



Board of Education Meeting Agenda

Date:
Monday, June 2, 2014

Time:
6:00 p.m.

Special Board Meeting on 2013—2014 Supplemental Budget

- A. **Call to Order**-----Chair Wakefield
- B. **Approval of the Agenda**----- (Action) Chair Wakefield
- C. **Public Hearing on 2013-2014 Supplemental Budget Resolution** -----Chair Wakefield
- D. **Adjournment**-----Chair Wakefield

June Board Meeting

- 1. **Call to Order • Acknowledge Guests**-----Chair Wakefield
- 2. **Approval of the Agenda**----- (Action) Chair Wakefield
- 3. **Invitation of Public Comment**-----Chair Wakefield
Available at both the beginning and end of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.
- 4. **Approval of the May 5, 2014 Minutes**----- (Action) Chair Wakefield
- 5. **Foundation Update**----- Executive Director Jon Carnahan
- 6. **New Business**
 - a. Adoption of 2013-2014 Supplemental Budget Resolution--- (Action)Comptroller/Budget Officer Williams
 - b. Adoption of 2014-2015 Budget, Make Appropriations and Impose and Categorize Property Taxes ----- (Action) Comptroller/Budget Officer Williams
 - c. 2014-2015 Board Meeting Schedule ----- (Action) President Green
 - d. Election of Board Officers----- (Action) President Green
 - e. Budget Committee Openings----- (Action) Comptroller/Budget Officer Williams
- 7. **Reports**
 - a. Oregon Community College Update----- President Green
 - b. Financial Report----- Comptroller/Budget Officer Williams
 - c. Tourism Update----- President Green
- 8. **Standing Business**
 - a. Strategic Planning and Accreditation----- Interim Chief Academic Officer Phillips
 - b. Courses and Curricula----- Interim Chief Academic Officer Phillips
 - c. Personnel ----- Director Ryan
 - d. Policy ----- (Action) Director Ryan
 - e. Facilities Update----- Director Ryan
- 9. **Announcements and General Information**----- President Green
- 10. **Invitation of Public Comment**-----Chair Wakefield
- 11. **Board Member Discussion Items**-----Chair Wakefield
- 12. **Adjournment**-----Chair Wakefield

Call to Order

RECOMMENDATION

CALL THE SPECIAL MEETING ON 2013-2014 SUPPLEMENTAL BUDGET TO ORDER.

BACKGROUND INFORMATION

----- Chair Wakefield



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE SPECIAL BOARD MEETING ON 2013-2014 SUPPLEMENTAL BUDGET.

BACKGROUND INFORMATION----- Chair Wakefield



Adoption of Supplemental Budget Resolution to Amend FY 2013-2014 Adopted Budget

RECOMMENDATION

PUBLIC HEARING ON SUPPLEMENTAL BUDGET TO AMEND FY2013-2014 ADOPTED BUDGET

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



Adjournment—Special Meeting on 2013-2014 Supplemental Budget

RECOMMENDATION

MOTION TO ADJOURN THE MEETING ON 2013-2014 SUPPLEMENTAL BUDGET.

BACKGROUND INFORMATION----- Chair Wakefield

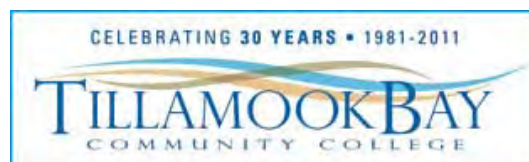


Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION----- Chair Wakefield



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

BACKGROUND INFORMATION ----- Chair Wakefield

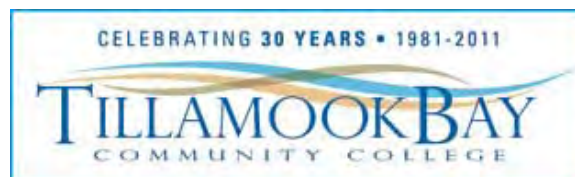


Invitation of Public Comment

RECOMMENDATION

AVAILABLE AT BOTH THE BEGINNING AND END OF THE MEETING IS AN OPPORTUNITY FOR THE PUBLIC TO COMMENT ON ANY ISSUE WITHIN THE JURISDICTION OF THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION. THE BOARD CHAIR MAY DETERMINE REASONABLE TIME, SPACE AND MANNER LIMITATIONS. AT THE CONCLUSION OF PUBLIC COMMENT, INDIVIDUAL MEMBERS OF THE BOARD MAY RESPOND TO COMMENTS MADE BY THOSE WHO HAVE ADDRESSED THE BOARD, MAY ASK STAFF TO REVIEW A MATTER, OR MAY ASK THAT A MATTER BE PUT ON A FUTURE AGENDA.

BACKGROUND INFORMATION----- Chair Wakefield



Approval of May 5, 2014 Minutes

RECOMMENDATION

MOTION TO APPROVE THE MAY 7, 2014 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Wakefield



Board of Education Minutes May 5, 2014

Board members present: Craig Wakefield, Deborah Lincoln, Rose Wharton, James McGinnis, and Bob Weitman

Staff member present: Kyra Williams, Dave Phillips, Heidi Luquette, Pat Ryan, Ray Hoyt, and Connie Green

Visitors attending: Andrea Henderson and Amy Alday-Murray

Call to Order • Acknowledge Guests (agenda item 1)

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

Approval of the Agenda (agenda item 2)

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

Invitation of Public Comment (agenda item 3)

No public comment at this time.

Approval of the April 7, 2014 Minutes (agenda item 4)

A motion to approve the April 7, 2014 minutes as presented was made by Director McGinnis and seconded by Director Wharton. The motion carried.

CASE Update (agenda item 4)

CASE grant manager Amy Alday-Murray presented an update regarding the CASE grant which comes to an end on September 30, 2014. The CASE grant is largely about career coaching toward future employment. To-date more than 80 students have been served. Approximately 1763 credits have been earned; Amy expects to meet their goal of 1955 credits earned by the end of the grant. Amy Alday-Murray is the grant manager and career coach, Clint Sisco is also a career coach and Pallie Campbell is doing community outreach and employer contacts. Alana Hennings provides program support 10 hours a week. Brochures for the National Career Readiness Certificate (NCRC) were passed out. This program allows those who are completing a program to take an assessment that may be shared with an employer so that employers get a sense of the person's level of skills. There is a list of Tillamook County employers who prefer this. GED and students in credit programs will be encouraged



to take this assessment. President Green explained this differs from a GED or degree and indicates more of a competence level. This can be a pre-assessment tool for employers. The Virtual Career Center which fulfills the sustainability requirement of the CASE grant was presented. This Virtual Career Center is on the TBCC website as well as the WorkSource Oregon and Tillamook County Schools websites.

Amy also discussed the Mentorship program. Pallie Campbell has started working with mentors and mentees. The mentor program will help to replace the career coach positions when they end at the end of the grant. Other grants are being researched and pursued.

New Business

2014-2015 Board Meeting Schedule (agenda item 6.A)

President Green pointed out that the proposed schedule does not include the budget committee meeting. The Neah-Kah-Nie School District would like September 8, 2014 for their joint meeting. October 13, 2014 at 5:30 pm has been requested by Nestucca Valley School District. Tillamook School District would like to meet with the Board on November 3, 2014 at 5:30 pm. It was pointed out by Director Lincoln that September 8th is the date for interviews of potential Board member candidates. Candidates could come to Neah-Kah-Nie for those interviews. April 20, 2015 will be inserted for the budget committee meeting and this will be brought back to the Board in June for action.

Org/Finance/Leg Designations (agenda item 6.B)

This item would add the Title III Program Director as a signatory on checks over \$5,000. Checks over \$5,000 will require two signatures. Director McGinnis notes that all references to Sterling Bank need to be changed to Umpqua Bank. That became official on April 18, 2014.

A motion to approve the changes to the Organization/Finance/Legal Designations and authorize signing of the Master Services Agreement was made by Director McGinnis and seconded by Director Weitman. The motion carried.

SDIS Trust Agreement (agenda item 6.C)

SDIS is reaffirming their intergovernmental agreements to reflect changes since their inception in the 1980s. The SDAO membership fee will now be separated from the SDIS insurance premium. This agreement must be approved before our insurance can be renewed.

A motion to approve the new SDIS/SDAO agreement was made by Director Lincoln and seconded by Director Weitman. The motion carried.

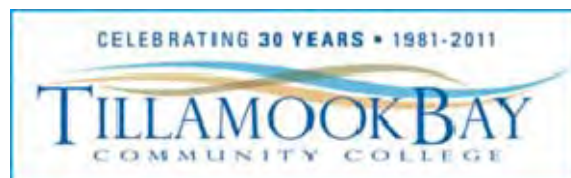
Reports

OCCA (agenda item 7.A)

Andrea Henderson, executive director of OCCA, shared her perspective on where community colleges are going and how changes on the state level will affect the community colleges in Oregon. She shared the list of committees that OCCA is now involved with that meet on the state level—Oregon Education Investment Board and their subcommittees, and Higher Education Coordinating Commission and their subcommittees. Andrea stated that it is challenging and she is not sure all the change is done yet. She believes that the real question is how to make systemic change sustainable and she is not sure they have that answer at this point. Andrea asked the Board to let her know what they need from OCCA on all the issues in a way that is meaningful.

