



Board of Education Meeting Agenda

Date: Monday, July 12, 2021

TBCC Board Meeting Zoom – 5:00pm – 7:00pm

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order • Acknowledge Guests	Chair Gervasi
2.	Consent Agenda:	(Action) Chair Gervasi
	a. Approval of Agenda	
	b. Approval of June 7, 2021 Meeting Minutes	
	c. Personnel Report.....	Director Ryan
3.	Invitation for Public Comment	Chair Gervasi
	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. EmeritX Policy: Second Reading	(Action) VP Rivenes
	b. Swearing in Newly Elected Board Members	(Action) President Tomlin
	c. Election of Board Officers	(Action) Chair Gervasi
	d. Board Committee Assignments	(Action) President Tomlin
	e. Board Retreat Agenda	President Tomlin
	f. Legal and Financial Designations for 2021-2022	(Action) VP Williams
	g. Approval of COLA for 2021-2022	(Action) VP Williams
5.	Information-Only Items (Board members may request any item be placed on the discussion agenda)	
	a. President's Report	President Tomlin
6.	Board Member Discussion Items	Chair Gervasi
7.	Adjournment	(Action) Chair Gervasi

Call to Order

RECOMMENDATION

CALL THE BOARD MEETING TO ORDER & ACKNOWLEDGE GUESTS

BACKGROUND INFORMATION.....Chair Gervasi

Approval of the Consent Agenda

RECOMMENDATION

ACTION

BACKGROUND INFORMATION ----- (Action) Chair Gervasi
MOTION TO APPROVE THE CONSENT AGENDA FOR THE JULY MEETING.

Items for approval:

- a. Approval of Agenda
- b. Approval of June 7, 2021 Meeting Minutes
- c. Approval of the Personnel Report

Approval of the Agenda

RECOMMENDATION

MOTION TO APPROVE THE AGENDA FOR THE JULY MEETING

Board of Education Meeting Agenda

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TBCC Board Meeting Zoom – 5:00pm – 7:00pm

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6.	Board Member Discussion Items -----	Chair Gervasi
7.	Adjournment -----	(Action) Chair Gervasi

June 7, 2021 Board of Education Meeting Minutes

Date: Monday, June 7, 2021

Special Board Meeting for Budget Hearings – Virtual Zoom meeting – 5:00 - 5:30 p.m.

Members in Attendance: Kathy Gervasi, Mary Faith Bell, Pam Zweifel, Betsy McMahon, Jennifer Purcell, Tamra Perman

Members Not in Attendance: Mary Jones

TBCC Staff in Attendance: President Ross Tomlin, Executive Assistant Candi Merrill, Director Pat Ryan, VP Rhoda Hanson, VP Teresa Rivenes, Director Erin McCarley, Executive Director Heidi Luquette, VP Kyra Williams, Director Sheryl Neu, Director Arlene Soto, Faculty Member Michael Weissenfluh

Guests in Attendance: There were no guests.

Call to Order (Agenda Item #A1) Chair Gervasi
The meeting was called to order at 5:00pm.

Approval of the Agenda (Agenda Item #B1) (ACTION) Chair Gervasi
Betsy McMahon motioned to approve the agenda for the Special Board Meeting for Budget Hearings and Mary Faith Bell seconded. The motion carried.

Public Hearing on 2020-2021 Supplemental Budget (Agenda Item # C1) VP Williams
VP Williams discussed adjustments to the 2020-2021 Supplemental Budget. While it is not unusual to have changes to the budget, this was a particularly challenging year due to federal funds for COVID relief being available but with convoluted and continuously changing restrictions. Details are included in the packet for this meeting. The Board had no questions.

Public Hearing on 2021-2022 Budget (Agenda Item #D1)VP Williams
No changes have been made to the 2021-2022 budget since it was approved by the Budget Committee On April 12, 2021. There will be changes, of course, as there has been no word yet on what to expect from the state College Support Fund. There will still be federal funds left to be spent after June 30, and TBCC has applied for several grants. These changes will be added to the supplemental budget for 2021-2022 as the information becomes available. There were no questions or concerns.

Adjournment (Agenda Item #E1) (ACTION) Chair Gervasi
There being no further business in the 2021 Special Board Meeting for Budget Hearings, Mary Faith Bell motioned and Pam Zweifel seconded the motion to adjourn the Special board meeting for Budget hearings. The motion carried. The meeting was adjourned at 5:05pm.

TBCC Regular Board Meeting Zoom – 5:05pm – 7:00pm

Call to Order • Acknowledge Guests (Agenda Item #1) ----- Chair Gervasi
Chair Gervasi called the regular board meeting to order at 5:05pm.

Consent Agenda (Agenda Item #2) ----- (Action) Chair Gervasi
a. Approval of Agenda
b. Approval of the June 7, 2021 Meeting Minutes
c. Personnel Report.....Director Ryan

Director Ryan gave the personnel report. Robin Pepper has been hired to fill the position of Business Office Specialist fulfilling the duties of the TBCC Store and Cashier. His first day in the position was June 1. Paul Nesbit has been hired as the SBDC Director to replace Arlene. Michele DeGraffenreid has been hired as full-time, permanent Writing Instructor. Angelica Ortiz has been hired in the Career Education Advisor position. Open positions include: Support Specialist for the Office of Instruction

No changes or corrections were made to the May 3, 2021 Board minutes or to the June 7, 2021 Board Agenda. Mary Faith Bell motioned to approve the May 3 minutes and the consent agenda. Jennifer Purcell seconded. **The motion carried.**

Invitation for Public Comment (Agenda Item #3) ----- Chair Gervasi
No members of the public were available to make comment.

New Business and/or focused policy discussions (Agenda Item #4)

Emeritx Policy: First Reading (Agenda Item #4a) VP Rivenes
VP Rivenes introduced a new policy to reward retiring faculty who have served with distinction, the emeritx process. The policy itself is a simple, single sentence adjustment to existing policy 417. AR D017 details the procedures for awarding emeritx standing, what it entails, the benefits and restrictions inherent in that standing, and when and how emeritx status can be conferred. All universities have an Emeritus/Emerita policy; only some community colleges do. Almost all community colleges in Oregon do. The board had no questions at this first reading.

