



Board of Education Meeting Agenda

Date:
Monday, June 3 2013

Time:
6:00 p.m.

Contract Review Board

<u>Item</u>	<u>Description</u>	<u>Resource</u>
A.	Call to Order—Contract Review Board	Chair Wakefield
B.	Award Contract	(Action) Jon Carnahan
C.	Adjournment—Contract Review Board	Chair Wakefield

Special Board Meeting on 2012—2013 Supplemental Budget

A1.	Call to Order	Chair Wakefield
B1.	Approval of the Agenda	(Action) Chair Wakefield
C1.	Public Hearing on 2012-2013 Supplemental Budget Resolution	Chair Wakefield
D1.	Adjournment	Chair Wakefield

June Board Meeting

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 May 6, 2013 Minutes** (Action) Chair Wakefield
5. **Agriculture and Natural Resources Program**..... Chief Academic Officer Gates
6. **New Business**
 - a. Adoption of 2012-2013 Supplemental Budget Resolution ---- (Action) Comptroller/Budget Officer Williams
 - b. Adoption of 2013-2014 Budget, Make Appropriations and Impose and Categorize Property Taxes (Action) Comptroller/Budget Officer Williams
 - c. Achievement Compact (Action) President Green
 - d. 2013-2014 Board Meeting Schedule (Action) President Green
 - e. Election Certification (Action) President Green
 - f. Election of Board Officers (Action) President Green
7. **Reports**
 - a. Oregon Community College President Green
 - b. Financial Report..... Comptroller/Budget Officer Williams
8. **Standing Business**
 - a. Strategic Planning and Accreditation Chief Academic Officer Gates
 - b. Courses and Curricula (Action) Chief Academic Officer Gates
 - c. Board Policy 311 and Appendices (Action) Comptroller/Budget Officer Williams
 - d. Board Policy 208 (Action) President Green
 - e. Board Policy 406 President Green
 - f. 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 OF THE CONTRACT REVIEW BOARD TO ORDER.

BACKGROUND INFORMATION

----- Chair Wakefield



Award Contract

RECOMMENDATION

APPROVE CONTRACT FOR NKN REMODEL

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.

A detailed review of proposals received will be provided at the meeting. A General Contractor will be recommended for a decision on the award of the contract.



Adjournment—Contract Review Board

RECOMMENDATION

MOTION TO ADJOURN THE MEETING OF THE CONTRACT REVIEW BOARD.

BACKGROUND INFORMATION----- Chair Wakefield



Call to Order

RECOMMENDATION

CALL THE SPECIAL MEETING ON 2012-2013 SUPPLEMENTAL BUDGET TO ORDER.

BACKGROUND INFORMATION

----- Chair Wakefield



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SPECIAL BOARD MEETING ON 2012-2013 SUPPLEMENTAL BUDGET.

BACKGROUND INFORMATION----- Chair Wakefield



Adopt Supplemental Budget Resolution to Amend FY 2012-2013 Adopted Budget

RECOMMENDATION

PUBLIC HEARING ON SUPPLEMENTAL BUDGET TO AMEND FY2012-2013 ADOPTED BUDGET

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

When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4), the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required. We recommend that the resolution be approved during the regular board meeting after this hearing.

The following appropriation increases and transfers will be made to the 2012-2013 Adopted Budget upon receiving board approval:

- General Fund
 - Transfers In increased by \$10,213 due to Federal and State grant administrative fees and PERS pension bond debt service transfers.
 - Instruction increased by \$10,213 to support the service contract with Portland Community College

- Special Fund
 - Federal Sources increased by \$21,716 due to unanticipated grants and increases in grants primarily for adult basic education instruction and perkins funds for CTE administration.
 - State Sources increased by \$240,804 primarily due to grants to redesign the statewide reporting database.
 - Instruction increased by \$43,872 to support adult basic education, the green tech program, and support Foundations of Excellence implementation.
 - Instructional Support increased by \$199,715 to primarily support Pathways work, CTE administration, and redesign of the statewide reporting database.
 - Student Services increased by \$8,000 to support implementation of software to grant credit when it's due.
 - Transfers Out increased by \$10,213 to fund grant administrative fees and PERS pension bond debt service transfers.



Adjournment—Special Meeting on 2012-2013 Supplemental Budget

RECOMMENDATION

MOTION TO ADJOURN THE MEETING ON 2012-2013 SUPPLEMENTAL BUDGET.

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 JUNE 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 May 6, 2013 Minutes

RECOMMENDATION

MOTION TO APPROVE THE MAY MINUTES.

BACKGROUND INFORMATION

----- Chair Wakefield



**Board of Education
Monday, May 6, 2013
6:00 pm**

Board members present: Debbie Lincoln, Craig Wakefield, Jim McGinnis, Bob Weitman, and Ann Swain.

Staff members present: Kyra Williams, Pat Ryan, Michele Burton, Sheryl Neu, Jon Carnahan, Connie Green, Geza Laszlo, and Pat Ashby.

Contract Review Board

Call to Order (agenda item A)

The contract review board was called to order at 6:23 pm by Board Chair Craig Wakefield.

Request for Proposals (agenda item B)

Jon Carnahan explained that we are now at the stage of beginning the TBCC North project which is a remodel at Neah-Kah-Nie High School. Wednesday the public notice will be published in the Headlight Herald and the Daily Journal of Commerce (DJC), and again on Friday in the DJC inviting contractors to present proposals. There is a pre-bid mandatory meeting for anyone submitting a proposal on May 21st at 3:30 at the high school. The proposals are due on Wednesday May 29th by 2 pm. The proposals will be scored on the 30th and 31st and be back before the Board on June 3rd with a recommendation for approval of a general contractor. Work will begin by June 17th and must conclude by August 23rd. A motion was made by Director Weitman and seconded by Director Swain to approve bid documents. The motion carried.

Contract Review (agenda item C)

Comptroller/Chief Budget Officer Williams explained that this is a State contract to accomplish statewide goals. The contract is for \$90,250 with DevMecca for database modification. A motion was made by Director Lincoln and seconded by Director Swain to approve the contract with DevMecca. The motion carried.

