



Board of Education Meeting Agenda

Date: Tuesday, June 13, 2017

Special TBCC Board Meeting – TBCC Room 214 -5:15 - 5:30 pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Schreiber
2.	Consent Agenda:	(Action) Chair Schreiber
	a. Approval of Agenda	
3.	Invitation for Public Comment	Chair Schreiber
	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.	New Business and/or focused policy discussions	
	a. Adoption of 2016-2017 Supplemental Budget Resolution --(Action) Chief Finance Officer Williams	
	b. Adoption of 2017-2018 Budget----- (Action) Chief Finance Officer Williams	
	c. Approval of Policy Appendices----- (Action) Chief Finance Officer Williams	
	d. Bank Signing Authority----- (Action) Chief Finance Officer Williams	
	e. Academic Calendar Update----- (Action) Chief Academic Officer Hovey	
5.	Board Member Discussion Items	Chair Schreiber
6.	Adjournment	(Action) Chair Schreiber

Executive Session – 214/215 – 5:30 pm

Pursuant to O.R.S. § 192.660 (2) (a) (b) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation.

Call to Order • Acknowledge Guests

RECOMMENDATION

CALL THE MEETING TO ORDER AND ACKNOWLEDGE ANY GUESTS.

BACKGROUND INFORMATION-----

Chair Schreiber



Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JUNE MEETING.

Special TBCC Board Meeting – TBCC Room 214 -5:15 - 5:30 pm

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1.	Call to Order • Acknowledge Guests -----	Chair Schreiber
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4.	New Business and/or focused policy discussions	
	a. Adoption of 2016-2017 Supplemental Budget Resolution --(Action)	Chief Finance Officer Williams
	b. Adoption of 2017-2018 Budget-----	(Action) Chief Finance Officer Williams
	c. Approval of Policy Appendices-----	(Action) Chief Finance Officer Williams
	d. Bank Signing Authority-----	(Action) Chief Finance Officer Williams
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5.	Board Member Discussion Items -----	Chair Schreiber
6.	Adjournment -----	(Action) Chair Schreiber

Executive Session – 214/215 – 5:30 pm

Pursuant to O.R.S. § 192.660 (2) (a) (b) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation.



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 Schreiber



Adoption of 2016-2017 Supplemental Budget Resolution

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTION 2016-2017 #4 TO ADOPT A SUPPLEMENTAL BUDGET TO AMEND THE FY 2016-2017 ADOPTED BUDGET.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

The following appropriation increases and transfers will be made to the 2016-2017 Adopted Budget upon receiving board approval:

- General Fund
 - Transfers In increased by \$11,545 to offset the Transfers Out in the Special Fund and Agency Fund.
 - Plant Operation and Maintenance increased by \$61,545 due to unanticipated repair and maintenance costs during the year.
 - Contingency decreased by \$50,000 to support Plant Operation and Maintenance expenses.
- Special Revenue Fund
 - Beginning Fund Balance increased by \$9,000 due to grants that weren't spent in the prior year.
 - Federal Sources increased by \$73,453 due to unanticipated increases and decreases in grants. Decreases are from the Title II grant, but there was also an increase in the Title III grant due to multiple projects and employees hired to implement projects and professional development that wasn't spent in prior years.
 - State Sources increased by \$170,075 due to grants for Career Pathways Development, Small Business Development Center (SBDC) rural outreach, ASPIRE, student success, student success support, data quality improvement, and co-requisite developmental education models.
 - Local Sources increased by \$5,000 due to an agreement with OSU Extension Service to support the Partners for Rural Innovation (PRI) building operations.
 - Other Sources increased by \$10,000 due to an agreement with Economic Development Council (EDC) to pay rent at PRI for the space used by Visit Tillamook Coast (VTC), EDC, and SBDC.
 - Instruction increased by \$5,117 due to unanticipated increases and decreases in grants to support adult basic education, instructional materials and equipment for career pathways development, and developmental education redesign, and manufacturing and industrial technology (MIT).
 - Instructional Support increased by \$113,588 due to unanticipated increases and decreases in grants to support adult basic education, Title III, MIT, SBDC rural outreach, data quality improvement, and co-requisite development education models.
 - Student Services increased by \$48,550 due to unanticipated increases and decreases in



grants for student assistance, ASPIRE, student success and supports for student success. College Support increased by \$78,369 due to unanticipated increases in grants to support Title III and a State IGA to conduct a study of the use and application of community college baccalaureate degrees.

Plant Operation and Maintenance increased by \$15,000 to support the operation expenses of the PRI building.

Financial Aid decrease by \$5,037 to support student services expenses within the student success grant.

Transfers Out increased by \$12,941. This is a combination of residual fund equity transferring to the Financial Aid Fund and PERS Debt Service Transfers to the General Fund.

Contingency decreased by \$1,000. This is supporting student services expenses in the student success grant.

- Financial Aid Fund

Transfers In increased by \$1,600 and Financial Aid increased by \$1,600 to support tuition waivers and discounts.

- Enterprise Fund

Beginning Fund Balance increased by \$1,860 in the Drivers Education program.

Instruction increased by \$1,860 to support instructor training in the Drivers Education program.

- Agency Fund

Beginning Fund Balance increased by \$9,095 due to a VTC non-TLT grant received in the prior year.

Federal Sources increased by \$35,000 due to a grant awarded to EDC for revolving loan fund operational costs.

Local Sources increased by \$64,000 due to contracting with partnering organizations to assist with marketing.

Other Sources increased by \$25,571. .

