



# Board of Education Meeting Agenda

Date: Monday, October, 2013      Room 3      Time: 6:30 p.m.  
 TBCC South, 3466 Parkway Dr. Cloverdale, OR

## Joint Board Workshop with Nestucca Valley School District 6:30 to 7:00

- A. **Call to Order • Acknowledge Guests** ----- Chair Wakefield
- B. **Approval of the Agenda** ----- (Action) Chair Wakefield
- C. **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.
- D. **Opportunities for post-secondary education** ----- President Green and Superintendent Hedrick
- E. **Adjournment** ----- (Action) Chair Wakefield

## Regular Board Meeting

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Wakefield
2.	<b>Approval of the Agenda</b> -----	(Action) Chair Wakefield
3.	<b>Invitation of Public Comment</b> -----	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.	<b>Approval of the September 9, 2013 Minutes</b> -----	(Action) Chair Wakefield
5.	<b>New Business</b>	
	A. Budget development guidelines and schedule ---	(Action) Comptroller/Budget Officer Williams
	B. Deferred Tuition Update -----	Comptroller /Budget Officer Williams
6.	<b>Reports</b>	
	A. Contracted Training Update -----	Chief Academic Officer Gates
	B. Oregon Community College Update -----	President Green
	C. Financial Report -----	Comptroller/Budget Officer Williams
7.	<b>Standing Business</b>	
	A. Strategic Planning and Accreditation -----	Chief Academic Officer Gates
	B. Board of Education Policy -----	President Green
	C. Personnel -----	Director Ryan
8.	<b>Announcement and General Information</b> -----	President Green
9.	<b>Invitation of Public Comment</b> -----	Chair Wakefield
10.	<b>Board Member Discussion Items</b> -----	Chair Wakefield
11.	<b>Adjournment</b> -----	(Action) Chair Wakefield

## Call to Order • Acknowledge Guests

### **RECOMMENDATION**

CALL THE JOINT BOARD WORKSHOP TO ORDER AND ACKNOWLEDGE ANY GUESTS.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



## Approval of the Agenda

### **RECOMMENDATION**

MOTION TO APPROVE THE AGENDA FOR THE OCTOBER JOINT BOARD WORKSHOP.

**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

### **BACKGROUND INFORMATION**----- President Green and Superintendent Hedrick

In September of 2012 the TBCC Board and the Nestucca Valley School District Board met for the first time. It was agreed to meet once a year. The Boards discussed what could happen over the next five years as we work together for our community to reach 40-40-20.

This year the intent is to continue the conversation and to discuss what is working and where we need to rethink how to improve our shared efforts.

Below are the notes from last year's conversation.

#### **Opportunity for post-secondary education**

Nestucca Valley School District Superintendent Katherine Hedrick thanked the boards for meeting together. She explained the 40-40-20 initiative and the importance of this to our shared work. The goal is to get 40% of graduates to a university, 40% a one year certificate or credential up or an associate's degree and 20% to be high school graduates. This initiative is to be the goal of the class of 2025 which are current kindergarten students. School districts are beginning to be required to have available to all students at least nine (9) or ten (10) college credits before he or she graduates. The mandate is to make students aware of their opportunities, making it accessible and something that is possible for them.

President Green kicked off a brainstorming session with the following question--What would you think should be happening in the next 5 years? The following thoughts were shared:

- Nestucca students coming out of high school with associates degrees. It was suggested that the College president and Board chair come to high school graduation to present the associates degrees to the two students who are currently accomplishing this—to make it the most visible as possible to show others “you can do it”. The student can walk in both graduations.
- Outreach to kids who are no longer in school but have not had the opportunity for college, who are floating in the community.
- Remedial classes for those who are not ready for college level classes.
- Getting an associate's degree involves sophomore (second year) level college courses and students must be on that level. Superintendent Hedrick does not want credit for credit's sake--she wants an education. It isn't so much enrichment classes but actual college level classes.
- Possible additional foreign languages.



- Dialogue with high school about how things can be taught better, since there are so many who need the remedial classes.
- Target general education classes
- Educate the growing Hispanic population—not the students currently in the school system but the adults who are relying on a 3<sup>rd</sup> grader to translate for them.
- Use technology for cost effective delivery of courses.
- There are others like the ESD the College can partner with and other small districts/colleges that are doing things TBCC can learn from.

Dean of Student Services Burton pointed out that students must now have a diploma or GED to qualify for Federal Financial Aid. A high percentage of TBCC students receive financial aid and would have a difficult time in college without it.

Another comment was who pays when high school students take college classes? Do high school students pay college tuition or do they get those classes free because they are still in high school? President Green explained that there are multiple ways this is handled. One is dual credit when the high school teacher teaches the class using college curriculum, and the high school and college count them as a student but there is no money exchanged. Another way is through expanded options where the high school pays a discounted rate for X number of students to take classes. They pay tuition but not the full tuition rate. The third option is when TBCC assigns an instructor to do the dual credit class—paying full tuition and coming to class. It is a negotiation of what makes the most sense at the time.

The high school curriculum has been adjusted to help students be better prepared to take the college placement tests and be prepared for college level courses.

It was agreed that the two boards will meet each year to share progress and discuss shared issues.



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE JOINT BOARD WORKSHOP.

**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 OCTOBER 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



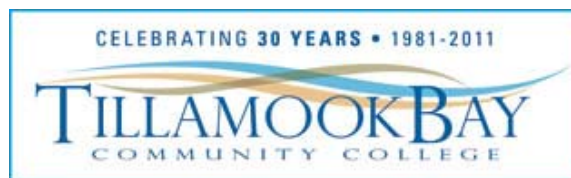
## Approval of September 9, 2013 Minutes

### **RECOMMENDATION**

MOTION TO APPROVE THE SEPTEMBER 9, 2013 BOARD MINUTES.

### **BACKGROUND INFORMATION**

----- Chair Wakefield



### **Board of Education Meeting**

Monday, September 8, 2013

TBCC Staff Attending: Kyra Williams, Michele Burton, Pat Ryan, Sheryl Neu, Lori Gates, and Connie Green

TBCC Board Attending: Craig Wakefield, Jim McGinnis, Bob Weitman, and Deborah Lincoln

NKN School Board Attending: Mike Tosch, Niki Sheldon, Herb Dorn, Lisa Hooley, Terry Kelly, Judy Wustenberg, Pat Ryan, Heidi Buckmaster, and Paul Erlebach.

Also in attendance: Kim Durrer

### **Joint Board Workshop**

#### **Call to Order • Acknowledge Guests** (agenda item A)

The shared board workshop was called to order by Chair Craig Wakefield at 6:05.

#### **Invitation of Public Comment** (agenda item B)

There was no public comment at this time.

#### **Opportunities for Post-Secondary Education** (agenda item C)

The board members discussed the opportunities for students in the future, which include adding more dual credit. Some board members are looking for more flexibility in high school teachers being able to qualify to teach one or two courses for TBCC in areas of their expertise. There is a hope for more students to obtain college credit and be career and college ready. The conversation included technology learning, writing, math and STEM courses.

The board members also discussed the success of the remodel and the efforts by all to have the classrooms ready for the start of school. Heidi and TBCC staff is currently developing the directions and training for the TBCC adjuncts that begin teaching at the end of the month.



**Adjournment** (agenda item D)  
Meeting adjourned at 6:30pm

**Regular Board Meeting**

**Call to Order • Acknowledge Guests** (agenda item 1)  
The meeting was called to order by Chair Wakefield at 6:37 pm.

**Approval of Agenda** (agenda item 2)  
A motion was made by Jim McGinnis and seconded by Director Lincoln to approve the amended agenda. Motion carried.

**Invitation of Public Comment** (agenda item 3)  
There was no public comment at this time.

**Approval of the July 15, 2013 Minutes** (agenda item 4)  
A motion was made by Director Lincoln and seconded by Director Weitman to approve the July 15, 2013 minutes. Motion carried.