Financial Report (agenda item 7.B)

Comptroller/Budget Officer Williams presented the March financial reports and was prepared to answer questions. 75% of the year is complete. The tuition and fees number does not include any resources from spring term.



Tourism Update (agenda item 7.C)

President Green reported that the travel director position has been posted. The Tourism Advisory Committee has had their first meeting on May 2, and their first workshop is Tuesday, May 6, 2014. The community surveys are out. An RFP for website design has been issued. Both the website and travel director positions close at the end of May. President Green and Paul Levesque will work on how to handle any infrastructure requests that may result from the asset mapping and needs assessment.

Standing Business

Strategic Planning and Accreditation (agenda item 8.A)

Interim Chief Academic Officer Phillips shared an update on the Staff In-service, which focused on mission, vision and core themes. Ann Hovey will prepare the report on the ongoing work on strategic planning. That report is due the first Monday following Labor Day.

Courses and Curricula (agenda item 8.B)

The college has received official notification from the Oregon Board of Education that they have approved the Ag/Natural Resources AAS program. It has moved on to the next level for approval. Then it goes to the US Department of Education which will allow for students to receive financial aid for the program. It is anticipated that this will be completed for fall term classes.

Personnel (agenda item 8.C)

The Hospitality/Tourism/Recreation instructor has been hired. Alan Joynson will fill that position. The Tourism Director position as been posted. Career Education Advisor Mardi Anderson has resigned, and that position has been opened internally.

Policy Review (agenda item 8.D)

Policy review on Board vacancies. President Green did verify that you cannot announce a vacancy before the Board member is actually gone from the Board. A motion to approve the policy on Board vacancies was made by Director Weitman and seconded by Director Wharton. The motion carried. Policy review of leave policy. Director Ryan talked the Board through the policy changes to align with federal and state policies and update the policy with the updated academic calendar that has been approved by the Board.

Announcements and General Information (agenda item 9)

President Green reminded the Board of the upcoming graduation ceremony.

If a Board member has had their iPad for three years and would like to keep it after resigning from the Board, they may do so and make a donation to the College Foundation.

President Green will be gone from May 12th through May 30th. Leadership will handle things during her absence.

Invitation of Public Comment (agenda item 10)

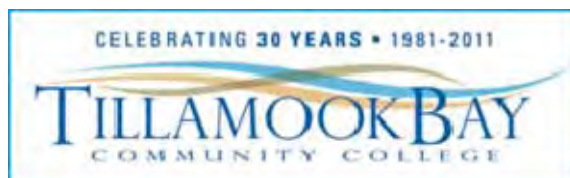
There was no public comment at this time.

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 8:00 pm.



Foundation Update

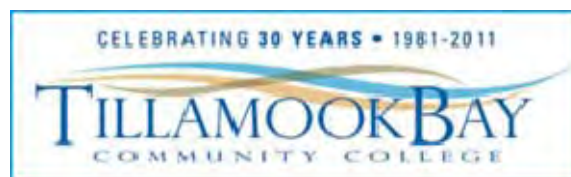
RECOMMENDATION

INFORMATION ONLY—NO ACTION REQUIRED

BACKGROUND INFORMATION----- Executive Director Jon Carnahan

The Tillamook Bay Community College Foundation will have its annual meeting on June 10, 2014. Board member and officer elections will be held, committee members will be appointed, and quarterly financials and the 2014-15 undesignated fund budget will be approved. The Board will also review the Foundation's events for the year and review the process to develop a long range Strategic Plan and Board Development activities.

Several handouts will be provided at the Board meeting for your review and information.



Adoption of Supplemental Budget Resolution to Amend FY 2013-2014 Adopted Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2013-2014 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2013-2014 ADOPTED BUDGET.

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

The following appropriation increases and transfers will be made to the 2013-2014 Adopted Budget upon receiving board approval:

- General Fund

Transfers In increased by \$40,142 due to Federal and State grant administrative fees and PERS pension bond debt service transfers.

Instruction increased by \$40,142 to support the adjunct instruction and related payroll costs.

- Special Fund

Federal Sources increased by \$217,302 due to unanticipated grants and increases in grants primarily from the US Department of Education Title III grant.

State Sources increased by \$316,124 primarily due to an IGA with Community Colleges & Workforce Development (CCWD) to redesign the statewide reporting database.

Local Sources increased by \$100,000 due to an agreement with the Economic Development Council of Tillamook County (EDCTC) to assist with the startup of tourism related work.

Other Sources increased by \$15,000 due to unanticipated funds received from organizations to assist with college initiatives.

Instruction increased by \$9,422 to support adult basic education, the degree qualifications profiles, and developmental education redesign.

Instructional Support increased by \$288,362 to primarily support Title III work, federal and state SBDC contracts, and redesign of the statewide reporting database.

Student Services increased by \$35,500 to support reverse transfer implementation and subcontracted work through CCWD.

College Support increased by \$275,000 to support Title III work and the EDCTC agreement.

Transfers Out increased by \$40,142 to fund grant administrative fees and PERS pension bond debt service transfers.

- Enterprise Fund

Local Sources increased by \$10,000 due to customized training contracts with the Tillamook County Creamery Association.

Instruction increased by \$10,000 to support customized training personnel and materials and services costs.



**RESOLUTION NO. 2013-2014 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2013-14 AND MAKING
APPROPRIATIONS**

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, and Enterprise Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2013-14.
2. The unanticipated expenditures have primarily arisen due to federal grants, state grants, and local contracts.
3. The Instruction expense category needs additional appropriation authority of \$40,142 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$9,422, the Instructional Support expense category needs additional appropriation authority of \$288,362, the Student Services expense category needs additional appropriation authority of \$35,500, the College Support expense category needs additional appropriation authority of \$275,000, and the Transfers Out expense category needs additional appropriation authority of \$40,142 in the Special Fund.
5. The Instruction expense category needs additional appropriation authority of \$10,000 in the Enterprise Fund.
6. The Notice of Supplemental Hearing at which the supplemental budget will be presented was published as required by ORS 294.480.
7. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.480(4), the Board of Directors may adopt the supplemental budget and make appropriations to authorize the additional expenditures at a regular meeting of the governing body, after a special hearing. Budget committee participation is not required.

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

The Board of Directors hereby adopts the supplemental budget, pursuant to ORS 294.480(4), increasing appropriations in the fiscal year 2013-14 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Transfers In	<u>\$ 460,402</u>	<u>\$40,142</u>	<u>\$500,544</u>
Total Resources	<u>\$ 460,402</u>	<u>\$40,142</u>	<u>\$500,544</u>
REQUIREMENTS:			
Instruction	<u>\$1,478,801</u>	<u>\$40,142</u>	<u>\$1,518,943</u>
Total Appropriations/Requirements	<u>\$1,478,801</u>	<u>\$40,142</u>	<u>\$1,518,943</u>

<u>SPECIAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Federal Sources	\$458,317	\$217,302	\$675,619
State Sources	169,804	316,124	485,928
Local Sources	623,672	100,000	723,672
Other Sources	<u>13,350</u>	<u>15,000</u>	<u>28,350</u>
Total Resources	<u>\$3,637,265</u>	<u>\$647,681</u>	<u>\$4,284,946</u>
REQUIREMENTS:			
Instruction	\$ 216,307	\$ 9,422	\$225,729
Instructional Support	558,867	288,362	847,229
Student Services	2,730	35,500	38,230
College Support	25,000	275,000	300,000
Transfers Out	<u>457,956</u>	<u>40,142</u>	<u>498,098</u>
Total Appropriations/Requirements	<u>\$1,260,860</u>	<u>\$648,426</u>	<u>\$1,909,286</u>
<u>ENTERPRISE FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Local Sources	<u>\$11,000</u>	<u>\$10,000</u>	<u>\$21,000</u>
Total Resources	<u>\$11,000</u>	<u>\$10,000</u>	<u>\$21,000</u>
REQUIREMENTS:			
Instruction	<u>\$21,686</u>	<u>\$10,000</u>	<u>\$31,686</u>
Total Appropriations/Requirements	<u>\$21,686</u>	<u>\$10,000</u>	<u>\$31,686</u>

ADOPTED by the Board of Directors of TBCC this 2nd day of June, 2014.

Craig Wakefield, Board of Education Chair

ATTEST by TBCC President this 2nd day of June, 2014.