Instructional Support increased by \$5,048 to support personnel costs of the EDC grant.

College Support increased by \$81,550 to support VTC contracts.

Transfers Out increased by \$204 to support PERS Debt Service transfers from the EDC grant.

Unappropriated Ending Fund Balance increased by \$46,864 to support the EDC grant and VTC contracts.



RESOLUTION NO. 2016-2017 #4
RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2016-17 AND
MAKING APPROPRIATIONS

THE BOARD OF DIRECTORS FINDS AS FOLLOWS:

1. A supplemental budget is required in the General Fund, Special Fund, Financial Aid Fund, Enterprise Fund, and Agency Fund for expenses that were not anticipated in the regular budget preparation process for fiscal year 2016-17.
2. The unanticipated expenditures have arisen due to beginning fund balances that weren't spent in the prior year, federal grants, state grants, local contracts, other sources, and required transfers.
3. The Plant Operation and Maintenance expense category needs additional appropriation authority of \$61,545 and the Contingency appropriation will be decreased by \$50,000 in the General Fund.
4. The Instruction expense category needs additional appropriation authority of \$5,117, the Instructional Support expense category needs additional appropriation authority of \$113,588, the Student Services expense category needs additional appropriation authority of \$48,550, the College Support expense category needs additional appropriation authority of \$78,369, the Plant Operation and Maintenance expense category needs appropriation authority of \$15,000, and the Transfers Out expense category needs additional appropriation authority of \$12,941 in the Special Fund. The remaining appropriations are being decreased. The Financial Aid expense category appropriation will be decreased by \$5,037 and the Contingency appropriation will be decreased by \$1,000 in the Special Fund.
5. The Financial Aid expense category needs additional appropriation authority of \$1,600 in the Financial Aid Fund.
6. The Instruction expense category needs additional appropriation authority of \$1,860 in the Enterprise Fund.
7. The Instructional Support expense category needs appropriation authority of \$5,048, the College Support expense category needs appropriation authority of \$81,550, the Transfers Out expense category needs appropriation authority of \$204 in the Agency Fund.
8. When the supplemental budget is ten (10) percent or more of any fund being adjusted, as provided for in ORS 294.473, 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.
9. The Notice of Supplemental Budget Hearing was published as required by ORS 294.473(1)(b).

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 294.473(1)(c), increasing(decreasing) appropriations in the fiscal year 2016-17 budget as follows:

<u>GENERAL FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Transfers In	<u>\$442,328</u>	<u>\$11,545</u>	<u>\$453,873</u>
Total Resources	<u>\$442,328</u>	<u>\$11,545</u>	<u>\$453,873</u>
REQUIREMENTS:			
Plant Operation and Maintenance	\$ 271,552	\$61,545	333,097
Contingency	<u>805,349</u>	<u>(50,000)</u>	<u>755,349</u>
Total Appropriations/Requirements	<u>\$1,076,901</u>	<u>\$11,545</u>	<u>\$1,088,446</u>
 <u>SPECIAL REVENUE FUND</u>			
RESOURCES:			
Beginning Fund Balance	\$2,351,490	\$ 9,000	\$2,360,490
Federal Sources	781,192	73,453	854,645
State Sources	754,779	170,075	924,854
Local Sources	542,113	5,000	547,113
Other Sources	<u>23,900</u>	<u>10,000</u>	<u>33,900</u>
Total Resources	<u>\$4,453,474</u>	<u>\$267,528</u>	<u>\$4,721,002</u>
REQUIREMENTS:			
Instruction	\$ 132,395	\$ 5,117	\$ 137,512
Instructional Support	959,759	113,588	1,073,347
Student Services	127,451	48,550	176,001
College Support	321,970	78,369	400,339
Plant Operation and Maintenance	0	15,000	15,000
Financial Aid	23,580	(5,037)	18,543
Transfers Out	419,456	12,941	432,397
Contingency	<u>551,000</u>	<u>(1,000)</u>	<u>550,000</u>
Total Appropriations/Requirements	<u>\$2,535,611</u>	<u>\$267,528</u>	<u>\$2,803,139</u>
 <u>FINANCIAL AID FUND</u>			
RESOURCES:			
Transfers In	<u>\$130,000</u>	<u>\$1,600</u>	<u>\$131,600</u>
Total Resources	<u>\$130,000</u>	<u>\$1,600</u>	<u>\$131,600</u>
REQUIREMENTS:			
Financial Aid	<u>\$1,993,544</u>	<u>\$1,600</u>	<u>\$1,995,144</u>
Total Appropriations/Requirements	<u>\$1,993,544</u>	<u>\$1,600</u>	<u>\$1,995,144</u>
 <u>ENTERPRISE FUND</u>			
RESOURCES:			
Beginning Fund Balance	<u>\$36,000</u>	<u>\$1,860</u>	<u>\$37,860</u>
Total Resources	<u>\$36,000</u>	<u>\$1,860</u>	<u>\$37,860</u>
REQUIREMENTS:			
Instruction	<u>\$59,565</u>	<u>\$1,860</u>	<u>\$61,425</u>
Total Appropriations/Requirements	<u>\$59,565</u>	<u>\$1,860</u>	<u>\$61,425</u>

