



Board of Education Meeting Agenda

Date:
Monday, June 30, 2014

Time:
Noon

June 30 Board Meeting
Call in 877-594-8353; Participant Code 63728214#

- 1) **Call to Order • Acknowledge Guests**----- Chair Lincoln
- 2) **Approval of the Agenda** ----- (Action) Chair Lincoln
- 3) **Invitation of Public Comment**----- Chair Lincoln
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 June 2, 2014 Minutes**----- (Action) Chair Lincoln
- 5) **New Business**
 - a) Declare a Board Opening----- (Action) Chair Lincoln
 - b) Proposed 2014-2015 Tuition & Fee Schedule ----- (Action) Comptroller/Budget Officer Williams
 - c) 2014-2015 Organization, Finance and Legal Designations - (Action) Comptroller/Budget Officer Williams
- 6) **Adjournment** ----- Chair Lincoln

Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION

----- Chair Lincoln



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE 30TH MEETING.

BACKGROUND INFORMATION

----- Chair Lincoln

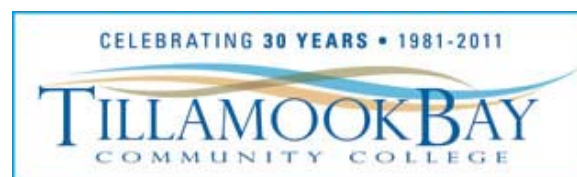


Invitation of Public Comment

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 Lincoln



Approval of June 2, 2014 Minutes

RECOMMENDATION

MOTION TO APPROVE THE JUNE 2, 2014 BOARD MINUTES.

BACKGROUND INFORMATION

----- Chair Lincoln



Board of Education Minutes June 2, 2014

Board members present: Deborah Lincoln, Craig Wakefield, Rose Wharton, Ann Swain, Jim McGinnis, Steve Shaw, and Bob Weitman.

Staff members present: Dave Phillips, Kyra Williams, Michele Burton, Pat Ryan, Ray Hoyt, Heidi Luquette, Jon Carnahan, Sheryl Neu, and Connie Green.

Contract Review Board Special Board Meeting on 2013-2014 Supplemental Budget

Call to Order (agenda item A1)

The meeting was called to order by Chair Wakefield at 6:00 pm.

Approval of the Agenda (agenda B1)

A motion to approval the agenda for the contract review board was made by Director Wharton and seconded by Director Swain. The motion carried.

Public Hearing on 2013-2014 Supplemental Budget Resolution (agenda item C1)

There was no public comment at this time.

Adjournment (agenda item D1)

A motion to adjourn the special board meeting was made by Director McGinnis and seconded by Director Wharton. The motion carried and the meeting was adjourned at 6:05 pm.

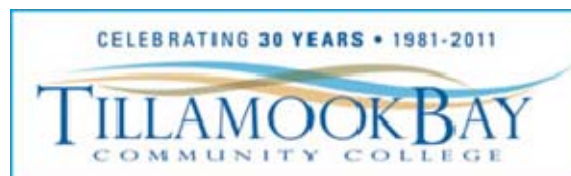
June Board Meeting

Call to Order • Acknowledge Guests (agenda item 1)

The regular June board meeting was called to order by Chair Wakefield at 6:05 pm.

Approval of the Agenda (agenda item 2)

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



Invitation of Public Comment (agenda item 3)

There was no public comment at this time.

Approval of the May 5, 2014 Minutes (agenda item 4)

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

Foundation Update (agenda item 5)

Executive Director Jon Carnahan gave the yearly update on the College Foundation. He began by stating that Heidi Luquette is a wonderful addition. Jon continues in the role of executive director of the foundation until the end of the year; Heidi is currently the Director of College Development and Advancement and will assume the position of Executive Director of the TBCC Foundation by the end of the year.

Jon distributed copies of the lists of Board members and board officers and announced the TBCC Foundation Board annual meeting for elections on June 10th. The Foundation Board meets quarterly. He also went over the quarterly financial statements for March 31, 2014 and pointed out the TBCC Foundation has 10 endowment funds. He explained that to fund a full time college scholarship an endowment fund needs about \$90,000. Jon also gave a brief overview of Title III grant activities involving the foundation.