Constance Green, Tillamook Bay Community College President

Adoption of 2014-2015 Budget, Make Appropriations and Impose and Categorize Property Taxes

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2014-2015 NO. 1 THROUGH 3 TO ADOPT THE 2014-2015 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

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

The following material changes have been made to the budget since we received budget committee approval:

- General Fund
Other Financing Sources has been increased by \$3,715
Contingency Appropriation has been increased by \$3,715
This change was made to record transfers from the Career Pathways Grant. A portion of the transfer is for administrative costs charged to the grant and the remainder is to cover PERS debt service for payroll charged to the grant.
- Special Fund
State Sources has been increased by \$47,375
Instructional Support has been increased by \$43,660
Transfers Out has been increased by \$3,715
This change was made to provide a budget for the Career Pathways Grant. Personal Services has been added in the amount of \$25,411, Materials and Services of \$18,249, and Transfers of \$3,715.
- Enterprise Fund
Other Sources has been increased by \$16,000
Instruction has been increased by \$16,000
This change was made to provide a budget for the Culinary Catering Program. Materials and Services has been added in the amount of \$16,000.
- Agency Fund
Student Services has been decreased by \$250
Financial has been increased by \$250
ASTBCC reduced their travel and dues budget to provide additional scholarship funds for students.



**2014-2015 RESOLUTION 1
ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of the Tillamook Bay Community College District hereby adopts the budget for fiscal year 2014-2015 in the total of \$15,003,138. This budget is now on file at the District administrative offices in Tillamook, Oregon.

**2014-2015 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$ 1,465,445
Instructional Support	438,015
Student Services	395,901
College Support	1,036,847
Plant Operation & Maintenance	279,193
Fund Transfers Out	278,000
Contingency	<u>722,413</u>
TOTAL GENERAL FUND	<u>\$4,615,814</u>

Special Fund

Instruction	\$ 186,727
Instructional Support	917,935
Student Services	1,600
College Support	1,143,281
Fund Transfers Out	390,295
Contingency	<u>861,728</u>
TOTAL SPECIAL FUND	<u>\$3,501,566</u>

Financial Aid Fund

Financial Aid	<u>\$2,655,744</u>
TOTAL FINANCIAL AID FUND	<u>\$2,655,744</u>

Enterprise Fund

Instruction	\$ 37,686
Student Services	271,341
Fund Transfers Out	2,434
Contingency	<u>21,000</u>
TOTAL ENTERPRISE FUND	<u>\$ 332,461</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>823,364</u>
TOTAL DEBT SERVICE FUND	<u>\$ 824,964</u>

Capital Projects Fund

Plant Additions	<u>\$776,500</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$776,500</u>

<u>Agency Fund</u>	
Student Services	\$ 10,875
Financial Aid	6,330
TOTAL AGENCY FUND	<u>\$ 17,205</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$12,724,254

Amounts not appropriated:

<u>Special Fund</u> – Ending Fund Balance	\$ 11,577
<u>Special Fund</u> – Reserves	2,207,470
<u>Enterprise Fund</u> – Ending Fund Balance	52,039
<u>Debt Service Fund</u> – Ending Fund Balance	7,278
<u>Agency Fund</u> – Ending Fund Balance	<u>520</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$2,278,884

TOTAL ADOPTED BUDGET \$15,003,138

**2014-2015 RESOLUTION 3
IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of the Tillamook Bay Community College District that the following ad valorem property taxes are hereby imposed for tax year 2014-2015 upon the assessed value of all taxable property within the district:

- 1) At the rate per \$1,000 of assessed value of \$0.2636 for permanent tax rate;
- 2) In the amount of \$691,653 for debt service for general obligation bonds;

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

	EDUCATION LIMITATION	EXCLUDED FROM LIMITATION
Permanent Rate Tax	\$0.2636/\$1,000	
General Obligation Debt Service		\$691,653

The above 2014-2015 Resolutions 1, 2, and 3 were approved and declared adopted this 2nd day of June, 2014.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board
Resolutions 1, 2, & 3 (Page 2)

2014-2015 Board Meeting Schedule

RECOMMENDATION

SECOND READING AND MOTION FOR APPROVAL OF THE 2014-2015 BOARD MEETING SCHEDULE.

BACKGROUND INFORMATION----- President Green

Each year the Board sets the dates and locations for the upcoming year. The proposed meeting dates noted below is based on the established practice of the first Monday of each month. This year there are several exceptions:

- September 8 is the second Monday because of Labor Day weekend is the first Monday.
- January 12 is the second Monday to ensure we can get a board docket out since the college is closed from December 22 through the 29 and then also closed on 1/1/15

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

Each local school district Superintendent was contacted to begin the setting of a shared Board workshop over the 2014-2015 academic year. Every Board has responded they want to continue to meet in a shared Board workshop.

DATES FOR TBCC BOARD MEETINGS 2014/2015:

June 30 – Conference Call meeting at noon.

September 8 – Neah-Kah-Nie School District- 5:30-6:30 in NKN High School Library. NKN SD board would have their regularly scheduled board meeting in the library starting at 6:30 and the college would have their meeting in room 12.

October 13- Nestucca Valley School District.

November 3 – Tillamook School District. Begin meeting at 5:30 here at TBCC.

December 1

January 12

February 2

March 2

April 6

April 20-Budget Committee -6:00pm

May 4

June 1



Election of Board Officers

RECOMMENDATION

RECOMMEND TO ELECT BOARD CHAIRPERSON AND VICE-CHAIRPERSON ACCORDING TO POLICY FOR THE 2014-2015 ACADEMIC YEAR.

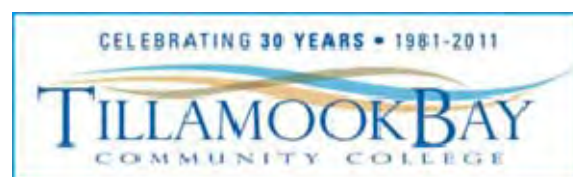
BACKGROUND INFORMATION----- Chair Wakefield

According to Policy 100.4 the Board "shall elect a chairperson and vice-chairperson from its members". According to the same Policy it shall be done after July 1 of each year. However, since the Board has no meeting scheduled in July or August, it is recommended that these positions be elected in June to expedite the meeting progress and planning for the 2014-2015 academic year.

2013-2014 Officers are:

Craig Wakefield, Chair

Deborah Lincoln, Vice-Chair



Budget Committee Openings

RECOMMENDATION

BACKGROUND INFORMATION----- Comptroller Kyra Williams

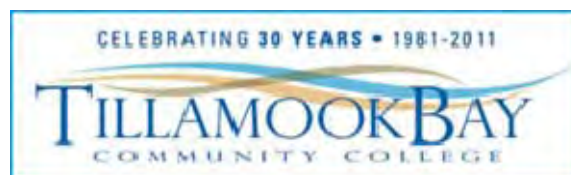
Three budget committee community representative members have terms that expire on June 30, 2014.

Zone 1 – Michelle Hughes

Zone 3 – J Robert McPheeters

Zone 6 – Vicki Goodman

In addition to asking the above members if they would like to continue on the budget committee, we plan to advertise openings on the committee at the same time that we advertise vacancy of a board member position. We will have a short application for interested parties to submit if interested.



Oregon Community College Update

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- President Green

On May 9 the Oregon Community College Association (OCCA) met at Columbia Gorge Community College. Director McGinnis attended with President Green. Both will provide updates at the June meeting. An overarching tone of each of the topics was the change that has occurred over the past year. The fees for OCCA will increase to increase staffing to better guide policy and the ability to inform over 10 committees currently that two years ago was 1 to 3 maximum committees a month. This change in monthly tracking of meetings and issues has created a need to respond within a month rather than having time to respond within a few months and include colleges and the professionals.

At the last Board meeting and at OCCA, the American Association of Community Colleges (AACC), report: Empowering Community Colleges, To Build the Nation's Future. (An Implementation Guide) was referred to as a tool to assist colleges to address the issues that affect the success of our students around the nation. To read the report, click on the link below and on the right side of the page you will find the next link to the report.

<http://www.aacc21stcenturycenter.org/>

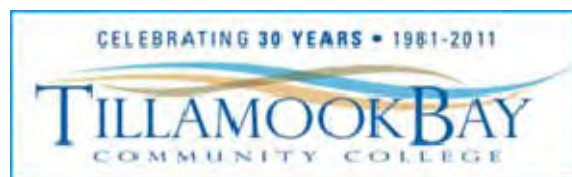
Financial Report

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

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

Reports for the month of April are included for your information. Comptroller/Budget Officer Williams will be prepared to present the financial reports and address questions.



