



## Board of Education Meeting Agenda

**Date: July 6, 2015**

### **Contract Review Board 6:00**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
A.	<b>Call to Order—Contract Review Board</b> .....	Chair Lincoln
B.	<b>Approve the Agenda</b> .....	Chair Lincoln
C.	<b>New Business</b>	
a.	<b>Review and Recommend Site Planning and Design Contract</b> (Action) President Green	
b.	<b>Review and Recommend CMGC Contract</b> -..... (Action) President Green	
D.	<b>Adjournment—Contract Review Board</b> .....	Chair Lincoln

### **Regular TBCC Board Meeting – TBCC Room 214 -6:30 -7:30 pm**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	<b>Call to Order • Acknowledge Guests</b> .....	Chair Lincoln
2.	<b>Consent Agenda:</b> .....	(Action) Chair Lincoln
a.	Approval of Agenda	
b.	Approval of June 1, 2015 Minutes	
3.	<b>Invitation for Public Comment</b> .....	Chair Lincoln
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>New Business and/or focused policy discussions</b>	
a.	Oath of Office .....	Chair Lincoln
b.	Board Contributions .....	Director Luquette
c.	Organization, Finance & Legal Designations for 2015/2016 .....	(action) President Green
d.	Tuition and fees .....	(action) Chief Finance Officer Williams
e.	Courses and Curriculum .....	(action) Chief Academic Officer Hovey
f.	Authorization of purchase of real property .....	(action) President Green
g.	Approve site plan and design contract .....	(action) President Green
h.	Approve CMGC Contract .....	(action) President Green
5.	<b>Board Member Discussion Items</b> .....	Chair Lincoln
6.	<b>Adjournment</b> .....	(Action) Chair Lincoln

## Call to Order • Acknowledge Guests

### **RECOMMENDATION**

CALL THE CONTRACT REVIEW BOARD MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

### **BACKGROUND INFORMATION**

----- Chair Lincoln



## Approval of the Agenda

### RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JULY MEETING.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
A.	<b>Call to Order—Contract Review Board</b> -----	Chair Lincoln
B.	<b>Approve the Agenda</b> -----	Chair Lincoln
C.	<b>New Business</b>	
	a. <b>Review and Recommend Site Planning and Design Contract</b> (Action)	President Green
	b. <b>Review and Recommend CMGC Contract</b> ----- (Action)	President Green
D.	<b>Adjournment—Contract Review Board</b> -----	Chair Lincoln



## NEW BUSINESS

### RECOMMENDATION

### BACKGROUND INFORMATION ----- Chair Lincoln

- a. **Review and Recommend Site Planning and Design Contract** (Action) President Green
- b. **Review and Recommend CMGC Contract** ----- (Action) President Green



## Review and Recommend Site Planning and Design Services

### **RECOMMENDATION**

CONTRACT REVIEW BOARD REVIEW THE REQUEST FOR PROPOSALS FOR SITE PLANNING AND DESIGN SERVICES, RECOMMENDATION FROM THE EVALUATION COMMITTEE AND RECOMMEND A SITE PLANNING AND DESIGN SERVICES CONTRACT TO THE BOARD OF EDUCATION FOR APPROVAL.

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

On June 2, 2015, the college published a Request for Proposal for a Site Planning and Design Services for the Partners for Rural Innovation Center. The notice was published on the College Web site, the Headlight Herald and the Daily Journal of Commerce.

The criteria included; Project understanding, project scheduling and coordination, sustainability, experience (including experience on the coast), past performance, references, response to a sample TBCC Contract, and fee range, information on mechanical, electrical and plumbing consultants, and references. They were also asked to respond to our Preliminary Project Schedule.

The Request for Proposals were due on June 22, 2015. The college sent out six (6) requests for proposals and received two (2) qualified proposals. From discussion with the proposers, the tight time schedule and time of year were factors why others did not submit.

The qualified proposals were received from ac+co Architecture Community, located in Salem, Oregon and tva Architects inc. from Portland, Oregon. The evaluation committee interviewed both firms on July 1, 2015 and after checking references will recommend to the Contract Review Board for Board of Education approval a candidate for a contract for Site Planning and Design Services for the Partners for Rural Innovation Center.



