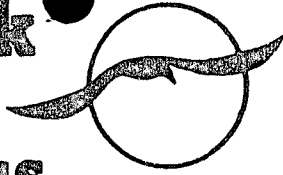


**Tillamook  
Bay  
Campus**



503/377-2241

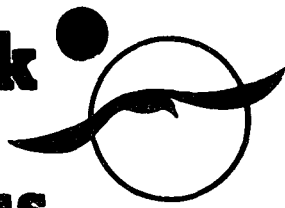
**Tillamook Bay Area Education District  
6385 Tillamook Ave., Bay City, Oregon 97107**

REVISED AGENDA

Meeting will be held: February 1, 1982  
7:30 PM  
Tillamook Bay Campus  
Bay City, Oregon

1. Budget Report
2. Board Policy Handbook - Review and Approval
3. January Presidents Meeting
4. Special OCCA Board Meeting
5. Foreign Student Policy
6. Rescheduling of Budget Meeting
7. President's and Curriculum Director's Contracts
8. Non-agenda Items

**Tillamook  
bay  
Campus**



503/377-2241

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

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AGENDA

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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

February 2, 1982  
7:30 P.M.  
Tillamook Bay Campus

ITEM

DISCUSSION

Members  
Present

Carl Hensley, George Hamilton, Wayne Jensen, Helen Myers,  
Elwood Stait

Members  
Absent

Ron Hayes, Joyce Thompson

Non-Members  
Present

Roy Mason, President, Cheryl Van Natta, Secretary

Call to Order:

The meeting was called to order at 7:30 p.m. by Chair-  
person Stait.

Minutes

The minutes were approved as presented.

Budget Report

The Budget Report was presented by President Mason. The District should come close to generating 50 FTE again this term. Steve Simpson, the County Treasurer, is projecting a 96% collectable taxes. At present it appears that the District will get the full \$2,000 projected from the timber revenues. President Mason stated that no major equipment purchases will be made until the end of Spring term enrollment.

Board Policy  
Handbook:

Carl Hensley moved to defer discussion on the Board Policy Handbook until the next meeting.

Second:

Wayne Jensen

Approved Unanimously

OCCA Meeting:

President Mason reported on the meeting in Salem. At present it looks like the budget cut will be 10% over the biennium. The Board of Education is very supportive of increasing a working relationship with the District. The Department of Education on a national level will be going by the wayside, and the community colleges will be the training level in the country. The com-

munity colleges as well as TBC are in the middle of the Economic Development survey.

Special OCCA

Board Meeting: The meeting will be held on February 27, 1982 in Salem, Oregon. All Board members are welcome.

Foreign Student Policy:

President Mason has talked to the people at Portland Community College. A Portland lawyer for PCC is checking into tuition waivers for foreign students. This policy will be of a certain amount and criteria. The District's lawyer, Neal Lemery, will look at the policy after the lawyer in Portland completes his study.

Budget Meeting: The Budget meeting was re-scheduled for February 17, 1982 because of the local storms and flooding.

Contracts: It was the feeling of the Board that the contracts of President Roy Mason and Curriculum Director Dick Minisce be renewed for two years. Chairperson Stait directed Ms. Van Natta to write a letter to both, informing them of the Board's intention to renew the contracts and express the Board's satisfaction with their work.

Non-Agenda Items:

Items:

1. Chairperson Stait inquired about the District's insurance. President Mason had talked to Jim Votenburg and he assured President Mason that the District was covered and the papers would soon be in the office.
2. Ramp - The carpenter that was going to build the ramp has moved. The Board directed President Mason to obtain other bids for construction.
3. President Mason explained the misunderstanding concerning reimburseable class contracts that the Tillamook Art Association had. President Mason explained the contract to the group.
4. There was a general discussion on the Critical Thinking class.

Motion: Wayne Jensen moved to adjourn the meeting  
Approved unanimously  
The meeting was adjourned at 8:55 P.M.