New Business

Adoption of 2013-2014 Supplemental Budget Resolution (agenda item 6A)

Comptroller/Budget Officer Williams explained that the changes were primarily due to state regulations, grants, and contracts. A motion to approve the 2013-2014 supplemental budget resolution as amended was made by Director McGinnis and seconded by Director Shaw. The motion carried.

Adoption of 2014-2015 Budget, Make Appropriations and Impose and Categorize Property Taxes (agenda item 6B)

A motion to adopt the 2014-2015 Budget was made by Director Weitman and seconded by Director Lincoln. The motion carried.

A motion to make appropriations was made by Director Lincoln and seconded by Director McGinnis. The motion carried.

A motion to impose and categorize property taxes was made by Director Lincoln and seconded by Director Wharton. The motion carried.

2014-2015 Board Meeting Schedule (agenda item 6C)

President Green pointed out that a June 30th conference call has been added to the schedule. A motion to accept the 2014-2015 Board meeting schedule as presented was made by Director Wharton and seconded by Director Swain. The motion carried.

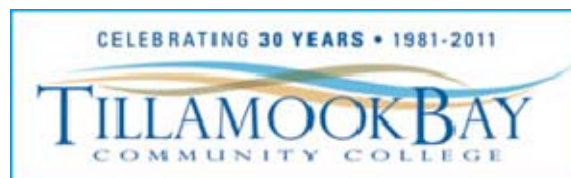
Election of Board Officers (agenda item 6D)

A motion to appoint Deborah Lincoln to the position of Board Chair was made by Chair Wakefield and seconded by Director Wharton. The motion carried.

A motion to appoint Craig Wakefield to the position of Board Vice-Chair was made by Director Weitman and seconded by Director Wharton. The motion carried.

Budget Committee Openings (agenda item 6E)

Comptroller/Budget Officer Williams stated there are three (3) budget committee members whose terms are ending on June 20, 2014. They are Michele Hughes, Bob McPheeters, and Vicki Goodman. Director Wharton will confirm Michele Hughes desire to remain on the budget committee. Vicki



Goodman has declined the opportunity to remain on the committee and we have no valid contact information for Bob McPheeters. A motion to charge college staff with posting/advertising the three (3) budget committee vacancies was made by Director McGinnis and seconded by Director Wharton. The motion carried.

Reports

Oregon Community College Update (agenda item 7A)

Director McGinnis stated that after attending the latest OCCA director's forum, he thinks having more continuity in who attends might be helpful. He believes this will allow the person to get and give better feedback. Director McGinnis suggests perhaps the same Board members going for a year at a time would be good for continuity. Chair Lincoln pointed out it is really a large time commitment, which needs to be considered. President Green encouraged the Board to think about how to select two Board members to share the responsibility. The Board could make a decision in September. The only summer meeting is a board and board chair training on August 26 and 28th.

President Green stated that OCCA did approve a budget which includes the addition of staff to OCCA. OCCA dues for TBCC last year was \$19,000 and this year will be almost \$22,000. The \$650 million ask from the legislature was also approved.

Financial Report (agenda item 7B)

Comptroller/Budget Officer Williams presented the April 2014 financial reports. She pointed out that all four terms of tuition are now posted in the current year. Comptroller/Budget Officer Williams also stated that the leadership team has been discussing fees for transcripts. Soon TBCC will be issuing its own official transcripts for the first time. Leadership team has been discussing a \$5 fee per official transcript request provided it is not a rush. An addition fee for expedited shipping is also under consideration. It has also been proposed that upon graduation, one free official transcript will be mailed to the graduate. What are the Board reactions to this proposal? After discussion, it was agreed to bring this back for approval.