## Review and Recommend CMGC Contract

### RECOMMENDATION

CONTRACT REVIEW BOARD REVIEW THE REQUEST FOR PROPOSALS FOR THE CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR, RECOMMENDATIONS FROM THE EVALUATION COMMITTEE AND RECOMMEND A CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT TO THE BOARD OF EDUCATION FOR APPROVAL.

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

On June 2, 2015, the college published a Request for Proposal for a Construction Management/General Contractor for the Partners for Rural Innovation Center. The notice was published on the College Web-site, the Headlight Herald and the Daily Journal of Commerce.

The mandatory requirements for the proposals were; the firms history, project references, CM/GC experience on similar projects, key personnel, percent range for general conditions, and safety experience. Other criteria included; value engineering, sustainability, past performance, safety and security, project understanding and CM/GC and pre-construction fees. They were also provided a Preliminary Project Schedule.

The Request for Proposals were due on June 23, 2015. It also required mandatory attendance to a pre-bid conference held at Tillamook Bay Community College on June 9, 2015. Five (5) firms attended the mandatory pre-bid conference and four (4) firms submitted proposals. The firms that submitted proposals were LCG Pence Construction, Salem, Oregon; Emerick Construction, Happy Valley, Oregon; InLine Commercial Construction, Portland, Oregon; and Todd Construction, Tigard, Oregon.

The evaluation committee reviewed, scored and ranked the four submittals and selected two for interviews. They were Todd Construction and LCG Pence Construction. The evaluation committee interviewed both firms on July 1, 2015 and after checking references will recommend to the Contract Review Board for Board of Education approval a candidate for a contract for Construction Management/General Contractor for the Partners for Rural Innovation Center.



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE CONTRACT REVIEW BOARD MEETING.

**BACKGROUND INFORMATION**

-----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 JULY MEETING.

**Regular TBCC Board Meeting – TBCC Room 214 -6:30 -7:30 pm**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	<b>Call to Order • Acknowledge Guests</b> -----	Chair Lincoln
2.	<b>Consent Agenda:</b> -----	(Action) Chair Lincoln
	a. Approval of Agenda	
	b. Approval of June 1, 2015 Minutes	
3.	<b>Invitation for Public Comment</b> -----	Chair Lincoln
	Available at the beginning of the meeting is an opportunity for the public to comment on any issue within the jurisdiction of the Tillamook Bay Community College Board of Education. The Board Chair may determine reasonable time, space and manner limitations. At the conclusion of public comment, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda.	
4.	<b>New Business and/or focused policy discussions</b>	
	a. Oath of Office -----	Chair Lincoln
	b. Board Contributions -----	Director Luquette
	c. Organization, Finance & Legal Designations for 2015/2016 -----	(action) President Green
	d. Tuition and fees -----	(action) Chief Finance Officer Williams
	e. Courses and Curriculum -----	(action) Chief Academic Officer Hovey
	f. Authorization of purchase of real property -----	(action) President Green
	g. Approve site plan and design contract -----	(action) President Green
	h. Approve CMGC Contract -----	(action) President Green
5.	<b>Board Member Discussion Items</b> -----	Chair Lincoln
6.	<b>Adjournment</b> -----	(Action) Chair Lincoln



## Approval of June 1, 2015 Minutes

### RECOMMENDATION

MOTION TO APPROVE THE JUNE 1, 2015 BOARD MINUTES.

### BACKGROUND INFORMATION

----- Chair Lincoln



### **Board of Education Minutes June 1, 2015**

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, and Billy Schreiber.

TBCC Staff: Michele Burton, Kyra Williams, Sayde Moser and Connie Green.

Contracted Services: Jon Carnahan, Jerry Vessello.

#### **Contract Review Board Meeting**

##### **Call to Order • Acknowledge Guests** (agenda item 1)

Chair Lincoln called the meeting to order at 5:36 p.m. Chair Lincoln acknowledged guests Jon Carnahan, Jerry Vessello, Pat Ryan and George Hastings.

##### **Approval of Agenda** (agenda item 2)

Mr. Weitman moved to approve the agenda. Mr. Schreiber seconded. The motion carried.

##### **Public Hearing** (agenda item 3)

The public hearing was opened by Chair Lincoln. There was no public comment. The hearing was closed by Chair Lincoln at 5:45 p.m.