<u>AGENCY FUND</u>	<u>ORIGINAL BUDGET</u>	<u>THIS SUPPLEMENTAL</u>	<u>REVISED BUDGET</u>
RESOURCES:			
Beginning Fund Balance	\$1,464,525	\$ 9,095	\$1,473,620
Federal Sources	0	35,000	35,000
Local Sources	926,117	64,000	990,117
Other Sources	<u>34,500</u>	<u>25,571</u>	<u>60,071</u>
Total Resources	<u>\$2,425,142</u>	<u>\$133,666</u>	<u>\$2,558,808</u>
REQUIREMENTS:			
Instructional Support	\$ 105,645	\$ 5,048	\$ 110,693
College Support	1,425,261	81,550	1,506,811
Transfers Out	<u>17,251</u>	<u>204</u>	<u>17,455</u>
Total Appropriations	\$1,548,157	\$ 86,802	\$1,634,959
Unappropriated Ending Fund Balance	<u>768,855</u>	<u>46,864</u>	<u>815,719</u>
Total Requirements	<u>\$2,317,012</u>	<u>\$133,666</u>	<u>\$2,450,678</u>

ADOPTED by the Board of Directors of TBCC this 13th day of June, 2017.

Board of Education Chair

ATTEST by TBCC President this 13th day of June, 2017.

Tillamook Bay Community College President

Adoption of 2017-2018 Budget

RECOMMENDATION

APPROVE AND AUTHORIZE THE BOARD CHAIR TO SIGN BUDGET RESOLUTIONS 2017-2018 NO. 1 THROUGH 3 TO ADOPT THE 2017-2018 BUDGET, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE PROPERTY TAXES

BACKGROUND INFORMATION-----Chief Finance Officer Williams

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

- General Fund
 - State Sources has been increased by \$23,050
 - Transfers In has been decreased by \$4,398
 - Instruction has been increased by \$1,686
 - Instructional Support has been increased by \$388
 - Student Services has been increased by \$14,247
 - College Support has been increased by \$1,126
 - Plant Operation and Maintenance has been increased by \$1,205
 - Due to implementation of a "Cost of Living" adjustment for the Community College Support Fund (CCSF) small school base during the 2015-2017 biennium and an increase to the anticipated State appropriation for CCSF for the 2017-2019 biennium, we anticipate that TBCC will receive a minimum of \$23,050 more than originally budgeted. Transfers In has been decreased to align with changes in the Special Revenue Fund.
 - Increases in all appropriation categories is due to an increase in TBCC's workers compensation experience rating causing in increase in insurance premiums. In addition, a Career Education Advisor will be promoted to Student Success Coordinator in July.
- Special Revenue Fund
 - Beginning Fund Balance has been increased by \$13,934
 - Federal Sources has been decreased by \$75,678
 - Local Sources has been increased by \$5,000
 - Instruction has been decreased by \$99,893
 - Instructional Support has been increased by \$7,749
 - College Support has been increased by \$164
 - Plant Operation and Maintenance has been increased by \$5,000
 - Transfers Out has been decreased by \$4,398
 - Unappropriated Ending Fund Balance has been increased by \$34,634
 - Federal Sources are decreasing by \$76,049 due to elimination of the Title II grant. This also causes a reduction in Instruction of \$69,262, Instructional Support of \$2,790, and Transfers Out of \$3,997. There is an increase in Federal Resources of \$371 in the Title III grant due to the increase in workers compensation premiums. This increase causes Instructional Support and College Support to increase by \$207 and \$164, respectively. Beginning Fund Balance was increased to more accurately reflect the resources from the Manufacturing and Industrial Technology consortium funds. Instruction was reduced by \$30,631, Instructional Support



was increased by \$10,332, Transfers Out was decreased by \$401, and Unappropriated Ending Fund Balance was increased by \$34,634. This is primarily due to no longer funding a portion of a .5 FTE faculty for the instructional area and funding a larger portion of the Coordinator. Materials and Services were also adjusted to align with a budget approved by the consortium members. Local Sources was increased by \$5,000 in support of the Partners for Rural Innovation operations budget and Plant Operation and Maintenance was also increased.

- Agency Fund

Local Sources has been increased by \$74,400

Other Sources has been increased by \$2,000

Instructional Support has been increased by \$17,300

College Support has been increased by \$68,600

Unappropriated Ending Fund Balance has been decreased by \$9,500

All adjustments have been made to align TBCC's budget at adoption with Economic Development Council's approved budget and anticipated changes.



**2017-2018 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 2017-2018 in the total of \$16,422,534. This budget is now on file at the District administrative offices in Tillamook, Oregon.

**2017-2018 RESOLUTION 2
MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated as follows:

General Fund

Instruction	\$1,403,246
Instructional Support	344,629
Student Services	463,665
College Support	1,365,563
Plant Operation & Maintenance	288,533
Fund Transfers Out	288,000
Contingency	<u>950,000</u>
TOTAL GENERAL FUND	<u>\$5,103,636</u>

Special Fund

Instruction	\$ 4,320
Instructional Support	543,871
College Support	302,877
Plant Operation and Maintenance	30,000
Fund Transfers Out	467,743
Contingency	<u>550,000</u>
TOTAL SPECIAL FUND	<u>\$1,898,811</u>

Financial Aid Fund

Financial Aid	\$2,088,244
Fund Transfers Out	<u>3,250</u>
TOTAL FINANCIAL AID FUND	<u>\$2,091,494</u>

Enterprise Fund

Instruction	\$ 110,055
Instructional Support	20,000
Student Services	16,870
Fund Transfers Out	4,340
Contingency	<u>5,730</u>
TOTAL ENTERPRISE FUND	<u>\$156,995</u>

Debt Service Fund

College Support	\$ 1,600
Debt Service	<u>821,090</u>
TOTAL DEBT SERVICE FUND	<u>\$822,690</u>