Revision of Policy 431: Second Reading (Agenda Item #4b) (Action) VP Rivenes
This was the second reading for revisions to Policy 431. VP Rivenes outlined the Policy and AR for completing an "Incomplete" grade. There were no questions or comments from the board. Mary Faith Bell motioned to approve the revisions to Policy 431 and Tamra Perman seconded. **The motion carried.**

Revision of Policies 311 and 417: Second Reading (Agenda Item #4c) ... (Action) Director Ryan
Policies 311 and 417 cover the two-year employment agreement for staff and faculty. TBCC thinks that it is reasonable to reduce the trial period from 5 years to 2 years. The board agreed that two years is a more reasonable amount of time; there no questions. Tamra Perman motioned to approve the revisions to Policies 311 and 417. Mary Faith Bell seconded. **The motion carried.**

**Adoption of 2020-2021 Supplemental Budget Resolution (Agenda Item #4d)
..... (Action) VP Williams**
VP Williams asked the Board to approve the resolution to adopt the 2020-2021 Supplemental Budget as it was presented in the Special Board Meeting portion of this meeting. Mary Faith Bell made the motion and Jennifer Purcell seconded. **The motion carried.**

Adoption of 2021-2022 Budget (Agenda Item #4e) (Action) VP Williams

There have been no changes to the 2021-2022 budget since it was approved by the Budget Committee in April. VP Williams brought the resolution to adopt the 2021-2022 budget for approval. This also makes appropriations and imposes and categorizes property taxes. Betsy McMahon motioned to approve the adoption of the 2021-2022 budget. Pam Zweifel seconded. The motion carried.

Approval of Policy Appendices (Agenda Item #4f) (Action) VP Williams

VP Williams presented the annual adjustments to budget appendices. This includes revisions to job titles and, if approved, authorizes straightforward job title changes to be administratively changed without further approval from the Board. Salary Schedules for regular, full-time, and part-time staff are attached. There is no Cost Of Living Adjustment this year. There are no changes to Appendix B1. The only change to Appendices A2, C1 and C3 is the date. VP Williams asked the Board to approve the policy appendices so they match the budget. Tamra Perman motioned to approve the 2021-2022 Policy Appendices. Betsy McMahon seconded. The motion carried.

Curriculum Changes / MTM degrees (Agenda Item #4g) (Action) VP Rivenes

VP Rivenes presented two new Major Transfer Map (MTM) degrees and explained that a student who has completed an MTM degree at an Oregon community college can enter their degree program at any public Oregon university with a Junior standing. An MTM fulfills all the university lower-division general education requirements at the community college level so the student need only complete the upper division classes in their field of study once they enter the public university. The MTMs in Computer Science and Business are new degrees at TBCC. VP Rivenes also presented recently developed Advising Guides for Fine Art, Psychology, Math, and Language programs. The programs themselves are not new, and approval is not needed for the advising guides. Approval is sought for the two new MTM degrees, however. Pam Zweifel motioned to approve the new MTM degrees in Computer Science and Business. Tamra Perman seconded. The motion carried.

2020-2021 Board Goals (Agenda Item #4h) President Tomlin

The adjustments to the Board Goals document that were requested by the Board last month have been made, making it more clear which goals have been met so far and which have not. The document is included in the packet for this meeting. If things go according to plan, one or two more of these goals will be met before the beginning of Fall term. The Accreditation team will want to know how the board participates with the College, how goals are set, whether they are accomplished or not and how the board handles goals that are not met so they can show how they close the loop.

Information-Only Items (Agenda Item #5)

Website Redesign (Agenda Item #5a) Exec Director Luquette

The new website was set to launch on May 28th. The project is running slightly behind schedule. Translation is now built in, so users can choose between viewing the website in English or in Spanish. Executive Director Luquette then showed a preview of the new site, how it is organized and some of the testimonials included there. It is now expected to go live by June 18. It will, of course, include TBCC's new branding, to provide a better user-experience for students, and will include more data that is required for Accreditation.

Accreditation Prep Report (Agenda Item #5b) President Tomlin

The Accreditation Report is coming together; we are working diligently to get it done. The writing has been completed; revisions are now being made and links added. Over the next two months, the report will be polished and prepared for submission. President Tomlin then shared the Board Accreditation Prep Report. This document is a compilation of questions that accreditors might ask along with the answers that were provided by Board Members during previous meetings this year. The Accreditation Prep Report is included in the packet for this meeting, and will be reviewed at the September Board Retreat.

Equity Gap Report (Agenda Item #5c) Director McCarley

A summary of Director McCarley's Equity Gap Report is included in the packet for this meeting. This report was completed earlier this year (January/February). The purpose of this work is to not only identify and understand our equity gaps, but to put ourselves on a path to address them. Highlights include:

- Indicators of success include: 1) students enrolled in Fall term that return in Winter term, 2) students that earn 12 or more credits in their first term or 36 or more credits in their first year, 3) students that pass the gateway courses of college level math and college level writing in their first year.
- Full-time students are more likely to be successful than part-time students
- Latinx students tend to be more successful than white students. More specifically, latinx women are more successful than white women.
- First Generation college student status is not a strong predictor of student success, but family income is. Low income students are significantly less likely to reach those indicators of success.

Financial Report (Agenda Item #5d) VP Williams

Financial Reports for April 2021 are included in the packet for this meeting. VP Williams pointed out that the ending balance is trending downward, although we are still underspending our budget. TBCC anticipates receiving more from the College Support Fund than was included in our budget once the legislative session is completed, so the ending balance will be larger this year than in the previous year. The board had no questions about the April Financial Reports.

President's Report (Agenda Item #5e) President Tomlin

President Tomlin opened with announcements of upcoming meetings, then continued with updates.

There will be a board meeting on July 12. Because this is an election year, we'll need the extra meeting to swear in Board Members, elect officers and decide on committee assignments. There will be a couple of other agenda items, but it will be a brief meeting. There will be no board meeting in August.

Graduation is scheduled for Friday, June 18 at 5:30pm in the TBCC parking lot. Board members Kathy Gervasi, Mary Faith Bell, Betsy McMahon, Tamra Perman and Jennifer Purcell are planning to attend. Each graduating student will be allowed to have two cars of guests parked in the lot. Any additional cars will be directed to park in the Fairgrounds lot. The families of students will be allowed to get out of their car to take photos of their graduate, and will then be required return to their car so that social distancing is maintained.

The Board Retreat is scheduled for Monday, September 13, 9am to 4pm. Hopefully, it will be an in-person meeting.