Agenda Item 7.B. Attachment #1
Tillamook Bay Community College
Unaudited Summary Financial Information
General Fund
Fiscal Year-to-Date Ended April 2014
83.33% of fiscal year elapsed

	FY 2012-2013			FY 2013-2014		
	Annual Budget	04/30/13 Actual	Percentage of Budget	Annual Budget	04/30/14 Actual	Percentage of Budget
Resources						
Beginning Fund Balance	\$ 704,449	\$ 737,977.42	104.76%	\$ 539,247	\$ 801,765.55	148.68%
State	\$ 777,491	\$ 607,978.45	78.20%	\$ 895,000	\$ 961,664.54	107.45%
Property Taxes	\$ 1,043,941	\$ 982,738.55	94.14%	\$ 1,103,711	\$ 1,020,059.31	92.42%
Local Contract	\$ 37,500	\$ 35,323.00	94.19%	\$ 37,500	\$ 32,000.00	85.33%
Tuition	\$ 1,173,450	\$ 1,021,628.27	87.06%	\$ 1,165,000	\$ 1,088,055.00	93.40%
Fees	\$ 197,148	\$ 174,800.50	88.66%	\$ 190,000	\$ 175,999.00	92.63%
Sale of Goods	\$ 4,000	\$ 2,884.00	72.10%	\$ 4,000	\$ 3,081.50	77.04%
Interest	\$ 5,000	\$ 5,316.66	106.33%	\$ 5,000	\$ 5,811.63	116.23%
Rental	\$ 6,665	\$ 13,320.00	199.85%	\$ 7,000	\$ 16,920.00	241.71%
Miscellaneous	\$ 8,000	\$ 3,907.49	48.84%	\$ 7,000	\$ 1,423.98	20.34%
Transfers	\$ 416,640	\$ 355,547.52	85.34%	\$ 460,402	\$ 24,953.23	5.42%
Total resources	\$ 4,374,284	\$ 3,941,421.86	90.10%	\$ 4,413,860	\$ 4,131,733.74	93.61%
Expenditures						
Instruction	\$ 1,450,270	\$ 1,057,707.64	72.93%	\$ 1,478,801	\$ 1,045,618.03	70.71%
Instructional Support	\$ 455,537	\$ 347,687.53	76.32%	\$ 487,119	\$ 339,180.05	69.63%
Student Services	\$ 364,562	\$ 268,093.51	73.54%	\$ 377,772	\$ 277,157.45	73.37%
College Support	\$ 1,118,905	\$ 715,067.45	63.91%	\$ 1,016,215	\$ 777,126.77	76.47%
Plant Operation	\$ 353,898	\$ 258,954.15	73.17%	\$ 280,011	\$ 211,296.40	75.46%
Transfers	\$ 269,112	\$ 245,805.61	91.34%	\$ 219,112	\$ 98,080.99	44.76%
Contingency	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Total expenditures	\$ 4,062,284	\$ 2,893,315.89	71.22%	\$ 3,909,030	\$ 2,748,459.69	70.31%
Ending fund balance	\$ 312,000	\$ 1,048,105.97	335.93%	\$ 504,830	\$ 1,383,274.05	274.01%

Agenda Item 7.B. Attachment #2
 Tillamook Bay Community College
 Unaudited Summary Financial Information (Modified Accrual Basis)
 Fiscal Year-to-Date Ended April 2014

	Fund No.	Beginning Fund Balance	2013-2014 Revenue	2013-2014 Expenditures	Ending Fund Balance	2013-2014 Spendable Budget	2012-2013 Prior Year Expenditures 4/30/2013
Adult Basic Education	210	\$ -	\$ 50,019.52	\$ 57,199.38	\$ (7,179.86)	\$ 73,275	\$ 59,755.66
Tutor Grant	211	\$ -	\$ 7,809.81	\$ 9,024.20	\$ (1,214.39)	\$ 13,892	\$ 12,491.14
Sprint Yellow Pages Literacy Grant	215	\$ 598.50	\$ -	\$ 598.50	\$ -	\$ 2,300	\$ 1,005.05
United Way Literacy Grant	216	\$ 3,228.75	\$ 1,000.00	\$ 294.86	\$ 3,933.89	\$ 9,500	\$ 425.00
Learning Standards Grant	219	\$ -	\$ 503.00	\$ 503.00	\$ -	\$ -	\$ -
Title III Grant	220	\$ -	\$ 49,899.80	\$ 58,944.48	\$ (9,044.68)	\$ -	\$ -
DQP Grant	221	\$ -	\$ -	\$ 258.93	\$ (258.93)	\$ -	\$ 3,425.00
Lumina Core to College Grant	222	\$ -	\$ 435.97	\$ 12,116.21	\$ (11,680.24)	\$ 40,000	\$ 5,181.84
CASE Grant	223	\$ -	\$ 98,576.28	\$ 166,471.22	\$ (67,894.94)	\$ 300,000	\$ 67,332.00
Pathways Grant	225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,348.19
Industrial Maintenance Tech	226	\$ 38,283.05	\$ 30,000.00	\$ 40,239.90	\$ 28,043.15	\$ 81,475	\$ 43,417.59
SESP Oregon Green Tech Certificate	228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,587.86
SBDC Federal Grant	230	\$ -	\$ 31,150.00	\$ 41,285.97	\$ (10,135.97)	\$ 31,150	\$ 31,163.21
SBDC State Grant	231	\$ -	\$ 22,208.89	\$ 33,348.93	\$ (11,140.04)	\$ 29,804	\$ 13,255.83
SBDC Program Income	232	\$ 21,281.02	\$ 3,290.00	\$ -	\$ 24,571.02	\$ 6,035	\$ 202.78
SBDC - EDC Fund	235	\$ -	\$ 78,563.13	\$ 87,456.78	\$ (8,893.65)	\$ 107,340	\$ 82,711.72
EDC TLT Fund	237	\$ -	\$ -	\$ 23,396.27	\$ (23,396.27)	\$ -	\$ -
TEC Vocational Education Grant	240	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 37,126.00
Student Assistance	250	\$ 1,560.39	\$ -	\$ -	\$ 1,560.39	\$ 1,600	\$ 75.00
Work Keys Mini Grant	251	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 92.00
Juan Young TBCC Library	252	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -
Connect2Complete	253	\$ -	\$ 10,000.00	\$ 64.41	\$ 9,935.59	\$ -	\$ -
Bay City Rental	260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,490.13
FOE Implementation Grant	274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,967.54
Lumina Credit When It's Due Grant	275	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ -
Oregon Accelerated College Credit Program	276	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138.27
Oregon Dev Ed Redesign Grant	277	\$ -	\$ 9,000.00	\$ 355.60	\$ 8,644.40	\$ -	\$ -
Capital Depreciation & Maintenance Fund	290	\$ 960,628.64	\$ 75,186.02	\$ -	\$ 1,035,814.66	\$ 140,000	\$ 40,000.00
Timber Tax Reserve Fund	291	\$ 217,745.15	\$ 183,048.28	\$ -	\$ 400,793.43	\$ 412,989	\$ 179,873.20
Strategic Investment Fund	295	\$ 1,288,131.25	\$ 5,619.86	\$ -	\$ 1,293,751.11	\$ 250,000	\$ 107,964.00
State IGA Fund	296	\$ -	\$ 221,975.01	\$ 226,785.26	\$ (4,810.25)	\$ 100,000	\$ 184,874.25
Tillamook County Cultural Coalition	299	\$ 755.01	\$ -	\$ 362.35	\$ 392.66	\$ -	\$ -
Total Special Fund		\$ 2,532,211.76	\$ 891,285.57	\$ 758,706.25	\$ 2,664,791.08	\$ 1,640,860	\$ 916,903.26

Schedule of Special Fund borrowing from General Fund

	Ending Fund Balance	Less Accounts Receivable	Add Liabilities	Ending Cash Balance 4/30/2014
Total of Grants that borrow from the General Fund	\$ (150,838.97)	\$ 21,720.11	\$ -	\$ (172,559.08)
Total of Grants that are not borrowing from the General Fund	\$ 2,815,630.05	\$ 65.00	\$ -	\$ 2,815,565.05
Total Special Fund	\$ 2,664,791.08	\$ 21,785.11	\$ -	\$ 2,643,005.97