Capital Projects Fund

Plant Additions	\$250,000
Fund Transfers Out	<u>485,000</u>
TOTAL CAPITAL PROJECTS FUND	<u>\$735,000</u>

<u>Agency Fund</u>	
Instructional Support	\$ 122,221
Student Services	8,590
College Support	1,614,067
Financial Aid	6,035
Transfers Out	18,496
Contingency	<u>122,000</u>
TOTAL AGENCY FUND	<u>\$1,891,409</u>

TOTAL APPROPRIATIONS, ALL FUNDS \$12,700,035

Amounts not appropriated:

<u>Special Fund</u> – Ending Fund Balance	\$ 63,634
<u>Special Fund</u> – Reserves	3,091,229
<u>Enterprise Fund</u> – Ending Fund Balance	19,567
<u>Debt Service Fund</u> – Ending Fund Balance	12,439
<u>Capital Project Fund</u> – Ending Fund Balance	200,000
<u>Agency Fund</u> – Ending Fund Balance	<u>335,630</u>

TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS \$3,722,499

TOTAL ADOPTED BUDGET \$16,422,534

**2017-2018 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 2017-2018 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 \$719,166 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		\$719,166

The above 2017-2018 Resolutions 1, 2, and 3 were approved and declared adopted this 13th day of June, 2017.

Chairperson, Board of Education
Tillamook Bay Community College

Attest:

Clerk of Board

Approval of Policy Appendices

RECOMMENDATION

APPROVE POLICY APPENDICES FOR FY17-18.

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

Appendix A-1 includes previously proposed position title and grade changes. The rest is just cleanup of existing position titles.

Appendix A-2 has no changes other than the fiscal year. Grade 20/Step 1 has been blacked out due to Federal Department of Labor Overtime regulations that took effect on December 1, 2016 addressing overtime provisions of the Fair Labor Standards Act. TBCC currently doesn't have any staff at this Grade/Step. Grades 1 and 2 are blacked out due to being below state minimum wage. The blacked out sections are continuations from the previous fiscal year.

Appendix B-1 has no changes.

Appendix C-1 has no changes other than the fiscal year. All faculty pay grades are capped by the black area of the pay schedule. The black area of this schedule has not been changed from the prior year.

Appendix C-3 has no changes other than the fiscal year.



Article No.: Appendix A - 1

Approved:

Reference:

~~2016-2017~~2017-2018 Executive and Management Staff Salary Grades (Exempt)

GRADE	POSITION TITLE (or other similar position titles)
30	Chief Academic Officer
28	Director, Tourism
28	Director, Economic and Small Business Development Center
27	Chief Finance Officer
26	Director of Foundation and College Advancement
26	Chief Student Services Officer
24	Director, Student Services
22	Director, Information Technology
22	Director, Facilities, HR, and Safety
22	Director, Career, Technical and Workforce Education
22	Director, Skills Development Center
22	Director, Title III Program
21	Director, Library
20	Librarian
20	Coordinator, Institutional <u>Planning and Research Analyst</u>
20	Coordinator, Tourism Sales and Marketing

~~2016-2017~~2017-2018 Professional Support Staff Salary Grades (Non-Exempt)

GRADE	POSITION TITLE (or other similar position titles)
<u>19</u>	<u>EDC/Tourism Accountant</u>
17	Coordinator, Information Technology
17	Coordinator, Manufacturing and Industrial Technology Program
<u>17</u>	<u>Coordinator, Student Success</u>
15	Career Education Advisor/ Enrollment Specialist
15	Online Instructional and Professional Development Support
15	Tourism Marketing/Administrative Assistant
15	Curriculum Development/Pathways Coordinator
<u>15</u>	<u>Financial Aid Advisor</u>
13 <u>15</u>	Assistant Registrar/ Enrollment Specialist
13	Community Education/Dual Credit /Continuing Ed Coordinator
13	Custodial/Evening Coordinator
13	Executive & Marketing <u>Support</u> Specialist
<u>13</u>	<u>Marketing Support Specialist</u>
13	Facilities Maintenance Specialist
13	Financial Aid Advisor/Enrollment Specialist
13	Support Specialist (IT/Literacy/Instruction/College Support/ <u>Student Services</u>)
13	Business Office Specialist/ Tourism Accountant
13	Learning Center Assistant
13	Curriculum & Assessment Support Assistant
11 <u>13</u>	Economic-EDC and Small Business Development Center <u>SBDC Specialist</u> <u>Administrative and Marketing Support Specialist</u>
11	Enrollment Services Office Specialist
10	Secretary
10	Testing Specialist
10	Marketing/Development Specialist



NON-FACULTY SALARY GRADES

Article No.: Appendix A - 1

Approved:

Reference:

6	Library/Office Assistant
3	Custodian/Security Specialist



STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE

2016-2017 2017-2018 Regular Full-Time & Regular Part-Time Staff Salary Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3	\$20,697	\$21,318	\$21,958	\$22,616	\$23,295	\$23,994	\$24,713	\$25,455	\$26,219	\$27,005	\$27,815	\$28,650	\$29,509
4	\$21,732	\$22,384	\$23,055	\$23,747	\$24,460	\$25,193	\$25,949	\$26,728	\$27,529	\$28,355	\$29,206	\$30,082	\$30,985
5	\$22,819	\$23,503	\$24,208	\$24,935	\$25,683	\$26,453	\$27,247	\$28,064	\$28,906	\$29,773	\$30,666	\$31,586	\$32,534
6	\$23,960	\$24,678	\$25,419	\$26,181	\$26,967	\$27,776	\$28,609	\$29,467	\$30,351	\$31,262	\$32,200	\$33,166	\$34,161
7	\$25,158	\$25,912	\$26,690	\$27,490	\$28,315	\$29,164	\$30,039	\$30,941	\$31,869	\$32,825	\$33,810	\$34,824	\$35,869
8	\$26,415	\$27,208	\$28,024	\$28,865	\$29,731	\$30,623	\$31,541	\$32,488	\$33,466	\$34,466	\$35,500	\$36,565	\$37,662
9	\$27,736	\$28,568	\$29,425	\$30,308	\$31,217	\$32,154	\$33,118	\$34,112	\$35,135	\$36,189	\$37,275	\$38,393	\$39,545
10	\$29,123	\$29,997	\$30,897	\$31,823	\$32,778	\$33,762	\$34,774	\$35,818	\$36,892	\$37,999	\$39,139	\$40,313	\$41,522
11	\$30,579	\$31,497	\$32,441	\$33,415	\$34,417	\$35,450	\$36,513	\$37,608	\$38,737	\$39,899	\$41,096	\$42,329	\$43,599
12	\$32,108	\$33,071	\$34,063	\$35,085	\$36,138	\$37,222	\$38,339	\$39,489	\$40,674	\$41,894	\$43,151	\$44,445	\$45,778
13	\$33,713	\$34,725	\$35,767	\$36,840	\$37,945	\$39,083	\$40,256	\$41,463	\$42,707	\$43,988	\$45,308	\$46,667	\$48,067
14	\$35,399	\$36,461	\$37,555	\$38,682	\$39,842	\$41,037	\$42,268	\$43,536	\$44,843	\$46,188	\$47,574	\$49,001	\$50,471
15	\$37,169	\$38,284	\$39,433	\$40,616	\$41,834	\$43,089	\$44,382	\$45,713	\$47,085	\$48,497	\$49,952	\$51,451	\$52,994
16	\$39,028	\$40,198	\$41,404	\$42,646	\$43,926	\$45,244	\$46,601	\$47,999	\$49,439	\$50,922	\$52,450	\$54,023	\$55,644
17	\$40,979	\$42,208	\$43,475	\$44,779	\$46,122	\$47,506	\$48,931	\$50,399	\$51,911	\$53,468	\$55,072	\$56,724	\$58,426
18	\$43,028	\$44,319	\$45,648	\$47,018	\$48,428	\$49,881	\$51,378	\$52,919	\$54,506	\$56,142	\$57,826	\$59,561	\$61,348
19	\$45,179	\$46,535	\$47,931	\$49,369	\$50,850	\$52,375	\$53,946	\$55,565	\$57,232	\$58,949	\$60,717	\$62,539	\$64,415
20		\$48,861	\$50,327	\$51,837	\$53,392	\$54,994	\$56,644	\$58,343	\$60,093	\$61,896	\$63,753	\$65,666	\$67,636
21	\$49,810	\$51,305	\$52,844	\$54,429	\$56,062	\$57,744	\$59,476	\$61,260	\$63,098	\$64,991	\$66,941	\$68,949	\$71,017
22	\$52,301	\$53,870	\$55,486	\$57,150	\$58,865	\$60,631	\$62,450	\$64,323	\$66,253	\$68,241	\$70,288	\$72,396	\$74,568
23	\$54,916	\$56,563	\$58,260	\$60,008	\$61,808	\$63,662	\$65,572	\$67,539	\$69,566	\$71,653	\$73,802	\$76,016	\$78,297
24	\$57,662	\$59,391	\$61,173	\$63,008	\$64,899	\$66,846	\$68,851	\$70,916	\$73,044	\$75,235	\$77,492	\$79,817	\$82,212
25	\$60,545	\$62,361	\$64,232	\$66,159	\$68,143	\$70,188	\$72,293	\$74,462	\$76,696	\$78,997	\$81,367	\$83,808	\$86,322
26	\$63,572	\$65,479	\$67,443	\$69,467	\$71,551	\$73,697	\$75,908	\$78,185	\$80,531	\$82,947	\$85,435	\$87,998	\$90,638
27	\$66,750	\$68,753	\$70,816	\$72,940	\$75,128	\$77,382	\$79,704	\$82,095	\$84,557	\$87,094	\$89,707	\$92,398	\$95,170
28	\$70,088	\$72,191	\$74,356	\$76,587	\$78,885	\$81,251	\$83,689	\$86,199	\$88,785	\$91,449	\$94,192	\$97,018	\$99,929
29	\$73,592	\$75,800	\$78,074	\$80,416	\$82,829	\$85,314	\$87,873	\$90,509	\$93,225	\$96,021	\$98,902	\$101,869	\$104,925
30	\$77,272	\$79,590	\$81,978	\$84,437	\$86,970	\$89,579	\$92,267	\$95,035	\$97,886	\$100,822	\$103,847	\$106,962	\$110,171
31	\$81,136	\$83,570	\$86,077	\$88,659	\$91,319	\$94,058	\$96,880	\$99,787	\$102,780	\$105,864	\$109,039	\$112,311	\$115,680
32	\$85,192	\$87,748	\$90,381	\$93,092	\$95,885	\$98,761	\$101,724	\$104,776	\$107,919	\$111,157	\$114,491	\$117,926	\$121,464
33	\$89,452	\$92,136	\$94,900	\$97,747	\$100,679	\$103,699	\$106,810	\$110,015	\$113,315	\$116,715	\$120,216	\$123,822	\$127,537
34	\$93,925	\$96,742	\$99,645	\$102,634	\$105,713	\$108,884	\$112,151	\$115,515	\$118,981	\$122,550	\$126,227	\$130,014	\$133,914
35	\$98,621	\$101,579	\$104,627	\$107,766	\$110,999	\$114,329	\$117,758	\$121,291	\$124,930	\$128,678	\$132,538	\$136,514	\$140,610