**New Business**

**Organization/Finance/Legal Designations** (agenda item 5.A)  
Comptroller Williams walked the Board through the suggested changes for 2013/2014. A question was asked about the change with legal counsel and the use of Oregon Community College Association since that is available with our dues.

A motion was made by Director McGinnis and seconded by Director Lincoln to accept the organization/finance/legal designations as presented. Motion carried.

**Budget Development Guidelines and Schedule** (agenda item 5.B)  
Comptroller/Budget Officer Williams pointed out that these are only date changes which will come back next month for Board approval. Director Lincoln questioned the student tuition and fees statement "not exceeding those of our contracting college". Comptroller/Budget Officer Williams stated the College is currently still under contract, but that language will be removed next year.

It was also noted that the budget committee will meet on April 21st. Please mark your calendars.

**Contracting Delegation to TBCC** (agenda item 5.C)  
President Green explained that contracts with funds that come from the Oregon Community College strategic fund need to be issued to serve all community colleges and need to be overseen by a local community college. Oregon Department of Community Colleges and Workforce Development had been contracting with DevMecca for the modification and growing of the CCWD data systems. CCWD has asked that TBCC help in the executing of the contract for DevMecca for the system they want to expand to meet the need of tracking student individually. TBCC would be the fiscal agent. Funds would not be released unless the monthly goals are met and CCWD approves the work plan. TBCC would be paid 10%, which amounts to approximately \$50,000 over four years. This is a continuation of the DEV/MECCA contract the Board has already worked with in the past. Director McGinnis



asked about what kind of liability TBCC is under in the name of CCWD or the other colleges, etc. What is the risk? President Green explained that the risk is in the possibility of people from CCWD leaving their current positions and the new person not monitoring the contracts as is the current practice. The contract is all deliverable-based. President Green believes that based on DEV/MECCA's record, this is a low risk.

President Green also pointed out that TBCC has been doing this in the past on a shorter term basis and this is requesting a continuance through 2017. The contract has been reviewed by Paul Levesque, who believes it to be a well written contract. A motion to approve was made by Director McGinnis and seconded by Director Lincoln. Motion carried.

### **Reports**

#### Oregon Community College Update (agenda item 6.A)

The new Higher Education Coordinating Commission (HECC) will be approved in September. The first meeting of the new and old commission is 9/12/2013. HECC will oversee all 24 public institutions from a policy viewpoint. As of next July nothing for Community Colleges will go through the State Board of Education, but will go through HECC. Program approvals and funding formulas will be at the HECC. President Green reported that there is a study being done to disconnect Workforce Development from Community Colleges. The final report is not out yet. She also stated that the outcome-based funding model has been paused. TBCC was selected for a regional compact. Tillamook High School and TBCC will receive \$40,000 over two years to continue the work we are doing together - College/Career Ready. In October our coach, Tim Nesbitt, will come for a stakeholders meeting and an agreement will be signed between the college, Tillamook School District and our Stakeholders. The C2R Steering Committee will suggest how the resources could support the C2R plan and the Stakeholder will review and guide.

#### Financial Report (agenda item 6.B)

Comptroller Williams noted that the beginning fund balance is larger than expected as a result of wise decisions as well as an additional amount received from the Community College Support Fund. PERS rates were also reduced and contribute to the new numbers. In light of the new beginning fund balance, the Board was asked to consider giving the staff a COLA increase. Consensus of the Board is to do a 2% COLA in January. The salary schedule will be brought back to the Board for approval in October.

### **Standing Business**

#### Strategic Planning and Accreditation (agenda item 7.A)

October 8-10 is set for the Accreditation visit. Preparation for the visit continues. There will be a Welcome and Breakfast for the Accreditation team for leadership team, members of planning and steering/college council and the Board of Education on Tuesday morning. There will be a lunch meeting that day with up to three Board members and members of the Accreditation team. Historically it has been the Chair, Vice Chair, and Past Chair, but the Board can make the final decision about who will attend that meeting. Chair Wakefield, Vice Chair Lincoln, and Director McGinnis will attend that lunch on Tuesday, October 8 at noon at



TBCC. Board members requested that a reminder be sent regarding the luncheon. Linda Ashby is assisting with the accreditation visit and most likely will send them the reminder. Chief Academic Officer Gates also stated that there will be forums with faculty, staff, students and community partners. Chief Academic Officer Gates asked that the Board review the mission and the vision statement, as well as core themes. The Board was given an overview of the accreditation report and copies of the report.

Personnel (agenda item 7.B)

Director Ryan stated that Shad Colson has been hired as counselor career education advisor. Director Burton added that he is highly qualified and has great potential. As of Board meeting day there have been two resignations. Jennifer Vaughn resigned to take a position at Walla Walla College and Kay Scully, hired in July, has decided to return to Idaho.

**Announcements and General Information** (agenda item 8)

President Green notes the shared meeting with Nestucca coming up on 10/21/2013 as well as the need for OCCA conference registrations by October 1.

President Green also stated that an OCCA Board representative is needed. The first meeting is October 23- 26. President Green will get a meeting schedule out to the Board. Director McGinnis asked if it would be possible for the Board to share this responsibility based on their availability and the meeting schedule. President Green believes that would work well, though a single person will need to be named as representative for the OCCA official listing.

President Green will chair the task force for common course numbering which should be done by November 30th.

**Invitation of Public Comment** (agenda item 9)

There was no public comment at this time.

**Board Member Discussion Items** (agenda item 10)

There were no board member discussion items at this time.

**Adjournment** (agenda item 11)

The meeting was adjourned by Chair Wakefield at 8:10 pm.



## Budget Development Guidelines and Schedule

### **RECOMMENDATION**

MOTION TO ADOPT GUIDELINES AND SCHEDULE.

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

Budget Development Guidelines and Schedule are presented for Board second reading and approval.

The Proposed 2014-2015 Budget Development Guidelines and Schedule were presented for first reading and review at the September meeting. No changes were recommended. The Guidelines are broad in scope and designed to provide policy direction for preparation of the budget. A table is provided that correlates the guidelines with our Mission and Board approved goals.