Tourism Update (agenda item 7C)

President Green reported that the Tourism Director position has closed. There were 20 applicants and the next step in the process is to review the applications. The Economic Development Council of Tillamook County (EDC) and Tourism Advisory Committee will be part of the screening committee; there will be a search committee of 7 to narrow the candidates, conduct interviews, and then hold an open forum for the community. Jon Carnahan is helping to coach that process. Seven web design responses have been received from the Web design RFP. Interviews for that will happen in early June. TAC has their next meeting on June 10th. They will go to two meetings a month for July, August and September. The money for TLT items the college has already paid for will come back to the college between June 10th and June 30, 2014.

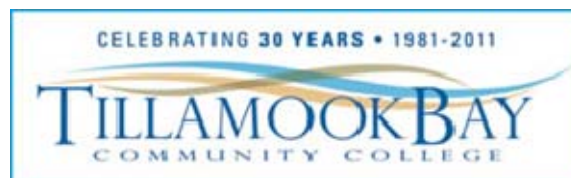
Standing Business

Strategic Planning and Accreditation (agenda item 8A)

Interim Chief Academic Officer Phillips reported that College Council is continuing to review the results from the Spring All Staff In-Service on Mission, Vision, Core Themes and Values, and the discussion regarding student success is continuing. There will be an update on this in September.

Courses and Curricula (agenda item 8B)

Interim Chief Academic Officer Phillips shared the news that on May 15th we received a letter stating that the TBCC Ag and natural resources program has been approved. Next it goes through the



process to be funded through Federal Financial Aid. President Green thanked Interim CAO Phillips for his assistance over the past six months.

Personnel (agenda item 8C)

Director Ryan reiterated that the application process for the Tourism Director position has closed. He also reported that there was an internal hire of Clint Sisco to fill the academic counselor position in Student Services.

Policy (agenda item 8D)

Director Ryan reported that there have been no additional changes to the language of the policies reviewed in May. However, some appendices have been added, which now reflect the pay scales as a result of removing furlough days from the academic calendar, as well as a 1% COLA, and an increased insurance benefit amount. A motion to accept the policies as presented was made by Director McGinnis and seconded by Director Swain. The motion carried.

Facilities Update (agenda item 8E)

Director Ryan reported that George Hastings is working on some facility issues at TBCC South in advance of a Foundation event which will be held there. TBCC North facility is working out great. We now have a key to those classrooms. The Main campus building continues to get a high level of use. George Hastings, facilities management specialist, recently attended training on integrated pest management. President Green added that Tillamook High School has just received a grant to bring in a pre-engineering environment. This could be a better program feeder into the IMT program. President Green also stated there have been several meetings regarding construction of the second building. Discussions included who is actually in the building, as well as what are the current costs to build.

Announcements and General Information (agenda item 9)

President Green stated the idea of having a two-year contract for faculty and staff has been brought up. Research shows a lot of the private colleges have two-year contracts for employees who have been with the college for at least five (5) years. This will be brought back to the Board in September for consideration.

It was also announced that this meeting is Dave Phillips last meeting as Interim Chief Academic Officer. He will attend graduation.

This is also Steve Shaw's last meeting as part of the Board.

President Green shared Swiss chocolate she brought from Italy.

Graduation begins at 6 pm. Please be there at 5:30 to 5:45 for pictures. There are 49 graduates, 44 are receiving degrees and 25 of the graduates are walking as of today.

Invitation of Public Comment (agenda item 10)

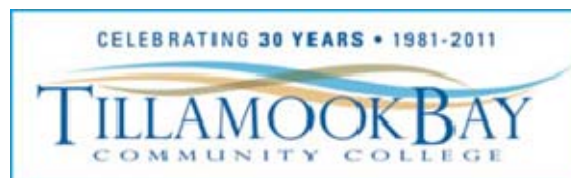
There was no public comment at this time.

Board Member Discussion Items (agenda item 11)

There were no board member discussion items at this time.

Adjournment (agenda item 12)

The meeting was adjourned at 7:50 pm.



Board Openings

RECOMMENDATION

DECLARE BOARD OPENING FOR ZONE 4 FOR THE TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

BACKGROUND INFORMATION-----Chair Lincoln

Oregon Revised Statute (ORS 341.335) outlines the process for filling vacancies on the Board of Education if there is a resignation. Stephen J. Shaw, Board member for zone 4, has submitted his letter of resignation effective July 1, 2014.

