

Board of Education Meeting Agenda

Tillamook School District #9
2510 First Street, Tillamook, OR 97141

Date:
Monday, July 15, 2013

Time:
5:30 p.m.

Regular Board Meeting

Item	Description	Resource
1.	Call to Order • Acknowledge Guests -----	Chair Wakefield
2.	Approval of the Agenda ----- (Action)	Chair Wakefield
3.	Invitation of Public Comment ----- Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Wakefield
4.	Approval of the June 3 2013 Minutes ----- (Action)	Chair Wakefield
5.	Certification of Election ----- (Action)	President Green
6.	Board of Education Policies 406, 501, & Appendix C-3 ----- (Action)	President Green
7.	Personnel -----	Director Ryan
8.	Invitation of Public Comment -----	Chair Wakefield
9.	Board Member Discussion Items -----	Chair Wakefield
10.	Adjournment -----	Chair Wakefield

Joint Board Workshop with Tillamook School District 6:00—7:00 p.m.

A.	Call to Order • Acknowledge Guests -----	Chair Wakefield
B.	Approval of the Agenda ----- (Action)	Chair Wakefield
C.	Invitation of Public Comment ----- Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	Chair Wakefield
D.	Opportunities for Post-secondary Education ---	President Green and Superintendent Schild
E.	Adjournment -----	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 JULY 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



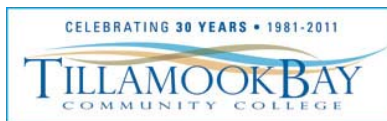
Approval of June 3, 2013 Minutes

RECOMMENDATION

MOTION TO APPROVE THE JUNE MINUTES.

BACKGROUND INFORMATION

----- Chair Wakefield



**Board of Education
Monday, June 3, 2013
6:00 pm**

Board members present: Deborah Lincoln, Craig Wakefield, Rose Wharton, Ann Swain, and Steve Shaw

Staff members present: Pat Ryan, Jon Carnahan, Michele Burton, Kyra Williams, Lori Gates, and Connie Green.

Contract Review Board

Call to Order—Contract Review Board (Agenda Item A)

The Contract Review Board was called to order at 6:03 pm by Chair Craig Wakefield.

Award Contract (Agenda Item B)

Jon Carnahan explained the process that had been followed which resulted in the following recommendation to the Board:

The recommendation is to allow the College President to first notify First Cascade Corporation of the intent to award. And negotiate an agreement that will bring the cost within the scope of the project budget. If an agreement is reached, authorize the College President to approve the contract. If no agreement is reached, authorize the College President to offer the intent to award to Todd Construction. If there is no agreement reached on the second one, authorize the College President to reject all proposals.

A Motion was made by Director Shaw and seconded by Director Lincoln to approve the recommendation as presented. The motion carried.

Adjournment—Contract Review Board (Agenda Item C)

A motion was made by Chair Wakefield and seconded by Director Shaw to adjourn the Contract Review Board. The motion carried.



Special Board Meeting on 2012-2013 Supplemental Budget

Call to Order (Agenda Item A1)

The Special Board Meeting on 2012-2013 Supplemental Budget was called to order at 6:25 pm by Chair Craig Wakefield.

Approval of Agenda (Agenda Item B1)

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

Public Hearing (Agenda Item C1)

No public comment was made at this time.

Adjournment (Agenda Item D1)

A motion was made by Chair Wakefield and seconded by Director Wharton to adjourn the Special Board Meeting. The motion carried.

June Board Meeting

Call to Order (Agenda Item 1)

The regular Board Meeting was called to order by Chair Wakefield at 6:30 pm.

Approval of Agenda (Agenda Item 2)

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

Invitation of Public Comment (Agenda Item 3)

There was no public comment at this time.

Approval of the May 6, 2013 Minutes (Agenda Item 4)

A motion was made by Director Lincoln and seconded by Director Swain to approve the May 6, 2013 minutes as presented. The motion carried.