Updates:

- The revised FMP is ready and we will have copies to pass out at the joint Foundation Board/Board of Education meeting on Friday June 11.
- Vaccine update: We have approved \$100 incentives for each faculty, staff and student that shows they are fully vaccinated. This is coming out of Federal COVID funds.
- Faculty have been informed that they will be required to be on campus, face to face beginning in the Fall.
- Betsy McMahon gave a summary of the OCCA Board meeting. Cam Preus will be leaving OCCA November 1. The Common Course Numbering bill looks like it will pass. The total enrollment in Oregon community colleges fell last year by an average of 23%. Most personnel want staff, faculty and students to be vaccinated. Some faculty are expressing hesitation to come back into the classroom if students are not vaccinated.

- The Leadership Retreat, scheduled for July 26 and 27 will be face to face. We hope that the Board Retreat on September 13 can also be face to face but we will wait to see what the OHA and CDC recommend in the next few weeks before making that decision.
- Equity Lens Training was completed last month. Four Board members went through the training. We will talk about this at the Board retreat and determine how we want to use the Equity Lens tool now.
- We held a staff recognition celebration on May 21 at the last Extended Staff meeting of the year. We recognized 3 retirees and employees who have worked for TBCC for 5, 10, 15, 20, 25, and 30 years.
- The Civil Rights review report that was submitted last September has been reviewed by HECC. There are 5 items not fully completed in our report. We are working on fixing those and will submit it back to the OCR Office for final approval. The next review should not be for at least 8 years.
- Executive Director Luquette attended Senator Merkley's town hall meeting and reported that Tillamook County represented itself well. The message to the Senator was cohesive, succinct and effective.

Board Member Discussion Items (Agenda Item #6) ----- Chair Gervasi

Kathy Gervasi shared that a server at the recent AAUW banquet told her she had taken a geology class at TBCC and had fallen in love with geology. The banquet honored a student that had received the AAUW scholarship last year; a single mom who works full time, attends school, and studies while on her breaks at work. She was so appreciative of the scholarship that helped her continue her education. Both young women were impressive.

Adjournment (Agenda Item #7) ----- (Action) Chair Gervasi

Betsy McMahon motioned to adjourn the meeting. Pam Zweifel seconded the motion. **The motion carried.** The meeting was adjourned at 7:00pm.

Personnel

RECOMMENDATION

CONSENT AGENDA

BACKGROUND INFORMATION----- Director Ryan

Position Title	Application Review Begins	Start Date	Comment	Screening Committee Chair	
Office of Instruction Support Specialist	Ongoing	TBD	Open until filled	Teresa Rivenes	
Director of Accounting Services	7/12/2021	TBD	Open until filled	Kyra Williams	
Library Assistant	July 19, 2021	TBD	Open until filled	Teresa Rivenes	
Library Coordinator	July 19, 2021	TBD	Open until filled	Teresa Rivenes	
Library Specialist		TBD	Open until filled	Teresa Rivenes	

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 Gervasi

NEW BUSINESS AND/OR FOCUSED POLICY DISCUSSIONS

RECOMMENDATION

BACKGROUND INFORMATION ----- Chair Gervasi

EmeritX Policy

RECOMMENDATION

ACTION

BACKGROUND INFORMATION.....VP Rivenes

This is the second reading of the EmeritX Policy which has been added to Policy 417. Administrative Rule D 017 has been attached for you to see the process and does not require a Board vote.

The EmeritX process has been developed and designed to honor long term faculty who have served Tillamook Bay Community College with distinction. It allows them to work half-time the year following retirement and recognizes their achievements in perpetuity. We plan to award an EmeritX medal, and list people via their preferred pro-nouns (e.g. EmeritX, Emerita, or Emeritus) in the EmeritX section of the catalog.

There have been no changes since the first reading.

FACULTY WORKLOADS AND COMPENSATION

Article Number: 417

06/20/2019:

Reference:

Tillamook Bay Community College (TBCC) recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. TBCC recognizes that attracting and retaining qualified faculty requires a multiple pronged approach;

- **Compensation:** Consistent with this policy, a regular and adjunct faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify this schedule annually.
- **Benefits:** TBCC provides employee benefits as required by current laws. TBCC shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education for health insurance. TBCC shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules. TBCC will also maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees. Eligible employees also have access to tuition waivers as defined in college procedure.
- **Professional Development:** TBCC will provide funds, as budget allows, for faculty professional development on an annual basis. The term professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and others working in the field of education to improve their professional knowledge, competence, skill, and effectiveness. To be done well, professional development should be; tied to an annual professional development plan, realistic, relevant, monitored, agreed and reviewed, evidence based, and aligned to institutional and/or personal goals that help further increased student success. Faculty wishing to access professional development

FACULTY WORKLOADS AND COMPENSATION

Article Number: 417

06/20/2019:

Reference:

funding should first complete a professional development plan with their supervisor.

- Voice: TBCC endeavors to give faculty a voice on college committees and leadership opportunities so that their voice is heard, recognized, and acknowledged as an important part of college governance.
- EmeritX status: TBCC recognizes the lifelong contributions of faculty through the EmeritX process. TBCC uses the word EmeritX to purposefully recognize diversity and honor inclusivity of all people who may wish to apply.

FACULTY WORKLOADS AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

1. Regular faculty

- a. Work a 173-day work year as specified by the annual Faculty Employment Agreement.
- b. A full-time work load for regular faculty consists of 15-17 instructional credit hours per term (45-51 annually). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1.
- c. Regular faculty work a 40-hour work week, with a minimum of 30 hours on campus and includes; instructional credit hours, course preparation and grading hours, assessment, student learning improvement, office/student advising hours, curriculum/faculty meetings/hiring committees, and professional growth. Job responsibilities are outlined further in Administrative Rule D430.
- d. Faculty employee agreements greater than or equal to .5FTE and less than 1 FTE has a workload based on the percentage of FTE applied to the 40-hour work week and includes the work identified in c (above).