	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	\$ 6,191.96	\$ 8,692.00	\$ 3,136.93	\$ 11,747.03	\$ 7,311	\$ 3,011.96
Bookstore	320	\$ 79,322.66	\$ 154,785.04	\$ 190,273.34	\$ 43,834.36	\$ 278,932	\$ 162,357.53
Customized Training Projects	330	\$ 12,379.21	\$ 15,735.60	\$ 17,540.19	\$ 10,574.62	\$ 14,876	\$ 784.30
Culinary & Hospitality Program	340	\$ 4,865.74	\$ 11,632.51	\$ 10,266.03	\$ 6,232.22	\$ 15,375	\$ 8,367.23
Total Enterprise Fund		\$ 102,759.57	\$ 190,845.15	\$ 221,216.49	\$ 72,388.23	\$ 316,494	\$ 174,521.02
PERS Pension Bond Fund	410	\$ 14,543.33	\$ 88,110.44	\$ 39,341.90	\$ 63,311.87	\$ 117,084	\$ 40,038.35
General Obligation Bond Fund	420	\$ 51,141.86	\$ 654,622.18	\$ 174,318.75	\$ 531,445.29	\$ 698,638	\$ 180,318.75
Total Debt Service Fund		\$ 65,685.19	\$ 742,732.62	\$ 213,660.65	\$ 594,757.16	\$ 815,722	\$ 220,357.10
Campus Construction Fund - GO Bonds	520	\$ 1,196,237.61	\$ 3,979.87	\$ 427,199.10	\$ 773,018.38	\$ 1,105,000	\$ 50,230.86
Total Capital Projects Fund		\$ 1,196,237.61	\$ 3,979.87	\$ 427,199.10	\$ 773,018.38	\$ 1,105,000	\$ 50,230.86
Associated Students of TBCC	710	\$ 500.26	\$ 7,455.46	\$ 7,649.95	\$ 305.77	\$ 12,112	\$ 8,225.74
Phi Theta Kappa Honorary Society Fund	720	\$ 396.64	\$ 2,384.28	\$ 1,436.84	\$ 1,344.08	\$ 7,525	\$ 2,269.16
Total Agency Fund		\$ 896.90	\$ 9,839.74	\$ 9,086.79	\$ 1,649.85	\$ 19,637	\$ 10,494.90
PELL Grant	801	\$ -	\$ 944,875.00	\$ 944,875.00	\$ -	\$ 1,800,000	\$ -
Supplemental Education Opportunity Grant	802	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 50,000	\$ -
PELL ACA	809	\$ -	\$ 1,340.00	\$ -	\$ 1,340.00	\$ -	\$ -
Direct Loans	810	\$ -	\$ 709,994.00	\$ 709,994.00	\$ -	\$ 2,200,000	\$ -
Federal Work Study	819	\$ -	\$ 3,110.93	\$ 5,421.12	\$ (2,310.19)	\$ 12,500	\$ -
Oregon Opportunity Grant	821	\$ -	\$ 110,600.00	\$ 111,005.00	\$ (405.00)	\$ 500,000	\$ -
Chafee Grant	822	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -
Tuition Waivers	831	\$ 20,122.00	\$ -	\$ 14,207.50	\$ 5,914.50	\$ 25,000	\$ 15,499.50
Board Scholarships	832	\$ 63,012.32	\$ -	\$ 79,368.00	\$ (16,355.68)	\$ 137,377	\$ 154,549.50
Institutional Work Study	833	\$ 21,743.66	\$ -	\$ -	\$ 21,743.66	\$ 17,300	\$ 10,836.92
Foundation Scholarships	834	\$ -	\$ 12,226.00	\$ 16,723.00	\$ (4,497.00)	\$ 50,000	\$ 15,410.50
Student Employees	835	\$ -	\$ 2,758.50	\$ 10,347.52	\$ (7,589.02)	\$ -	\$ -
Non-Institutional Scholarships	840	\$ 4,451.30	\$ 42,755.25	\$ 42,409.16	\$ 4,797.39	\$ 54,000	\$ 24,991.80
Total Financial Aid Fund		\$ 109,329.28	\$ 1,843,659.68	\$ 1,950,350.30	\$ 2,638.66	\$ 4,846,177	\$ 221,288.22

Agenda Item 7.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2014
83.33% of Budget Period Expended

	General Fund			Special Fund			Enterprise Fund - Community Ed			Enterprise Fund - Bookstore		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 841,858			\$ 2,280,574			\$ 8,828			\$ 46,409	
Beginning Fund Balance	\$ 539,247	\$ 801,766	148.68%	\$ 2,372,122	\$ 2,532,212	106.75%	\$ 4,500	\$ 6,192	137.60%	\$ 60,000	\$ 79,323	132.21%
Resources												
State Aid	\$ 895,000	\$ 961,665	107.45%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 37,500	\$ 32,000	85.33%	\$ 775,461	\$ 608,142	78.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ 1,355,000	\$ 1,264,054	93.29%	\$ 6,000	\$ 3,290	54.83%	\$ 7,500	\$ 8,692	115.89%	\$ -	\$ -	0.00%
Local Taxes	\$ 1,103,711	\$ 1,020,059	92.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ 476,332	\$ 183,048	38.43%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ 4,000	\$ 3,082	77.05%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 250,000	\$ 153,710	61.48%
Interest	\$ 5,000	\$ 5,812	116.24%	\$ 11,850	\$ 9,904	83.58%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Rental	\$ 7,000	\$ 16,920	241.71%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ 7,000	\$ 1,424	20.34%	\$ 1,500	\$ 86,902	5793.47%	\$ -	\$ -	0.00%	\$ 1,000	\$ 1,075	107.50%
Transfers	\$ 460,402	\$ 24,953	5.42%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenues	\$ 3,874,613	\$ 3,329,969	85.94%	\$ 1,271,143	\$ 891,286	70.12%	\$ 7,500	\$ 8,692	115.89%	\$ 251,000	\$ 154,785	61.67%
Expenditures												
Salaries and Wages	\$ 2,682,847	\$ 2,003,571	74.68%	\$ 306,111	\$ 323,419	105.65%	\$ 4,000	\$ 2,708	67.70%	\$ 48,937	\$ 39,055	79.81%
Operating Expenditures	\$ 929,071	\$ 646,808	69.62%	\$ 496,793	\$ 399,363	80.39%	\$ 3,150	\$ 434	13.78%	\$ 208,050	\$ 149,610	71.91%
Capital Outlay	\$ 28,000	\$ -	0.00%	\$ -	\$ 12,733	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ 219,112	\$ 98,081	44.76%	\$ 457,956	\$ 23,191	5.06%	\$ 161	\$ (5)	-3.11%	\$ 1,945	\$ 1,609	82.72%
Other budgetary accounts (Note 1)	\$ 50,000	\$ -	0.00%	\$ 2,370,440	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 20,000	\$ -	0.00%
Total expenditures	\$ 3,909,030	\$ 2,748,460	70.31%	\$ 3,631,300	\$ 758,706	20.89%	\$ 7,311	\$ 3,137	42.91%	\$ 278,932	\$ 190,274	68.22%
Ending Fund Balance	\$ 504,830	\$ 1,383,275		\$ 11,965	\$ 2,664,792		\$ 4,689	\$ 11,747		\$ 32,068	\$ 43,834	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables		\$ 205,296			\$ 21,785			\$ -			\$ -	
Inventories		\$ 2,545			\$ -			\$ -			\$ 38,837	
NET EFFECT ON CASH		\$ (207,841)			\$ (21,785)			\$ -			\$ (38,837)	
Liabilities												
Accounts Payable		\$ 96,174			\$ -			\$ -			\$ -	
Unearned Revenue (Note 2)		\$ 80,830			\$ -			\$ -			\$ -	
Payroll		\$ 152,411			\$ -			\$ -			\$ 9,802	
NET EFFECT ON CASH		\$ 329,415			\$ -			\$ -			\$ 9,802	
NET ADJUSTMENTS		\$ 121,574			\$ (21,785)			\$ -			\$ (29,035)	
ENDING CASH BALANCE		\$ 1,504,849			\$ 2,643,007			\$ 11,747			\$ 14,799	

Agenda Item 7.B. - Attachment #3
Tillamook Bay Community College
Summary Financial Information - Cash Status
Preliminary for Fiscal Year-to-Date Ended April 2014
83.33% of Budget Period Expended

	Enterprise Fund - Customized Training			Enterprise Fund - Culinary & Hospitality			Debt Service Funds			Capital Projects Funds		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Beginning Cash Balance		\$ 12,379			\$ 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%
Resources												
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ 11,000	\$ 15,386	139.87%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Tuition and Fees	\$ -	\$ 350	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Local Taxes	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 677,138	\$ 653,215	96.47%	\$ -	\$ -	0.00%
Timber	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Sale of Goods	\$ -	\$ -	0.00%	\$ 12,000	\$ 10,792	89.93%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Interest	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 505	\$ 1,412	279.60%	\$ 5,000	\$ 3,980	79.60%
Rental	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ -	0.00%	\$ -	\$ 841	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 110,000	\$ 88,106	80.10%	\$ -	\$ -	0.00%
Total Revenues	\$ 11,000	\$ 15,736	143.05%	\$ 12,000	\$ 11,633	96.94%	\$ 787,643	\$ 742,733	94.30%	\$ 5,000	\$ 3,980	79.60%
Expenditures												
Salaries and Wages	\$ 6,316	\$ 2,908	46.04%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 8,220	\$ 14,473	176.07%	\$ 14,375	\$ 10,226	71.14%	\$ 1,600	\$ 1,600	100.00%	\$ 1,105,000	\$ 427,199	38.66%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 814,122	\$ 212,061	26.05%	\$ -	\$ -	0.00%
Transfers	\$ 340	\$ 158	46.47%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ 1,000	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 14,876	\$ 17,539	117.90%	\$ 15,375	\$ 10,226	66.51%	\$ 815,722	\$ 213,661	26.19%	\$ 1,105,000	\$ 427,199	38.66%
Ending Fund Balance	\$ 8,524	\$ 10,576		\$ 1,625	\$ 6,273		\$ 45,921	\$ 594,757		\$ -	\$ 773,019	
Adjustments to bring Ending Fund Balance to Ending Cash Balance												
Assets												
Receivables	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Inventories	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ (51,632)	\$ -		\$ -	\$ -	
Liabilities												
Accounts Payable	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Unearned Revenue (Note 2)	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
Payroll	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
NET EFFECT ON CASH	\$ -	\$ -		\$ -	\$ -		\$ 51,632	\$ -		\$ -	\$ -	
NET ADJUSTMENTS	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
ENDING CASH BALANCE	\$ 10,576	\$ 10,576		\$ 6,273	\$ 6,273		\$ 594,757	\$ 594,757		\$ 773,019	\$ 773,019	

Agenda Item 7.B. - Attachment #3
 Tillamook Bay Community College
 Summary Financial Information - Cash Status
 Preliminary for Fiscal Year-to-Date Ended April 2014
 83.33% 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%
Resources						
State Aid	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Grants and Contracts	\$ -	\$ -	0.00%	\$ 4,550,000	\$ 1,785,905	39.25%
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	\$ 2,639	32.99%	\$ 100,000	\$ 54,981	54.98%
Transfers	\$ 9,112	\$ 7,201	79.03%	\$ 100,000	\$ 2,774	2.77%
Total Revenues	\$ 17,112	\$ 9,840	57.50%	\$ 4,750,000	\$ 1,843,660	38.81%
Expenditures						
Salaries and Wages	\$ -	\$ 4,075	0.00%	\$ -	\$ -	0.00%
Operating Expenditures	\$ 19,637	\$ 5,012	25.52%	\$ 4,846,177	\$ 1,950,350	40.25%
Capital Outlay	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Transfers	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Other budgetary accounts (Note 1)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total expenditures	\$ 19,637	\$ 9,087	46.27%	\$ 4,846,177	\$ 1,950,350	40.25%
Ending Fund Balance	\$ -	\$ 1,650		\$ -	\$ 2,639	
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		\$ 1,650			\$ 2,639	

\$ 5,563,316

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.