##### **New Business**

##### **Resolution 612015** (agenda item 4.A)

President Green presented the resolution for alternative bidding process for a CM/GC and Architect for the Partners for Rural Innovation Center. Mr. Wakefield moved to approve the resolution. Mr. Schreiber seconded. The motion passed. President Green noted the board would be approving an RFP at a special July meeting. Discussion included architectural design, Mr. Carnahan and Mr. Vessello's qualifications, a land acquisition update and the process for posting, scoring and choosing each RFP.

##### **Adjournment**

The meeting was adjourned by Chair Lincoln at 5:55 p.m.



**Special Board Meeting on 2014-2015 Supplemental Budget**

**Call to Order • Acknowledge Guests** (agenda item 1)

Chair Lincoln called the meeting to order at 6:01 p.m.

**Approval of Agenda** (agenda item 2)

Mr. Wakefield moved to approve the agenda. Mrs. Gervasi seconded. The motion carried.

**Public Hearing on 2014-2015 Supplemental Budget** (agenda item 3)

The public hearing on the 2014-2015 supplemental budget was opened by Chair Lincoln.

There was no public comment. The hearing was closed by Chair Lincoln at 6:02 p.m.

**Adjournment**

The meeting was adjourned by Chair Lincoln at 6:02 p.m.

**Regular Board Meeting**

TBCC Board Attending: Deborah Lincoln, Craig Wakefield, Kathy Gervasi, and Billy Schreiber.

TBCC Staff: Ann Hovey, Michele Burton, Sheryl Neu, Pat Ryan, Sayde Moser, Kyra Williams and Connie Green.

Audience: Danell Boggs ,Rebecca Perez, Dana Polich, Philippe Josi, Carly Persons, Cody Sampson and Brad Mosher

**Call to Order • Acknowledge Guests** (agenda item 1)

The meeting was called to order by Chair Lincoln at 6:03 p.m. Chair Lincoln acknowledged several guests in the audience, including Danell Boggs who will be sworn in at the July meeting to fill Zone 5.

**Approval of Consent Agenda** (agenda item 2)

Mr. Schreiber moved to approve the consent agenda. Mr. Weitman seconded. The motion carried.

**Invitation of Public Comment** (agenda item 3)

It was requested by students present and allowed by Chair Lincoln to move public comment to the end of the meeting.

**New Business**

**Oregon Community College Update** (agenda item 4.A)

Andrea Henderson, Executive Director of the Oregon Community College Association (OCCA), gave a brief overview via conference call of the legislative session. She said at this point the budget is expected to stay at \$550 million. The overview also included updates about policy and discussion around free community college tuition, accelerated learning, the 5<sup>th</sup> year program, the restructuring of the Oregon Education Investment Board, and the sick leave bill. She also addressed questions from the Board about the effects of the change in Governor on policy issues.



Program Partner Highlight (agenda item 4.E)

TBCC Faculty Emily Henry and Amy Alday-Murray gave a presentation to the Board about suggested changes to the Agriculture and Natural Resources Degree program in response to student and community feedback. These changes would create two emphasis areas within the Associate's degree in Agriculture or Natural Resources. Various Career Pathways certificates will also be woven into the program. Questions were raised from the Board about the elective selection, attendance, and how to build the program in the future. The presented program changes will be brought before the Board at the July meeting for approval.

Adoption of the 2014-2015 Supplemental Budget Resolution (agenda item 4.B)

Comptroller Williams presented the resolution required to balance the current budget. Mr. Weitman moved to approve the Resolution. Mr. Wakefield seconded. The motion carried.

Adoption of the 2015-2016 Budget (agenda item 4.C)

Comptroller Williams presented the budget for approval, with no changes since it was approved by the Budget Committee in April. Mrs. Gervasi moved to adopt the 2015-2016 Budget. Mr. Schreiber seconded. The motion carried.

Approval of Policy Appendices (agenda item 4.D)

Comptroller Williams presented the standard policy appendices that are changed each year. Policies included salary grades, salary schedules for all staff, full-time and part-time definitions, salary increases for faculty and non-regular positions. Mr. Wakefield moved to approve the policy appendices. Mr. Weitman seconded. The motion carried.