Adjournment (agenda item D)

A motion to adjourn the contract review board was made by Director McGinnis and seconded by Director Lincoln. The motion carried and the meeting was adjourned at 6:40 pm.



Regular Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The meeting was called to order at 6:41 pm by Chair Wakefield.

Approval of the Agenda (agenda item 2)

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

Invitation to Public Comment (agenda item 3)

There was no public comment at this time.

Approval of the April 1, 2013 minutes (agenda item 4)

A motion to approve the April 1, 2013 minutes was made by Director McGinnis and seconded by Director Weitman. The motion carried.

Math Re-design (agenda item 5)

Pat Ashby stated that statistics show that there is room for improvement, creativity and innovation. Courses involved in the redesign include Math 20, 60 and 65. Students come to these classes with different skill levels; some students really struggle and others can work faster than the curriculum allows and therefore become bored and don't do well.

Geza Laszlo highlighted the proposed re-design which will be a flexible lab format that allows students to complete Math 20 through 65 at their own pace. Because this means that students can finish a course before the end of the term or start the next course before the beginning of the next term, there are some challenges with financial aid, etc. It is proposed that each course be divided into four units, so basically 12 different courses are being created, each being worth 1 credit. Course tools and format need to be worked out as well as how many people will staff the math lab, etc. The hope is for full implementation of this plan by next spring or summer. President Green pointed out that there are students that are not receiving their certificates or degrees because they can't pass the necessary math courses. If this redesign can make it easier for students to complete then it will make a real difference.

This format has been used at PCC and at other institutions. PCC has said that TBCC is welcome to use any of the materials that they have developed. PCC offers Math 20, 60 and 65 in both the traditional format and the math skills lab and feel that it is a successful option for students.

New Business

2013-2014 Board Meeting Schedule (agenda item 6A)

President Green presented the proposed Board meeting schedule for 2013-2014 pointing out the following items:

July 15th will be a joint Board workshop with Tillamook School District.

September 9th will be a joint Board workshop with Neah-Kah-Nie School District.

Three options were given for an October joint Board workshop with the Nestucca School District. The consensus of the Board was to meet with Nestucca School District on October 21st, followed by a regular Board meeting. The November TBCC Board meeting will be cancelled.

The meeting schedule will be presented for approval in June.



Reports

Oregon Community College Update (agenda item 7A)

President Green stated that OCCA is still waiting to see what will happen with the Community College Support Fund. She also pointed out that there is a hearing on May 17th on Capital Construction. Jon Carnahan will speak on behalf of the college at that hearing. The governance and legislative issues affecting community colleges are very murky.

Financial Reports (agenda item 7B)

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

Achievement Compact (agenda item 7C)

President Green presented a cover letter that will accompany the achievement compact when it is sent in. The Board liked the letter. The letter will be back for approval in June.

Standing Business

Strategic Planning and Accreditation (agenda item 8A)

President Green explained that Chief Academic Officer Gates will be back at the June meeting. She has been writing, reviewing and revising the comprehensive self-evaluation. Chapters 1 through 3 are completed and she is beginning Chapter 4.

Courses and Curricula (agenda item 8B)

President Green explained that the proposed changes to the IMT program had their first reading at the April meeting. Also four (4) programs are being suspended. TBCC has zero students enrolled in these programs and to keep them open would put the college at risk with Federal Financial Aid. A motion to approve the changes to the Industrial Maintenance Technology program and the suspension of the four (4) programs was made by Director Lincoln and seconded by Director Swain. The motion carried.

Board Policy 311 and Appendices (agenda item 8C)

President Green explained that they are asking for a revision that allows the exempt category to include grade 20. Comptroller/Chief Budget Officer Williams also explained that in appendix A-1 there are the following changes: eliminating grade 17—academic advisor; replaced with a grade 13 career education advisor; grade 6 adding an office assistant. She also stated that they would like to add a parenthetical “or other like positions titles” to exempt and non-exempt categories so similar job titles can be placed in similar grades. This will come back to the Board for approval in June.

Personnel (agenda item 8D)

Director Ryan reported that it has been a very active time in the human resources office. The Career Coach Position was filled which created an opening for a career education advisor. Another employee left earlier than anticipated which creates an additional career education advisor opening. The College is also hiring a community engagement specialist and a data support person both related to the CASE grant as well as a half time instruction and college support position.

Announcements (agenda item 9)

Members of the TBCC Chapter of Phi-Theta-Kappa were on hand to share the following awards that were recently received at the regional level: regional distinguished chapter officer team; College project award for the College completion core and financial responsibility workshop; five star chapter development plan award; most distinguished chapter member—Perry Picking; most distinguished issue in honors in action; and TBCC officers won the Responsibility/Pay it Forward award.



President Green reminded the Board that while she is out of the country Comptroller/Chief Budget Officer Williams will be filling in as needed.

Commencement is coming up Friday, June 14th.

Invitation of Public Comment (agenda item 10)

There was no public comment at this time.

Board Member Discussion Items (agenda item 11)

There were no Board member discussion items at this time.

Adjournment (agenda item 12)

The meeting was adjourned at 7:43 pm by Chair Wakefield.



Agriculture and Natural Resources Program

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Chief Academic Officer Gates

For more than a year TBCC has been exploring the potential for an agriculture and natural resources certificate and/or degree program at TBCC. Community meetings are being held on a quarterly basis with a wide cross-section of agriculture and natural resources industries, educators, and agencies. TBCC explored a number of potential program emphases and configurations as well as community needs with the Agriculture and Natural Resources Community Members. Because of their input TBCC is on its way to developing classes that will become a TBCC degree that will transfer to OSU. Jeff Sherman will be joining the Board Meeting via Skype to discuss the curriculum being developed.



Adopt Supplemental Budget Resolution to Amend FY 2012-2013 Adopted Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2012-2013 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2012-2013 ADOPTED BUDGET.

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

The following appropriation increases and transfers will be made to the 2012-2013 Adopted Budget upon receiving board approval:

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 - Transfers In increased by \$10,213 due to Federal and State grant administrative fees and PERS pension bond debt service transfers.
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 - Transfers Out increased by \$10,213 to fund grant administrative fees and PERS pension bond debt service transfers.