Tourism Update

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION----- President Green

The Travel Director position closed on May 30.

The web design/portal RFP for travel Tillamook closed on May 30.

The Travel Advisory Committee (TAC) had a workshop on May 6 to begin discussion on their mission, guiding principles and key tasks of this advisory committee. Their third meeting is May 19 with the consultant conducting the needs assessment of the county. They will have one more workshop in June to explore their options on processes. They will meet again in June to decide chair/vice chair and put everything in place.



Strategic Planning and Accreditation

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Interim Chief Academic Officer Phillips

At its May 6, 2014 meeting, the College Council reviewed the information and insights from the April 25 all staff in-service. President Green engaged the First Class Scholars to review the outcomes of the in-service and gathered their insights. The Council also took the mission, vision, and core themes to the next edit. Representatives will meet and suggest the mission, vision and core themes for the next College Council meeting, June 6. Institutional values will also be addressed at that meeting as well.

Discussion regarding Student Success Implications continues.



Courses and Curricula

RECOMMENDATION

BACKGROUND INFORMATION ----- Interim Chief Academic Officer Phillips

Great news!! On May 15, 2014 Pamela Goad, Vice President, Northwest Commission on Colleges and Universities Sent a letter to President Connie Green informing TBCC that its Agriculture/Natural Resources Associate of Applied Science degree program received the Commission's approval. Addition of certificate and degree programs are considered substantive change to an institution's education offerings and thus requires NCCU approval. This is TBCC's first, of hopefully others yet to come, instructional program to be approved under its accredited status. Students receiving federal financial aid will be able to enroll in this program. Marketing efforts are underway.



Personnel

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION ----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	Appointment
Tourism Director for Tillamook County	June 3, 2014	ASAP	Open Until Filled	TBD	
Career Education Advisor/Enrollment Spec.		May 27, 2014	Internal Posting and Hire	Michele Burton	Clint Sisco



Policy Review

RECOMMENDATION

SECOND READING AND APPROVAL OF POLICY 312 AND 313 CHANGES AND APPROVAL OF APPENDICES

BACKGROUND INFORMATION ----- Director Ryan

No changes have been made to Policy 312 and 313 since the first reading.

In Appendix A-1, position titles and grades have been updated to reflect current staffing and employment openings. All other appendices have been updated to reflect a 1% Cost of Living Adjustment effective July 1, 2014. Appendix A-2 and C-1 also include an adjustment to the Insurance Benefit amount. The Insurance Benefit will take effect with open enrollment in October.



LEAVE

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

Definitions:

Full-time employee - classified as 1.0 FTE and working a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and working a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

312.1 PAID VACATION LEAVE

Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

STAFF

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

ADMINISTRATIVE

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave on the basis of total hours worked each month.
2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated paid vacation leave on the basis of total hours worked each month.
3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.

LEAVE

Page 2/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be scheduled to prevent the loss of vacation time earned.

2. In cases of conflict, the supervisor will determine which request will have precedence.

C. Unused Vacation Leave

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee is terminated; unused vacation will be paid up to 20 days (160 hours) at the current salary rate.

2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Severance pay is at the discretion of the Board of Education only.

312.2 HOLIDAYS

There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.

2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls.

LEAVE

Page 3/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Scheduling

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.
2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leave.

312.3 PAID SICK LEAVE

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave each month.
2. Eligible part-time employees shall earn prorated sick leave on the basis of total hours worked each month.
3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) will earn prorated sick leave on the basis of total hours worked.

B. Scheduling

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.
2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three day period

may be extended in exceptional circumstances.

LEAVE

Page 4/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.

4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

~~A. an employee's own serious health condition, or~~

~~B. care of a family member with a serious health condition will be treated in accordance with the Federal Family Medical Leave Act of 1993 and with the State of Oregon Family Medical Leave Law.~~

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

"Family members" for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

LEAVE

Page 5/5

Article No.: 312

Approved: June 2, 2008

Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon
Family Medical Leave Law

B. Oregon Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

“Family members” for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However for parental leave, an employee becomes eligible upon completing 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

OTHER LEAVE

Page 1/6

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.1 SPECIAL PAID LEAVE

Eligible employees, as defined in College policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

1. Full-time, 12 month employee: 3 days per fiscal year
2. Part-time: Pro-rated on full-time rate based on actual hours/days worked. Scheduling of personal days will be in accordance with regular leave scheduling, Article 312.1, Paragraph B.

No carry-over of personal days from one fiscal year to another will occur. Sick leave accruals are not compensable.

B. TBCC Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a member of his/her immediate family. For the purposes of this policy statement, "immediate family" shall include spouse, domestic partner, parent, child, sibling, or other person who is or has resided in the employee's household and for whom the employee is or was legally responsible.

An employee may be absent without pay for up to eight hours to attend a funeral of an individual not included in his/her immediate family. Other accrued leave may also be used for this purpose extending beyond eight hours.

C. Court and Jury Duty

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

1. To serve when summoned for jury duty.

OTHER LEAVE

Page 2/6

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law(HB 2321)

2. To appear in court when subpoenaed as a witness in a matter involving other than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

D. Military Leave

1. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.

2. Requests for military leave shall be submitted through regular channels as provided in Article 312.3, Paragraph B and shall be accompanied by official orders specifying the dates and location of such military duty.

313.2 PROFESSIONAL IMPROVEMENT LEAVE

It shall be the policy of Tillamook Bay Community College to grant a professional improvement leave to eligible administrators upon formal application only when such

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

leave contributes to the goals of the College and enhances the professional competence of the individual. A Professional Improvement Leave is considered to be a privilege granted to an eligible administrator rather than a right which automatically accrues because of prior service.

Professional Improvement Leave may be authorized by the Board upon recommendation of the College President. Such leaves may be granted for one, two or three full terms or a full calendar year.

A. Eligibility

Administrators must meet the following requirements to be eligible for professional leave:

1. Must have completed five or more consecutive years of full-time employment with the College as a contracted administrator on regular contract status.
2. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

B. Compensation

Professional Improvement Leaves may be granted for one, two, or three full terms, or one full calendar year, with compensation at 50% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President and approved by the Board of Education.

C. Application Procedures

Proposals for Professional Improvement Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator needs to cancel a previously granted leave, presidential approval is required.

OTHER LEAVE

Page 4/6

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.3 UNPAID LEAVE

A. Short-Term Leave of Absence

1. An unpaid leave of absence of thirty days or less for regular and limited duration employees will be considered on an individual basis and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

B. Extended Leave of Absence

Employees may require absence from work for a period in excess of accumulated authorized leave time. It should be understood that the best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

1. Only regular employees, as defined in College policy, are eligible for extended leave of absence.
2. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.
3. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.
4. Unpaid leave shall not exceed one year.
5. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may continue their medical and dental coverage at their own expense during the unpaid leave of absence.
6. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit letter of intent will be considered automatic termination of employment.
7. Unpaid leave for pursuit of other permanent employment will not be considered.

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

C. Parental Leave

In accordance with Article 312.4, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

313.4 CURTAILED OPERATIONS

- A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or his/her designee may make the decision to curtail operations. For delays or closures prior to regular hours of operation, notice will be made via e-mail and FlashAlert multimedia notification system. General notice of curtailed operations will be made via the TBCC website, local and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification. ~~General notice of curtailed operations will be made via local media and/or by telephone.~~
- B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:
1. Chargeable to accrued vacation leave.
 2. Chargeable to compensatory time, with the approval of the supervisor.
 3. Chargeable to personal leave, if vacation leave and compensatory leave are

OTHER LEAVE

Article No.: 313

Approved: June 2, 2008

Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

exhausted.

4. Chargeable to leave without pay.

C. Should an employee choose to absent themselves from work and the College close, or that portion of the College which is the normal duty station of the employee close, only the time absent due to the decision of the employee will be charged as leave as detailed in Article 313.4 Paragraph B, Items 1, 2, 3 and 4.