2. Adjunct Faculty

- a. Adjunct faculty are faculty teaching credit courses and employed on a term by term basis as college need and budget allow.
- b. Adjunct faculty can refuse any course offered and may teach no more than 49% (or 7-8 instructional credit hours per term). Instructional credit hours are defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1.
- c. Adjunct faculty are responsible for fulfilling their job as outlined in Administrative Rule D430.
- d. Adjunct faculty are paid at meeting rate for substitute teaching, meetings and professional development, these activities do not count towards workload/instructional contact hours.
- e. All adjunct faculty will be paid for instruction regardless of position within the college (exempt or non-exempt employee status). It is understood that accepting the teaching assignment requires permission of the employee's immediate supervisor. Once approved, the teaching hours can then be taken as leave from their regular job schedule, flexed within the current work schedule, or may occur during their "off" duty hours. This must be agreed upon between the adjunct and their supervisor, with final notification to the Chief Academic Officer prior to accepting the teaching assignment.

3. Tuition Waiver/Tuition Assistance Policy

- A. The Board agrees to waive tuition for classes for any: eligible employee in accordance with policy in Appendix B-1, dual credit instructor, and/or that employee's spouse, and dependent or unmarried children up to age 24 as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.

FACULTY WORKLOADS AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

- B. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.
- C. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.
- D. Tuition, fees and admission charges for community non-reimbursable or agency classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.
- E. Courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to \$200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular faculty may petition the Chief Academic Officer, via the Professional Development form, for assistance with tuition, fees and related costs for courses, conferences, and training for staff and professional development. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

4. Initial Placement on the Salary Schedule

a. Education and CTE Experience

- i. New career-technical education (CTE) faculty without a Bachelor's degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified CTE experience.
- ii. New CTE faculty with a Bachelor's degree must also document 4 years of recent, fulltime, non-teaching work experience in the field for initial placement on BA Step 1.
- iii. New faculty with a Master's degree in the field to be taught and no teaching or CTE experience are initially placed on MA Step 1.
- iv. New faculty with a terminal degree and no-post secondary teaching experience in the field to be taught are initially placed on the terminal degree, Step 1.
- v. New faculty with a PhD or EdD and no-post secondary teaching experience in the field to be taught are initially placed on the PhD/EdD, Step 1.

5. Longevity Credit for Teaching Experience and CTE Experience Beyond Initial Step

- a. New faculty may receive additional credit for steps on the salary schedule beyond

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Last Approved: December 2, 2008, May 29, 2019

Step 1 upon presentation of approved and verified post-secondary teaching and/or CTE experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or CTE experience may be credited for additional steps as follows:

Prior Teaching Experience Step Placement

0 to .9 year	1
1 to 1.9 years	2
2 to 2.9 years	3
3 to 4.9 years	4
5 to 6.9 years	5
7 or more years	6

Prior CTE Experience Step Placement

0 to .9 year	1
1 to 1.9 years	2
2 to 2.9 years	3
3 to 4.9 years	4
5 to 6.9 years	5
7 or more years	6

- b. Education Credit for Professional Growth Beyond Initial Placement
 - i. New faculty who hold a Bachelor's or Master's degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and/or CTE experience. Verified graduate semester credits (or quarter hours divided by 1.5) in the field to be taught will be credited on a one for one basis.
 - ii. New faculty will normally be placed on the schedule through Step 6.
 - iii. The College President may, at the request of the Chief Academic Officer, place new faculty at any point on the payment schedule.

6. Advancement Through the Salary Schedule for Professional Growth

- a. Limitations to advancement through the salary schedule;
 - i. Movement on the salary schedule will not be approved in fields other than that for which faculty are employed at TBCC. Exceptions may be granted by the Chief Academic Officer for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in same, different or current discipline (e.g. Master's in Teaching for CTE faculty). Official transcripts must be furnished to the head of Human Resources to verify successful completion.
- b. Conditions for Advancement Through the Salary Schedule
 - i. All credits for advancement through the salary schedule must be approved via the professional development plan, in advance, by the Chief Academic Officer.
 - ii. Graduate credit courses in the major teaching area will be awarded provided the courses are completed. An official transcript must be furnished to Human Resources to verify successful completion.
 - iii. Faculty must notify the Chief Academic Officer by January 15 of intent to

FACULTY WORKLOADS AND COMPENSATION

Administrative Rule Number: D017

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submit transcripts for completed coursework for salary advancement for the next academic year. Coursework must be completed, and verified, prior to June 30th of the current year to count for the next academic year.

- iv. Continuing Education Units (CEU) will not be considered for advancement on the salary schedule.

- c. Publications and Other Printed Material

- i. Types of Printed Material: Items printed for use at TBCC are excluded. Printed material must be published in refereed journals, magazines and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.
 - ii. Documentation: A copy of the printed material.
 - iii. Credits: One credit for each sixty (60) hours of documented activity for a maximum of three (3) credits per activity and six (6) total credits over the course of employment.
 - iv. Limitations: Credits will not be given for unpublished manuscripts or for manuscripts outside the faculty's discipline.
 - v. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular employment agreement.
- d. Unsatisfactory Performance: Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Administrative Rule. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

7. Pay Increases for Adjunct Faculty and Tutors

- a. Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance as determined by Administrative Rule, adjuncts will advance in tier based on the following;
- b. Tutor initial salary placement is Tier 1 of the Tutor Salary Schedule. With approval of the TBCC President, based upon sufficient funding and satisfactory performance, tutors will advance in tier based on the following;

Teaching Contact Hours (must be completed by end of Spring Term of the current academic year.

Tier

500 hours Tier 2

1000 hours Tier 3

1500 hours Tier 4

2000 hours Tier 5

2500 hours Tier 6

3000 hours Tier 7

Note: Tier's increase by 500 hours only as noted/presented on Policy Appendices (salary C3, A1).