Agriculture and Natural Resources Program (Agenda Item 5)

Chief Academic Officer Gates explained that Jeff Sherman has been working with the College and a community committee on potential agriculture and natural resource certificate/degree programs. Jeff has been helping to create a model that will access resources at OSU and possibly involve local internships. Jeff was available via Skype to explain the basics of the proposed degree. The degree will be totally accepted by Oregon State University and apply to the General Agriculture degree. The TBCC degree will have courses in Fish and Wildlife, Forestry, Food Science and Agriculture. It will be a degree that gives students a broad sampling of natural resource and agriculture options. Jeff will be identifying and assisting local experts to develop the course and to teach each of the courses at least once a year for two years.

New Business

Adoption of 2012-2013 Supplemental Budget Resolution (Agenda Item 6A)

Motion was made by Director Lincoln and second by Director Swain to adopt the Supplemental Budget Resolution. The motion carried.

Adoption of 2013-2014 Budget, Make Appropriations and Impose and Categorize Property Taxes (Agenda Item 6B)

Motion was made by Director Shaw and seconded by Director Swain to adopt the 2013-2014 Budget, Make Appropriations and Impose and Categorize Property Taxes. The motion carried.



Achievement Compact (Agenda Item 6C)

The Board discussed the Achievement Compact and the use of several of the same items for the outcome based funding discussion. A motion was made by Director Lincoln and seconded by Director Swain to approve the cover letter for the Achievement Compact. The motion carried.

2013-2014 Board Meeting Schedule (Agenda Item 6D)

The Board discussed the meetings with all three school district boards for 2013/2014. They have appreciated the shared workshops this year and look forward to this once a year meetings. A motion was made by Director Lincoln and seconded by Director Swain to approve the Board Meeting Schedule which was amended to include a short meeting on July 15th. The motion carried.

Election Certification (Agenda Item 6E)

Election certification was held over until the July 15th meeting because the Board did not receive the information from the Clerk's office.

Election of Board Officers (Agenda Item 6F)

A discussion was held on election of officers. A motion was made by Director Lincoln and seconded by Director Wharton to re-elect Craig Wakefield Chair and Deborah Lincoln Vice-Chair. The motion carried.

Reports

Oregon Community College (Agenda Item 7A)

President Green updated the Board regarding ongoing legislative concerns as well as an explanation of the outcome based funding formula which was presented at the Oregon Community College Association meeting in May. The Board discussed their concern that even with more potential resources for community college the TBCC proportion in the small school base is not sufficient and that tuition continues to need to be increased.

Financial Reports (Agenda Item 7B)

Comptroller/Budget Officer Williams presented the May financial reports. There were no questions.

Standing Business

Strategic Planning (Agenda Item 8A). Chief Academic Officer Gates shared that the Comprehensive Evaluation has the first three chapters written and it will be shared with all staff for review and comments. The plan is to have all five chapters completed for staff review by the end of July.

Courses and Curricula (Agenda Item 8B)

Chief Academic Officer Gates explained the need for the suspension of programs that do not have enrollments or enrollments that are under 10. The curriculum committee reviewed the suspensions and recommends the suspensions. A motion was made by Director Wharton and seconded by Director Swain to adopt the recommended suspension (elimination) of Adult High School Diploma, Administrative Assistant, Alcohol and Drug Counselor, Early Education and Family Studies, Marketing and Virtual Assistant programs. The motion carried.

Board Policy 311 and Appendices A through C (Agenda Item 8C)

A motion was made by Director Wharton and seconded by Director Shaw to adopt Board Policy 311 and Appendices. The motion carried.

Board Policy 208 (Agenda Item 8D)

The Board discussed the need for the Intellectual Property to be clearly stated in policy. There are also administrative rules being updated to complement the policy. A motion was made by Director Wharton and seconded by Director Lincoln to adopt Board Policy 208. The motion carried.



Board Policy 406 (Agenda Item 8E). The Board reviewed Policy 406 that applies to appraisals and evaluations for faculty. Chief Academic Officer Gates answered questions on to the changes in the policy. This will come back for approval at the July 15 meeting.