Election Certification (agenda item 4.F)

President Green presented the election certification for the Board zones. Mr. Schreiber moved to approve the certifications. Mrs. Gervasi seconded. The motion carried. The Board will be sworn in at the July meeting.

Election of Board Officers (agenda item 4.G)

Mr. Schreiber moved to nominate Chair Lincoln to serve as Board Chair for the 2015-2016 year. Mr. Weitman moved to close the election. Mrs. Gervasi seconded the motion. The motion carried. Mr. Weitman moved to nominate Mr. Wakefield as Vice Chair. Mr. Schreiber seconded. The motion carried.

Capital Construction (agenda item 4.H)

President Green gave a brief capital construction update, noting that the College was approved by the Meyer Memorial Trust to go forward with a \$250,000 grant application. She is also meeting with individuals to match a \$200,000 donation from a community member.



Approval of Curriculum (agenda item 4.I)

Chief Academic Officer Hovey presented the curriculum for the online business degree program. Mr. Wakefield moved to approve the online business degree program. Mrs. Gervasi seconded. The motion carried.

Approval of the 2015-2016 Tuition and Fee Schedule (agenda item 4.J)

Dr. Hovey presented changes to the 2015-2016 tuition and fee schedule to include an online course fee of \$35 and a \$15 fee for hybrid courses. Mr. Schreiber moved to approve the tuition and fee schedule. Mr. Weitman seconded. The motion carried.

**Invitation of Public Comment** (deferred agenda item 3)

Several students voiced their concerns about an adjunct faculty being non renewed and a lack of communication to students about why. Chair Lincoln encouraged students to take their concerns to Dr. Hovey and President Green, who noted that there would be some personnel issues that could not be shared. The Board requested Hovey and Green to offer conversation with other members of the class.

**Board Member Discussion Items** (Item 6)

There were no Board member discussion items at this time.

**Adjournment** (Item 7)

The meeting was adjourned by Chair Lincoln at 7:40 p.m.



## 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



## NEW BUSINESS

### RECOMMENDATION

### BACKGROUND INFORMATION ----- Chair Lincoln

- a. Oath of Office ----- Chair Lincoln
- b. Board Contributions ----- Director Luquette
- c. Organization, Finance & Legal Designations for 2015/2016 ----- (action) President Green
- d. Tuition and fees ----- (action) Chief Finance Officer Williams
- e. Courses and Curriculum ----- (action) Chief Academic Officer Hovey
- f. Authorization of purchase of real property ----- (action) President Green
- g. Approve site plan and design contract ----- (action) President Green
- h. Approve CMGC Contract ----- (action) President Green



## Oath of Office

**RECOMMENDATION**

ACTION.

**BACKGROUND INFORMATION** ----- Chair Lincoln

OATH OF OFFICE  
TILLAMOOK BAY COMMUNITY COLLEGE  
BOARD OF EDUCATION

I, (Danell Boggs, Mary Faith Bell, Billy Schreiber, Kathy Gervasi, Robert Weitman) do solemnly swear to support the laws of the United States and of the State of Oregon, and faithfully discharge any duties which shall become my responsibility as a member of Tillamook Bay Community College Board of Education.

Dated this 2 day of February, 2015

\_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
Constance C. Green, President





## Board Contributions

### **RECOMMENDATION**

INFORMATION ONLY – NO ACTION REQUESTED.

### **BACKGROUND INFORMATION**----- Director Luquette

As we move forward with grant applications to help fund the remaining \$1 million on the Partners for Rural Innovation Center, a common inquiry is whether or not the Board of Education contributes financially to the College.

Currently, two Board members gave in 2014. Any new gifts from Board members could be applied to the community matching grant. 100 percent participation from the Board would be a powerful way to kick off the \$200,000 matching gift and sends a positive message to other funding sources that the Board fully supports and believes in this cause.



# 2015-2016 Organization, Finance and Legal Designations

## RECOMMENDATION

RESOLVE TO APPROVE CHANGES TO THE 2015-2016 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS.

## BACKGROUND INFORMATION ----- Chief Finance Officer Williams

### 1. Designate Clerk, Deputy Clerk, Secretary

Move that President Connie Green be designated Clerk, Chief Finance Officer Kyra Williams be designated Deputy Clerk, and Connie Green be designated Board Secretary for the 2015-2016 Fiscal Year. (ORS 332.515)

### 2. Authorize Insuring of District Employees

Move that insurance for the 2015-2016 Fiscal Year be purchased, which includes broad crime coverage for all employees, non-compensated officers, and directors.