## 2014-2015 Budget Development Guidelines

Guideline	Gloss <sup>1</sup>
<b>Assessment and Planning:</b> Financially support comprehensive planning and assessment activities leading to continuous improvement in fulfilling the College's mission, core themes, and strategic initiatives.	Determining the short, intermediate, and long-range goals, objectives, and activities necessary to fulfill the College's mission and core themes in a continuously improving manner is essential to meet the expectations of those TBCC is charged to serve.
<b>Educational Program Support:</b> Direct the highest levels of financial support to those programs and courses with a demonstrated potential for growth in the following priority order: (1) degree and certificate programs, (2) other credit courses, (3) reimbursable non-credit programs and courses, (4) non-reimbursable. If resources are not sufficient to fund all existing programs, exit them in reverse priority order.	This guideline addresses a key principle: to remain viable, resources must be invested where they will provide the best return. It also acknowledges TBCC's roles as a comprehensive community college with support for core themes of Collegiate and General Education, Workforce Development, Developmental Education, and Community Enrichment.
<b>Educational Program Equipment:</b> Give priority to maintaining up-to-date instructional technology and training equipment.	In today's highly technological society, students trained in up to date labs and equipment are afforded the highest opportunity for success. In addition, the competitive nature of the higher education industry places an institution that does not maintain up-to-date training equipment at a significant disadvantage.
<b>Facilities:</b> Maintain current facilities and acquire facilities necessary to achieve mission, core themes, and strategic initiatives.	TBCC recently completed several capital construction projects including: the new central campus building, a new technical training center in remodeled Tillamook School District facilities, a new TBCC South facility, and renovated facilities within Neah-Kah-Nie High School. Our new facilities are expected to fully support the institution and the students it serves and allow TBCC to better fulfill its mission, goals, and strategic plans.
<b>Technological Resources:</b> Provide computing and other technological resources leading to enriched educational opportunities for students and enhanced management information systems.	Information technologies are expanding at a phenomenal pace. Developing and maintaining a technological infrastructure to support information technologies is a paramount objective of progressive institutions of higher education. To serve the best interests of students, and to meet the information and accountability demands of the public, TBCC must establish a long-term financial commitment to this objective.
<b>Faculty and Staff Development:</b> Encourage faculty and staff development and training.	The professional staff is the single most consequential resource of the College. Maintaining this resource by supporting a process that encourages renewal of professional development and training is essential.
<b>Staff Remuneration:</b> Adjust salary levels to reflect, at a minimum, a constant value equivalent with 2013-2014 salary levels after accounting for inflation. Within the constraints imposed by fiscal and other limitations, adjust salaries to a level reflective of the median average of the rural community colleges in Oregon.	A key to attracting and keeping outstanding professional staff is to maintain remuneration at levels competitive with those offered by other similar community college employment opportunities in Oregon.
<b>Student Tuition and Fees:</b> Within the constraints imposed by fiscal and other limitations, target movement of general tuition and fees to a level generally equivalent to those of Oregon's other community colleges and not exceeding those of our contracting college.	Community colleges are colleges of the people. Providing access to TBCC's educational offerings is a concept intrinsic to the foundation of the College's mission. Targeting tuition and fees to level reflective of neighboring and statewide institutions ensures maintenance of this objective.





## **Board-Approved Mission Statement**

Tillamook Bay Community College provides access to quality education in response to the needs of our community.

## **Board-Approved Core Themes**

Collegiate and General Education  
Workforce Development  
Developmental Education  
Community Enrichment

## **Board-Approved Vision Statement**

The College, in partnership with the community, strives to be a center for educational excellence that provides access to lifelong learning; bridges to opportunity; an environment for innovation and intellectual pursuits; and leadership in the economic, cultural, and intellectual evolution of our community.

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<sup>i</sup> Explanation of logic supporting the implementation of Budget Development Guidelines. The gloss is meant to elucidate, not substitute for, the Guideline.



## Tillamook Bay Community College 2014-2015 Budget Schedule

	Time Line	Personnel	T a s k s
1.	September 9, 2013	College Board of Education	Appoint College Comptroller as Budget Officer
2.	September 9 through October 21, 2013	College Board of Education	Review and Refine Budget Development Guidelines
3.	October 21, 2013	College Board of Education	Approve Budget Development Guidelines and Schedule
4.	October 2013 through January 14, 2014	Budget Managers	Review forms and processes for improvement. Begin budget development.
5.	January 14 through February 8, 2014	Budget Managers	Budget Managers work with Departments to prepare recommendations for the 2014-2015 budget along with supporting material. Consult with Comptroller for needed information.
6.	February 3, 2014	College Board of Education	Appoint Public Budget Committee members as needed.
7.	February 11, 2014	Budget Managers	Budget Managers send budget worksheets to the Budget Officer for compiling document.
8.	February 18, 2014	Budget Officer	Consumer Price Index available for calculating cost of living. Deadline to complete 2014-2015 revenue projection assumptions.
9.	February 18 through March 3, 2014	Budget Officer Budget Managers	Meet to review and discuss budget proposals and work on balancing budget.
10.	February 25 through March 3, 2014	Budget Managers	Budget Managers meet with departments to discuss budget balance progress for 2014-2015 Preliminary Proposed Budget.
11.	March 3, 2014	College Board of Education	Approve 2014-2015 tuition and fee schedule and cost of living adjustment
12.	March 15, 2014	Budget Officer Budget Managers	Meet to finalize 2014-2015 Proposed Budget.
13.	March 15 through April 1, 2014	Budget Officer	Compilation of proposed budget document.
14.	April 1, 2014	Budget Officer	Publish, mail and distribute preliminary 2014-2015 Budget to Public Budget Committee Members and Budget Managers.
15.	April 21, 2014	Budget Committee Budget Officer	Public Budget Committee Meeting. Receive budget message and deliberate on content. Hold Public Hearing on Proposed Budget, review Proposed Budget and approve 2014-2015 budget and tax levy.
16.	May 21, 2014	Budget Officer	Publish Notice of Budget Hearing and Financial Summary.
17.	June 2, 2014	College Board of Education	Hold Public Hearing on 2014-2015 budget approved by Public Budget Committee. Enact Resolutions to adopt budget, make appropriations, levy property taxes and categorize property tax levy for 2014-2015.
18.	Before July 15, 2014	Budget Officer	Submit Budget levy and resolutions to County Assessor.

## Deferred Tuition Update

### RECOMMENDATION

INFORMATION ONLY – NO ACTION.

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

Beginning Fall 2011, TBCC implemented a new payment process that has two parts:

1. Payment Plan and application fee (\$15) and
2. Payment plan late payment fee (\$25).

The plan: The payment plan requires that a student that owes more than \$300 in credit tuition and fees and pay the payment plan fee and 30% down by the end of the first week of the term. The remaining balance is then due by the end of the fifth week of the term.

Payment plan late payment fee: If the second payment isn't made on time, the student is charged an additional \$25.

Below is a table of data regarding payment plans.

Term	# of Students	Fees Charged	# of on time 2 <sup>nd</sup> payments	# of on time 2 <sup>nd</sup> payments made by FA	# of late payments or no payments	# that still have a balance	Total Amount Due
Fall 2011	27	\$405.00	18	12	9	3	\$1,512.58
Winter 2012	24	\$360.00	17	7	7	3	\$1,772.34
Spring 2012	15	\$225.00	11	3	4	0	\$0.00
Summer 2012	7	\$105.00	5	3	2	0	\$0.00
Fall 2012	36	\$540.00	20	7	16	3	\$1,502.40
Winter 2013	20	\$300.00	10	3	10	2	\$743.79
Spring 2013	17	\$255.00	7	2	10	2	\$591.40
Summer 2013	14	\$210.00	11	5	3	2	\$385.60
Fall 2013	31	\$465.00					

To understand the chart, here is what the first line means:

Fall 2011 – 27 students applied for a deferred tuition plan and paid \$15.00 plus 30% of their balance. 18 of those 27 made the 2<sup>nd</sup> payment on time. 12 of the 18 had their 2<sup>nd</sup> payment made by receiving financial aid. 9 of the 27 paid late or made no second payment and were charged an additional \$25. 3 of the 27 still have an outstanding balance. The 3 students with outstanding balances total \$1,512.58.



And there is more to payment plans and fees. Also in Fall 2011, TBCC stopped the prior practice of dropping students for non-payment and implemented a \$75 late payment fee. If students are far enough along in the financial aid process, they aren't charged the fee. In addition, if they have third parties that have notified us to bill them or if they have scholarships that will pay, they aren't charged the fee. See the table on the following page of data regarding late payments.



Term	# of Students	Fees Charged	# that still have a balance	Total Amount Due
Fall 2011	20	\$1,500.00	2	\$331.84
Winter 2012	29	\$2,175.00	1	\$271.00
Spring 2012	26	\$1,950.00	4	\$2,426.80
Summer 2012	14	\$1,050.00	2	\$932.40
Fall 2012	32	\$2,400.00	6	\$5,034.60
Winter 2013	31	\$2,325.00	8	\$4,197.00
Spring 2013	25	\$1,875.00	2	\$989.00
Summer 2013	10	\$750.00	0	\$0.00
Fall 2013	42	\$3,150.00		

To understand the chart, here is what the first line means:

Fall 2011 - 20 students failed to do a payment plan, arrange for financial aid, or get scholarships or third parties in place by the end of the first week of classes and were charged \$75.00. 2 of the 20 still have an outstanding balance. The 2 students with outstanding balances total \$331.84.