**RESOLUTION NO. 2012-2013 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2012-13 AND MAKING
APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund and Special Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2012-13.
2. The unanticipated expenditures have primarily arisen due to federal grants, state grants, and local contracts.
3. The Instruction expense category needs additional appropriation authority of \$10,213 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$43,872, the Instructional Support expense category needs additional appropriation authority of \$199,715, the Student Services expense category needs additional appropriation authority of \$8,000, and the Transfers Out expense category needs additional appropriation authority of \$10,213 in the Special Fund.
5. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
6. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4), the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.

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

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.480(4), increasing appropriations in the fiscal year 2012-13 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Transfers In	\$ 416,640	\$10,213	\$426,853
Total Resources	<u>\$ 416,640</u>	<u>\$10,213</u>	<u>\$426,853</u>
REQUIREMENTS:			
Instruction	\$1,450,270	\$10,213	\$1,460,483
Total Appropriations/Requirements	<u>\$1,450,270</u>	<u>\$10,213</u>	<u>\$1,460,483</u>

<u>SPECIAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Federal Sources	\$333,029	\$ 21,716	\$354,745
State Sources	<u>86,495</u>	<u>240,084</u>	<u>326,579</u>
Total Resources	<u>\$419,524</u>	<u>\$261,800</u>	<u>\$668,733</u>
REQUIREMENTS:			
Instruction	213,140	43,872	257,012
Instructional Support	398,489	199,715	598,204
Student Services	3,430	8,000	11,430
Transfers Out	<u>414,060</u>	<u>10,213</u>	<u>424,273</u>
Total Appropriations/Requirements	<u>\$1,029,119</u>	<u>\$261,800</u>	<u>\$1,290,919</u>

ADOPTED by the Board of Directors of TBCC this 3rd day of June, 2013.

Craig Wakefield, Board of Education Chair

ATTEST by TBCC President this 3rd day of June, 2013.

Connie Green, Tillamook Bay Community College President

Adoption of 2013-2014 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2013-2014 NO. 1 THROUGH 3 TO ADOPT THE 2013-2014 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

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

No changes that effect appropriation categories have been made to the budget since receiving budget committee approval.

Changes were made within the General Fund that had no impact on the appropriation categories. These changes were made to further align the Adopted Budget with how the funds are expected to be spent. For example, in the Approved Budget in the Instructional Support appropriation category, the Testing Specialist position was in the Instructional Support Management budget. The position has been moved to the Library budget in the Adopted Budget.



**2013-2014 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2013-2014 in the total of \$15,252,982. This budget is now on file at the District administrative offices in Tillamook, Oregon.

**2013-2014 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 1,478,801
Instructional Support	487,119
Student Services	377,772
College Support	1,016,215
Plant Operation & Maintenance	280,011
Fund Transfers Out	219,112
Contingency	<u>554,830</u>
TOTAL GENERAL FUND	<u>\$4,413,860</u>

Special Fund

Instruction	\$ 216,307
Instructional Support	558,867
Student Services	2,730
College Support	25,000
Fund Transfers Out	457,956
Contingency	<u>380,000</u>
TOTAL SPECIAL FUND	<u>\$1,640,860</u>

Financial Aid Fund

Financial Aid	<u>\$4,846,177</u>
TOTAL FINANCIAL AID FUND	<u>\$4,846,177</u>

Enterprise Fund

Instruction	\$ 21,686
Student Services	271,362
Fund Transfers Out	2,446
Contingency	<u>21,000</u>
TOTAL ENTERPRISE FUND	<u>\$ 316,494</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>814,122</u>
TOTAL DEBT SERVICE FUND	<u>\$ 815,722</u>

Capital Projects Fund

Plant Additions	<u>\$1,105,000</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$1,105,000</u>

<u>Agency Fund</u>	
Student Services	\$ 12,987
Financial Aid	6,650
TOTAL AGENCY FUND	<u>\$ 19,637</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$13,157,750

Amounts not appropriated:

<u>Special Fund</u> – Ending Fund Balance	11,965
<u>Special Fund</u> – Reserves	1,990,440
<u>Enterprise Fund</u> – Ending Fund Balance	46,906
<u>Debt Service Fund</u> – Ending Fund Balance	45,921
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS	<u>\$2,095,232</u>
TOTAL ADOPTED BUDGET	<u>\$15,252,982</u>

**2013-2014 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2013-2014 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$706,600 for debt service for general obligation bonds;

BE IT RESOLVED that the taxes imposed are hereby categorized for purposed of Article XI section 11b as:

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$706,600

The above 2013-2014 Resolutions 1, 2, and 3 were approved and declared adopted this 3rd day of June, 2013.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Achievement Compact

RECOMMENDATION

RECOMMEND APPROVAL OF COVER LETTER FOR THE ACHIEVEMENT COMPACT.

BACKGROUND INFORMATION ----- President Green

The Board's letter to accompany the Achievement Compact numbers was discussed at the May meeting. It is here for approval.

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



2013-2014 Board Meeting Schedule

RECOMMENDATION

SECOND READING AND MOTION FOR APPROVAL 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. This year there are several exceptions:

- July 15 is workshop with Tillamook School District and there is no regular board meeting in the month of July.
- September 9 is the second Monday because of Labor Day weekend is the first Monday.
- October 21 is the third Monday to ensure a workshop with Nestucca Valley School District.
- November there is no meeting because of the late October meeting,

Policy has no Board meetings in July and August and there are no scheduled meetings. Most meetings are scheduled for 6:00 p.m. at the Central Campus Board Room #214/215 (Board Policy 101.2) unless noted. The exceptions to meeting on campus are the meetings with Nestucca Valley School District and Neah-Kah-Nie School District.