Additional duties:

1. The college recognizes that there is a significant amount of work outside of the classroom that must be accomplished. Regular faculty are expected to contribute to this work under the direction of the Chief Academic Officer. Regular faculty shall be given the opportunity to personalize their workload in cooperation with the Chief Academic

FACULTY WORKLOADS AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

Officer via the Professional Development Plan created annually. Faculty will carry a maximum workload of 15-17 instructional credit hours. However, this workload may be adjusted as low as 10-14 instructional credit hours (defined as follows: Lecture 1:1, Lecture/Lab: 2:1, and Lab 3:1) if supplemented by additional duties below. Other duties will consist of a selection of choices from the list;

- a. Department Chair: Acts as a liaison between the community and educational programs, coordinates CTE advisory meetings, assists in student recruitment events, assists in department budget preparation, approves dual credit faculty, onboards new adjuncts, serves as a mentor for new faculty, and conducts peer evaluations (maximum of 5 per term).
- b. Curricula review to include program maps, CCOGs, and using results of department wide RFI assessments for curricula improvement of CLO's, PLO's and ILO's.
- c. New curriculum development.
- d. Articulation work with university partners.
- e. Participates on 1 committee responsible for institutional governance (e.g. Leadership, Guided Pathways) or 2 subject specific committees (e.g. College Council, Equity/Diversity, Data, Safety, Web, and other subject specific committees). Note: Hiring Committees, Curriculum Committee, Faculty Staff meetings and Faculty Senate meetings are not included as they are part of the regular faculty workload.
- f. Program review (to be used year program review is written).
- g. Dual Credit Sponsorship of up to 4 courses per term.
- h. Special projects as requested by the Chief Academic Officer. This category may count for variable credit and will be defined together between the faculty member and Chief Academic Officer.

2. Course Cancellation and low/high enrollment

Faculty are not paid for cancelled courses. However, if a course is set to be cancelled, the following apply;

- a. Regular faculty must maintain a full-time load. If a full-time faculty's course is cancelled, they may be given an additional assignment or will bump an adjunct faculty from a course they are qualified to teach (in order to meet load). Additional assignments will be agreed upon in advance by the regular faculty and Chief Academic Officer.
- b. If a course does not meet enrollment numbers adjunct faculty may be offered the course for 50% of the pay that would normally apply to the course. They have the right to refuse this offer. In order to qualify for this, the course enrollment must be enough as to ensure the college reaches the break-even point and does not lose money (typically 3-4).
- c. Courses on the guaranteed degree maps will run and be paid at the regular rate.
- d. Courses that exceed 30 students (or 25 for writing courses) may be split into additional sections and paid as such.
- e. The Chief Academic Officer will look at class enrollment the week prior to the close of registration. Classes with 0-1 enrollment will be cancelled no later than Thursday of the week prior to the close of registration. The purpose of this is to increase enrollment in low enrolled courses. No later than Monday, after the

FACULTY WORKLOADS AND COMPENSATION

Administrative Rule Number: D017

Last Approved: December 2, 2008, May 29, 2019

close of registration, will decisions be made about low enrolled classes as they pertain to workload. Exceptions to this rule may be made at the discretion of the Chief Academic Officer and, if made, these will be documented in writing.

3. Overload
 - a. Regular faculty teaching in overload status will be compensated at the adjunct rate for which they qualify. All regular faculty overloads must be approved by the Chief Academic Officer.
 - b. Adjunct faculty may only work overload with permission of the college President, at the request of the Chief Academic Officer.
4. CWE and Independent Study
 - a. Independent Studies (IS) will be paid, and will count toward load, at 1/2 lecture credit per IS agreement. IS must be pre-approved by the Chief Academic Officer and will only be approved in unusual circumstances (e.g. needed for graduation).
 - b. CWE's for individual students will be paid at the IS rate above. If more students enroll, the class may run according to 2.b., 2.c., and 2.d. above.
5. Summer Term

Regular faculty have first right of refusal for courses offered in the summer. No classes taught in the summer term count towards teaching load for the purpose of longevity or pay, other than as applies to the adjunct Tier system. All instruction done in the summer occurs under the adjunct faculty status regardless of typical (regular/adjunct) status.
6. Noncredit courses, workshops, trainings, and summer credits do not count toward faculty load unless agreed upon in writing by the Chief Academic Officer in advance.
7. **EmeritX Faculty**

EmeritX, in its current usage, is an adjective used to designate a retired chair, professor or other person who has been "permitted to retain as an honorary title the rank of the last office held". TBCC uses the term EmeritX to honor diversity and inclusiveness.

The primary function of a professor switching to EmeritX status is that it frees up a faculty slot for a new hire. An **EmeritX professor** can ramp down their duties, go part time, etc. In some cases, they may still do some teaching and supervising, and may have office space.

Benefits

Teaching duties	May work up to .49 FTE for one year, salary to be negotiated
Administrative duties (e.g. other duties on workload)	May mentor incoming faculty, but is otherwise exempt from other full time workload duties/committees.

FACULTY WORKLOADS AND COMPENSATION

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Benefits	<ol style="list-style-type: none"> 1. Keeps email for 5 years following award (and can request for this to be extended in following five year increments) 2. Retains lifetime access to TBCC Library 3. TBCC ID card 4. Invitations to graduations in perpetuity (where they are recognized in attendance and may elect to walk with current faculty) 5. EmeritX medal
Pay	Pay can still be divided over an entire year (though they also have the choice to be paid per term as an adjunct). Pay rate for the EmeritX year are to be negotiated with President and Human Resources.
Insurance	Retains benefits only until the October following EmeritX status (a normal benefit year)
Catalog	Is published in catalog as Faculty EmeritX for 5 years following award
Process	<ol style="list-style-type: none"> 1. Must be nominated by supervisor and/or VP of Instruction 2. Recommendation letter and it goes to President who approves/denies 3. Nomination letter, if awarded, is given at the award ceremony each Spring and/or at graduation and read by VP of Instruction or current most senior faculty
Eligibility	<ol style="list-style-type: none"> 1. Must be nominated in year that retirement was announced 2. Must have been employed as a full time faculty for at least 5 years at TBCC 3. Must have an established record of distinguished service
Miscellaneous	May rescind EmeritX status at any time for conduct unbecoming a representative of TBCC.

Swearing In Newly Elected Board Members

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

The abstract of votes received from the office of the Tillamook County Clerk on June 4th indicates that Director Zweifel (Zone 2), Director Gervasi (Zone 3), Director Purcell (Zone 4), and Director Perman (At Large) were elected to their new four-year terms, effective July 1, 2021.

PRESIDENT TOMLIN WILL ADMINISTER THE OATH OF OFFICE TO ELECTED DIRECTORS.

Congratulations to our newly elected Board members!



OATH OF OFFICE

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

I, Kathy Gervasi, 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 the Tillamook Bay Community College Board of Education.

Dated this 12th day of July, 2021

Signature

ATTEST:

Ross Tomlin, President



OATH OF OFFICE

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

I, Tamra Perman, 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 the Tillamook Bay Community College Board of Education.

Dated this 12th day of July, 2021

Signature

ATTEST:

Ross Tomlin, President



OATH OF OFFICE

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

I, Jennifer Purcell, 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 the Tillamook Bay Community College Board of Education.