All students with a balance remaining at the end of the term have a hold placed on their account and they aren't allowed to register for any course until their balance is paid in full. Students with a balance older than Summer 2012 that provided their social security numbers to TBCC and had a balance of \$50 or more have been turned over to the Oregon Department of Revenue for collections. TBCC will continue to send past due balances to ODOR. The best time to submit past due balances is in December since ODOR is allowed to withhold state tax refunds.



## Contracted Training Update

### RECOMMENDATION

INFORMATION ONLY—NO ACTION

### BACKGROUND INFORMATION.....Chief Academic Officer Gates

Tillamook Bay Community College (TBCC) began conversations with Tillamook County Creamery Association (TCCA) in the spring of this year to explore ways TBCC could provide training to TCCA employees. It was agreed to begin with a pilot. The intent of this pilot was to develop an Education Partnership demonstrating how community colleges can add value to the training and development goals of the TCCA through a six-part training series for supervisors - *Supervisor Development Track*. Tom Atchison has been the person on point for this effort. Tom has obtained targeted training to offer the courses TCCA desired. Clackamas Community College has provided TBCC the support to kick off a quality contracted training effort. Tom will provide an update of where we are and what other doors might open. TBCC desires to expand our contracted training.

The next pages are the brochure provided to the TCCA employees.



## Featured Topics

- Obtain a foundation for effective leadership.
- Develop the ability to get results through effective interpersonal relationships.
- Use feedback and effective interaction skills to get things done.
- Introduce a change within a work team and others with whom you interact on the job.
- Explore with others the best way to implement change.
- Help people overcome their resistance to change.
- Use feedback and other results data in progress reviews.
- Identify pitfalls that can be encountered during progress reviews and develop ways to avoid them.
- Handle challenging situations such as resistance to feedback and not meeting expectations.
- Provide regular feedback on performance.
- Prepare a plan that will conclude ultimately with a productive performance review discussion.

## TCCA & TBCC Team

Tom Atchison ..... 503-842-8222x1815  
[atchison@tillamookbay.cc](mailto:atchison@tillamookbay.cc)

TBCC Instructor & Project Manager

David Blessman ..... 503-594-3446  
[davidb@clackamas.edu](mailto:davidb@clackamas.edu)

Customized Training & Development  
 Instructor

Peter Vultaggio ..... 503.815.1313  
[PVultaggio@tillamook.com](mailto:PVultaggio@tillamook.com)

TCCA Corporate Training Manager &  
 Sponsor

Connie Green ..... 503-842-8222x1015  
[green@tillamookbay.cc](mailto:green@tillamookbay.cc)

TBCC President

- Sessions will be interactive with an emphasis on case studies and practice.
- Participants will receive a Continuing Education Certificate for each workshop through TBCC.

Tillamook

TILLAMOOKBAY  
 COMMUNITY COLLEGE

TILLAMOOKBAY  
 COMMUNITY COLLEGE

## TCCA Supervisor Development Track





# Tillamook

The series will held in the TCCA Trask Room on the following Wednesdays from 9:00am-1:00pm.

## Supervisor Development Series

### ESSENTIALS OF LEADERSHIP

The first course provides a foundation for effective leadership. Participants will develop the skills necessary to get results through effective interpersonal relationships.

Learners will practice effective feedback and interaction skills to get things done through others.

### COACHING FOR SUCCESS

This course develops leaders who help people achieve goals and avoid problems; a positive experience for themselves and those being coached. Leaders learn a proven coaching process to ensure they identify coaching opportunities, provide needed coaching and support, observe performance, and measure results until desired outcomes are achieved.

Coaching for success benefits individuals, strengthens work groups, and supports an organization's objectives and priorities.

### COACHING FOR IMPROVEMENT

Our third course equips leaders to develop effective improvement plans, conduct effective improvement discussions, and handle the challenges they may encounter in improvement discussions. Learners follow the coaching process to recognize and approach coaching opportunities and provide the ongoing support people need as they work toward improvement.

### LEADING CHANGE

This course focuses on leaders' critical role in effectively leading change initiatives in the workplace.

Several basic concepts that support the successful implementation of change are covered including: Dynamics of Change, Phases of Change (Disorientation, Reorientation, and Integration), and Control/Influence/No Control.

### REVIEWING PERFORMANCE PROGRESS

Participants learn why it's important for leaders to plan and conduct performance reviews that encourage people (individuals and teams) to sustain effective performance and improve less than effective performance.

The course also gives learners the knowledge and tools they will need to help others understand that monitoring, collecting, and analyzing performance data are shared responsibilities.

### SETTING PERFORMANCE EXPECTATIONS

In the final course, participants see why it is important for leaders to conduct effective discussions with employees to set clear, achievable expectations that support organizational goals. A successful, productive discussion is most likely to occur when the leader has built a trusting relationship with the employee and knows the organization's performance management process.

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**July 24th:**

Essentials of Leadership

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**August 14th:**

Coaching for Success

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**September 4th:**

Coaching for Improvement

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**October 2nd:**

Leading Change

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**Nov 6th:**

Reviewing Progress

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**Dec 4th:**

Setting Performance Expectations

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TILLAMOOK BAY  
COMMUNITY COLLEGE



# Oregon Community College Update

## **RECOMMENDATION**

INFORMATION ONLY—NO ACTION REQUIRED

## **BACKGROUND INFORMATION**----- President Green

1. Oregon postsecondary education and community colleges continues to watch the unfolding of the Higher Education Coordinating Commission (HECC). Governor Kitzhaber named Ben Cannon Executive Director of HECC in early October. Under legislation passed in 2013 to streamline Oregon's higher education system, the HECC will oversee state resource allocation, policy-setting, and coordination for the entire higher education system, inheriting responsibilities previously held by the State Board of Education for community colleges, the State Board of Higher Education for public universities, and the Oregon Student Access Commission. The Executive Director will be responsible for supporting the Commission and implementing its directives. The University System as we know it is in transition. The State Board of Higher Education is in the process of working on a transition to items listed in HECC.
2. Regarding education funding, **HB 5101** passed the legislature and it provides \$100 million for K-12 education, \$25 million for the Oregon University System (OUS) and \$15 million for the Community College Support Fund. The additional funding for community colleges will be run through the existing formula and distributed to colleges. The bill also contains a **budget note** regarding community college tuition and fees: "In adopting this appropriation for the Community College Support Fund for community college districts, the Legislature intends that the additional \$15 million will be distributed to the 17 community colleges to freeze or limit the increases in tuition and fees for the second year of the biennium to the extent possible given the amount of additional funding available." The estimated amount to TBCC is around \$50,000 for next year.
3. Senator Mark Hass unveiled a new proposal for free community college tuition for Oregon high school students who graduate with a 2.0 GPA or better. The cost to implement this proposal is estimated at \$250 million if all high school students attend at the current tuition rates. Read Senator Hass's proposal here:  
<https://olis.leg.state.or.us/liz/201311/Downloads/CommitteeMeetingDocument/30439>.
4. The Oregon Community College Presidents Council focused on Outcomes funding for a full day on September 27. Another meeting was held on October 3 and the third meeting was held on October 11. An update will be provided 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.