2013

July 15 – 6:00 with Tillamook School District Board workshop

September 9 -5:30 -6:30- Neah-Kah-Nie School District Board workshop – 6:30 to 8- Board meeting

October 21 – 6:00 - Nestucca Valley School District workshop at TBCC South. 6:30 to 8 – Board meeting

November – no meeting

December 2

2014

January 6

February 3

March 3

April 7

April 21 (Public Budget Committee) – 6:00 pm

May 5

June 2



Certification of Election

RECOMMENDATION

RESOLVE THAT THE RESULTS OF THE MAY 21, 2013 ELECTIONS, AS SHOWN IN THE ABSTRACT OF VOTES ANTICIPATED TO BE RECEIVED FROM THE OFFICE OF THE TILLAMOOK COUNTY CLERK BY JUNE 3, BE MADE A MATTER OF RECORD IN THE MEETING MINUTES OF THE COLLEGE BOARD OF EDUCATION AND THAT DIRECTOR WAKEFIELD (ZONE 2), DIRECTOR MCGINNIS (ZONE 3), DIRECTOR SHAW (ZONE 4), AND DIRECTOR LINCOLN (AT-LARGE) BE DULY ELECTED FOR FOUR (4) YEAR TERMS TO EXPIRE JUNE 30, 2017.

PRESIDENT GREEN WILL ADMINISTER THE OATH OF OFFICE TO ELECTED DIRECTORS

BACKGROUND INFORMATION ----- President Green
Tillamook County Clerk Tassi O'Neal will be requesting a certification of the results as noted in the Abstract.

Congratulations to our continuing Board members!



Election of Board Officers

RECOMMENDATION

RECOMMEND TO ELECT BOARD CHAIRPERSON AND VICE-CHAIRPERSON ACCORDING TO POLICY FOR THE 2013-2014 ACADEMIC YEAR.

BACKGROUND INFORMATION----- President Green

According to Policy 100.4 the Board "shall elect a chairperson and vice-chairperson from its members". According to the same Policy it shall be done after July 1 of each year. However, since the Board has no meeting scheduled in July or August, it is recommended that these positions be elected in June to expedite the meeting progress and planning for the 2013-2014 academic year.

2012-2013 Officers are:

Craig Wakefield, Chair

Deborah Lincoln, Vice-Chair



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

The May revenue forecast and the final negotiations of the Ways and Means budget will be under way when the Board receives this packet. The update on both will be given at the Board meeting.



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.



Agenda Item 7.B. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended April 2013
83.33% of fiscal year elapsed

	FY 2011-2012			FY 2012-2013		
	Annual Budget	04/30/12 Actual	Percentage of Budget	Annual Budget	04/30/13 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	\$ 864,456.39	99.84%	\$ 777,491	\$ 607,978.45	78.20%
Property Taxes	\$ 1,020,018	\$ 957,733.53	93.89%	\$ 1,043,941	\$ 982,738.55	94.14%
Local Contract	\$ 25,000	\$ 27,250.00	109.00%	\$ 37,500	\$ 35,323.00	94.19%
Tuition	\$ 866,666	\$ 1,098,180.56	126.71%	\$ 1,173,450	\$ 1,021,628.27	87.06%
Fees	\$ 179,639	\$ 193,877.00	107.93%	\$ 197,148	\$ 174,800.50	88.66%
Sale of Goods	\$ 3,000	\$ 2,774.00	92.47%	\$ 4,000	\$ 2,884.00	72.10%
Interest	\$ 4,000	\$ 3,986.53	99.66%	\$ 5,000	\$ 5,316.66	106.33%
Rental	\$ 6,500	\$ 7,247.50	111.50%	\$ 6,665	\$ 13,320.00	199.85%
Miscellaneous	\$ 7,500	\$ 5,815.30	77.54%	\$ 8,000	\$ 3,907.49	48.84%
Transfers	\$ 473,174	\$ 287,351.94	60.73%	\$ 416,640	\$ 355,547.52	85.34%
Total resources	\$ 4,433,996	\$ 4,195,238.90	94.62%	\$ 4,374,284	\$ 3,941,421.86	90.10%
Expenditures						
Instruction	\$ 1,439,310	\$ 1,039,839.28	72.25%	\$ 1,450,270	\$ 1,057,707.64	72.93%
Instructional Support	\$ 414,559	\$ 356,928.53	86.10%	\$ 455,537	\$ 347,687.53	76.32%
Student Services	\$ 356,831	\$ 241,552.29	67.69%	\$ 364,562	\$ 268,093.51	73.54%
College Support	\$ 1,076,027	\$ 878,752.98	81.67%	\$ 1,118,905	\$ 715,067.45	63.91%
Plant Operation	\$ 379,582	\$ 247,884.09	65.30%	\$ 353,898	\$ 258,954.15	73.17%
Transfers	\$ 266,600	\$ 248,253.48	93.12%	\$ 269,112	\$ 245,805.61	91.34%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 3,982,909	\$ 3,013,210.65	75.65%	\$ 4,062,284	\$ 2,893,315.89	71.22%
Ending fund balance	\$ 451,087	\$ 1,182,028.25	262.04%	\$ 312,000	\$ 1,048,105.97	335.93%