D. ~~Extended Closure of College Facilities~~

~~1. Employees shall receive regular pay for the first three days of curtailed operations (i.e.: 24 working hours) in the fiscal year. After the third day (24 working hours), the employee shall treat any time lost in one of the ways indicated under Article 313.4, Paragraph B, Items 1, 2, 3 and 4~~

D. In the event of a decision, by the College President or his/her designee, to curtail operations, employees who are 0.5 FTE or more will receive regular pay for hours they would have worked during the regular College operations schedule.

E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

2014-2015 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE(or other similar position titles)
32	Director, EDC Tourism Director
30	Chief Academic Officer
27	Comptroller/Budget Officer
26	Executive Director of Foundation and College Advancement
24	Director, Student Services
22	Director, Information Technology
22	Director, Facilities, Human Resources, and Risk Management
22	Director, Career, Technical and Workforce Education
22	Director, Library
22	Director, Skills Development Center
22	Director, Community Economic Development and Small Business Development Center
22	Director, Title III Program
20	Coordinator, Institutional Research

Deleted: 2013-2014
Deleted: ¶

Deleted: 22

2014-2015 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE(or other similar position titles)
17	Coordinator, Literacy Program
17	Coordinator, Information Technology
17	SBDC/EDC Business Counselor
13	Career Education Advisor/ <u>Enrollment Specialist</u>
13	Assistant Registrar/Enrollment Specialist
13	Instructional and College Support Specialist
13	Community Education Coordinator
13	Course Information Specialist
13	Custodial/Evening Coordinator
13	Executive Secretary
13	Facilities Maintenance Specialist
13	Financial Aid Advisor/Enrollment Specialist
13	Information Technology Assistant
13	Instructional Support Specialist
13	Literacy Program Specialist
13	Business Office Specialist
13	Pathways Specialist
13	Learning Center Assistant
13	Small Business Development Center Assistant
10	Secretary
10	Testing Specialist
10	Marketing/Development Specialist
6	Library/Office Assistant
3	Custodian/Security Specialist

Deleted: 2013-2014

Deleted: 13

Deleted: Admissions Advisor



STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2013-2014 2014-2015 Regular Full-Time & Regular Part-Time Staff Salary Schedule
 Effective January 1, 2014 Effective July 1, 2014
 249 day contract (1992 hours per year)

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14 & On
1		\$18,585	\$19,143	\$19,717	\$20,309	\$20,918	\$21,545	\$22,192	\$22,858	\$23,543	\$24,250	\$24,977	\$25,726	
2	\$18,946	\$19,515	\$20,100	\$20,703	\$21,324	\$21,964	\$22,623	\$23,301	\$24,000	\$24,720	\$25,462	\$26,226	\$27,013	
3	\$19,893	\$20,490	\$21,105	\$21,738	\$22,390	\$23,062	\$23,754	\$24,466	\$25,200	\$25,956	\$26,735	\$27,537	\$28,363	
4	\$20,888	\$21,515	\$22,160	\$22,825	\$23,510	\$24,215	\$24,942	\$25,690	\$26,460	\$27,254	\$28,072	\$28,914	\$29,781	
5	\$21,933	\$22,591	\$23,268	\$23,966	\$24,685	\$25,426	\$26,189	\$26,974	\$27,783	\$28,617	\$29,476	\$30,360	\$31,271	
6	\$23,029	\$23,720	\$24,432	\$25,165	\$25,920	\$26,697	\$27,498	\$28,323	\$29,173	\$30,048	\$30,949	\$31,878	\$32,834	
7	\$24,181	\$24,906	\$25,653	\$26,423	\$27,216	\$28,032	\$28,873	\$29,739	\$30,631	\$31,550	\$32,497	\$33,472	\$34,476	
8	\$25,390	\$26,151	\$26,936	\$27,744	\$28,576	\$29,434	\$30,317	\$31,226	\$32,163	\$33,128	\$34,122	\$35,145	\$36,200	
9	\$26,659	\$27,459	\$28,283	\$29,131	\$30,005	\$30,905	\$31,832	\$32,787	\$33,771	\$34,784	\$35,828	\$36,902	\$38,010	
10	\$27,992	\$28,832	\$29,697	\$30,588	\$31,505	\$32,451	\$33,424	\$34,427	\$35,460	\$36,523	\$37,619	\$38,748	\$39,910	
11	\$29,392	\$30,273	\$31,182	\$32,117	\$33,081	\$34,073	\$35,095	\$36,148	\$37,233	\$38,349	\$39,500	\$40,685	\$41,906	
12	\$30,861	\$31,787	\$32,741	\$33,723	\$34,735	\$35,777	\$36,850	\$37,955	\$39,094	\$40,267	\$41,475	\$42,719	\$44,001	
13	\$32,404	\$33,376	\$34,378	\$35,409	\$36,471	\$37,565	\$38,692	\$39,853	\$41,049	\$42,280	\$43,549	\$44,855	\$46,201	
14	\$34,025	\$35,045	\$36,097	\$37,180	\$38,295	\$39,444	\$40,627	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098	\$48,511	
15	\$35,726	\$36,798	\$37,901	\$39,039	\$40,210	\$41,416	\$42,658	\$43,938	\$45,256	\$46,614	\$48,012	\$49,453	\$50,936	COLA +
16	\$37,512	\$38,637	\$39,797	\$40,990	\$42,220	\$43,487	\$44,791	\$46,135	\$47,519	\$48,945	\$50,413	\$51,925	\$53,483	Half-Step
17	\$39,388	\$40,569	\$41,786	\$43,040	\$44,331	\$45,661	\$47,031	\$48,442	\$49,895	\$51,392	\$52,934	\$54,522	\$56,157	
18	\$41,357	\$42,598	\$43,876	\$45,192	\$46,548	\$47,944	\$49,382	\$50,864	\$52,390	\$53,962	\$55,580	\$57,248	\$58,965	
19	\$43,425	\$44,728	\$46,069	\$47,452	\$48,875	\$50,341	\$51,852	\$53,407	\$55,009	\$56,660	\$58,359	\$60,110	\$61,914	
20	\$45,596	\$46,964	\$48,373	\$49,824	\$51,319	\$52,858	\$54,444	\$56,078	\$57,760	\$59,493	\$61,277	\$63,116	\$65,009	
21	\$47,876	\$49,312	\$50,792	\$52,315	\$53,885	\$55,501	\$57,166	\$58,881	\$60,648	\$62,467	\$64,341	\$66,272	\$68,260	
22	\$50,270	\$51,778	\$53,331	\$54,931	\$56,579	\$58,276	\$60,025	\$61,825	\$63,680	\$65,591	\$67,558	\$69,585	\$71,673	
23	\$52,783	\$54,367	\$55,998	\$57,678	\$59,408	\$61,190	\$63,026	\$64,917	\$66,864	\$68,870	\$70,936	\$73,064	\$75,256	
24	\$55,422	\$57,085	\$58,798	\$60,562	\$62,378	\$64,250	\$66,177	\$68,163	\$70,207	\$72,314	\$74,483	\$76,718	\$79,019	
25	\$58,194	\$59,939	\$61,738	\$63,590	\$65,497	\$67,462	\$69,486	\$71,571	\$73,718	\$75,929	\$78,207	\$80,553	\$82,970	
26	\$61,103	\$62,936	\$64,824	\$66,769	\$68,772	\$70,835	\$72,960	\$75,149	\$77,404	\$79,726	\$82,118	\$84,581	\$87,119	
27	\$64,158	\$66,083	\$68,066	\$70,108	\$72,211	\$74,377	\$76,608	\$78,907	\$81,274	\$83,712	\$86,223	\$88,810	\$91,474	
28	\$67,366	\$69,387	\$71,469	\$73,613	\$75,821	\$78,096	\$80,439	\$82,852	\$85,338	\$87,898	\$90,535	\$93,251	\$96,048	
29	\$70,735	\$72,857	\$75,042	\$77,294	\$79,612	\$82,001	\$84,461	\$86,995	\$89,604	\$92,293	\$95,061	\$97,913	\$100,851	
30	\$74,271	\$76,499	\$78,794	\$81,158	\$83,593	\$86,101	\$88,684	\$91,344	\$94,085	\$96,907	\$99,814	\$102,809	\$105,893	
31	\$77,985	\$80,324	\$82,734	\$85,216	\$87,773	\$90,406	\$93,118	\$95,912	\$98,789	\$101,753	\$104,805	\$107,949	\$111,188	
32	\$81,884	\$84,341	\$86,871	\$89,477	\$92,161	\$94,926	\$97,774	\$100,707	\$103,728	\$106,840	\$110,045	\$113,347	\$116,747	
33	\$85,978	\$88,558	\$91,214	\$93,951	\$96,769	\$99,672	\$102,663	\$105,743	\$108,915	\$112,182	\$115,548	\$119,014	\$122,585	
34	\$90,277	\$92,986	\$95,775	\$98,648	\$101,608	\$104,656	\$107,796	\$111,030	\$114,361	\$117,791	\$121,325	\$124,965	\$128,714	
35	\$94,791	\$97,635	\$100,564	\$103,581	\$106,688	\$109,889	\$113,186	\$116,581	\$120,079	\$123,681	\$127,391	\$131,213	\$135,150	