INSURANCE BENEFIT AMOUNT

Full-time \$1,278 per month
 Part-time \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT AMOUNT

Full-time \$245 per month
 Part-time \$245 per month (prorated based on actual FTE)

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 (1)	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 days or 1992 hours/year	X		12	20	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1. FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 407)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 407)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents	Qual. Pos

“X” Indicates benefit is provided

(1) From sick leave accrual

(5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.

(2)

Prorated on FTE (full-time equivalent)

(3)

Paid based on scheduled hours

(4) based on longevity (see Article 312)

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved:

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
 2016-2017 2017-2018 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
 173 DAY CONTRACT

	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	\$38,801	\$39,966	\$41,164	\$42,399	\$43,671	\$44,982	\$46,331	\$47,721	\$49,153	\$50,627	\$52,146	\$53,710	\$55,322	\$56,981	\$58,691	\$60,451	\$62,265	\$64,133
2	\$39,578	\$40,765	\$41,988	\$43,247	\$44,545	\$45,881	\$47,258	\$48,675	\$50,136	\$51,640	\$53,189	\$54,785	\$56,428	\$58,121	\$59,865	\$61,660	\$63,510	\$65,416
3	\$40,369	\$41,580	\$42,828	\$44,112	\$45,436	\$46,799	\$48,203	\$49,649	\$51,138	\$52,672	\$54,253	\$55,880	\$57,557	\$59,283	\$61,062	\$62,894	\$64,780	\$66,724
4	\$41,176	\$42,412	\$43,684	\$44,995	\$46,344	\$47,735	\$49,167	\$50,642	\$52,161	\$53,726	\$55,338	\$56,998	\$58,708	\$60,469	\$62,283	\$64,152	\$66,076	\$68,058
5	\$42,000	\$43,260	\$44,558	\$45,894	\$47,271	\$48,689	\$50,150	\$51,655	\$53,204	\$54,800	\$56,444	\$58,138	\$59,882	\$61,678	\$63,529	\$65,435	\$67,398	\$69,420
6	\$42,840	\$44,125	\$45,449	\$46,812	\$48,217	\$49,663	\$51,153	\$52,688	\$54,268	\$55,896	\$57,573	\$59,301	\$61,080	\$62,912	\$64,799	\$66,743	\$68,746	\$70,808
7					\$49,181	\$50,657	\$52,176	\$53,742	\$55,354	\$57,014	\$58,725	\$60,487	\$62,301	\$64,170	\$66,095	\$68,078	\$70,120	\$72,224
8								\$54,816	\$56,461	\$58,155	\$59,899	\$61,696	\$63,547	\$65,454	\$67,417	\$69,440	\$71,523	\$73,669
9										\$61,097	\$62,930	\$64,818	\$66,763	\$68,766	\$70,828	\$72,953	\$75,142	
10													\$68,098	\$70,141	\$72,245	\$74,412	\$76,645	
11																\$73,690	\$75,901	\$78,178
12																		\$79,741
13																		\$80,539
14																		\$81,344

INSURANCE BENEFIT AMOUNT

Full-time \$1,278 per month
 Part-time \$1,278 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$245 per month
 Part-time \$245 per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3

Approved:

Reference:

Non-Regular Faculty Salary Schedule 2016-2017 <u>2017-2018</u> (Effective July 1, 2016 <u>2017</u>)							
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	\$ 453.71 per lecture credit	\$ 476.40	\$ 500.22	\$ 525.23	\$ 551.49	\$ 579.06	\$ 608.01
Transfer College Credit Courses Substitute Rate	\$36.75 per lecture credit hour						
Transfer College Credit Courses Writing Bonus for three Credit WR Courses	\$327.93 per term						
Transfer College Credit Courses Lab - Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	\$ 935.79 per lab credit	\$ 982.58	\$ 1,031.71	\$ 1,083.30	\$ 1,137.47	\$ 1,194.34	\$ 1,254.06
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)	\$ 683.69 per lecture/lab credit	\$ 717.87	\$ 753.76	\$ 791.45	\$ 831.02	\$ 872.57	\$ 916.20
ABE/GED/ESL/ High School Credit Recovery Classes	\$ 31.06 per hour	\$ 32.61	\$ 34.24	\$ 35.95	\$ 37.75	\$ 39.64	\$ 41.62
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.						

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.)	\$ 26.24 per hour	\$ 27.55	\$ 28.93	\$ 30.38	\$ 31.90	\$ 33.50
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Instructional Assistants/Tutoring	\$ 12.78 per hour	\$ 13.42	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31
Meetings: Curriculum Development, Departmental, etc.	\$19.21 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			

Bank Signing Authority

RECOMMENDATION

AUTHORIZE BOARD CHAIR TO SIGN UPDATED BANK DOCUMENTS

BACKGROUND INFORMATION ----- Chief Finance Officer Williams

The attached Appendix A-1 and B-1 will remove Constance Green from being an authorized account signer and treasury management signer on TBCC’s bank accounts at US Bank. In addition, Appendix A-1 will remove Harold Ray Hoyt, Jr as an authorized account signer and add Jean Garcia-Chitwood.