Personnel (Agenda Item 8F)

Director Ryan updated the Board on four positions currently open with the College. There are two Career Education Advisors positions opened that are funded with general fund. There is a .5 position in the Academic area for instruction and college support that is also general fund. There is an Employer and Community Engagement Specialist funded by the CASE grant plus a 10 hour a week Data Entry and Support Staff funded through the CASE grant.

Announcements and General Information (Agenda Item 9)

President Green reminded everyone of Graduation on June 14. She also shared the ongoing uncertainty at the state level on governance and funding. As this uncertainty will remain, the everyday workings of the college is focused on each student succeeding.

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 7:35 pm.



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 prepared a certification of the results as noted in the Abstract.

13:11:13 3-Jun-2013

MAY 21, 2013
SPECIAL ELECTION
TILLAMOOK COUNTY, OREGON

6-6-2013
OFFICIAL 50.61%

PRC CNTD (OF 29) - TOTAL	:	:	:	:	:	Total	Percent
REGISTERED VOTERS - TOTAL	:	:	:	:	:	14,874	100.00
BALLOTS COUNTED - TOTAL	:	:	:	:	:	7,376	

DIRECTOR, POSITION 1 TILLAMOOK CO EMERGENCY COMM DIST							
Vote for 1							
William Slavens	:	:	:	:	:	2,004	45.18
John Eckhardt	:	:	:	:	:	2,390	53.88
WRITE-IN	:	:	:	:	:	42	0.95
Total	:	:	:	:	:	4,436	100.00
Overvotes	:	:	:	:	:	2	
Undervotes	:	:	:	:	:	2,938	

DIRECTOR, POSITION 3 TILLAMOOK CO EMERGENCY COMM DIST							
Vote for 1							
Clayton Z Rees	:	:	:	:	:	3,463	98.63
WRITE-IN	:	:	:	:	:	48	1.37
Total	:	:	:	:	:	3,511	100.00
Overvotes	:	:	:	:	:	0	
Undervotes	:	:	:	:	:	3,865	

DIRECTOR, POSITION 5 TILLAMOOK CO EMERGENCY COMM DIST							
Vote for 1							
Paula L Tucker	:	:	:	:	:	3,456	98.63
WRITE-IN	:	:	:	:	:	48	1.37
Total	:	:	:	:	:	3,504	100.00
Overvotes	:	:	:	:	:	0	
Undervotes	:	:	:	:	:	3,872	

BOARD MEMBER, POSITION 1 TILLAMOOK CO TRANSPORTATION DISTRICT							
Vote for 1							
Judy Riley	:	:	:	:	:	3,498	98.48
WRITE-IN	:	:	:	:	:	54	1.52
Total	:	:	:	:	:	3,552	100.00
Overvotes	:	:	:	:	:	0	
Undervotes	:	:	:	:	:	3,824	

BOARD MEMBER, POSITION 3 TILLAMOOK CO TRANSPORTATION DISTRICT							
Vote for 1							
Chris Kell	:	:	:	:	:	1,974	45.98
Jack L Graves	:	:	:	:	:	2,277	53.04
WRITE-IN	:	:	:	:	:	42	0.98
Total	:	:	:	:	:	4,293	100.00
Overvotes	:	:	:	:	:	2	
Undervotes	:	:	:	:	:	3,081	