Dated this 12th day of July, 2021

Signature

ATTEST:

Ross Tomlin, President



OATH OF OFFICE

TILLAMOOK BAY COMMUNITY COLLEGE BOARD OF EDUCATION

I, Pamela Zweifel, 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 the Tillamook Bay Community College Board of Education.

Dated this 12th day of July, 2021

Signature

ATTEST:

Ross Tomlin, President

Election of Board Officers

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION Chair Gervasi

The Board will elect individual members to fill the role of Chair and Vice Chair for the 2021/2022 academic year.

Board Committee Assignments

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION President Tomlin

Volunteers are needed to represent the following areas:

Foundation Liaison (1)

OCCA Liaison (1-2)

Policy Review Committee (2)

The Board will vote to approve volunteers in each area.

Board Retreat Agenda

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

The Board Retreat for 2021-22 will be on the next Board meeting day, Monday, September 13 from 9am to 4pm, with the regular Board meeting starting at 4pm. We need to discuss potential locations for the retreat so they can be reserved. The intent will be to have the retreat face to face off the main campus.

We would like to get Board member input regarding agenda items for the retreat. The following list of items will be included in the upcoming Retreat but more can be suggested:

- **TBCC Succession Plan**
- **Board Goals for 21-22**
- **Accreditation Prep Report Review**
- **Planning for the new TBCC strategic plan**
- **Student and Faculty/Staff Climate Survey results**
- **Mission Fulfillment for 2020-21**
- **Capital Campaign for new building- phase I timing**
- **Equity Gap Report analysis**
- **Title III grant**
- **Using the Equity Lens Tool in Board decisions**
- **Graduation for 2022**

Legal and Financial Designations

RECOMMENDATION

RESOLVE TO APPROVE THE 2021-2022 ORGANIZATION, FINANCE, AND LEGAL DESIGNATIONS

BACKGROUND INFORMATION VP Williams

Changes from the 2020-2021 designations are primarily for the fiscal year.

The only other change requested in item 20 increases credit card limits for most cardholders and adding a new authorization for the new position opening in the Business Office.

2021-2022 Organization, Finance, and Legal Designations

1. Designate Clerk, Deputy Clerk, Secretary

Move that the President be designated Clerk, Vice President of Finance be designated Deputy Clerk, and Executive Assistant to President and Board be designated Board Secretary for the 2021-2022 Fiscal Year. (ORS 332.515)

2. Authorize Insuring of District Employees

Move that insurance for the 2021-2022 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 2021-2022; and that the State of Oregon investment pool is authorized as a depository for District funds during the 2021-2022 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 2021-2022 Fiscal Year. The Clerk may delegate this authority in writing to the Vice President of Finance, 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 2021-2022 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 2021-2022 Fiscal Year.

8. Name the Budget Officer

Move that the Vice President of Finance/Deputy Clerk be named Budget Officer for Budget Year 2022-2023. (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 2021-2022 Fiscal Year. The President/Clerk may delegate this authority 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 2021-2022 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 Vice President of Finance 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 2021-2022 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	Vice President of Finance

15. Authorize Acquisition of Federal Surplus Property

Move that the President/Clerk and Vice President of Finance/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; Vice President of Instruction; or Vice President of Student Services 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; Director of Facilities, Safety, and Human Resources; Vice President of Instruction; or Vice President of Student Services, be authorized/required.

17. Designation of Auditor

Move to approve continuing contract of Kenneth Kuhns & Co. as auditor for 2020-2021 Fiscal Year audit performed during 2021-2022.

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 Tony 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 <u>5,000</u>
Vice President of Student Services	\$2,500 <u>5,000</u>
Vice President of Instruction	\$2,500 <u>5,000</u>
Vice President of Finance	\$2,500 <u>10,000</u>
Executive Director of the Foundation and Advancement	\$2,500 <u>5,000</u>
Business Office Specialist (A/P, Purchasing)	\$10,000 <u>20,000</u>
Small Business Development Center Director	\$2,500 <u>5,000</u>
Marketing Specialist	\$2,500
<u>Director of Accounting Services</u>	<u>\$10,000</u>

Approval of COLA for 2021-2022

RECOMMENDATION

APPROVE POLICY APPENDICES ADJUSTED FOR COLA FOR FY21-22.

BACKGROUND INFORMATION VP Williams

Upon hearing that the Oregon Community College Support Fund(CCSF) for the 21-23 biennium has been brought out of the legislative Ways and Means Committee will be \$703M, the Leadership Team began discussing a Cost of Living Adjustment(COLA) for staff and faculty.

The increase in this revenue stream based on this level of funding for the CCSF for TBCC will be just over \$100,000.

A 2% COLA for regular faculty and staff will cost just over \$69,000 including associated benefits.

Due to Summer term pay already underway, a 2% COLA implementation for Adjunct Faculty on Appendix C-3 is recommended to be effective for Fall 2021 – Spring 2022.

Inflation calculator data on qualityinfo.org indicates that inflation has increased by over 3% since January 2021.

Following are Board Policy Appendices adjusted by 2% for your approval.

STAFF SALARY SCHEDULE

Article No.: Appendix A-2

Approved: ~~June 7, 2021~~

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2021-2022 Regular Full-Time & Regular Part-Time Staff Salary Schedule
249 Day Contract