Tillamook Bay Community College  
 Unaudited Summary Financial Information  
 General Fund  
 Fiscal Year-to-Date Ended August 2013  
 16.67% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	08/31/12 Actual	Percentage of Budget	Annual Budget	08/31/13 Actual	Percentage of Budget
<b>Resources</b>						
Beginning Fund Balance	\$ 704,449	\$ 739,655.87	105.00%	\$ 539,247	\$ 800,705.04	148.49%
State	\$ 777,491	\$ 201,668.58	25.94%	\$ 895,000	\$ 237,983.63	26.59%
Property Taxes	\$ 1,043,941	\$ -	0.00%	\$ 1,103,711	\$ -	0.00%
Local Contract	\$ 37,500	\$ -	0.00%	\$ 37,500	\$ -	0.00%
Tuition	\$ 1,173,450	\$ 333,857.00	28.45%	\$ 1,165,000	\$ 105,326.00	9.04%
Fees	\$ 197,148	\$ 50,404.00	25.57%	\$ 190,000	\$ 17,196.00	9.05%
Sale of Goods	\$ 4,000	\$ 113.00	2.83%	\$ 4,000	\$ 826.00	20.65%
Interest	\$ 5,000	\$ 788.91	15.78%	\$ 5,000	\$ 741.58	14.83%
Rental	\$ 6,665	\$ 3,077.50	46.17%	\$ 7,000	\$ 2,645.00	37.79%
Miscellaneous	\$ 8,000	\$ 112.89	1.41%	\$ 7,000	\$ 4.85	0.07%
Transfers	\$ 416,640	\$ 153,811.12	36.92%	\$ 460,402	\$ 2,462.96	0.53%
Total resources	\$ 4,374,284	\$ 1,483,488.87	33.91%	\$ 4,413,860	\$ 1,167,891.06	26.46%
<b>Expenditures</b>						
Instruction	\$ 1,450,270	\$ 119,551.11	8.24%	\$ 1,478,801	\$ 123,802.48	8.37%
Instructional Support	\$ 455,537	\$ 69,590.97	15.28%	\$ 487,119	\$ 83,919.77	17.23%
Student Services	\$ 364,562	\$ 56,163.02	15.41%	\$ 377,772	\$ 50,537.22	13.38%
College Support	\$ 1,118,905	\$ 166,797.74	14.91%	\$ 1,016,215	\$ 190,685.06	18.76%
Plant Operation	\$ 353,898	\$ 57,565.89	16.27%	\$ 280,011	\$ 53,391.66	19.07%
Transfers	\$ 269,112	\$ 18,720.59	6.96%	\$ 219,112	\$ 18,480.94	8.43%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,062,284	\$ 488,389.32	12.02%	\$ 3,909,030	\$ 520,817.13	13.32%
Ending fund balance	\$ 312,000	\$ 995,099.55	318.94%	\$ 504,830	\$ 647,073.93	128.18%

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

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures
Adult Basic Education	210	\$ -	\$ -	\$ 10,297.62	\$ (10,297.62)	\$ 73,275	\$ 8,264.35
Tutor Grant	211	\$ -	\$ -	\$ -	\$ -	\$ 13,892	\$ 2,574.14
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ -
United Way Literacy Grant	216	\$ 3,228.75	\$ 375.00	\$ 294.56	\$ 3,309.19	\$ 9,500	\$ -
Lumina Core to College Grant	222	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
CASE Grant	223	\$ -	\$ -	\$ 29,800.92	\$ (29,800.92)	\$ 300,000	\$ 11,125.80
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,644.33
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 6,250.00	\$ 7,022.40	\$ 37,510.65	\$ 81,475	\$ 12,603.51
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165.70
SBDC Federal Grant	230	\$ -	\$ -	\$ 4,999.71	\$ (4,999.71)	\$ 31,150	\$ 5,671.57
SBDC State Grant	231	\$ -	\$ -	\$ 9,389.62	\$ (9,389.62)	\$ 29,804	\$ 2,498.52
SBDC Program Income	232	\$ 21,281.02	\$ 200.00	\$ -	\$ 21,481.02	\$ 6,035	\$ 193.93
SBDC - EDC Fund	235	\$ -	\$ -	\$ 17,160.71	\$ (17,160.71)	\$ 107,340	\$ 15,328.82
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ -
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -
Bay City Rental	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,490.13
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 853.22	\$ -	\$ 961,481.86	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ -	\$ -	\$ 217,745.15	\$ 412,989	\$ -
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 1,144.10	\$ -	\$ 1,289,275.35	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 100,000	\$ 29,444.20
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 70.69	\$ 684.32	\$ -	\$ -
<b>Total Special Fund</b>		<b>\$ 2,532,211.76</b>	<b>\$ 13,822.32</b>	<b>\$ 84,634.73</b>	<b>\$ 2,461,399.35</b>	<b>\$ 1,640,860</b>	<b>\$ 242,969.00</b>
Schedule of Special Fund borrowing from General Fund		Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 8/31/2013		
Total of Grants that borrow from the General Fund		\$ (71,648.58)	\$ 23,515.08	\$ -	\$ (95,163.66)		
Total of Grants that are not borrowing from the General Fund		\$ 2,533,047.93	\$ 180.00	\$ -	\$ 2,532,867.93		
Total Special Fund		\$ 2,461,399.35	\$ 23,695.08	\$ -	\$ 2,437,704.27		
	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures
Community Education	310	\$ 6,791.96	\$ 1,878.00	\$ 463.08	\$ 8,206.88	\$ 7,311	\$ 72.20
Bookstore	320	\$ 94,103.19	\$ 1,700.78	\$ 5,467.49	\$ 90,336.48	\$ 278,932	\$ 61,306.46
Customized Training Projects	330	\$ 12,379.21	\$ -	\$ 1,309.80	\$ 11,069.41	\$ 14,876	\$ -
Culinary & Hospitality Program	340	\$ 4,865.99	\$ 49.55	\$ -	\$ 4,915.54	\$ 15,375	\$ 26.78
<b>Total Enterprise Fund</b>		<b>\$ 118,140.35</b>	<b>\$ 3,628.33</b>	<b>\$ 7,240.37</b>	<b>\$ 114,528.31</b>	<b>\$ 316,494</b>	<b>\$ 61,405.44</b>
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 17,850.27	\$ 1,600.00	\$ 30,793.60	\$ 117,084	\$ 1,600.00
General Obligation Bond Fund	420	\$ 51,141.86	\$ 52.48	\$ -	\$ 51,194.34	\$ 698,638	\$ -
<b>Total Debt Service Fund</b>		<b>\$ 65,685.19</b>	<b>\$ 17,902.75</b>	<b>\$ 1,600.00</b>	<b>\$ 81,987.94</b>	<b>\$ 815,722</b>	<b>\$ 1,600.00</b>
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 1,074.43	\$ 358,263.29	\$ 839,048.75	\$ 1,105,000	\$ 15,271.19
<b>Total Capital Projects Fund</b>		<b>\$ 1,196,237.61</b>	<b>\$ 1,074.43</b>	<b>\$ 358,263.29</b>	<b>\$ 839,048.75</b>	<b>\$ 1,105,000</b>	<b>\$ 15,271.19</b>
Associated Students of TBCC	710	\$ 500.26	\$ 631.20	\$ 197.84	\$ 933.62	\$ 6,400	\$ 198.95
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ -	\$ 7.97	\$ 388.67	\$ 7,525	\$ 295.86
<b>Total Agency Fund</b>		<b>\$ 896.90</b>	<b>\$ 631.20</b>	<b>\$ 205.81</b>	<b>\$ 1,322.29</b>	<b>\$ 13,925</b>	<b>\$ 494.81</b>
PELL Grant	801	\$ -	\$ 82,547.00	\$ 82,547.00	\$ -	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Direct Loans	810	\$ -	\$ 83,827.00	\$ 83,827.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -
Oregon Opportunity Grant	821	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -
Tuition Waivers	831	\$ 20,122.00	\$ -	\$ 1,450.00	\$ 18,672.00	\$ 25,000	\$ 424.00
Board Scholarships	832	\$ 62,905.07	\$ -	\$ -	\$ 62,905.07	\$ 137,377	\$ 4,794.00
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 17,300	\$ -
Foundation Scholarships	834	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 50,000	\$ -
Non-Institutional Scholarships	840	\$ 4,558.55	\$ 6,100.00	\$ 346.75	\$ 10,311.80	\$ 54,000	\$ 3,596.57
<b>Total Financial Aid Fund</b>		<b>\$ 109,329.28</b>	<b>\$ 172,474.00</b>	<b>\$ 169,170.75</b>	<b>\$ 112,632.53</b>	<b>\$ 4,846,177</b>	<b>\$ 8,814.57</b>

