

**Tillamook  
bay  
Campus**



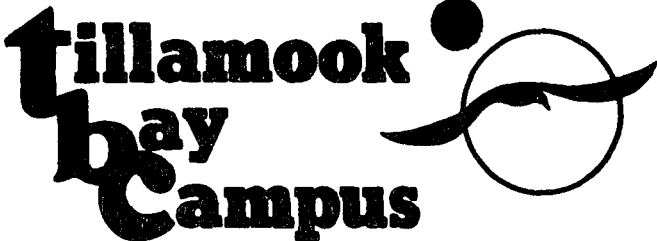
503/377-2241

**Tillamook Bay Area Education District  
6385 Tillamook Ave., Bay City, Oregon 97107**

BOARD MEETING AGENDA

Meeting will be held: November 2, 1981  
7:30 PM  
Tillamook Bay Campus  
Bay City, Oregon

1. Review of Budget Reporting Format - President Mason
2. Planning Workshop and Community Needs Assessment - President Mason
3. Fall Term Enrollment Report - President Mason
4. Coordinators Salaries - Nancy Harris
5. New Member Introduction - Elwood Stait
6. Handicapped Access - President Mason
7. Board Conduct - Ron Hays
8. Non-scheduled Agenda Items



503/377-2241

**Tillamook Bay Area Education District**  
6385 Tillamook Ave., Bay City, Oregon 97107

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

November 2, 1981  
7:35 PM  
Tillamook Bay Campus

ITEM

DISCUSSION

Members  
Present

Nancy Harris, George Hamilton, Ron Hays, Elwood Stait, Wayne Jensen, Helen Myers, Joyce Thompson

Members Absent

none

Non-members  
Present

Carl Hensley, Roy Mason - President, Cheryl Van Natta - Secretary

Call to Order

The meeting was called to order at 7:35 PM by Chairperson Stait.

Minutes

The minutes were approved as presented.

Coordinators  
Salaries

Nancy Harris feels that for future consideration the salary for the North and South County Coordinators should be increased. The present rate is \$250 per term as a base and \$30 for each non-credit class and \$50 for each credit class. These rates are if the class goes and if it is a full class, otherwise they are reduced proportionately. Ms. Harris feels that there is more involved to make the job and the school a success than what there appears to be.

The Board directed President Mason to work with the Curriculum Director and the Coordinators to develop an adequate wage, mileage and phone expense plus the number of hour involved to do an adequate job.

Ms. Harris stressed that the job will be what the Coordinator puts into it.

Motion

Joyce Thompson moved to have the base pay of \$250 paid at the beginning of each term.

Second -  
H. Myers

George Hamilton - yea  
Nancy Harris - abstain  
Ron Hays - yea  
Wayne Jensen - yea  
Helen Myers - yea  
Elwood Stait - yea  
Joyce Thompson - yea

ITEM

DISCUSSION

Budget Format

President Mason explained the new format for the Budget Report. The report is broken down by each category on the current budget.

Planning Workshop and Community Needs Assessment

President Mason reported that Dr. Tom Grigsby from OSU would develop a needs assessment project for one of his Seminar Classes for Tillamook County and then Spring term the class would actually come here to do the needs assessment.

There will be a workshop on the 16th of November for the Board Members on this subject and Dr. Grigsby has volunteered to come over and give the workshop *at President Mason's home.*

Fall Term Enrollment

There are 694 students attending classes at TBC this term. Of these 659 are parttime and 35 are fulltime students. The breakdown in FTE is as follows:

9.4 Lower Division Transfer  
1.78 Vocational Preparation  
3.37 Vocational Supplement  
1.14 Apprenticeship  
4.0 ABE  
4.0 GED  
1.57 High School Completion  
19.67 Community Ed. Classes  
44.5 FTE Total

President Mason feels that a formalized classroom evaluation will need to be developed. President Mason is satisfied with the amount of FTE for this term and hopes that it will go up winter term, but historically the FTE drops. We need to find a place to hold classes for larger groups. Suggestions were made, but this needs to be looked into immediately.

Resignation

Nancy Harris gave her official resignation.