Agenda Item 7.B. Attachment #2
Tillamook Bay Community College
Unaudited Summary Financial Information (Modified Accrual Basis)
Fiscal Year-to-Date Ended April 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	\$ 59,755.66	\$ (7,415.71)	\$ 68,800	\$ 72,503.34
Tutor Grant	211	\$ -	\$ 11,163.08	\$ 12,491.14	\$ (1,328.06)	\$ 13,892	\$ 11,890.46
Sprint Yellow Pages Literacy Grant	215	\$ 2,495.57	\$ -	\$ 1,005.05	\$ 1,490.52	\$ 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
Degree Qualifications Profile Grant	221	\$ -	\$ 3,425.00	\$ 3,425.00	\$ -	\$ -	\$ -
Lumina Core to College Grant	222	\$ -	\$ 4,220.49	\$ 5,181.84	\$ (961.35)	\$ -	\$ -
CASE Grant	223	\$ -	\$ 59,034.58	\$ 67,332.00	\$ (8,297.42)	\$ 190,702	\$ 22,743.17
Pathways Grant	225	\$ -	\$ 23,167.56	\$ 25,348.19	\$ (2,180.63)	\$ 31,731	\$ -
Industrial Maintenance Tech	226	\$ 51,586.23	\$ 30,000.00	\$ 43,417.59	\$ 38,168.64	\$ 120,000	\$ 48,341.13
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	\$ 22,124.71
SBDC State Grant	231	\$ -	\$ 7,283.56	\$ 13,255.83	\$ (5,972.27)	\$ 29,804	\$ 13,406.55
SBDC Program Income	232	\$ 19,024.95	\$ 2,450.00	\$ 202.78	\$ 21,272.17	\$ 6,035	\$ 112.25
SBDC - EDC Fund	235	\$ -	\$ 99,972.03	\$ 82,711.72	\$ 17,260.31	\$ 109,776	\$ 75,151.49
TEC Vocational Education Grant	240	\$ -	\$ 37,126.00	\$ 37,126.00	\$ -	\$ 24,722	\$ 24,722.00
Student Assistance	250	\$ 1,477.39	\$ 158.00	\$ 75.00	\$ 1,560.39	\$ 2,300	\$ 854.00
Work Keys Mini Grant	251	\$ 1,598.22	\$ -	\$ 92.00	\$ 1,506.22	\$ 1,700	\$ 134.50
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	\$ 8,967.54	\$ 32.46	\$ -	\$ -
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	\$ 4,550.11	\$ 40,000.00	\$ 959,757.30	\$ 140,000	\$ 60,000.00
Timber Tax Reserve Fund	291	\$ -	\$ 179,873.20	\$ 179,873.20	\$ -	\$ 252,989	\$ 120,325.11
Strategic Investment Fund	295	\$ 1,388,797.81	\$ 6,129.04	\$ 107,964.00	\$ 1,286,962.85	\$ 207,964	\$ 94,611.00
State IGA Fund	296	\$ -	\$ 120,568.00	\$ 184,874.25	\$ (64,306.25)	\$ 24,960	\$ -
Tillamook County Cultural Coalition	299	\$ -	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -
Total Special Fund		\$ 2,471,308.75	\$ 679,864.41	\$ 916,903.26	\$ 2,234,269.90	\$ 1,274,079	\$ 639,748.42

Schedule of Special Fund borrowing from General Fund

	Ending Working Capital	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2013
Total of Grants that borrow from the General Fund	\$ (28,930.66)	\$ -	\$ -	\$ (28,930.66)
Total of Grants that are not borrowing from the General Fund	\$ 2,263,200.56	\$ -	\$ -	\$ 2,263,200.56
Total Special Fund	\$ 2,234,269.90	\$ -	\$ -	\$ 2,234,269.90

	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	\$ 6,429.00	\$ 3,011.96	\$ 7,947.28	\$ 7,695	\$ 2,047.80
Bookstore	320	\$ 75,989.71	\$ 165,259.92	\$ 162,357.53	\$ 78,892.10	\$ 257,979	\$ 238,071.69
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	\$ 9,707.33	\$ 8,367.23	\$ 4,657.64	\$ 8,575	\$ 7,179.18
Total Enterprise Fund		\$ 96,152.83	\$ 182,244.55	\$ 174,521.02	\$ 103,876.36	\$ 288,575	\$ 248,870.65
PERS Pension Bond Fund	410	\$ 16,963.14	\$ 88,609.76	\$ 40,038.35	\$ 65,534.55	\$ 108,477	\$ 40,618.73
General Obligation Bond Fund	420	\$ 21,796.50	\$ 642,498.95	\$ 180,318.75	\$ 483,976.70	\$ 660,637	\$ 185,918.75
Total Debt Service Fund		\$ 38,759.64	\$ 731,108.71	\$ 220,357.10	\$ 549,511.25	\$ 769,114	\$ 226,537.48
Campus Construction Fund - GO Bonds	520	\$ 1,310,627.94	\$ 6,392.29	\$ 50,230.86	\$ 1,266,789.37	\$ 1,505,000	\$ 379,142.50
Total Capital Projects Fund		\$ 1,310,627.94	\$ 6,392.29	\$ 50,230.86	\$ 1,266,789.37	\$ 1,505,000	\$ 379,142.50
Associated Students of TBCC	710	\$ 3,277.94	\$ 7,413.38	\$ 8,225.74	\$ 2,465.58	\$ 12,400	\$ 7,652.46
Phi Theta Kappa Honorary Society Fund	720	\$ 1,431.67	\$ 2,880.95	\$ 2,269.16	\$ 2,043.46	\$ 5,525	\$ 4,919.66
Total Agency Fund		\$ 4,709.61	\$ 10,294.33	\$ 10,494.90	\$ 4,509.04	\$ 17,925	\$ 12,572.12
Tuition Waivers	831	\$ 16,598.50	\$ 21,000.00	\$ 15,499.50	\$ 22,099.00	\$ 36,000	\$ 17,127.50
Board Scholarships	832	\$ 117,454.57	\$ 100,000.00	\$ 154,549.50	\$ 62,905.07	\$ 217,000	\$ 109,920.30
Institutional Work Study	833	\$ 6,683.33	\$ 29,000.00	\$ 10,836.92	\$ 24,846.41	\$ 33,500	\$ 18,856.64
Foundation Scholarships	834	\$ -	\$ 14,910.50	\$ 15,410.50	\$ (500.00)	\$ 50,000	\$ 71,633.90
Non-Institutional Scholarships	840	\$ 4,582.07	\$ 26,606.00	\$ 24,991.80	\$ 6,196.27	\$ 52,000	\$ 47,364.18
Total Financial Aid Fund		\$ 145,318.47	\$ 191,516.50	\$ 221,288.22	\$ 115,546.75	\$ 388,500	\$ 264,902.52