### 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 2015-2016; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2015-2016 Fiscal Year. (ORS. 328.441 and 294.805 to 294.895)

### 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 2015-2016 Fiscal Year. The Clerk may delegate this authority in writing to the Chief Finance Officer Kyra Williams, at such times and to such extent as the Clerk determine to be necessary or desirable.

### 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 2015-2016 Fiscal Year.

**7. Authorize Accounts Payable**

Move that approval be granted for payment of District Accounts Payable when due as governed by fiscal policies for the 2015-2016 Fiscal Year.

**8. Name the Budget Officer**

Move that the Chief Finance Officer/Deputy Clerk be named Budget Officer for Budget Year 2016-2017. (ORS 294.331)

**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 2015-2016 Fiscal Year. The President/Clerk may delegate this authority in writing to the Chief Finance Officer, Kyra Williams, at such time or times and to such extent as the President/Clerk determines the delegation necessary or desirable.

**10. Establish Public Contract Review Board**

Move that the Board of Directors act as the Contract Review Board for the District for the 2015-2016 Fiscal Year, approve the Local Contract Review Board Rules, and delegate this authority to the President/Clerk for contracts not exceeding \$50,000. (ORS 279A.055)

**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:	In State Travel
Breakfast \$12.00	Breakfast \$11.00
Lunch \$18.00	Lunch \$16.00



Dinner \$36.00

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.

### **14. Establish Petty Cash Accounts**

Move that a Petty Cash account in the amount shown for the 2015-2016 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.

Business Office

\$ 100.00

Custodian

Kyra Williams

### **15. Authorize Acquisition of Federal Surplus Property**

Move that the President/Clerk and Chief Finance Officer/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**

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2014-2015 Fiscal Year audit performed during 2015-2016.

### **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:

<b>Name</b>	<b>Credit Limit</b>
President	\$2,500
Chief Academic Officer	\$2,500
Chief Finance Officer	\$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
Tourism Director	\$10,000



# Approval of 2015-2016 Tuition and Fee Schedule

**RECOMMENDATION**

SECOND READING AND APPROVAL OF PROPOSED CHANGES TO THE 2015-2016 TUITION AND FEE SCHEDULE.

**BACKGROUND INFORMATION**-----Chief Finance Officer Williams

Presented here for approval is the proposed changes to the 2015-2016 Tuition and Fee Schedule.

As discussed at the June 1<sup>st</sup> Board Meeting, we are recommending a reduction to credit tuition. We are anticipating that the State will approve a \$550M Community College Support Fund for the 2015-2017 Biennium. We are also anticipating that \$15M will be dedicated to CTE programs. Based on \$535M being distributed to the community colleges using the updated distribution formula, Tillamook Bay Community College should receive minimally an additional \$200,000 for the 2015-2016 Academic Year. The updated distribution formula includes an increase in the small school base. Therefore, we will reduce credit tuition to \$94/\$114 beginning Fall 2015. Based on current information, the average in-state credit tuition rate for the 7 smallest community colleges in Oregon this year will be \$93.92. TBCC's fees for credit courses are currently below average.

<b>Tuition or Fee Item</b>	<b>Current 2015-2016</b>	<b>Proposed 2015-2016</b>
<i>Tuition</i>		
In-State Tuition per Credit Hour	\$98	<b>\$94</b>
Out-of-State Tuition per Credit Hour	\$118	<b>\$114</b>
<i>Fees</i>		
Base Course Fee (per credit)	\$4	\$4
Student Services Fee (per credit)	\$2	\$2
Technology Fee (per credit)	\$5	\$5
Online Course Fee (per course)	\$35	\$35
Hybrid Course Fee (per course)	\$15	\$15
Adult Basic Skills Instructional Course Fee (includes ABE/GED/ESOL courses)	\$15	\$15
Self Improvement Course Fees	market or self support	market or self support
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	\$30	\$30
EMT Practical Exams Fee for non-TBCC student, former student or staff	\$30/station	\$30/station
Printed Catalog (first copy from academic advisor free)	\$5	\$5



Official Transcript Fee (per transcript) (one free when degree or certificate is mailed)	\$5	\$5
Expedited Transcript Fee (per transcript)	\$25	\$25
Return Check Fee	\$25	\$25



## Courses and Curriculum

### RECOMMENDATION

CHIEF ACADEMIC OFFICER ANN HOVEY IS REQUESTING BOARD APPROVAL FOR THE REDESIGN OF THE AGRICULTURE/NATURAL RESOURCES ASSOCIATE IN APPLIED SCIENCE DEGREE.