INSURANCE BENEFIT AMOUNT

Full-time \$4,205.00 \$1,241.00 per month
 Part-time \$4,205.00 \$1,241.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

(Opt-Out stipend is calculated as defined in Policy 311)

SUMMARY OF EMPLOYEE BENEFITS

Article No.: Appendix B – 1
 Approved:
 Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave*	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 day/1992 hours per year	X		12	20	11	5	3	unlimited emp + dep(as allowed by Policy 311)	X
FT Support Staff 249 day/1992 hours per year	X		12	10 to 20****	11	5	3	unlimited emp + dep(as allowed by Policy 311)	X
PT Admin. & Support Staff 249 day/1992 hours per year/5 FTE or more	X**		X**	X**	X***	5***	X**	8 credits emp + dep(as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 15 hours per week								4 credits emp + dep	Qual. Pos.
Temporary & On-Call Employees								N/A	Qual. Pos
173/ day Regular Faculty 1. FTE	X		10		5	5	3	unlimited emp + dep(as allowed by Policy 407)	X
173/ day Regular Faculty .5-.99 FTE	X**		X**					8 credits emp + dep(as allowed by Policy 407)	X
Adjunct Faculty Term-by-term								4 credits emp + dep	Qual. Pos

"X" Indicates benefit is provided
 * From sick leave accrual
 ** Prorated on actual hours or FTE (full-time equivalent)
 *** Paid based on scheduled hours
 **** based on longevity (see Article 312)

Deleted: 40 hours/week

Deleted: 40 hours/week

Deleted: 1

Deleted: 20 hours or more per week

Deleted: 20

Deleted: 180

Deleted: 180

Field Code Changed

Tillamook Bay Community College

FACULTY SALARY SCHEDULE
Article No.: Appendix C-1
Approved:
Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2013-2014 2014-2015 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
480 173 DAY CONTRACT
Effective July 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	\$38,040.66	\$39,181.88	\$40,357.34	\$41,568.06	\$42,815.10	\$44,099.55	\$45,422.54	\$46,785.22	\$48,188.78	\$49,634.44	\$51,123.47	\$52,657.17	\$54,236.89	\$55,864.00	\$57,539.92	\$59,266.12	\$61,044.10	\$62,875.42	
2	\$38,801.47	\$39,965.52	\$41,164.49	\$42,399.42	\$43,671.40	\$44,981.54	\$46,330.99	\$47,720.92	\$49,152.56	\$50,627.13	\$52,145.94	\$53,710.31	\$55,321.63	\$56,981.28	\$58,690.72	\$60,451.44	\$62,264.98	\$64,132.93	
3	\$39,577.50	\$40,764.83	\$41,987.78	\$43,247.41	\$44,544.83	\$45,881.17	\$47,257.61	\$48,675.34	\$50,135.61	\$51,639.67	\$53,188.86	\$54,784.52	\$56,428.06	\$58,120.91	\$59,864.53	\$61,660.47	\$63,510.28	\$65,415.59	
4	\$40,369.05	\$41,580.13	\$42,827.54	\$44,112.36	\$45,435.73	\$46,798.79	\$48,202.76	\$49,648.85	\$51,138.32	\$52,672.46	\$54,252.64	\$55,880.21	\$57,556.62	\$59,283.33	\$61,061.82	\$62,893.68	\$64,780.49	\$66,723.90	
5	\$41,176.43	\$42,411.73	\$43,684.09	\$44,994.61	\$46,344.44	\$47,734.77	\$49,166.82	\$50,641.83	\$52,161.09	\$53,725.91	\$55,337.69	\$56,997.81	\$58,707.75	\$60,469.00	\$62,283.06	\$64,151.55	\$66,076.10	\$68,058.38	
6	\$41,999.96	\$43,259.96	\$44,557.77	\$45,894.50	\$47,271.33	\$48,689.47	\$50,150.16	\$51,654.67	\$53,204.31	\$54,800.43	\$56,444.44	\$58,137.77	\$59,881.91	\$61,678.38	\$63,528.72	\$65,434.58	\$67,397.62	\$69,419.55	
7					\$48,216.76	\$49,663.26	\$51,153.16	\$52,687.76	\$54,268.40	\$55,896.44	\$57,573.33	\$59,300.53	\$61,079.55	\$62,911.95	\$64,799.29	\$66,743.27	\$68,745.57	\$70,807.94	
8								\$53,741.52	\$55,353.77	\$57,014.37	\$58,724.80	\$60,486.54	\$62,301.14	\$64,170.19	\$66,095.28	\$68,078.14	\$70,120.48	\$72,224.10	
9										\$59,899.30	\$61,696.27	\$63,547.16	\$65,453.59	\$67,417.19	\$69,439.70	\$71,522.89	\$73,668.58		
10													\$66,762.66	\$68,765.53	\$70,828.49	\$72,953.35	\$75,141.95		
11															\$72,245.06	\$74,412.42	\$76,644.79		
12																		\$78,177.69	
13																			COLA + Half-Step

INSURANCE BENEFIT AMOUNT

Full-time \$1,205.00 \$1,241.00 per month
Part-time \$1,205.00 \$1,241.00 per month (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:

Non-Regular Faculty Salary Schedule 2014-2015 (Effective July 1, 2014)							Deleted: 2013-2014
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Deleted: January 1, 2014
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$ 423.63 per lecture credit	\$ 444.81	\$ 467.05	\$ 490.40	\$ 514.92	\$ 540.67	Deleted: 419.44 Deleted: 440.41 Deleted: 462.43 Deleted: 485.55 Deleted: 509.83 Deleted: 535.32
Transfer College Credit Courses Substitute Rate	\$ 35.32 per lecture credit hour						Deleted: 34.97 Deleted: 312.08
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$ 315.20 per term						Deleted: 865.10 Deleted: 908.36
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)	\$ 873.75 per lab credit	\$ 917.44	\$ 963.31	\$ 1,011.48	\$ 1,062.05	\$ 1,115.15	Deleted: 953.78 Deleted: 1,001.47 Deleted: 1,051.54 Deleted: 1,104.12
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)	\$ 638.36 per lecture/lab credit	\$ 670.28	\$ 703.79	\$ 738.98	\$ 775.93	\$ 814.73	Deleted: 632.04 Deleted: 663.64 Deleted: 696.82 Deleted: 731.66
ABE/GED/ESL/ High School Credit Recovery Classes	\$ 29.00 per hour	\$ 30.45	\$ 31.97	\$ 33.57	\$ 35.25	\$ 37.01	Deleted: 768.24 Deleted: 806.65
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.						Deleted: 28.71 Deleted: 30.15 Deleted: 31.66 Deleted: 33.24 Deleted: 34.90 Deleted: 36.65

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.)	\$ 25.22 per hour	\$ 26.48	\$ 27.80	\$ 29.19	\$ 30.65	\$ 32.18
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants	\$ 9.21 per hour	\$ 9.67	\$ 10.15	\$ 10.66	\$ 11.19	\$ 11.75
Instructional Assistants II (Extensive training required, Examples: EMT, Piano, ESL)	\$ 12.28 per hour	\$ 12.89	\$ 13.53	\$ 14.21	\$ 14.92	\$ 15.67
General Tutoring	\$ 9.21 per hour	\$ 9.67	\$ 10.15	\$ 10.66	\$ 11.19	\$ 11.75
ADA Tutor	\$ 12.28 per hour	\$ 12.89	\$ 13.53	\$ 14.21	\$ 14.92	\$ 15.67
Math Tutor	\$ 12.28-14.73 per hour					
Meetings: Curriculum Development, Departmental, etc.	\$ 18.46 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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- Deleted: 9.58
- Deleted: 10.06
- Deleted: 10.56
- Deleted: 11.09
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- Deleted: 12.16
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12.16

Facility Update

RECOMMENDATION

INFORMATION ONLY; NO ACTION REQUIRED.

BACKGROUND INFORMATION ----- Director Ryan



Announcements and General Information

RECOMMENDATION

INFORMATION ONLY – NO ACTION REQUESTED.

BACKGROUND INFORMATION----- President Green

Graduation is June 13. Please let me know if you are **NOT** attending.

TBCC hosts the Triple A academy from June 16 through June 19 and the college is open for business but will only have Triple A classes on campus.

Summer term begins June 23

TBCC hosts the Tech Trek Camp from June 22nd through June 28.

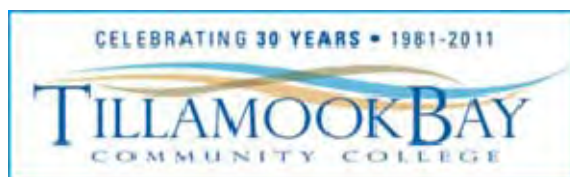
The college is closed on July 3 for the July 4 Holiday.

As of July the college goes to being open Monday through Thursday and resumes opening on Friday as of September 5.

The college will be open during the Tillamook County Fair but passes will be needed for Wednesday and Thursday-August 6 and 7.

College In-service will be September 18 and 19 and the college will be closed.

Classes will begin on Monday September 29.



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