Agenda Item 7.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2013
83.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 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	\$ 485,954	79.76%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,370,598	\$ 1,196,429	87.29%	\$ 6,000	\$ 2,450	40.83%	\$ 7,500	\$ 6,429	85.72%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,043,941	\$ 982,739	94.14%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 291,236	\$ 179,873	61.76%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 2,884	72.10%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 164,443	65.78%
Interest	\$ 5,000	\$ 5,317	106.34%	\$ 11,850	\$ 10,679	90.12%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 6,665	\$ 13,320	199.85%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 8,000	\$ 3,907	48.84%	\$ 1,500	\$ 908	60.53%	\$ -	\$ -	0.00%	\$ 1,000	\$ 817	81.70%
Transfers	\$ 416,640	\$ 355,548	85.34%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,669,835	\$ 3,203,445	87.29%	\$ 919,886	\$ 679,864	73.91%	\$ 7,500	\$ 6,429	85.72%	\$ 251,000	\$ 165,260	65.84%
Expenditures												
Salaries and Wages	\$ 2,663,255	\$ 1,970,754	74.00%	\$ 458,267	\$ 246,155	53.71%	\$ 4,725	\$ 2,494	52.78%	\$ 47,209	\$ 38,093	80.69%
Operating Expenditures	\$ 1,011,917	\$ 670,666	66.28%	\$ 181,752	\$ 316,792	174.30%	\$ 2,450	\$ 518	21.14%	\$ 208,050	\$ 122,673	58.96%
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	\$ 245,806	91.34%	\$ 414,060	\$ 353,956	85.48%	\$ 520	\$ -	0.00%	\$ 1,720	\$ 1,592	92.56%
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	\$ 2,893,316	71.22%	\$ 3,293,212	\$ 916,903	27.84%	\$ 7,695	\$ 3,012	39.14%	\$ 257,979	\$ 162,358	62.93%
Ending Fund Balance	\$ 312,000	\$ 1,048,106		\$ 11,965	\$ 2,234,270		\$ 1,610	\$ 7,947		\$ 19,735	\$ 78,892	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 173,727			\$ -			\$ -			\$ -	
Inventories		\$ 3,112			\$ -			\$ -			\$ 51,748	
NET EFFECT ON CASH		\$ (176,839)			\$ -			\$ -			\$ (51,748)	
Liabilities												
Accounts Payable		\$ 90,326			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 84,682			\$ -			\$ -			\$ -	
Payroll		\$ 135,682			\$ -			\$ -			\$ 7,811	
NET EFFECT ON CASH		\$ 310,690			\$ -			\$ -			\$ 7,811	
NET ADJUSTMENTS		\$ 133,851			\$ -			\$ -			\$ (43,937)	
ENDING CASH BALANCE		\$ 1,181,957			\$ 2,234,270			\$ 7,947			\$ 34,955	

Agenda Item 7.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2013
83.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 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	\$ 641,170	97.17%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 8,275	\$ 9,707	117.31%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 850	\$ 1,333	156.82%	\$ 5,000	\$ 6,392	127.84%
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	\$ 88,606	80.55%	\$ -	\$ -	0.00%
Total Revenues	\$ 11,000	\$ 848	7.71%	\$ 8,275	\$ 9,707	117.31%	\$ 770,687	\$ 731,109	94.86%	\$ 5,000	\$ 6,392	127.84%
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	\$ 8,367	101.11%	\$ 1,600	\$ 1,600	100.00%	\$ 1,489,561	\$ 35,524	2.38%
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	\$ 8,367	101.11%	\$ 769,114	\$ 220,357	28.65%	\$ 1,505,000	\$ 50,231	3.34%
Ending Fund Balance	\$ 6,674	\$ 12,379		\$ 300	\$ 4,658		\$ 6,573	\$ 549,512		\$ -	\$ 1,266,789	
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		\$ 4,658	\$ 4,658		\$ 549,512	\$ 549,512		\$ 1,266,789	\$ 1,266,789	

Agenda Item 7.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2013
83.33% 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	\$ 3,094	51.57%	\$ 100,000	\$ 41,517	41.52%
Transfers	\$ 9,112	\$ 7,200	79.02%	\$ 150,000	\$ 150,000	100.00%
Total Revenues	\$ 15,112	\$ 10,294	68.12%	\$ 250,000	\$ 191,517	76.61%
Expenditures						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 17,925	\$ 10,495	58.55%	\$ 388,500	\$ 221,288	56.96%
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	\$ 10,495	58.55%	\$ 388,500	\$ 221,288	56.96%
Ending Fund Balance	\$ 2,412	\$ 4,509		\$ -	\$ 115,547	
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		\$ 4,509			\$ 115,547	

\$ 5,412,523

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.

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. A first review of drafts of Chapters One through Three will be completed by the Planning and Steering Committee in the next month. Review of chapters Four (Core Theme Planning, Effectiveness, and Improvement) and Five (Mission Fulfillment, Adaptation, and Sustainability) will follow. They are based on evaluation of core theme indicators data and mission fulfillment data respectively.

The Achieving the Dream Implementation Plan was submitted in mid-May. Work will continue on the developmental math redesign and retention/completion priority over the summer.



Courses and Curricula

RECOMMENDATION

RECOMMEND APPROVAL OF SUSPENSION (ELIMINATION) OF ADULT HIGH SCHOOL DIPLOMA, ADMINISTRATIVE ASSISTANT, ALCOHOL AND DRUG COUNSELOR, EARLY EDUCATION AND FAMILY STUDIES, MARKETING, AND VIRTUAL ASSISTANT PROGRAMS.

BACKGROUND INFORMATION----- Chief Academic Officer Gates

(1) The Adult High School Diploma (AHSD) program is being proposed for elimination by the Faculty Curriculum Committee based on lack of demand and resources necessary to retain the program. TBCC has had only had one AHSD student in the last ten years. In general, the GED is a less costly and shorter alternative for students lacking a high school credential. Maintaining the program would require a significant investment of resources (both staff time and curriculum).

(2) The programs listed below are proposed for suspension by the Faculty Curriculum Committee. They have minimal enrollment and will not qualify for Federal Financial Aid when TBCC is independent of PCC. Although the Faculty Curriculum Committee recognizes that to keep these programs open would put the college at risk with Federal Financial Aid, they are concerned with the reduction of program offerings due to outside pressure. If these programs 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. Notes are included to explain the Faculty Curriculum Committee's current thinking on issues related to these eliminations.

1. Administrative Assistant (Computer Applications and Office Systems)

- Basic Computer Literacy Pathways Certificate
- Word Processing Pathways Certificate
- Spreadsheet Pathways Certificate
- Office Assistant Pathways Certificate
- Web Assistant I Pathways Certificate
- Web Assistant II Pathways Certificate
- Administrative Assistant 1-Year Certificate
- Administrative Assistant AAS

Note: TBCC's most popular computer applications courses will continue to be offered as part of Accounting and Management degrees. The statewide degree in Administrative Office Professional is being retained at least through 2013-2014 for student access. The Basic Computer Literacy Pathways Certificate (12 credits) may be restored in future as part of the Business Administration degree revisions (see Marketing item below).