### BACKGROUND INFORMATION -----Chief Academic Officer Hovey

As a follow-up to the Program Highlight for the June Board Meeting, Chief Academic Officer Ann Hovey is requesting Board approval of the redesign of the Agriculture/Natural Resources degree, presented below. This revision is less than 30% and does not require State approval. In the TBCC process, curriculum revisions that change the core will come to the Board.

The recommended revised degree is to add the following to the Core:

CJA 246	Fish and Wildlife Enforcement
ESR 171	Environmental Science: Biological Perspectives
FES 251	Recreation Resource Management

The degree will add the following electives:

HST 201	History of the United States I
HST 202	History of the United States II
HST 203	History of the United States III
CH 121	General Chemistry (Pre-req for BI 206)
GS 108	Oceanography

### AAS Agriculture and Natural Resources Re-design CORE CLASSES

Course #	Course Title	Alternative	Credits	Hours/Week
AG 111*	Computers in Agriculture	BA 131 Intro to Bus Tech*	2 (4)	4 (4)
CG 100*	College Survival and Success		3	3
BI 101*	Biology	BI 204 (FW, FST, ANS transfer)**	4	6
BI 102*	Biology	BI 205**	4	6
BI 103*	Biology	BI 206**	4	6
COMM 111*	Public Speaking		4	4
WR 121*	English Composition		4	4
SOIL	Soil Science		4	6





205*				
MTH 111*	College Algebra		5	5
AG 211*	Survey and Construction		3	5
AG 221*	Metals and Welding		3	5
	Social Science General Education		4	4
	Arts & Humanities General Education		3-4	3
<b>TOTAL CREDITS</b>			<b>47-48</b>	<b>(Max 53)</b>

**AG and ANIMAL SCIENCE EMPHASIS**

Course #	Course Title	Credits	Hours/Week
ANS 121*	Intro to Animal Science	4	6
AG 225*	Organic Waste Management	2	6
ANS 230*	Dairy Cattle Evaluation	3	5
ANS 231*	Livestock Evaluation	3	5
ANS 215*	Beef/Dairy Industry	3	5
FST 101*	Orientation to Food Science	1	1
FST 212*	Dairy Processing	2	2
FST 213*	Cheese Making Lab	1	3
<b>TOTAL</b>		<b>19</b>	
<b>CREDITS IN TRACK</b>			
<b>ELECTIVES: FROM ELECTIVES LIST OR COURSES IN NATURAL RESOURCES TRACK.</b>		<b>31 or to equal 90 credits</b>	

**NATURAL RESOURCES EMPHASIS**

Course #	Course Title	Credits	Hours/Week
FW 107*	Orientation to Fish and Wildlife	1	1
FOR 111*	Introduction to Forestry	3	5
FW 251*	Principles of Fish and Wildlife Conservation	3	3
NAT 201*	Managing Natural Resources for the Future	3	3
FOR 240*	Forest Biology (not online yet @ OSU)	4	6
CJA 246	Fish and Wildlife Enforcement	3	7
ESR 171	Environmental Science: Biological Perspectives	4	3
<b>TOTAL</b>		<b>21</b>	
<b>CREDITS IN TRACK</b>			
<b>ELECTIVES: FROM ELECTIVES LIST OR COURSES IN AG/ANIMAL SCIENCE</b>		<b>29 or to equal 90 credits</b>	



**PROGRAM ELECTIVES (MINIMUM OF 12 CREDITS FROM HERE) OR OTHER AREA OF EMPHASIS**

Course #	Course Title	Credits	Hours/Week	OSU
HORT 120*	General Viticulture	3	3	
FST 251*	Introduction to Wine, Beer, and Spirits	3	3	
FST 252*	Wine Lab	1	3	
FST 253*	Beer Lab	1	3	
FES 251	Recreation Resource Management	4	4	
	Elective courses may also be taken from the other area of emphasis			