CERTIFIED TO BE A TRUE AND
CORRECT COPY OF THE ORIGINAL
TASSI O'NEAL
BY *Tassi O'Neal*



13:11:13 3-Jun-2013

MAY 21, 2013
SPECIAL ELECTION
TILLAMOOK COUNTY, OREGON

	Total	Percent
BOARD MEMBER, POSITION 5		
TILLAMOOK CO TRANSPORTATION DISTRICT		
Vote for 1		
Steven Bower	3,316	98.54
WRITE-IN	49	1.46
Total	3,365	100.00
Overvotes	0	
Undervotes	4,011	
BOARD MEMBER, POSITION 7		
TILLAMOOK CO TRANSPORTATION DISTRICT		
Vote for 1		
Gary Hanenkrat	3,427	98.28
WRITE-IN	60	1.72
Total	3,487	100.00
Overvotes	0	
Undervotes	3,889	
DIRECTOR, POSITION 2, ZONE 2		
TILL BAY COMM COLLEGE		
Vote for 1		
Craig Wakefield	3,581	98.60
WRITE-IN	51	1.40
Total	3,632	100.00
Overvotes	0	
Undervotes	3,744	
DIRECTOR, POSITION 3, ZONE 3		
TILL BAY COMM COLLEGE		
Vote for 1		
James P McGinnis	3,498	99.04
WRITE-IN	34	0.96
Total	3,532	100.00
Overvotes	1	
Undervotes	3,843	
DIRECTOR, POSITION 4, ZONE 4		
TILL BAY COMM COLLEGE		
Vote for 1		
Steve Shaw	3,364	98.91
WRITE-IN	37	1.09
Total	3,401	100.00
Overvotes	0	
Undervotes	3,975	
DIRECTOR, POSITION 6, AT LARGE		
TILL BAY COMM COLLEGE		
Vote for 1		
Deborah Lincoln	3,279	98.74
WRITE-IN	42	1.26
Total	3,321	100.00
Overvotes	0	
Undervotes	4,055	

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Board of Education Policy

RECOMMENDATION

SECOND READING AND APPROVAL OF POLICY 406, 501 AND APPENDIX C-3

BACKGROUND INFORMATION ----- President Green

The Board discussed the need to enhance the student employment policy for the college. The student employment policy section provides pay for student government and Phi Theta Kappa officers for their leadership rather than giving a tuition waiver. Also the student tutors will be paid rather than a tuition waiver. This change is to comply with IRS rulings that when there are expectations and deliverables for students these students are seen as employees.



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.

Deleted: Dean of Instruction and Student Services

Deleted: Dean of Administrative Services

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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.

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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.

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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.

Deleted: Dean of Instruction and Student Services.

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.

Deleted: Dean of Instruction and Student Services

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.

Deleted: Dean of Instruction and Student Services

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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Article No.: 501
Approved: March 7, 2011
Reference: ORS 341.485

INTRODUCTION

TBCC endorses the philosophy that the primary source of support for a student should come from his/her own family. However, to the extent funding will allow, TBCC will try to assist a student with financial aid when the person/family is unable to meet college expenses. Financial aid is a privilege, not a right. Therefore, it is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct contact information on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

Student employment may be available at the College. Positions will be defined by the College in Administrative Rule. A minimum of two grade level of student employment are available.

501.0 – BOARD SET RATES

The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges. Student financial resource processes will be developed and implemented through College administrative procedures including but not limited to: 1) Scholarships; 2) Tuition Waivers; 3) Federal Financial Aid; 4) Veteran's Affairs; 5) Debt Repayment; and, 6) Collections.

501.1 - GENERAL TUITION WAIVERS/SCHOLARSHIPS

Tuition waivers and discounts are allowed in some circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) as prescribed in College Administrative Rules.

Deleted: the following

501.2 - GED GRADUATES

To encourage GED graduates to continue their education, those students who pass the GED exam will receive a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition).

501.3 - TUTORS

Tutors will be hired as a student employee on a term-by-term basis. The total employment for each term shall not exceed 40 hours per term. Exceptions to the maximum hours per term may be determined by the peer-tutor supervisor in consultation with the Human Resource Director.

Deleted: VOLUNTEERS AND UNPAID

Deleted: Volunteers and unpaid tutors

Deleted: eligible for a tuition waiver for a single credit course or a single continuing education course (maximum value equivalent to four credits tuition)

Deleted: 36

Deleted: of volunteer service

501.4 - RECRUITING

Tuition waivers will be granted at the President's discretion to support an organized student recruitment marketing campaign.

Article No.: 501
Approved: March 7, 2011
Reference: ORS 341.485

501.5 - SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rules.

- A. On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.
- B. Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.