2. Alcohol and Drug Counselor – AAS Degree

Note: During 2013-2014 TBCC will explore the feasibility of offering a certificate for individuals seeking educational prerequisites for licensure who already possess a college degree and/or are pursuing an AGS or AAOT degree at TBCC.

3. Early Education and Family Studies (previously Early Childhood Education)

- Less-Than-One-Year Certificate
- AAS Degree

Note: During 2013-2014 TBCC will work with community representatives and other colleges to explore the feasibility of a short certificate and/or degree partnership that will better meet local needs.

4. Marketing

- Retail Sales and Service Pathways Certificate
- Marketing 1-Year Certificate
- Marketing AAS Degree

Note: A curriculum plan exists to merge business-related programs into one AAS degree in Business Administration with focus/emphasis areas in Accounting, Management, and perhaps Marketing (or other areas as needs are identified). This will provide a vehicle to restore business-related offerings without the need to maintain the financial aid related minimum enrollment in each focus area.

5. Virtual Assistant – Less-Than-One-Year Certificate

Note: This certificate has had no graduates and has no students currently enrolled.



Board of Education Policies

RECOMMENDATION

SECOND READING AND APPROVAL

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.

Changes were made to Appendix A-1 based upon discussion at the May 6 board meeting.



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

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 (or other similar position titles)
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 (or other similar position titles)
17	Coordinator, Literacy Program
17	Coordinator, Information Technology
13	Career Education Advisor
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/Office Assistant
3	Custodian/Security Specialist



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:



4301 Third Street, Tillamook, OR 97141 * (503) 842-8222 * www.TillamookBay.CC

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 (as allowed by Policy 311)	X
FT Support Staff 40 hours/week	X		12	10 to 20****	11	5	3	unlimited emp + dep (as allowed by Policy 311)	X
PT Admin. & Support Staff 20 hours or more per week	X**		X**	X**	X***	5***	X**	8 credits emp + dep (as allowed by Policy 311) ↓	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 (as allowed by Policy 407)	X
180/ day Regular Faculty .5-.99 FTE	X**		X**					8 credits emp + dep (as allowed by Policy 407) ↓	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) **** based on longevity (see Article 312)
*** Paid based on scheduled hours

- 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



Board of Education Policy 208

RECOMMENDATION

FIRST AND SECOND READINGS AND MOTION FOR APPROVAL

BACKGROUND INFORMATION ----- President Green

Accreditation standard 2.A.24 requires that "the institution maintains clearly defined policies with respect to ownership, copyright, control, compensation, and revenue derived from the creation and production of intellectual property." Changes are being proposed to Policy 208 in order to explicitly address intellectual property and reference an Administrative Rule governing Intellectual Property. Revisions to Administrative Rule B006 Intellectual Property will be submitted for approval by College Council at their June 4 meeting in order to address what is intellectual property; ownership; compensation; indemnification; and emerging issues, disputes and exceptions.



RESEARCH AND PUBLICATION BY STAFF

Article No.: 208

Approved:

Reference:

208.1 - INDIVIDUAL RESEARCH

Tillamook Bay Community College as a public college working within the framework of Oregon Legislative Directive for Community Colleges, is not designated as a research institution. The Board recognizes the need for professional growth, however, and encourages educational research activities which will benefit the employee and the College. Research projects which relate to the College may qualify for financial support. These projects must be reviewed by the President and approved by the Board.

The administration may permit the use of College equipment and facilities by those faculty or staff members conducting research on other than school time. Such use of equipment and facilities must not interfere with their use for instructional purposes, nor may it constitute other than nominal expense to the College. Advance approval is required for such use of equipment or facilities.

The writing of articles and books is a type of professional activity which the Board wishes to encourage. Financial allowance may be made for such activities when such activity is a consideration of professional growth and of benefit to the College.

208.2 - INSTITUTIONAL RESEARCH

The Board recognizes the importance of institutional research as a guide to the continuing improvement of programs and services of the College. Personnel and funds will be provided to further this activity.

To ensure that outside requests for research will serve these ends, Tillamook Bay Community College will participate only in those studies which have been approved by the President.

208.3 – INTELLECTUAL PROPERTY

The Board of Education at Tillamook Community College (College) employ a policy recognizing that employees of the College may receive appropriate recognition and compensation for the creation of intellectual property. To clarify the ownership rights of any such intellectual property, the contract considerations in Administrative Rule will govern. For purposes of this policy, a covered individual includes all full- or part-time employees or independent contractors who are contracted

Deleted: Depending upon the circumstances of a given plan to publish, a formal agreement, designating copyright privileges, expense responsibilities, and royalty may be required by the College.

to teach or develop educational materials in support of student instruction. The College shall maintain an Administrative Rule governing Intellectual Property.

Board of Education Policy 406

RECOMMENDATION

FIRST READING

BACKGROUND INFORMATION ----- President Green

Policy 406 Performance Appraisals & Evaluations applies to faculty. The changes being proposed update references to titles throughout, clarify that there is administrative access to all primary evaluation data in the peer evaluation process (406.2.E), include public service as part of the faculty evaluation process (406.2.F), and add a provision regarding concerns that may emerge between regularly scheduled evaluations (206.2.G).



Article No.: 406

Approved:

Reference: 317, 407.1

406.1 Trial Period for Contracted Faculty

Instruction is the core of the College’s mission. Therefore, an instructor’s first year is considered a trial period during which he/she has the opportunity to demonstrate his/her ability to meet the needs of our students and fulfill the duties and responsibilities outlined in the instructor’s Position Inventory. In order to facilitate the instructor’s success, the ~~Chief Academic Officer~~ or his/her designee will:

Deleted: Dean of Instruction and Student Services

1. Conduct a minimum of two classroom observations;
2. Review student evaluations with the instructor from each of his/her classes;
3. Before the end of their second teaching term, complete a written Performance Appraisal based on the duties and responsibilities outlined in the instructor’s Position Inventory, classroom observations, and student evaluations. The written Performance Appraisal shall be reviewed by the instructor and the ~~Chief Academic Officer~~ before it is sent to the Director of Facilities, Safety and Human Resources for inclusion in the instructor’s file. A copy will be provided to the instructor.
4. In March, the College will notify the contracted faculty whether an employment agreement will be offered for the next academic year. The decision will be based on the Performance Appraisal, recommendation of the ~~Chief Academic Officer~~ and the availability of funding.

