246	\$48,664	\$50,124	\$51,627	
16	\$38,021	\$39,162	\$40,336	\$41,547	\$42,793	\$44,077	\$45,399	\$46,761	\$48,164	\$49,609	\$51,097	\$52,630	\$54,209	COLA + Half-Step
17	\$39,922	\$41,120	\$42,353	\$43,624	\$44,933	\$46,281	\$47,669	\$49,099	\$50,572	\$52,089	\$53,652	\$55,261	\$56,919	
18	\$41,918	\$43,176	\$44,471	\$45,805	\$47,179	\$48,595	\$50,052	\$51,554	\$53,101	\$54,694	\$56,334	\$58,025	\$59,765	
19	\$44,014	\$45,334	\$46,695	\$48,095	\$49,538	\$51,024	\$52,555	\$54,132	\$55,756	\$57,428	\$59,151	\$60,926	\$62,754	
20	\$46,215	\$47,601	\$49,029	\$50,500	\$52,015	\$53,576	\$55,183	\$56,838	\$58,543	\$60,300	\$62,109	\$63,972	\$65,891	
21	\$48,525	\$49,981	\$51,481	\$53,025	\$54,616	\$56,254	\$57,942	\$59,680	\$61,471	\$63,315	\$65,214	\$67,171	\$69,186	
22	\$50,952	\$52,480	\$54,055	\$55,676	\$57,347	\$59,067	\$60,839	\$62,664	\$64,544	\$66,480	\$68,475	\$70,529	\$72,645	
23	\$53,499	\$55,104	\$56,757	\$58,460	\$60,214	\$62,020	\$63,881	\$65,797	\$67,771	\$69,805	\$71,899	\$74,056	\$76,277	
24	\$56,174	\$57,860	\$59,595	\$61,383	\$63,225	\$65,121	\$67,075	\$69,087	\$71,160	\$73,295	\$75,494	\$77,758	\$80,091	
25	\$58,983	\$60,753	\$62,575	\$64,452	\$66,386	\$68,378	\$70,429	\$72,542	\$74,718	\$76,960	\$79,268	\$81,646	\$84,096	
26	\$61,932	\$63,790	\$65,704	\$67,675	\$69,705	\$71,796	\$73,950	\$76,169	\$78,454	\$80,807	\$83,232	\$85,729	\$88,301	
27	\$65,029	\$66,980	\$68,989	\$71,059	\$73,190	\$75,386	\$77,648	\$79,977	\$82,377	\$84,848	\$87,393	\$90,015	\$92,716	
28	\$68,280	\$70,329	\$72,439	\$74,612	\$76,850	\$79,156	\$81,530	\$83,976	\$86,495	\$89,090	\$91,763	\$94,516	\$97,351	
29	\$71,694	\$73,845	\$76,060	\$78,342	\$80,693	\$83,113	\$85,607	\$88,175	\$90,820	\$93,545	\$96,351	\$99,242	\$102,219	
30	\$75,279	\$77,537	\$79,863	\$82,259	\$84,727	\$87,269	\$89,887	\$92,584	\$95,361	\$98,222	\$101,169	\$104,204	\$107,330	
31	\$79,043	\$81,414	\$83,857	\$86,372	\$88,964	\$91,632	\$94,381	\$97,213	\$100,129	\$103,133	\$106,227	\$109,414	\$112,696	
32	\$82,995	\$85,485	\$88,049	\$90,691	\$93,412	\$96,214	\$99,100	\$102,073	\$105,136	\$108,290	\$111,538	\$114,885	\$118,331	
33	\$87,145	\$89,759	\$92,452	\$95,225	\$98,082	\$101,025	\$104,055	\$107,177	\$110,392	\$113,704	\$117,115	\$120,629	\$124,248	
34	\$91,502	\$94,247	\$97,075	\$99,987	\$102,986	\$106,076	\$109,258	\$112,536	\$115,912	\$119,389	\$122,971	\$126,660	\$130,460	
35	\$96,077	\$98,959	\$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 \$1,205.00 per month
Part-time \$1,205.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Opt-Out stipend is calculated as defined in Policy 311 the base amount less the monthly premium amount for the least-cost single-party health insurance plan offered by the College)

Full-Time per month
Part-Time per month (stipend for part-time employment is prorated based on actual FTE).

SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1

Approved:

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 <u>(as allowed by Policy 311)</u>	X
FT Support Staff 40 hours/week	X		12	10 to 20****	11	5	3	unlimited emp + dep <u>(as allowed by Policy 311)</u>	X
PT Admin. & Support Staff 20 hours or more per week	X**		X**	X**	X***	5***	X**	8 credits emp + dep <u>(as allowed by Policy 311)</u> ↓	X
PT Admin. & Support Staff Less than 20 hours per week								4 credits emp + dep ↓	Qual. Pos.
Temporary & On-Call Employees								N/A	Qual. Pos.
180/ day Regular Faculty 1. FTE	X		10		5	5	3	unlimited emp + dep <u>(as allowed by Policy 407)</u>	X
180/ day Regular Faculty .5-.99 FTE	X**		X**					8 credits emp + dep <u>(as allowed by Policy 407)</u> ↓	X
Adjunct Faculty Term-by-term								4 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)

- Deleted: ¶
- Deleted: & unlimited Degree Guarantee course credits emp + dep
- Deleted: 8
- Deleted: & unlimited Degree Guarantee course credits emp + dep
- Deleted: 8 credits¶ emp + dep & unlimited Degree Guarantee course credits emp + dep
- Deleted: & unlimited Degree Guarantee course credits emp + dep
- Deleted: 8
- Deleted: & unlimited Degree Guarantee course credits emp + dep

Field Code Changed

Tillamook Bay Community College

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: June 4, 2012

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
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	\$41,982.15	\$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	\$42,821.36	\$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	\$43,678.23	\$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	\$44,551.79	\$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	\$45,442.83	\$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	\$46,351.69	\$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
14																			

INSURANCE BENEFIT AMOUNT

Full-time \$1,170.00 per month
Part-time \$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 \$1,170.00 per month
Part-Time \$1,170.00 per month (stipend for part-time employment is prorated based on actual FTE)

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2013-2014 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	\$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	\$56,421	\$58,113	\$59,857	\$61,652	\$63,502
2	\$39,188	\$40,364	\$41,575	\$42,822	\$44,106	\$45,430	\$46,793	\$48,196	\$49,642	\$51,131	\$52,665	\$54,245	\$55,873	\$57,549	\$59,275	\$61,054	\$62,885	\$64,772
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	\$75,891
11																\$72,965	\$75,154	\$77,408
12																		\$78,957
13 & On	COLA + Half-Step																	

INSURANCE BENEFIT AMOUNT

Full-time \$1,205.00 per month
Part-time \$1,205.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Opt-Out stipend is calculated as defined in Policy 407 the base amount less the monthly premium amount for the least cost single party health insurance plan offered by the College)

Full-Time \$1,170.00 per month
Part-Time \$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:

Reference:

Non-Regular Faculty Salary Schedule 2013-2014		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) - Chief Academic Officer 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

Deleted: 2012-2013

Deleted: Dean of Instructional Services



NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

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					

Field Code Changed



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Career Coach/ Pathways Specialist	April 12, 2013. Open Until filled	May-June	Position Filled	Pat Ryan	Pallie Campbell
Career Education Advisor (2)	April 29, 2013 Open until filled	ASAP		Michele Burton	



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

I will be out of town May 13 through May 30. Please contact Kyra if you have questions.

June 14 is the TBCC Commencement. Commissioner Cam Preus will be the graduation speaker and Noe Martinez will be the student speaker. We have over 60 individuals who are earning a certificate or degree.

Please reserve July 15 at 6:00 p.m. for a shared Board workshop with Tillamook School District Board. It will be at TBCC Central Campus in room 214/215. We will provide a dinner for all.



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 Wakefield



Board Member Discussion Items

RECOMMENDATION

BACKGROUND INFORMATION----- Chair Wakefield



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION----- Chair Wakefield