Appendix A-1

New Account/Change in Authorized Account Signer(s)

Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE New Account
 Tax Identification Number: 93-0792039 Change in Authorized Account Signers

Account Information

Account Name	Account Number	Tax Identification Number
TILLAMOOK BAY COMMUNITY COLLEGE	153602276633	93-0792039
TILLAMOOK BAY COMMUNITY COLLEGE	153695245214	93-0792039

Authorized Account Signers

Add Authorized Account Signer(s):

Name	Title	Specimen Signature
JEAN GARCIA-CHITWOOD	TITLE III PROGRAM DIRECTOR	

Delete Authorized Account Signer(s) (list name(s) only):

Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: _____ Print Title: CHAIR OF BOARD
 Print Name: WILLIAM L SCHREIBER Date: 6/13/2017

CTN RMK-001146

For Internal Use Only:			
Authorized Signers are related to the Master Services Agreement dated: _____			
Review _____	Validation Method _____	TL Review _____	Imaged _____



Appendix B-1

Change in Authorized Treasury Management Signer(s)

Customer Information

Customer Name: TILLAMOOK BAY COMMUNITY COLLEGE Tax Identification Number: 93-0792039

Authorized Treasury Management Signers:

Add Authorized Treasury Management Signer(s):

Name	Title	Specimen Signature

Delete Authorized Treasury Management Signer(s) (list name(s) only):

CONSTANCE C GREEN		

Existing Authorized Treasury Management Signer(s) other than those new Authorized Treasury Management signers listed above (list name(s) only, no specimen signatures are needed)

ROSS TOMLIN	KYRA WILLIAMS	

The Contract Signer listed below further represents and warrants to the Bank that the signatures listed above are the true and authentic signatures of the Authorized Treasury Management Signer(s) and that Customer has taken all action required by its organizational documents to appoint the Authorized Treasury Management Signer(s). This Appendix B-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Contract Signer Signature: _____ Print Title: CHAIR OF BOARD
 Print Name: WILLIAM L SCHREIBER Date: 6/13/2017

For Internal Use Only:
 Authorized Signers are related to the Master Services Agreement dated: _____
 Review _____ Validation Method _____ TL Review _____ Imaged _____

Academic Calendar Update

RECOMMENDATION

Action

BACKGROUND INFORMATION ----- Chief Academic Officer Hovey

Chief Academic Officer Hovey requests Board approval of changes to the 2017-2020 calendars. These changes have been made within the Christmas break time, with changes in the days designated as Holidays. The remaining days within this break time are non-contract days, when the college is closed.

The updated calendars are attached. The changes include:

2017-2018 Calendar: The college was originally scheduled to be closed during the week of December 25-29 and January 1-2. This has not changed. However the designation of which days within that period are official holidays has been amended so that December 25 and 26, and January 1 and 2 are designated as holidays.

2018-2019: December 24-26, within the period the college was scheduled to be closed, are now designated as holidays. The college will be closed on December 31.

2019-2020: December 24-26 are designated as holidays, with the college closed during this week. The college will be open on December 30 and 31.



2017

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	IS	IS	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	27	28	29	30
31						

2018

January						
Su	Mo	Tu	We	Th	Fr	Sa
	H	H	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	IS	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Holiday (College Closed)
First Day/Last Day of Term
Term Registration Begins/Ends
Term Final Grades Due

Spring Break (Between Terms)
In-Service/Faculty Duty Days
College Closed
IS (In-Service)



Important Dates 2017/18

Jun 25, 2017 – 2017 Summer Term Registration Ends
Jun 26, 2017 – 2017 Summer Term Begins

July-August 2017 – College Closed on Fridays – Open M-TH 8-5

July 4 – Independence Day (College Closed)
Aug 19 – Summer 8 Week Term Ends
Aug 21 – Fall 2017 Registration Begins
Sep 2 – Summer 10 Week Term Ends
Sep 4 – Labor Day (College Closed)
Sep 13 – Faculty In-Service/Duty Day
Sep 14,15 – Fall College-Wide In-Service (College Closed)
Sep 18-22 – Faculty In-Service/Duty Days

Sept 24 – Fall Term Registration Ends
Sep 25 – Fall Term Classes Start
Nov 10 – Veterans Day (College Closed)
Nov 23-24 – Thanksgiving (College Closed)
Nov 27 – Winter Term Registration Begins
Dec 9 – Fall Term Ends
Dec 11 5 pm – Fall Final Grades Due
Dec 25 – Jan 2 – Winter Holidays – College Closed

Jan 7 – Winter Term Registration Ends
Jan 8 – Winter Term Classes Start
Feb 26 – Spring Registration Begins
Mar 19-23 – Winter Term Finals Week
Mar 24 – Winter Term Ends
Mar 26, 5 pm – Winter Term Final Grades Due
Mar 26-30 – Spring Break

Apr 1 – Spring Term Registration Ends
Apr 2 – Spring Term Classes Start
Apr 27 – Spring College-wide In-service (College Closed)
May 21 – Summer Term Registration Begins
May 28 – Memorial Day (College Closed)
Jun 11-15 – Spring Term Finals Week
Jun 15 – Commencement Exercises
Jun 16 – Spring Term Ends
Jun 18, 5 pm – Spring Term Final Grades Due

Jun 24 – Summer Term Registration Ends
Jun 25 – 2018 Summer Term Classes Start

Updated May 19, 2017



2018

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	IS	IS	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	H	H	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	IS	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holiday (College Closed)
First Day/Last Day of Term
Term Registration Begins/Ends
Term Final Grades Due

