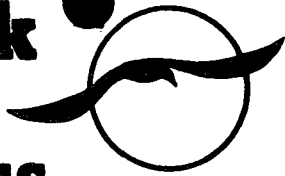


**Tillamook
Bay
Campus**



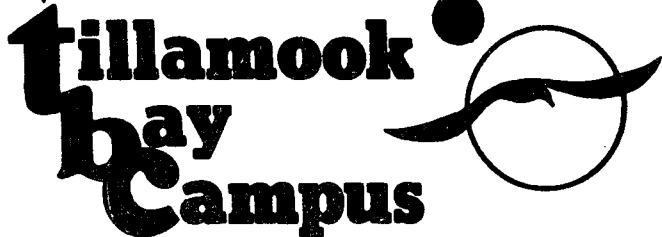
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**Tillamook Bay Area Education District
6385 Tillamook Ave., Bay City, Oregon 97107**

AGENDA

Meeting will be held: January 11, 1982
7:30 P.M.
Tillamook Bay Campus
Bay City, Oregon

1. Budget Report
2. Committee Report - Board Policy
3. Facilities Use policy statement
4. State Funding Cuts
5. Winter Term Registration Report
6. Foreign Students Tuition Policy
7. Non-scheduled agenda items



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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

January 11, 1982
7:35 PM
Tillamook Bay Campus

ITEM	DISCUSSION
Members Present	Carl Hensley, Ronald Hays, Wayne Jensen, Helen Myers, Elwood Stait, Joyce Thompson
Members Absent	George Hamilton
Non-members Present	Roy Mason, President and Cheryl Van Natta, Secretary
Call to Order	The meeting was called to order by Chairperson Elwood Stait at 7:35 PM.
Minutes	The minutes were approved as presented.
Budger Report	President Mason presented the monthly budget report.
Thanks	The Board extended their thanks to Curriculum Director Dick Minisce and Secretary Julie McDonald on an excellent schedule of classes for Winter Term 1982.
Committee Report	<p>President Mason handed out the work that has been complected by the Policies Committee on the Board Policies Handbook to date for review and discussion at the February Board meeting.</p> <p>Wayne Jensen presented a short time line history on the Tillamook Bay Campus. This is to be put into the Handbook along with the history of the Area Education District.</p>
Facilities Policy	President Mason reported that District Superintendents have been contacted concerning developing a policy statement on the use of facilities and equipment by the AED. Budget time is approaching and President Mason hopes that a positive response will come from the Districts concerning the use of the various facilities.
State Fund- ing Cuts	The recomendation from the Governor concerning the budget cuts for the AED are for a 10% cut to be taken over the first and second biennium. President Mason has had no official response to his letter concerning the budget cuts. President Mason encouraged individual letters from the Board members to the legislators. Carl Hensley stated that he had already written letters.

Winter Term

Registration has picked up since the weather conditions have improved President Mason stated. Registration will continue for an extra week because of the weather.

Ron Hays announced that there will be reimbursement from the state for the EMT III class.

Foreign Student Policy

There was a general discussion on foreign students and out of district students by the members of the Board. The Board directed President Mason to develop an out of state and foreign student policy to present at the next meeting.

Non-scheduled Agenda Items

1. Handicap Access

Motion

Wayne Jensen moved to authorize President Mason to have the work completed on making the building accessible to the handicap.

Second

Ron Hays

Approved unanimously

2. Thefts - There have been two thefts recently. A tape recorder and two speakers were stolen.

Motion

Ron Hays moved to replace the items stolen and to develop a policy of locking up articles of value.

Second

Carl Hensley

Approved unanimously

3. OCCA Representative from the AED

Motion

Ron Hays moved that the Board Chairperson be the representative of the District to the OCCA.

Second

Wayne Jensen

Approved unanimously

4. Conflict of Interest Statement - Information was handed out to the Board Members. The forms to full out and file will be here shortly; they are to be filed before April 15, 1982.

5. Absence from Board meetings - If Board Members miss two meetings with unexcused absence, the member will loose their position.

Motion

Wayne Jensen moved to have a policy for Board Members to call President Mason and have him relay the message to the Board Chairperson.

Second

Carl Hensley

Approved unanimously.

The Board agreeded that a summary of the rules from the ORS 341.275 should be put into the policies handbook

6. Foundation Committee for the establishment of a Tillamook Bay Area Education District Foundation Committee - Chairperson Stait appointed Carl Hensley, Helen Myers, Joyce Thompson to the Committee and Ron Hays to act as advisor.

7. Budget Committee meeting will be held on Monday January 25th.
8. Election of Board Member - George Hamilton's position will be up for election this Spring; it is a one year position.
9. Ron Hays feels that the Board needs to look seriously at the position of Student Services Coordinator.
10. Ron Hays stated that the District's future in the TBC building needs to be considered and preventative maintenance considered. There was discussion on how much long term maintenance to put into the building.
11. Tillamook Insurance Firm is the official insurance agent for the District.

The Board directed President Mason to look into a theft rider on the insurance policy.

Motion
Second

Wayne Jensen moved to adjourn the meeting.