The Board will declare a vacancy. The Board will direct the College President to post and advertise the position and make application forms and information available to the public.

The Board will interview candidates in September.

The period of service of an appointed board member expires June 30 following the next regular district election. The appointee must run for office at the next regular district election. Whoever wins that election shall serve the remainder, if any, of the term for which the appointment was made.

The following will be advertised:

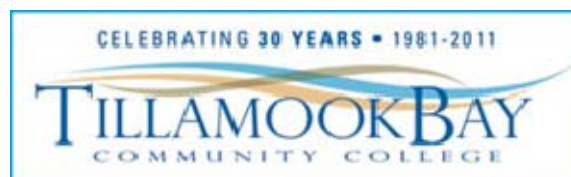
Declaration of Tillamook Bay Community College Board Vacancy

Effective June 30, 2014, Board Member Position 4 in Zone 4 will become vacant. Zone 4 includes voter precincts Bay, Foley, Garibaldi, Kilchis and Mapleleaf.

Applications will be available in the Administration Office at Tillamook Bay Community College until August 31, 2014. (The board does not meet in July and August) Additional information concerning the college and board responsibilities will also be available.

The remaining board members will interview all of the candidates, who have completed the application, at their regularly scheduled public board meeting on September 8, 2014. The Board will appoint a new board member at that meeting or a subsequent public meeting.

The term of this board position expires in June, 2017. The appointed board member, if interested in completing the entire term, must run for the remaining term at a public election in 2015.



Proposed 2014-2015 Tuition and Fee Schedule

RECOMMENDATION

SECOND READING AND APPROVAL OF THE 2014-2015 TUITION AND FEE SCHEDULE.

BACKGROUND INFORMATION

-----Comptroller Williams

Presented here for approval is the 2014-2015 Tuition and Fee Schedule.

As discussed at the June 2nd meeting, the recommendation for a fee for an official transcript is \$5. An expedited official transcript is \$25, based on expedited shipping costs. In addition, we will send one official transcript free of charge when a degree or certificate is mailed.

Tuition or Fee Item	Current 2014-2015	Proposed 2014-2015
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$93	\$93
Out-of-State Tuition per Credit Hour	\$113	\$113
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Late Registration Fee (per credit course)	\$25	\$25
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support level	market or self support
Deferred Payment Plan – Application Fee	\$15	\$15
Deferred Payment Plan – Late Payment Fee	\$25	\$25
Tuition Non-Payment Fee	\$75	\$75
Placement Test	\$20	\$20
Placement Test Retest	\$20	\$20
Proctored Testing per test for non-TBCC credit students or staff	\$25	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$10/station	\$30/station
Calculator Rental (per term)	\$15	\$15
Printed Catalog (first copy from academic advisor free)	\$5	\$5
Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)		\$5
Expedited Transcript Fee (per transcript)		\$25
Return Check Fee	\$25	\$25



Deleted: 6.B

2014-2015 Organization, Finance and Legal Designations

RECOMMENDATION

RESOLVE TO APPROVE THE 2014-2015 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS.

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

1. Designate Clerk, Deputy Clerk, Secretary

Move that President Connie Green be designated Clerk, Comptroller/Budget Officer Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2014-2015 Fiscal Year. (O.R.S. 332.515)

Deleted: 2013-2014

2. Authorize Insuring of District Employees

Move that insurance for the 2014-2015 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

Deleted: 2013-2014

3. Designate Depositories for TBCC Funds

Move that the Tillamook branches of the U.S. National Bank, Wells Fargo Bank, and Umpqua Bank be authorized for depositories for any and all funds received and/or invested on behalf of TBCC during 2014-2015; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2014-2015 Fiscal Year. (O.R.S. 328.441 and 294.805 to 294.895)

Deleted: 2013-2014

Deleted: 2013-2014

4. Authorize Investment of TBCC Funds

Move that the President/Clerk as governed by TBCC Policy, and in the manner specified in Oregon Law, be authorized to invest funds on behalf of Tillamook Bay Community College during the 2014-2015 Fiscal Year. The Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

Deleted: 2013-2014

5. Authorize General Fund Borrowing

Move that the President/Clerk be authorized to borrow an amount not to exceed \$250,000 from the General Fund to meet cash flow needs of the Special Fund and Enterprise Fund.