Respectfully submitted,

*Cheryl Van Natta*

Cheryl Van Natta  
Secretary

CV/dld

FUND General - Revenue FUNCTION Object:	Adopted Budget	Expenditures or Receipts March	Total Expended or Encumbered	Remaining Budget Balance		
STATE SOURCES						
<u>Operational Reimbursement:</u>						
State FTE Reimbursement: (155 FTE X \$1,245)	192,975	51,087.00	139,846.00	53,129.00		
<u>Grants &amp; Contracts:</u>						
Defensive Drivers' Education (4 classes @ \$120 each)	480	0	264.00	216.00		
FEDERAL SOURCES						
<u>Grants &amp; Contracts:</u>						
Adult Developmental Education Program	9,900	4,684.00	7,159.00	2,741.00		
LOCAL SOURCES						
<u>Current Taxes:</u>						
Taxes 1980-81 171,401 x 90%	150,000	0	102,650.19	47,349.81		
Oregon Dept. of Revenue						
TUITION & FEES						
<u>Tuition &amp; Fees</u>						
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	7,889.59	43,693.58	30,861.42		
Lab Fees	3,000	0	20.00	2,980.00		

FUND <u>General - Revenue</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts March	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 -	10,000					
Textbook Sales		1,213.20	4,453.99	5,546.01		
Indirect and Inkind Income	43,410	0	0	43,410.00		
Loan	10,000	0	10,000.00	0		
TOTAL	497,320	1,213.20	14,453.99	51,956.01		

FUND General - Expenses	Adopted Budget	Expenditures or Receipts March	Total Expended or Encumbered	Remaining Budget Balance		
FUNCTION Object:						
INSTRUCTION						
<u>Materials &amp; Services:</u>						
Instructional Supplies	5,000	0	349.39	4,650.61		
College Instructional Contract	175,504	3,434.07	57,569.13	117,934.87		
Staff Development	1,525	60.00	60.00	1,465.00		
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	125.45	1,023.70	476.30		
Copy Machine Use	500	100.00	100.00	400.00		
Printing (Commercial-RAM/Etc.)	350	0	0	350.00		
Telephone	200	200.00	200.00	0		
Travel - Head Teacher	400	0	239.50	160.50		
In-Service	375	0	0	375.00		
Postage	100	100.00	100.00	0		
ABE/GED Tuition Waivers	3,000	0	0	3,000.00		
Textbooks	10,000	310.35	8,879.00	1,121.00		
<u>Equipment Repair &amp; Replacement:</u>						
Equipment Repair/Maint/Rental	5,000	50.00	155.00	4,845.00		
<u>Capital Equipment:</u>						
Instructional	7,271	0	450.00	6,821.00		



FUND    General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts March	Total Expended or Encumbered	Remaining Budget Balance		
<b>COLLEGE SUPPORT SERVICES</b>						
<u>Direct Personnel Services:</u>						
President	27,950	2,329.00	20,961.00	6,989.00		
Curriculum Director	18,000	1,500.00	13,500.00	4,500.00		
Secretary III	14,000	997.50	7,837.50	6,162.50		
ADE Center Coordinator (.2FTE)	3,150	350.00	2,100.00	1,050.00		
Secretary II	11,000	821.50	6,432.50	4,567.50		
Secretary II	9,450	806.00	6,355.00	3,095.00		
Janitorial Staff	4,000	300.00	1,958.20	2,041.79		
College Work Study	300	0	0	300.00		
Outreach Coordinators	5,000	25.39	1,081.79	3,918.21		
<u>Materials &amp; Services:</u>						
Publications	275	0	95.00	180.00		
Capital Equipment	14,000	242.33	8,399.90	5,600.10		
Telephone	4,000	88.86	2,449.37	1,550.63		
Professional Association Membership	3,650	0	1,393.94	2,256.06		
Governing Board	3,000	83.10	477.20	2,522.80		
Advisory Committee	550	0	0	550.00		
Administrative Travel	4,000	488.37	3,522.24	477.76		
Postage	3,500	200.00	784.00	2,716.00		