**REMAINING ELECTIVE CREDITS MAY INCLUDE GENERAL EDUCATION (UP TO 90 CREDITS TOTAL FOR DEGREE)**

**OR**

**OTHER ELECTIVES FOR STUDENTS PLANNING TO TRANSFER TO OSU**

Course #	Course Title	Credits	Hours/Week	OSU	TBCC
WR 122**	English Composition	4		WR II	
WR 227**	Technical Writing	4		WR II	
HE 295**	Health and Fitness for Life	2		Fitness	
PE 295**	Health and Fitness for Life Lab	1		Fitness	
HST 201	History of the United States I	4			SS
HST 202	History of the United States II	4			SS
HST 203	History of the United States III	4			SS
MUS 108**	Music Cultures of the World	3			A&H
CH 121	General Chemistry (Pre-req for BI 206)	5			
GS 108	Oceanography	4			

**\*Course in original degree**

**\*\* Courses recommended for transfer students**



## Approval of Acquisition of Property

### RECOMMENDATION

APPROVE THE PURCHASE OF REAL PROPERTY LOCATED AT 4506 THIRD ST., TILLAMOOK OR

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

When the size and scope of the Phase II building was reduced due to cost considerations, the Board of Education was in consensus that the college not use the main campus site for a much smaller building and save that location for a true Phase II building on the main campus. The Board asked President Green to search for a location that would accommodate a new Partner for Rural Innovation Center located in the proximity of the main campus building and initiate the negotiation for purchase.

In late February, the college entered into a purchase agreement with agent Carolyn Decker for property owned by the Wyss Estate located at 4506 Third St. Tillamook, Oregon. The agreement was contingent on several issues that include; zoning for a conditional use permit, a clean hazardous materials report, a clean wetland determination report, and the passage of House Bills 5505 and 5506, which would authorize the college to use state and matching funds to purchase real property. The property was for \$695,000 and a negotiated price of \$620,000 was agreed upon. The property is 3.35 acres. Closing is to take place on a date mutually agreed upon by both Buyer and Seller but not later than July 31, 2015.

It is recommended that the Board of Education authorize the College President to close and purchase the real property located at 4506 Third St. Tillamook, Oregon once all the contingencies have been met, on or before July 31, 2015.



## Approve Site Plan and Design Contract

### RECOMMENDATION

APPROVE THE SITE PLAN AND DESIGN CONTRACT.

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

The Request for Proposals were due on June 22, 2015. The college sent out six (6) requests for proposals and received two (2) qualified proposals. From discussion with the proposers, the tight time schedule and time of year were factors why others did not submit.

The qualified proposals were received from ac+co Architecture Community, located in Salem, Oregon and tva Architects inc. from Portland, Oregon. The evaluation committee interviewed both firms on July 1, 2015 and after checking references recommended to the Contract Review Board for Board of Education approval of a candidate for a contract for Site Planning and Design Services for the Partners for Rural Innovation Center.



## Approve CMGC Contract

### RECOMMENDATION

APPROVE THE CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT.

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

The Request for Proposals were due on June 23, 2015. It also required mandatory attendance to a pre-bid conference held at Tillamook Bay Community College on June 9, 2015. Five (5) firms attended the mandatory pre-bid conference and four (4) firms submitted proposals. The firms that submitted proposals were LCG Pence Construction, Salem, Oregon; Emerick Construction, Happy Valley, Oregon; InLine Commercial Construction, Portland, Oregon; and Todd Construction, Tigard, Oregon.

The evaluation committee reviewed, scored and ranked the four submittals and selected two for interviews. They were Todd Construction and LCG Pence Construction. The evaluation committee interviewed both firms on July 1, 2015 and after checking references will recommend to the Contract Review Board for Board of Education approval a candidate for a contract for Construction Management/General Contractor for the Partners for Rural Innovation Center.



## Board Member Discussion Items

**RECOMMENDATION**

**BACKGROUND INFORMATION**----- Chair Lincoln



# Adjournment

**RECOMMENDATION**

MOTION TO ADJOURN THE MEETING.

**BACKGROUND INFORMATION**

-----Chair Lincoln