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1									\$25,741.29	\$26,513.53	\$27,308.94	\$28,128.21	\$28,972.06
2							\$25,476.81	\$26,241.11	\$27,028.34	\$27,839.19	\$28,674.37	\$29,534.60	\$30,420.64
3						\$25,971.51	\$26,750.66	\$27,553.18	\$28,379.78	\$29,231.17	\$30,108.11	\$31,011.35	\$31,941.69
4				\$25,704.66	\$26,475.80	\$27,270.07	\$28,088.17	\$28,930.82	\$29,798.74	\$30,692.70	\$31,613.48	\$32,561.88	\$33,538.74
5		\$25,440.57	\$26,203.79	\$26,989.90	\$27,799.60	\$28,633.59	\$29,492.60	\$30,377.38	\$31,288.70	\$32,227.36	\$33,194.18	\$34,190.01	\$35,215.71
6	\$25,934.56	\$26,712.60	\$27,513.98	\$28,339.40	\$29,189.58	\$30,065.27	\$30,967.23	\$31,896.25	\$32,853.14	\$33,838.73	\$34,853.89	\$35,899.51	\$36,976.50
7	\$27,231.29	\$28,048.23	\$28,889.68	\$29,756.37	\$30,649.06	\$31,568.53	\$32,515.59	\$33,491.06	\$34,495.79	\$35,530.66	\$36,596.58	\$37,694.48	\$38,825.31
8	\$28,592.85	\$29,450.64	\$30,334.16	\$31,244.18	\$32,181.51	\$33,146.96	\$34,141.37	\$35,165.61	\$36,220.58	\$37,307.20	\$38,426.42	\$39,579.21	\$40,766.59
9	\$30,022.49	\$30,923.16	\$31,850.85	\$32,806.38	\$33,790.57	\$34,804.29	\$35,848.42	\$36,923.87	\$38,031.59	\$39,172.54	\$40,347.72	\$41,558.15	\$42,804.89
10	\$31,523.61	\$32,469.32	\$33,443.40	\$34,446.70	\$35,480.10	\$36,544.50	\$37,640.84	\$38,770.07	\$39,933.17	\$41,131.17	\$42,365.11	\$43,636.06	\$44,945.14
11	\$33,099.79	\$34,092.78	\$35,115.56	\$36,169.03	\$37,254.10	\$38,371.72	\$39,522.87	\$40,708.56	\$41,929.82	\$43,187.71	\$44,483.34	\$45,817.84	\$47,192.38
12	\$34,754.78	\$35,797.42	\$36,871.34	\$37,977.48	\$39,116.80	\$40,290.30	\$41,499.01	\$42,743.98	\$44,026.30	\$45,347.09	\$46,707.50	\$48,108.73	\$49,551.99
13	\$36,492.52	\$37,587.30	\$38,714.92	\$39,876.37	\$41,072.66	\$42,304.84	\$43,573.99	\$44,881.21	\$46,227.65	\$47,614.48	\$49,042.91	\$50,514.20	\$52,029.63
14	\$38,317.15	\$39,466.66	\$40,650.66	\$41,870.18	\$43,126.29	\$44,420.08	\$45,752.68	\$47,125.26	\$48,539.02	\$49,995.19	\$51,495.05	\$53,039.90	\$54,631.10
15	\$40,233.01	\$41,440.00	\$42,683.20	\$43,963.70	\$45,282.61	\$46,641.09	\$48,040.32	\$49,481.53	\$50,965.98	\$52,494.96	\$54,069.81	\$55,691.90	\$57,362.66
16	\$42,244.66	\$43,512.00	\$44,817.36	\$46,161.88	\$47,546.74	\$48,973.14	\$50,442.33	\$51,955.60	\$53,514.27	\$55,119.70	\$56,773.29	\$58,476.49	\$60,230.78
17	\$44,356.89	\$45,687.60	\$47,058.23	\$48,469.98	\$49,924.08	\$51,421.80	\$52,964.45	\$54,553.38	\$56,189.98	\$57,875.68	\$59,611.95	\$61,400.31	\$63,242.32
18	\$46,574.73	\$47,971.97	\$49,411.13	\$50,893.46	\$52,420.26	\$53,992.87	\$55,612.66	\$57,281.04	\$58,999.47	\$60,769.45	\$62,592.53	\$64,470.31	\$66,404.42
19	\$48,903.47	\$50,370.57	\$51,881.69	\$53,438.14	\$55,041.28	\$56,692.52	\$58,393.30	\$60,145.10	\$61,949.45	\$63,807.93	\$65,722.17	\$67,693.84	\$69,724.66
20	\$51,348.64	\$52,889.10	\$54,475.77	\$56,110.04	\$57,793.34	\$59,527.14	\$61,312.95	\$63,152.34	\$65,046.91	\$66,998.32	\$69,008.27	\$71,078.52	\$73,210.88
21	\$53,916.07	\$55,533.55	\$57,199.56	\$58,915.55	\$60,683.02	\$62,503.51	\$64,378.62	\$66,309.98	\$68,299.28	\$70,348.26	\$72,458.71	\$74,632.47	\$76,871.44
22	\$56,611.87	\$58,310.23	\$60,059.54	\$61,861.33	\$63,717.17	\$65,628.69	\$67,597.55	\$69,625.48	\$71,714.24	\$73,865.67	\$76,081.64	\$78,364.09	\$80,715.01
23	\$59,442.46	\$61,225.73	\$63,062.50	\$64,954.38	\$66,903.01	\$68,910.10	\$70,977.40	\$73,106.72	\$75,299.92	\$77,558.92	\$79,885.69	\$82,282.26	\$84,750.73
24	\$62,414.58	\$64,287.02	\$66,215.63	\$68,202.10	\$70,248.16	\$72,355.60	\$74,526.27	\$76,762.06	\$79,064.92	\$81,436.87	\$83,879.98	\$86,396.38	\$88,988.27
25	\$65,535.31	\$67,501.37	\$69,526.41	\$71,612.20	\$73,760.57	\$75,973.39	\$78,252.59	\$80,600.17	\$83,018.18	\$85,508.73	\$88,073.99	\$90,716.21	\$93,437.70
26	\$68,812.08	\$70,876.44	\$73,002.73	\$75,192.81	\$77,448.59	\$79,772.05	\$82,165.21	\$84,630.17	\$87,169.08	\$89,784.15	\$92,477.67	\$95,252.00	\$98,109.56
27	\$72,252.68	\$74,420.26	\$76,652.87	\$78,952.46	\$81,321.03	\$83,760.66	\$86,273.48	\$88,861.68	\$91,527.53	\$94,273.36	\$97,101.56	\$100,014.61	\$103,015.05
28	\$75,865.31	\$78,141.27	\$80,485.51	\$82,900.08	\$85,387.08	\$87,948.69	\$90,587.15	\$93,304.76	\$96,103.90	\$98,987.02	\$101,956.63	\$105,015.33	\$108,165.79
29	\$79,658.58	\$82,048.34	\$84,509.79	\$87,045.08	\$89,656.43	\$92,346.12	\$95,116.50	\$97,970.00	\$100,909.10	\$103,936.37	\$107,054.46	\$110,266.09	\$113,574.07
30	\$83,641.51	\$86,150.76	\$88,735.28	\$91,397.34	\$94,139.26	\$96,963.44	\$99,872.34	\$102,868.51	\$105,954.57	\$109,133.21	\$112,407.21	\$115,779.43	\$119,252.81
31	\$87,823.59	\$90,458.30	\$93,172.05	\$95,967.21	\$98,846.23	\$101,811.62	\$104,865.97	\$108,011.95	\$111,252.31	\$114,589.88	\$118,027.58	\$121,568.41	\$125,215.46
32	\$92,214.77	\$94,981.21	\$97,830.65	\$100,765.57	\$103,788.54	\$106,902.20	\$110,109.27	\$113,412.55	\$116,814.93	\$120,319.38	\$123,928.96	\$127,646.83	\$131,476.23
33	\$96,825.51	\$99,730.28	\$102,722.19	\$105,803.86	\$108,977.98	\$112,247.32	\$115,614.74	\$119,083.18	\$122,655.68	\$126,335.35	\$130,125.41	\$134,029.17	\$138,050.05
34	\$101,666.79	\$104,716.79	\$107,858.29	\$111,094.04	\$114,426.86	\$117,859.67	\$121,395.46	\$125,037.32	\$128,788.44	\$132,652.09	\$136,631.65	\$140,730.60	\$144,952.52
35	\$106,750.13	\$109,952.63	\$113,251.21	\$116,648.75	\$120,148.21	\$123,752.66	\$127,465.24	\$131,289.20	\$135,227.88	\$139,284.72	\$143,463.26	\$147,767.16	\$152,200.17