Agenda Item 6.C. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended August 2013  
16.67% 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		\$ 841,858			\$ 2,280,574			\$ 8,828			\$ 46,409	
Beginning Fund Balance	\$ 539,247	\$ 800,705	148.49%	\$ 2,372,122	\$ 2,532,212	106.75%	\$ 4,500	\$ 6,792	150.93%	\$ 60,000	\$ 94,103	156.84%
<b>Resources</b>												
State Aid	\$ 895,000	\$ 237,984	26.59%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ -	0.00%	\$ 775,461	\$ 11,250	1.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 122,522	9.04%	\$ 6,000	\$ 200	3.33%	\$ 7,500	\$ 1,878	25.04%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 826	20.65%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 1,701	0.68%
Interest	\$ 5,000	\$ 742	14.84%	\$ 11,850	\$ 1,997	16.85%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 2,645	37.79%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 5	0.07%	\$ 1,500	\$ 375	25.00%	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Transfers	\$ 460,402	\$ 2,463	0.53%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 3,874,613</b>	<b>\$ 367,187</b>	<b>9.48%</b>	<b>\$ 1,271,143</b>	<b>\$ 13,822</b>	<b>1.09%</b>	<b>\$ 7,500</b>	<b>\$ 1,878</b>	<b>25.04%</b>	<b>\$ 251,000</b>	<b>\$ 1,701</b>	<b>0.68%</b>
<b>Expenditures</b>												
Salaries and Wages	\$ 2,682,847	\$ 326,540	12.17%	\$ 306,111	\$ 54,391	17.77%	\$ 4,000	\$ 468	11.70%	\$ 48,937	\$ 7,849	16.04%
Operating Expenditures	\$ 929,071	\$ 175,796	18.92%	\$ 496,793	\$ 28,148	5.67%	\$ 3,150	\$ -	0.00%	\$ 208,050	\$ (2,701)	-1.30%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 219,112	\$ 18,481	8.43%	\$ 457,956	\$ 2,096	0.46%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 319	16.40%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,370,440	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 20,000	\$ -	0.00%
<b>Total expenditures</b>	<b>\$ 3,909,030</b>	<b>\$ 520,817</b>	<b>13.32%</b>	<b>\$ 3,631,300</b>	<b>\$ 84,635</b>	<b>2.33%</b>	<b>\$ 7,311</b>	<b>\$ 463</b>	<b>6.33%</b>	<b>\$ 278,932</b>	<b>\$ 5,467</b>	<b>1.96%</b>
Ending Fund Balance	\$ 504,830	\$ 647,075		\$ 11,965	\$ 2,461,399		\$ 4,689	\$ 8,207		\$ 32,068	\$ 90,337	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 143,456			\$ 23,695			\$ -			\$ -	
Inventories		\$ 3,154			\$ -			\$ -			\$ 51,748	
NET EFFECT ON CASH		\$ (146,610)			\$ (23,695)			\$ -			\$ (51,748)	
Liabilities												
Accounts Payable		\$ 235,698			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 84,682			\$ -			\$ -			\$ -	
Payroll		\$ 84,331			\$ -			\$ -			\$ 7,811	
NET EFFECT ON CASH		\$ 404,711			\$ -			\$ -			\$ 7,811	
NET ADJUSTMENTS		\$ 258,101			\$ (23,695)			\$ -			\$ (43,937)	
ENDING CASH BALANCE		\$ 905,176			\$ 2,437,704			\$ 8,207			\$ 46,400	

Agenda Item 6.C. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended August 2013  
16.67% 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		\$ 12,379			\$ 4,599			\$ 53,105			\$ 1,197,947	
Beginning Fund Balance	\$ 12,400	\$ 12,379	99.83%	\$ 5,000	\$ 4,866	97.32%	\$ 74,000	\$ 65,685	88.76%	\$ 1,100,000	\$ 1,196,238	108.75%
<b>Resources</b>												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 50	0.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 53	10.50%	\$ 5,000	\$ 1,074	21.48%
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	\$ 17,850	16.23%	\$ -	\$ -	0.00%
<b>Total Revenues</b>	\$ 11,000	\$ -	0.00%	\$ 12,000	\$ 50	0.42%	\$ 787,643	\$ 17,903	2.27%	\$ 5,000	\$ 1,074	21.48%
<b>Expenditures</b>												
Salaries and Wages	\$ 6,316	\$ 966	15.29%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 291	3.54%	\$ 14,375	\$ -	0.00%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 358,263	32.42%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 814,122	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 53	15.59%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>Total expenditures</b>	\$ 14,876	\$ 1,310	8.81%	\$ 15,375	\$ -	0.00%	\$ 815,722	\$ 1,600	0.20%	\$ 1,105,000	\$ 358,263	32.42%
Ending Fund Balance	\$ 8,524	\$ 11,069		\$ 1,625	\$ 4,916		\$ 45,921	\$ 81,988		\$ -	\$ 839,049	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
<b>Assets</b>												
Receivables	\$ -	\$ -		\$ 267	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ (267)	\$ -		\$ (53,468)	\$ -		\$ -	\$ -	
<b>Liabilities</b>												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>NET EFFECT ON CASH</b>	\$ -	\$ -		\$ -	\$ -		\$ 53,468	\$ -		\$ -	\$ -	
<b>NET ADJUSTMENTS</b>	\$ -	\$ -		\$ (267)	\$ -		\$ -	\$ -		\$ -	\$ -	
<b>ENDING CASH BALANCE</b>	\$ 11,069	\$ 11,069		\$ 4,649	\$ 4,916		\$ 81,988	\$ 81,988		\$ 839,049	\$ 839,049	

Agenda Item 6.C. - Attachment #3  
Tillamook Bay Community College  
Summary Financial Information - Cash Status  
Preliminary for Fiscal Year-to-Date Ended August 2013  
16.67% of Budget Period Expended

	Agency Fund			Financial Aid Fund		
	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 897			\$ 109,425	
Beginning Fund Balance	\$ 2,525	\$ 897	35.52%	\$ 96,177	\$ 109,329	113.67%
<b>Resources</b>						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 4,550,000	\$ 166,374	3.66%
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	\$ 8,000	\$ -	0.00%	\$ 100,000	\$ 6,100	6.10%
Transfers	\$ 9,112	\$ 631	6.92%	\$ 100,000	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 17,112</b>	<b>\$ 631</b>	<b>3.69%</b>	<b>\$ 4,750,000</b>	<b>\$ 172,474</b>	<b>3.63%</b>
<b>Expenditures</b>						
Salaries and Wages	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 19,637	\$ 206	1.05%	\$ 4,846,177	\$ 169,171	3.49%
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%
<b>Total expenditures</b>	<b>\$ 19,637</b>	<b>\$ 206</b>	<b>1.05%</b>	<b>\$ 4,846,177</b>	<b>\$ 169,171</b>	<b>3.49%</b>
Ending Fund Balance	\$ -	\$ 1,322		\$ -	\$ 112,632	
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		\$ 1,322			\$ 112,632	

**\$ 4,448,196**

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

Tillamook Bay's Initial Accreditation Site Visit 2013 concluded on October 10, 2013. The Evaluation Committee Chair, Dr. Rich Cummins (President, Columbia Basin College) and six other peer evaluators spent the better part of two days on campus meeting with various groups and individuals. They were verifying the information that TBCC supplied in its Comprehensive Self-Evaluation Report and supporting documentation plus asking questions to clarify and learn more from multiple perspectives (Board members, administrators, staff, faculty, students, and community partners).