Joyce Thompson

Approved unanimously

The meeting was adjourned at 10 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

FUND General - Revenue FUNCTION Object:	Adopted Budget	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	0	88,759.00	104,216.00	
<u>Grants & Contracts:</u>					
Defensive Drivers' Education (4 classes @ \$120 each)	480	132.00	264.00	216.00	
FEDERAL SOURCES					
<u>Grants & Contracts:</u>					
Adult Developmental Education Program	9,900	0	2,475.00	7,425.00	
LOCAL SOURCES					
<u>Current Taxes:</u>					
Taxes 1980-81 171,401 x 90%	150,000	0	57,650.19	92,349.81	
Oregon Dept. of Revenue					
TUITION & FEES					
<u>Tuition & Fees</u>					
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	12,336.70	31,930.99	42,624.01	
Lab Fees	3,000	0	20.00	2,980.00	

FUND <u>General - Revenue</u> FUNCTION <u>Object;</u>	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
OTHER SOURCES						
<u>Interest Income:</u>						
Investments	1,000	0	0	1,000.00		
<u>Other:</u>						
Timber Revenue	2,000	0	0	2,000.00		
Textbooks - Textbook Sales	10,000	1,085.20	2,944.25	7,055.75		
Indirect and Inkind Income	43,410	0	0	43,410.00		
Loan	10,000					
TOTAL	497,320	13,553.90	194,043.43	303,276.57		

FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
INSTRUCTION						
<u>Materials & Services:</u>						
Instructional Supplies	5,000	0	349.39	4,650.61		
College Instructional Contract	175,504	954.33	9,020.44	166,483.56		
Staff Development	1,525	0	0	1,525.00		
Special Contracts - Set up Costs	2,000	0	1,872.65	127.35		
Lab Supplies	3,000	0	0	3,000.00		
ABE - Materials & Supplies	1,500	442.81	855.80	644.20		
Copy Machine Use	500	0	0	500.00		
Printing (Commercial-RAM/Etc.)	350	0	0	350.00		
Telephone	200	0	0	200.00		
Travel - Head Teacher	400	126.50	239.50	160.50		
In-Service	375	0	0	375.00		
Postage	100	0	0	100.00		
ABE/GED Tuition Waivers	3,000	0	0	3,000.00		
Textbooks	10,000	350.39	5,204.19	4,795.81		
<u>Equipment Repair & Replacement:</u>						
Equipment Repair/Maint/Rental	5,000	0	55.00	4,945.00		
<u>Capital Equipment:</u>						
Instructional	7,271	0	450.00	6,821.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
COLLEGE SUPPORT SERVICES						
<u>Direct Personnel Services:</u>						
President	27,950	2,329.00	16,303.00	11,647.00		
Curriculum Director	18,000	1,500.00	10,500.00	7,500.00		
Secretary III	14,000	1,092.50	5,842.50	8,157.50		
ADE Center Coordinator (.2FTE)	3,150	350.00	1,400.00	1,750.00		
Secretary II	11,000	914.50	4,789.50	6,210.50		
Secretary II	9,450	868.00	4,743.00	4,707.00		
Janitorial Staff	4,000	315.00	1,358.21	2,641.79		
College Work Study	300	0	0	300.00		
Outreach Coordinators	5,000	0	1,107.18	3,892.82		
<u>Materials & Services:</u>						
Publications	275	66.00	95.00	180.00		
Capital Equipment	14,000	265.14	6,507.57	7,492.43		
Telephone	4,000	288.61	1,977.94	2,022.06		
Professional Association Membership	3,650	0	2,221.00	1,429.00		
Governing Board	3,000	0	133.30	2,866.70		
Advisory Committee	550	0	0	550.00		
Administrative Travel	4,000	393.20	2,240.83	1,759.17		
Postage	3,500	200.00	484.00	3,016.00		

Continued on next page

FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
<u>Materials & Services, cont'd.:</u>						
Office Supplies	5,000	308.65	2,353.05	2,646.95		
Student Recognition	500	0	0	500.00		
Copy Machine Rental	1,440	100.00	550.00	890.00		
Legal Services	1,500	125.00	875.00	625.00		
Auditing & Accounting	2,000	0	260.00	1,740.00		
Insurance	3,000	0	0	3,000.00		
Printing (Commercial-RAM, Etc.)	1,000	0	41.40	958.60		
Contracted Services	6,000	479.52	1,057.45	4,942.55		
Advertising & Publicity	5,000	50.12	568.77	4,431.23		
Schedule Production	5,000	1,435.42	2,307.62	2,692.38		
PLANT OPERATION & MAINTENANCE						
<u>Materials & Services:</u>						
Utilities	5,000	312.96	1,233.72	3,766.28		
Sign Installation/Painting	500	0	100.00	400.00		
Classroom Rent	5,000	318.00	318.00	4,682.00		
All Other Expenses	5,000	751.32	2,131.97	2,868.03		
Building Repair	10,000	29.85	2,153.07	7,846.93		
Office Maintenance	500	0	0	500.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remianing Budget Balance		
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00		
Employee Benefits	22,766	2,242.90	11,689.07	11,076.93		
Board Contigency	23,154	0	0	23,154.00		
Unappropriated Ending Fund balance	0					
Loan	<u>10,000</u>		<u>10,000.00</u>	<u>0</u>		
TOTAL	497,000	16,609.72	113,389.12	383,930.88		