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Unless otherwise notified by the ~~Chief Academic Officer~~, during the instructor’s second academic year, his/her performance will be appraised according to the process outlined in Article 406.2.

Deleted: Dean of Instruction and Student Services

Field Code Changed

406.2 ANNUAL FACULTY PERFORMANCE APPRAISALS

Contracted faculty will receive annual Performance Appraisals. The Performance Appraisal is based on:

1. the duties and responsibilities outlined in the instructor’s position inventory
2. administrator evaluations
3. student evaluations
4. peer evaluations
5. self evaluations

A. The written Performance Appraisal shall be reviewed by the instructor and the ~~Chief Academic Officer~~, before it is sent to the Director of Facilities, Safety and Human Resources for inclusion in the instructor’s file. A copy will be provided to the instructor.

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B. Instructors who receive a satisfactory rating on their Performance Appraisal will be eligible for pay increases in accordance with Article 407.1.

Article No.: 406

Approved:

Reference: 317, 407.1

C. Administrator evaluations based on classroom observations will be performed at least twice during the first year, at least once in year two, at least once in year three, and at least every third year thereafter.

D. Student evaluations are performed in all sections taught each term.

E. Peer evaluations will be performed by evaluators chosen by the faculty:

1. A first-term evaluation will be performed for a strictly formative purpose. The peer evaluator will observe one class session and hold a discussion regarding the practices observed as well as strengths and weaknesses.

Deleted: create a narrative report stating

Deleted: This report is confidential between the faculty member being evaluated and the peer.

2. Summative peer evaluations will occur in the fourth year for new faculty, and after that every third year. The Report must be submitted to the Chief Academic Officer.

Deleted: A form

Deleted: Dean of Instruction and Student Services

Deleted: verifying the report was written

F. Each faculty member will complete a self evaluation at the end of their second year and every third year thereafter. The evaluation includes an updated c.v. (including professional development, public service, artistic creation, scholarship, and research as applicable), analysis of student course evaluations, reflection on teaching strengths and areas for improvement, and a minimal portfolio (course syllabus, assessment tool(s), and anything else the instructor wants to include). Such documentation should be kept by the faculty member until requested. The primary purpose of the self evaluation is formative and should support the continuous improvement of instruction.

G. The foregoing material deals with regularized procedures for faculty evaluations. It should be understood that the College reserves the right to examine the work of College faculty on a periodic/daily basis throughout the year in response to indications of performance deficiencies and may provide written or oral evaluation comments regarding the work of such faculty at any time during the year.

406.3 PROBATION FOR UNSATISFACTORY PERFORMANCE

A. An instructor who receives an unsatisfactory Performance Appraisal rating will be placed on a probationary period of at least one term but no more than one year. Before the probationary period begins, the instructor and the Chief Academic Officer, will develop a plan for improvement.

Deleted: Dean of Instruction and Student Services

B. All salary increases will be withheld during the probationary period.

C. Prior to March of the next school year or the end of the probationary period, the Chief Academic Officer, shall prepare a written evaluation of the instructor's performance.

Deleted: Dean of Instruction and Student Services

Article No.: 406

Approved:

Reference: 317, 407.1

D. This written evaluation shall be reviewed with the instructor and signed by the **Chief Academic Officer**. Copies will be forwarded through appropriate administrative channels to the President and will be provided to the instructor and placed in the instructor's personnel file.

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E. If the instructor fails to achieve a satisfactory performance rating within the specified probationary period, the instructor's employment agreement may not be renewed.

406.4 PERFORMANCE APPRAISAL RATINGS

The **Chief Academic Officer**, subject to the approval of the President, determines whether the instructor's performance appraisal rating is satisfactory or unsatisfactory. If the instructor does not agree with the rating, he/she may follow the grievance procedure as outlined in Policy 317.

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406.5 LETTERS OF INTENT

In March of each year, letters of intent to rehire or not to rehire will be sent to instructors. The decision to rehire will be based on satisfactory performance, recommendation of the **Chief Academic Officer**, and availability of funding.

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406.6 FACULTY EMPLOYMENT AGREEMENTS

A. Contingent upon satisfactory performance appraisals, instructors will be offered employment agreements with the recommendation of the **Chief Academic Officer**, approval of the College President, and availability of funding.

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B. Each June thereafter, instructors will be offered another employment agreement based on satisfactory performance appraisals, the recommendation of the **Chief Academic Officer**, approval of the College President, and availability of funding.

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406.7 ADJUNCT FACULTY EVALUATIONS

A. Adjunct faculty will be evaluated by their students.

B. Adjunct faculty teaching credit courses and continuing education instructors identified by the **Chief Academic Officer** will receive a classroom observation by the **Chief Academic Officer** or his/her designee.

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The Classroom Observation Report shall be reviewed by the adjunct faculty member, and the **Chief Academic Officer**, before it is sent to the **Director of Facilities, Safety and Human Resources** for inclusion in his/her personnel file. A copy will also be provided to the adjunct faculty **member**.

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Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Career Education Advisor (2)	April 29, 2013 Open until filled	ASAP		Michele Burton	
<u>CASE GRANT</u> Employer and Community Engagement Specialist	May 29, 2013	July 1, 2013	GRANT FUNDED Temporary through Sept. 30, 2014	Amy Alday-Murray	
CASE GRANT Data Entry and Support Staff (.25 position)	May 29, 2013	ASAP	GRANT FUNDED Temporary through Sept. 30, 2014	Amy Alday-Murray	
Instruction and College Support Assistant (.5 position)	May 29, 2013	July 1, 2013		Holly Kraus	

Congratulations to Sarah Miller in Student Services. In May Sarah completed her course work and earned a Master's Degree in Educational Technology from Boise State University.



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

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