Motion

Helen Myers moved to accept Nancy Harris' resignation.

Second -  
W. Jensen

Approved unanimously

Board Member Candidate

Chairperson Stait introduced Carl Hensley to the Board. Mr. Hensley is a Math Instructor at Tillamook Jr. High and also teaches for TBC plus presently he is teaching a class for Pacific University.

Motion

Ron Hays moved to accept Carl Hensley as the new Board Member.

Second -  
G. Hamilton

Approved unanimously

The Board extends its appreciation for all of the work that Nancy Harris has done for the Board and the District.

ITEM

DISCUSSION

Community  
College Work-  
shop

The Community College Workshop and Twenty Year Banquet was discussed. Chairperson Stait and President Mason will represent the AED.

Handicapped  
Access

President Mason reported that estimates for repairs are being made by a contractor at the present time.

Motion

Ron Hays moved that the District start procedures to work toward upgrading facilities and to assure that the District meets the required standards for handicapped access.

Second -  
J. Thompson

Approved unanimously

Chairperson Stait directed President Mason to take care of this with the help of the Facilities Committee Members.

Board Conduct

There was a general discussion on the responsibilities of Board Members and employees of the District.

Non-Agenda  
Items

- 1.) Vice Chairperson - George Hamilton nominated Wayne Jensen for the position. Ron Hays moved to close the nominations. The motion was second by George Hamilton. The Board approved the motion unaminously. Wayne Jensen will be the new Vice-Chairperson.
- 2.) Foreign Student Policy on tuition - President Mason will develop a policy statement and present it the Board at the next meeting.
- 3.) Insurance - The one bid returned was discussed. The estimate for insurance coverage is \$1,500 per year.
- 4.) Budget Committee will need to be reconviened by the first of the year.

Motion

Joyce Thompson moved to adjourn the meeting.

Second-  
H. Myers

Approved unanimously

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

*Cheryl VanNatta*  
Cheryl Van Natta  
Secretary

**tillamook  
bay  
campus**



503/377-2241

**Tillamook Bay Area Education District  
6385 Tillamook Ave., Bay City, Oregon 97107**

November 12, 1981

MEMO: Planning Workshop

TO: Board Members

FROM: Cheryl Van Natta, Secretary *Cheryl*

Just a note to remind you of the Planning Workshop. It will be held on Monday, November 16, 1981 at 6 o'clock at Roy's house. Please give me a call if you are interested in bringing some food.

FUND <u>General - Revenue</u> FUNCTION Object:	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
STATE SOURCES						
<u>Operational Reimbursement:</u>						
State FTE Reimbursement: (155 FTE X \$1,245)	192,975	40,516.00	88,759.00	104,216.00		
<u>Grants &amp; Contracts:</u>						
Defensive Drivers' Education (4 classes @ \$120 each)	480	132.00	132.00	348.00		
FEDERAL SOURCES						
<u>Grants &amp; Contracts:</u>						
Adult Developmental Education Program	9,900	--	--	9,900.00		
LOCAL SOURCES						
<u>Current Taxes:</u>						
Taxes 1980-81 171,401 x 90% Oregon Dept. of Revenue	150,000	57,650.19	57,650.19	92,349.81		
TUITION & FEES						
<u>Tuition &amp; Fees</u>						
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	963.10	15,239.79	59,315.21		
Lab Fees	3,000	--	--	3,000.00		

FUND <u>General - Revenue</u> FUNCTION <u>Object;</u>	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
OTHER SOURCES						
<u>Interest Income:</u>						
Investments	1,000	--	--	1,000.00		
<u>Other:</u>						
Timber Revenue	2,000	--	--	2,000.00		
Textbooks -	10,000					
Textbook Sales		148.75	1,659.75	8,340.25		
Indirect and Inkind Income	43,410	--	--	43,410.00		
Loan	10,000	--	10,000.00	00		
TOTAL	497,320	99,410.04	173,440.73	323,879.27		

FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
INSTRUCTION						
<u>Materials &amp; Services:</u>						
Instructional Supplies	5,000	47.39	127.39	4,872.61		
College Instructional Contract	175,504	1,633.94	2,856.32	172,647.68		
Staff Development	1,525	--	--	1,525.00		
Special Contracts - Set up Costs	2,000	--	1,872.65	127.35		
Lab Supplies	3,000	--	--	3,000.00		
ABE - Materials & Supplies	1,500	55.22	402.79	1,097.21		
Copy Machine Use	500	--	--	500.00		
Printing (Commercial-RAM/Etc.)	350	--	--	350.00		
Telephone	200	--	--	200.00		
Travel - Head Teacher	400	113.00	113.00	287.00		
In-Service	375	--	--	375.00		
Postage	100	--	--	100.00		
ABE/GED Tuition Waivers	3,000	--	--	3,000.00		
Textbooks	10,000	491.55	888.07	9,111.93		
<u>Equipment Repair &amp; Replacement:</u>						
Equipment Repair/Maint/Rental	5,000	55.00	55.00	4,945.00		
<u>Capital Equipment:</u>						
Instructional	7,271	--	450.00	6,821.00		



FUND    General - Expenses FUNCTION Object:	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
COLLEGE SUPPORT SERVICES						
<u>Direct Personnel Services:</u>						
President	27,950	2,329.00	11,645.00	16,305.00		
Curriculum Director	18,000	1,500.00	7,500.00	10,500.00		
Secretary III	14,000	950.00	3,800.00	10,200.00		
ADE Center Coordinator (.2FTE)	3,150	527.37	527.37	2,622.63		
Secretary II	11,000	775.00	3,100.00	7,900.00		
Secretary II	9,450	775.00	3,100.00	6,350.00		
Janitorial Staff	4,000	224.08	713.21	3,286.79		
College Work Study	300	--	--	300.00		
Outreach Coordinators	5,000	--	--	5,000.00		
<u>Materials &amp; Services:</u>						
Publications	275	10.00	23.50	251.50		
Capital Equipment	14,000	--	6,242.43	7,757.57		
Telephone	4,000	345.80	1,376.20	2,623.80		
Professional Association Membership	3,650	2,000.00	2,211.00	1,439.00		
Governing Board	3,000	98.40	123.20	2,876.80		
Advisory Committee	550	--	--	550.00		
Administrative Travel	4,000	187.20	1,652.23	2,347.77		
Postage	3,500	12.00	184.00	3,316.00		

Continued on next page

FUND General - Expenses FUNCTION Object:	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
<u>Materials &amp; Services, cont'd.:</u>						
Office Supplies	5,000	688.33	1,988.58	3,011.42		
Student Recognition	500	--	--	500.00		
Copy Machine Rental	1,440	100.00	350.00	1,090.00		
Legal Services	1,500	125.00	625.00	875.00		
Auditing & Accounting	2,000	65.00	260.00	1,740.00		
Insurance	3,000	--	--	3,000.00		
Printing (Commercial-RAM, Etc.)	1,000	--	41.40	958.60		
Contracted Services	6,000	127.54	425.21	5,574.79		
Advertising & Publicity	5,000	--	500.65	4,499.35		
Schedule Production	5,000	--	872.20	4,127.80		
 <u>PLANT OPERATION &amp; MAINTENANCE</u>						
<u>Materials &amp; Services:</u>						
Utilities	5,000	201.75	681.80	4,318.20		
Sign Installation/Painting	500	100.00	100.00	400.00		
Classroom Rent	5,000	--	--	5,000.00		
All Other Expenses	5,000	24.00	1,033.47	3,966.53		
Building Repair	10,000	53.90	2,039.20	7,960.80		
Office Maintenance	500	--	--	500.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	November Expenditures or Receipts	Total Expended or Encumbered	Remianing Budget Balance		
INDIRECT COSTS						
Inkind Services	43,410	--	--	43,410.00		
Employee Benefits	22,766	4,228.92	7,454.12	15,311.88		
Board Contingency	23,154	--	--	23,150.00		
Unappropriated Ending Fund balance	0					
Loan	<u>10,000</u>		<u>10,000</u>	<u>0</u>		
TOTAL	497,320	<del>99,410.04</del>	<del>173,440.73</del>	323,879.27		
		17,844.39	75,334.99	421,985.01		