501.6 - STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

TBCC supports student leadership and values students developing their leadership skills. It is important to have as many students as possible develop their skills. It is important to have as many students as possible develop their skills. To that end, a student may be an officer in only one of the student government and honor society organizations. An employment position of student employee will be granted on a per term basis to officers of the following College student organizations:

Deleted: tuition/fees/books waiver for a credit or continuing education course may

- A. Associated Students of Tillamook Bay Community College – President, Vice President, Finance Manager, Public Relations Director, and Office Manager
- B. Phi Theta Kappa International Honor Society – President, Vice President, Secretary, Public Relations Director, and Treasurer

Deleted:

To qualify, student officers of ASTBCC and PTK need to be actively participating in the administration, planning, and leadership of their respective organization for documented hours served. Hours qualifying include acting as a liaison between students, faculty and administration, assisting in the coordination and implementation of a variety of student interest topics to contribute to the social and intellectual development of the student body, and representing the student body in committee meetings and college events.

Deleted: for a tuition/fees/books waiver

Article No.: 501
Approved: March 7, 2011
Reference: ORS 341.485

Each term, the staff advisor to each organization will identify qualified officers and the Director of Student Services or designee will approve the award. The total value of each officer's employment each term shall not exceed the equivalent cost of four credits of tuition.

Deleted: waiver
Deleted: and the waiver shall be valid only for (1) tuition, (2) fees, or (3) books in priority order for TBCC courses purchased through the College Cashier

501.7 - GOLDEN AGE TUITION WAIVER

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

501.8 – SENIOR AUDIT TUITION WAIVER

An Oregon resident 62 years of age or over will qualify for a tuition waiver to audit a course if: space is available in the course after tuition-paying students have registered; the department the course is being taught in approves; the auditing student is registered for eight credits or fewer per term; and, if the course is designated as a lower division collegiate course. This waiver is on a first come, first-served basis and does not apply to course or lab fees and textbook costs.

501.9 – VETERANS TUITION WAIVER

501.9.1 – DISABLED OREGON VETERANS

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge.

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

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

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

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

STUDENT RESOURCES & SCHOLARSHIPS

Page 4/3

Article No.: 501

Approved: March 7, 2011

Reference: ORS 341.485

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

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

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: Reference:

Deleted: June 3, 2013

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
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants		\$9.39	\$9.86	\$10.34	\$10.87	\$11.41

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NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: Reference:

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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	11.92 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					
<u>Student Employees (Class I) – Including Federal Workstudy</u>	<u>Minimum Wage</u>	<u>Tier I + .25</u>	<u>Tier II + .25</u>			
<u>Student Employees (Class II) – Including Federal Workstudy</u>	<u>Minimum Wage + .25</u>	<u>Tier I + .25</u>	<u>Tier II + .25</u>			

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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	July 1, 2013		Michele Burton	Kathleen Scully Sarah Dentel
<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	Uta Stelson
CASE GRANT Data Entry and Support Staff (.25 position)	May 29, 2013	ASAP	GRANT FUNDED Temporary through Sept. 30, 2014	Amy Alday-Murray	Alana Hennings
Instruction and College Support Assistant (.5 position)	May 29, 2013	July 15, 2013		Holly Kraus	Sarah Miller
Student Services Office Assistant	Reviewing applicants from current job postings	July 15, 2013		Michele Burton	



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



Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION----- Chair Wakefield



Approval of Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JOINT BOARD WORKSHOP 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



Opportunities for Post-Secondary Education

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green and Superintendent Schild

Tillamook School District and Tillamook Bay Community College have been ongoing education partners. Over the past years, the partnership has gone from sharing facilities and regional Career Technical Education (CTE) Programs to sharing a common vision of assisting students to be college and career ready. The shared goal is to have all graduating seniors in 2015 have one college/career class. In reviewing the data, there is a gap of approximate 100 seniors in the 2014 graduating class that do not have career and college credits. This focus on career and college ready is not unique to Tillamook.



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE JOINT BOARD WORKSHOP.

BACKGROUND INFORMATION----- Chair Wakefield