Spring Break (Between Terms)
In-Service/Faculty Duty Days
College Closed
IS (In-Service)



Important Dates 2018/19

Jun 24, 2018 – 2018 Summer Term Registration Ends
Jun 25, 2018 – 2018 Summer Term Classes Start

Jul-Aug 2018 – College Closed on Fridays – Open M-TH 8-5

Jul 4 – Independence Day – (College Closed)

Aug 20 – Fall Term Registration Begins

Aug 25 – 2018 Summer 8 Week Term Ends

Sep 3 – Labor Day (College Closed)

Sep 8 – 2018 Summer 10 Week Term Ends

Sep 12 – Faculty In-Service/Duty Day

Sep 13, 14 – College-wide In-Service (College Closed)

Sep 17-21 – Faculty In-Service/Duty Days

Sep 23 – Fall Term Registration Ends

Sep 24 – Fall Term Classes Start

Nov 12 – Holiday – Veterans' Day

Nov 12 – Veterans' Day (College Closed)

Nov 22-23 – Thanksgiving Holidays (College Closed)

Nov 26 – Winter Term Registration Starts

Dec 3-7 – Fall Term Finals Week

Dec 8 – Fall Term Ends

Dec 10, 5 pm – Fall Term Final Grades Due

Dec 24 – Dec 31 – Winter Holidays – College Closed

Jan 1 – New Years' Day – Holiday

Jan 6 – Winter Term Registration Ends

Jan 7 – Winter Term Classes Start

Jan 21 – Martin Luther King Day (College Closed)

Feb 25 – 2019 Spring Term Registration Begins

Mar 18-22 – Winter Term Finals Week

Mar 23 – Winter Term Ends

Mar 25, 5 pm – Winter Term Final Grades Due

Mar 25-29 – Spring Break

Mar 31 – Spring Term Registration Ends

Apr 1 – Spring Term Classes Start

Apr 26 – College-Wide In-Service (College Closed)

May 20 – Summer Term Registration Begins

May 27 – Memorial Day (College Closed)

Jun 10 – 14 – Spring Term Finals Week

Jun 14 – Commencement Exercises

Jun 15 – Spring Term Ends

Jun 17, 5 pm – Spring Term Final Grades Due

Jun 23 – Summer Term Registration Ends

Jun 24 – Summer Term Classes Start

Updated May 19, 2017



2019

July						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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28	29	30	31			

August						
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September						
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October						
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November						
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2020

January						
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March						
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30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	IS	26
27	28	29	30			

May						
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18	19	20	21	22	23	24
25	H	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holiday (College Closed)
First Day/Last Day of Term
Term Registration Begins/Ends
Term Final Grades Due

Spring Break (Between Terms)
In-Service/Faculty Duty Days
College Closed
IS (In-Service)



Important Dates 2019/20

Jun 24, 2019 – 2019 Summer Term Registration Ends
Jun 25, 2019 – 2019 Summer Term Classes Start

Jul-Aug 2019 – College Closed on Fridays – Open M-TH 8-5
Jul 4 – Independence Day (College Closed)
Aug 17 – Summer 8 Week Term Ends
Aug 19 – Fall Term Registration Begins
Aug 31 – Summer 10 Week Term Ends

Sep 2 – Labor Day (College Closed)
Sep 11 – Faculty In-Service/Duty Day
Sep 12,13 – College-Wide In-Service (College Closed)
Sep 16-20 – Faculty In-Service/Duty Days
Sep 22 – Fall Term Registration Ends
Sep 23 – Fall Term Classes Start
Nov 11 – Veterans' Day (College Closed)
Nov 25 – Winter Term Registration Begins
Nov 28-29 – Thanksgiving Holidays (College Closed)
Dec 2-6 – Fall Term Finals Week
Dec 7 – Fall Term Ends
Dec 9, 5 pm – Fall Term Final Grades Due
Dec 23 – Dec 27 – Winter Holidays (College Closed)

Jan 2 – New Years' Day - Holiday
Jan 5 – Winter Term Registration Ends
Jan 6 – Winter Term Classes Start
Jan 20 – Martin Luther King Day Observance (College Closed)
Mar 17-21 – Winter Term Finals Week
Mar 22 – Winter Term Ends
Mar 24, 5 pm – Winter Term Final Grades Due
Mar 24-28 – Spring Break

Mar 30 – Spring Term Registration Ends
Mar 31 – Spring Term Classes Start
Apr 25 – College-Wide In-Service (College Closed)
May 19 – Summer Term Registration Begins
May 26 – Memorial Day (College Closed)
Jun 9-13 – Spring Term Finals Week
Jun 13 – Commencement Exercises
Jun 14 – Spring Term Ends
Jun 16, 5 pm – Spring Term Final Grades Due
Jun 22 – Summer Term Registration Ends
Jun 23 – Summer Term Classes Start

Updated May 19, 2017



Board Member Discussion Items

RECOMMENDATION

INFORMATION

BACKGROUND INFORMATION----- Chair Schreiber



Adjournment

RECOMMENDATION

MOTION TO ADJOURN THE MEETING.

BACKGROUND INFORMATION-----Chair Schreiber



Executive Session

Pursuant to O.R.S. § 192.660 (2) (a) (b) legal notice is hereby given to the members of the Tillamook Bay Community College Board of Education (Board) and to the general public that the Board has elected to go into Executive Session for the purpose of employee evaluation. -----Chair Schreiber