The Welcome Breakfast set the tone for the visit. Dr. Cummins indicated that the evaluation committee was here as peers/colleagues to provide an outside perspective and they were excited to be part of TBCC's achieving full regional accreditation. There was an exit meeting at 10:00 a.m. on October 10. As is NWCCU practice, Dr. Cummins simply read the committee's commendations and recommendations. The full report will be sent to TBCC before the end of October.

Additional information will be shared at the Board meeting.



## Board of Education Policies

### **RECOMMENDATION**

SECOND READING OR ACTION

### **BACKGROUND INFORMATION** ----- President Green

Based upon your recommendation at the September 9 Board Meeting, Appendix A-2, Appendix C-1, and Appendix C-3 are presented to implement a 2% COLA to be effective January 1. These Appendices can be approved at the October meeting or be brought back for approval in December.



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  
 Effective January 1, 2014

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14 & On
1		\$19,214	\$19,791	\$20,384	\$20,996	\$21,626	\$22,274	\$22,943	\$23,631	\$24,340	\$25,070	\$25,822	\$26,597	
2	\$19,587	\$20,175	\$20,780	\$21,404	\$22,046	\$22,707	\$23,388	\$24,090	\$24,813	\$25,557	\$26,324	\$27,113	\$27,927	
3	\$20,567	\$21,184	\$21,819	\$22,474	\$23,148	\$23,842	\$24,558	\$25,294	\$26,053	\$26,835	\$27,640	\$28,469	\$29,323	
4	\$21,595	\$22,243	\$22,910	\$23,597	\$24,305	\$25,034	\$25,785	\$26,559	\$27,356	\$28,176	\$29,022	\$29,892	\$30,789	
5	\$22,675	\$23,355	\$24,056	\$24,777	\$25,521	\$26,286	\$27,075	\$27,887	\$28,724	\$29,585	\$30,473	\$31,387	\$32,329	
6	\$23,808	\$24,523	\$25,258	\$26,016	\$26,797	\$27,600	\$28,428	\$29,281	\$30,160	\$31,065	\$31,997	\$32,956	\$33,945	
7	\$24,999	\$25,749	\$26,521	\$27,317	\$28,136	\$28,980	\$29,850	\$30,745	\$31,668	\$32,618	\$33,596	\$34,604	\$35,642	
8	\$26,249	\$27,036	\$27,847	\$28,683	\$29,543	\$30,430	\$31,342	\$32,283	\$33,251	\$34,249	\$35,276	\$36,334	\$37,424	
9	\$27,561	\$28,388	\$29,240	\$30,117	\$31,020	\$31,951	\$32,910	\$33,897	\$34,914	\$35,961	\$37,040	\$38,151	\$39,296	
10	\$28,939	\$29,807	\$30,702	\$31,623	\$32,571	\$33,549	\$34,555	\$35,592	\$36,659	\$37,759	\$38,892	\$40,059	\$41,260	
11	\$30,386	\$31,298	\$32,237	\$33,204	\$34,200	\$35,226	\$36,283	\$37,371	\$38,492	\$39,647	\$40,837	\$42,062	\$43,324	
12	\$31,906	\$32,863	\$33,849	\$34,864	\$35,910	\$36,987	\$38,097	\$39,240	\$40,417	\$41,630	\$42,878	\$44,165	\$45,490	
13	\$33,501	\$34,506	\$35,541	\$36,607	\$37,705	\$38,837	\$40,002	\$41,202	\$42,438	\$43,711	\$45,022	\$46,373	\$47,764	
14	\$35,176	\$36,231	\$37,318	\$38,438	\$39,591	\$40,778	\$42,002	\$43,262	\$44,560	\$45,897	\$47,273	\$48,692	\$50,152	
15	\$36,935	\$38,043	\$39,184	\$40,359	\$41,570	\$42,817	\$44,102	\$45,425	\$46,788	\$48,191	\$49,637	\$51,126	\$52,660	COLA + Half-Step
16	\$38,781	\$39,945	\$41,143	\$42,377	\$43,649	\$44,958	\$46,307	\$47,696	\$49,127	\$50,601	\$52,119	\$53,682	\$55,293	
17	\$40,720	\$41,942	\$43,200	\$44,496	\$45,831	\$47,206	\$48,622	\$50,081	\$51,583	\$53,131	\$54,725	\$56,367	\$58,058	
18	\$42,756	\$44,039	\$45,360	\$46,721	\$48,123	\$49,566	\$51,053	\$52,585	\$54,163	\$55,787	\$57,461	\$59,185	\$60,960	
19	\$44,894	\$46,241	\$47,628	\$49,057	\$50,529	\$52,045	\$53,606	\$55,214	\$56,871	\$58,577	\$60,334	\$62,144	\$64,009	
20	\$47,139	\$48,553	\$50,010	\$51,510	\$53,055	\$54,647	\$56,286	\$57,975	\$59,714	\$61,506	\$63,351	\$65,251	\$67,209	
21	\$49,496	\$50,981	\$52,510	\$54,086	\$55,708	\$57,379	\$59,101	\$60,874	\$62,700	\$64,581	\$66,518	\$68,514	\$70,569	
22	\$51,971	\$53,530	\$55,136	\$56,790	\$58,494	\$60,248	\$62,056	\$63,917	\$65,835	\$67,810	\$69,844	\$71,940	\$74,098	
23	\$54,569	\$56,206	\$57,893	\$59,629	\$61,418	\$63,261	\$65,159	\$67,113	\$69,127	\$71,201	\$73,337	\$75,537	\$77,803	
24	\$57,298	\$59,017	\$60,787	\$62,611	\$64,489	\$66,424	\$68,417	\$70,469	\$72,583	\$74,761	\$77,003	\$79,313	\$81,693	
25	\$60,163	\$61,968	\$63,827	\$65,741	\$67,714	\$69,745	\$71,837	\$73,992	\$76,212	\$78,499	\$80,854	\$83,279	\$85,778	
26	\$63,171	\$65,066	\$67,018	\$69,028	\$71,099	\$73,232	\$75,429	\$77,692	\$80,023	\$82,424	\$84,896	\$87,443	\$90,066	
27	\$66,329	\$68,319	\$70,369	\$72,480	\$74,654	\$76,894	\$79,201	\$81,577	\$84,024	\$86,545	\$89,141	\$91,815	\$94,570	
28	\$69,646	\$71,735	\$73,887	\$76,104	\$78,387	\$80,739	\$83,161	\$85,656	\$88,225	\$90,872	\$93,598	\$96,406	\$99,298	
29	\$73,128	\$75,322	\$77,582	\$79,909	\$82,306	\$84,775	\$87,319	\$89,938	\$92,636	\$95,416	\$98,278	\$101,226	\$104,263	
30	\$76,784	\$79,088	\$81,461	\$83,904	\$86,422	\$89,014	\$91,685	\$94,435	\$97,268	\$100,186	\$103,192	\$106,288	\$109,476	
31	\$80,624	\$83,042	\$85,534	\$88,100	\$90,743	\$93,465	\$96,269	\$99,157	\$102,132	\$105,196	\$108,352	\$111,602	\$114,950	
32	\$84,655	\$87,195	\$89,810	\$92,505	\$95,280	\$98,138	\$101,082	\$104,115	\$107,238	\$110,455	\$113,769	\$117,182	\$120,698	
33	\$88,888	\$91,554	\$94,301	\$97,130	\$100,044	\$103,045	\$106,136	\$109,321	\$112,600	\$115,978	\$119,458	\$123,041	\$126,733	
34	\$93,332	\$96,132	\$99,016	\$101,986	\$105,046	\$108,197	\$111,443	\$114,787	\$118,230	\$121,777	\$125,430	\$129,193	\$133,069	
35	\$97,999	\$100,939	\$103,967	\$107,086	\$110,298	\$113,607	\$117,015	\$120,526	\$124,142	\$127,866	\$131,702	\$135,653	\$139,723	