6. Authorize Payrolls

Move that approval be granted for payment of District Payroll Accounts when due as governed by fiscal policies for the 2014-2015 Fiscal Year.

Deleted: 2013-2014

7. Authorize Accounts Payable

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2014-2015 Fiscal Year.

Deleted: 2013-2014



Deleted: 6.B

8. Name the Budget Officer

Move that the Comptroller/Deputy Clerk be named Budget Officer for Budget Year ~~2015-2016~~. (O.R.S. 294.331)

Deleted: 2014-2015

9. Grant Authority to Sign and Administer Federal and State Grant Funds

Move that the President/Clerk be authorized to sign Federal and State project forms and administer the programs on behalf of the District for projects authorized by the Board for the ~~2014-2015~~ Fiscal Year. ~~The President/Clerk may delegate this authority in writing to the Comptroller/Budget Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.~~

Deleted: 2013-2014

10. Establish Public Contract Review Board

Move that the Board of Directors act as the Contract Review Board for the District for the ~~2014-2015~~ Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (O.R.S. 279.055)

Deleted: 2013-2014

11. Establish Reimbursement Rate for Personal Car Mileage While Conducting College Business

Move that the reimbursement rate for authorized personal car mileage conform to the Internal Revenue Service rate.

12. Establish Reimbursement Rates for Meals and Lodging

Move that the reimbursement rate for lodging be established at actual cost. Move that the reimbursement rate for meals be established at the lower of actual cost or the following schedule:

Out of State Travel:
Breakfast \$12.00
Lunch \$18.00
Dinner \$36.00

In State Travel:
Breakfast \$11.00
Lunch \$16.00
Dinner \$34.00

Receipts are required for all meal and lodging reimbursements.

13. Authorize Write-off of Accounts Receivables

Move that the President/Clerk be authorized to write-off individual accounts receivable determined uncollectible after all reasonable collection efforts have been exhausted in amounts not to exceed \$1,000.



Deleted: 6.B

14. Establish Petty Cash Accounts

Move that a Petty Cash account in the amount shown for the 2014-2015 Fiscal Year be established for the purpose of reimbursement of individuals or for small, immediate purchases. An initial amount as designated below shall be maintained upon receipt verification as needed.

Deleted: 2013-2014

Business Office	\$ 100.00
Custodian	Kyra Williams

15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and Comptroller/Deputy Clerk be authorized as representatives of Tillamook Bay Community College to acquire Federal surplus property from the Oregon State Agency for surplus property.

16. Authorize Check Signatures

Authorize the President/Clerk; Director of Facilities, Safety, and Human Resources; Chief Academic Officer; or Title III Program Director; be authorized to sign checks of less than \$5,000; and for checks of \$5,000 and over, two signatures of the following four individuals: the President/Clerk; the Director of Facilities, Safety, and Human Resources; the Chief Academic Officer; or the Title III Program Director, be authorized/required.

17. Designation of Auditor

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Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2013-2014 Fiscal Year audit performed during 2014-2015.

Deleted: 2012-2013

Deleted: 2013-2014

18. Designation of Legal Counsel

Move to approve working with Oregon Community College Association as part of our annual membership dues and obtain specialized legal services as needed.

19. Designation of Insurance Agent of Record

Move to approve Hurliman-Veltri Insurance Services as insurance agent of record.

20. Credit Cards Authorization

Move to approve use of credit cards for authorized purchases and travel expenses (unauthorized use will require reimbursement to college) for the following:

Name	Credit Limit
President	\$2,500
Chief Academic Officer	\$2,500
Comptroller	\$2,500
Executive Director of the Foundation and Advancement	\$2,500
Business Office Specialist (A/P, Purchasing)	\$10,000
Title III Program Director	\$2,500



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION

-----Chair Lincoln