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
Part-time \$257.00 per month (prorated based on actual FTE)

FACULTY SALARY SCHEDULE

Article No.: Appendix C-1

Approved: June 7, 2021

Reference:

TILLAMOOK BAY COMMUNITY COLLEGE 2021-2022 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 or Terminal degree in the teaching discipline	PhD, EdD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$42,839.96	\$44,125.16	\$45,448.91	\$46,812.38	\$48,216.75	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93
2	\$44,125.16	\$45,448.91	\$46,812.38	\$48,216.75	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17
3	\$45,448.91	\$46,812.38	\$48,216.75	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14
4	\$46,812.38	\$48,216.75	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74
5	\$48,216.75	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95
6	\$49,663.25	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80
7	\$51,153.15	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37
8	\$52,687.74	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82
9	\$54,268.37	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82	\$89,697.36
10	\$55,896.42	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82	\$89,697.36	\$92,388.28
11	\$57,573.31	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82	\$89,697.36	\$92,388.28	\$95,159.93
12	\$59,300.51	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82	\$89,697.36	\$92,388.28	\$95,159.93	\$98,014.73
13	\$61,079.53	\$62,911.92	\$64,799.28	\$66,743.26	\$68,745.56	\$70,807.93	\$72,932.17	\$75,120.14	\$77,373.74	\$79,694.95	\$82,085.80	\$84,548.37	\$87,084.82	\$89,697.36	\$92,388.28	\$95,159.93	\$98,014.73	\$100,955.17

INSURANCE BENEFIT AMOUNT

Full-time \$1,342.00 per month
Part-time \$1,342.00 per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time \$257.00 per month
Part-time \$257.00 per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Page 1/1

Article No.: Appendix C-3

Approved: ~~June 7, 2021~~

Reference:

Non-Regular Faculty Salary Schedule 2021-2022 (Effective July 1, Fall 2021)							
	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)	\$525.23 <u>535.74</u> per lecture credit	\$551.49 <u>562.53</u>	\$579.06 <u>590.66</u>	\$608.01 <u>620.19</u>	\$638.41 <u>651.20</u>	\$670.33 <u>683.76</u>	\$703.85 <u>717.95</u>
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)	\$1,083.30 <u>1,104.97</u> per lab credit	\$1,137.47 <u>1,160.22</u>	\$1,194.34 <u>1,218.23</u>	\$1,254.06 <u>1,279.14</u>	\$1,316.76 <u>1,343.10</u>	\$1,382.60 <u>1,410.26</u>	\$1,451.73 <u>1,480.77</u>
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)	\$791.45 <u>807.28</u> per lecture/lab credit	\$831.02 <u>847.64</u>	\$872.57 <u>890.02</u>	\$916.20 <u>934.52</u>	\$962.01 <u>981.25</u>	\$1,010.11 <u>1,030.31</u>	\$1,060.62 <u>1,081.83</u>
ABE/GED/ESOL Instructors & Course Substitute Rate	\$35.95 <u>36.67</u> per hour						
Tutoring Rate (Writing Studio, Math Studio, Independent tutoring)	Associates degree or below: \$20.00 per hour Bachelor's degree: \$25.00 per hour Master's degree or higher: \$30.00 per hour						
Truck Driving Instructor	\$27.56 <u>28.11</u> per hour	\$28.94 <u>29.52</u>	\$30.39 <u>31.00</u>	\$31.91 <u>32.55</u>	\$33.51 <u>34.18</u>	\$35.19 <u>35.89</u>	
Meetings: Curriculum Development, Departmental, etc.	\$20.00 per hour						
Writing Bonus for 3+ sections of Credit WR Courses per term	\$350.00 per term						
Continuing & Community Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Vice President of Instruction may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.						
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				

Information Only Items

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATION ----- Chair Gervasi

President's Report

RECOMMENDATION

INFORMATION ONLY

BACKGROUND INFORMATIONPresident Tomlin

Upcoming Dates:

- No Board meeting in August.
- The next Board meeting is the Board Retreat scheduled for 9am – 4pm on Monday, September 13 at PRI. The Board meeting will then begin at 4pm.
- Leadership Team Retreat scheduled for July 26-27 at PRI.
- OPC Retreat scheduled for August 1-4 at Rogue Community College.

Updates:

- Overview of Graduation ceremony.
- COVID Guidelines update.
- Class Action Lawsuit- Linn County vs. the State of Oregon.
- Updates on EDA grant and Schrader Earmark Project.
- Legislative meeting being scheduled for August with all four legislators.
- Final Legislative results
- I will be on vacation most of the next 2 weeks.

Board Member Discussion Items

RECOMMENDATION
INFORMATION ONLY

BACKGROUND INFORMATION.....Chair Gervasi

Adjournment

RECOMMENDATION

ACTION ITEM

BACKGROUND INFORMATION..... (Action) Chair Gervasi
MOTION TO ADJOURN THE MEETING