**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)

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  
Effective January 1, 2014

	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	\$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
2	\$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
3	\$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
4	\$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
5	\$42,418	\$43,691	\$45,002	\$46,352	\$47,742	\$49,174	\$50,650	\$52,169	\$53,734	\$55,346	\$57,007	\$58,717	\$60,478	\$62,293	\$64,162	\$66,086	\$68,069	\$70,111
6	\$43,267	\$44,565	\$45,902	\$47,279	\$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
7					\$49,671	\$51,161	\$52,696	\$54,277	\$55,905	\$57,582	\$59,310	\$61,089	\$62,922	\$64,809	\$66,754	\$68,756	\$70,819	\$72,944
8								\$55,362	\$57,023	\$58,734	\$60,496	\$62,311	\$64,180	\$66,106	\$68,089	\$70,131	\$72,235	\$74,402
9											\$61,706	\$63,557	\$65,464	\$67,428	\$69,451	\$71,534	\$73,680	\$75,890
10														\$68,776	\$70,840	\$72,965	\$75,154	\$77,408
11																\$74,424	\$76,657	\$78,956
12																		\$80,536
13 & On	DLA + Half-Step																	

**INSURANCE BENEFIT AMOUNT**

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

**INSURANCE OPT-OUT BASE AMOUNT**

(Opt-Out stipend is calculated as defined in Policy 407)

**NON-REGULAR FACULTY SALARY SCHEDULE**

Article No.: Appendix C-3

Approved: Reference:

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Non-Regular Faculty Salary Schedule 2013-2014 <u>(Effective January 1, 2014)</u>						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$ <del>419.44</del> per lecture credit	\$ <del>440.41</del>	\$ <del>462.43</del>	\$ <del>485.55</del>	\$ <del>509.83</del>	\$ <del>535.32</del>
Transfer College Credit Courses Substitute Rate	\$ <del>34.97</del> per lecture credit hour					
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$ <del>312.08</del> 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)	\$ <del>865.10</del> per lab credit	\$ <del>908.36</del>	\$ <del>953.78</del>	\$ <del>1,001.47</del>	\$ <del>1,051.54</del>	\$ <del>1,104.12</del>
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)	\$ <del>632.04</del> per lecture/lab credit	\$ <del>663.64</del>	\$ <del>696.82</del>	\$ <del>731.66</del>	\$ <del>768.24</del>	\$ <del>806.65</del>
ABE/GED/ESL/ High School Credit Recovery Classes	\$ <del>28.71</del> per hour	\$ <del>30.15</del>	\$ <del>31.66</del>	\$ <del>33.24</del>	\$ <del>34.90</del>	\$ <del>36.65</del>
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.					

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# NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved: Reference:

Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	\$ <u>24.97</u> per hour	\$ <u>26.22</u>	\$ <u>27.53</u>	\$ <u>28.91</u>	\$ <u>30.36</u>	\$ <u>31.88</u>
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$ <u>9.12</u> per hour	\$ <u>9.58</u>	\$ <u>10.06</u>	\$ <u>10.56</u>	\$ <u>11.09</u>	\$ <u>11.64</u>
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$ <u>12.16</u> per hour	\$ <u>12.77</u>	\$ <u>13.41</u>	\$ <u>14.08</u>	\$ <u>14.78</u>	\$ <u>15.52</u>
General Tutoring	\$ <u>9.12</u> per hour	\$ <u>9.58</u>	\$ <u>10.06</u>	\$ <u>10.56</u>	\$ <u>11.09</u>	\$ <u>11.64</u>
ADA Tutor	\$ <u>12.16</u> per hour	\$ <u>12.77</u>	\$ <u>13.41</u>	\$ <u>14.08</u>	\$ <u>14.78</u>	\$ <u>15.52</u>
Math Tutor	\$ <u>12.16-14.58</u> per hour					
Meetings: Curriculum Development, Departmental, etc.	\$ <u>18.28</u> per hour					
Student Employees (Class I) – Including Federal Workstudy	Minimum Wage	Tier I + .25	Tier II + .25			
Student Employees (Class II) – Including Federal Workstudy	Minimum Wage + .25	Tier I + .25	Tier II + .25			

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## Personnel

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

### BACKGROUND INFORMATION ----- President Green

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
ABE/GED Instructor		Sept. 23, 2013		Lori Gates	Uta Stelson
CASE Grant Employer/Community Engagement Specialist			Pallie Campbell will assume this position upon the hiring of a new CASE Grant Career Coach	N/A	
CASE Grant Career Coach	Oct. 14, 2013. Open Until filled	ASAP		Amy Alday-Murray	
Career Education Advisor/Enrollment Specialist	Oct. 14, 2013. Open until filled	ASAP		Michele Burton	

### NOTABLES:

Congratulations to Carla Lyman, Economic and Small Business Development Center, on her recent completion of a Masters of Business Administration Degree.

Congratulations to Michelle Jenks, Adjunct Instructor, on her completion of a Masters of Education Degree.



## Announcements and General Information

### RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

### BACKGROUND INFORMATION----- President Green

Dates to remember:

- OCCA conference – October 23 -26 – The Resort at the Mountain-  
*The New Normal ~ LEADING · INOVATING · THRIVING*
- College Thanksgiving potluck- November 22 – 11:30 to 1
- College totally closed- December 23 – January 1
- NWCCU Board of Commissioners- January 8, 2014 in Bellevue Washington

Thank you to Board members, faculty, staff and community members for the ongoing support and tenacious efforts to assist TBCC to have a successful visit with the evaluation team for accreditation on October 8 thru 10. There were seven on-campus evaluators representing the Northwest Commission on Colleges and Universities. Because of you, we get to move on to the NWCCU meeting January 8<sup>th</sup>. I want to extend a special thank you to Lori Gates for her guidance and writing and to Sydney Elliot for her co-writing and leadership.

Title III will become a part of the TBCC fabric and culture over the next five years. The project is "improving persistence and completion, capacity, and sustainability through technology and resource development". The project will **(1)** increase opportunities for faculty professional development and instructional innovation to improve student achievement and completion, **(2)** expand and support online learning opportunities to increase service level and improve productivity, **(3)** improve business processes to improve efficiency and resource utilization and **(4)** increase resource development capacity to improve fiscal stability. The grant provides for a full time Title III Project Director, an Instructional Designer (supports items 1 and 2), a Programmer/Database Analyst (supports item 3), and a Director of Development (supports item 4).

I thought you might be interested in a couple updates I shared with our high schools on how the college invests with our high schools to assist students to obtain college credit and move to the next step on their career path. I value the partnerships and what we do together.

1. **First Class Scholars.** The number of First Class Scholars from each high school attending TBCC for 2013/2014 and the investment from the Board and TBCC Foundation. I think this is good for our community and our students.





THS – 8 first year and 11 second year= 19 students = \$71,820 for the year  
NKNHS – 0 first year and 1 second year= 1 student = \$3,780 for the year  
NVHS- one first year and two second year = 2 students=7,560 for the year

A total in scholarships from TBCC Board and Foundation for this year is \$83,160

2. **Dual Credit Tuition Savings to families.** The following is all dual credit classes offered by TBCC with the high schools. It is not broken down by high school. The overall affect for our families and students is once again a positive benefit to all to get to the next step.

09 - 10 Tuition Discounts \$55,361 667 credits 186 students  
10 - 11 Tuition Discounts \$96,551 1061 credits 274 students  
11 - 12 Tuition Discounts \$145,344 1514 credits 386 students  
12-13 Tuition Discounts \$108,070 1070 credits 266 students



## 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