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FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts March	Total Expended or Encumbered	Remaining Budget Balance		
<u>Materials &amp; Services, cont'd.:</u>						
Office Supplies	5,000	555.78	2,069.77	2,930.23		
Student Recognition	500	0	0	500.00		
Copy Machine Rental	1,440	0	650.00	790.00		
Legal Services	1,500	0	1,000.00	500.00		
Auditing & Accounting	2,000	0	315.00	1,685.00		
Insurance	3,000	0	0	3,000.00		
Printing (Commercial-RAM, Etc.)	1,000	0	41.40	958.60		
Contracted Services	6,000	2,378.55	3,986.00	2,014.00		
Advertising & Publicity	5,000	52.37	1,176.39	3,823.61		
Schedule Production	5,000	0	2,307.62	2,692.38		
 <u>PLANT OPERATION &amp; MAINTENANCE</u>						
<u>Materials &amp; Services:</u>						
Utilities	5,000	322.96	1,895.64	3,104.36		
Sign Installation/Painting	500	0	100.00	400.00		
Classroom Rent	5,000	20.00	438.00	4,562.00		
All Other Expenses	5,000	80.65	2,413.83	2,586.17		
Building Repair	10,000	188.35	2,165.96	7,834.04		
Office Maintenance	500	41.25	41.25	458.75		

FUND General - Expenses	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remianing Budget Balance		
FUNCTION Object:						
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00		
Employee Benefits	22,766	2,265.21	14,608.72	8,157.28		
Board Contigency	23,154	0	0	23,154.00		
Unappropriated Ending Fund balance	0	0	0	0		
Loan	10,000	10,000.00	10,000.00	0		
TOTAL	497,320	12,265.21	24,608.72	74,721.28		

FUND General - Expenses	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remianing Budget Balance		
FUNCTION						
Object:						
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00		
Employee Benefits	22,766	2,265.21	14,608.72	8,157.28		
Board Contingency	23,154	0	0	23,154.00		
Unappropriated Ending Fund balance	0	0	0	0		
Loan	10,000	10,000.00	10,000.00	0		
TOTAL	497,320	28,517.04	191,555.60	305,764.40		

FUND    General - Revenue FUNCTION Object:	Adopted Budget.	Expenditures or Receipts February	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 &amp; Contracts:</u>					
Defensive Drivers' Education (4 classes @ \$120 each)	480	0	264.00	216.00	
FEDERAL SOURCES					
<u>Grants &amp; 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%					
Oregon Dept. of Revenue	150,000	45,000.00	102,650.19	47,349.81	
TUITION & FEES					
<u>Tuition &amp; Fees</u>					
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	3,873.00	35,803.99	38,751.01	
Lab Fees	3,000		20.00	2,980.00	

FUND <u>General - Revenue</u> FUNCTION <u>Object:</u>	Adopted Budget	Expenditures or Receipts February	Total Expended or Encumbered	Remaining Budget Balance		
OTHER SOURCES						
<u>Interest Income:</u>	1,000.	0	0	1,000.00		
Investments						
<u>Other:</u>						
Timber Revenue	2,000	0	0	2,000.00		
Textbooks -	10,000					
Textbook Sales		296.54	3,240.79	6,759.21		
Indirect and Inkind Income	43,410	0	0	43,410.00		
Loan	<u>10,000</u>	<u>0</u>	<u>10,000.00</u>	<u>0</u>		
TOTAL	497,320	49,169.54	243,212.97	254,107.03		

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FUND	General - Expenses	Adopted Budget	Expenditures or Receipts February	Total Expended or Encumbered	Remaining Budget Balance	
FUNCTION	Object:					
INSTRUCTION						
	<u>Materials &amp; Services:</u>					
	Instructional Supplies	5,000	0	349.39	4,650.61	
	College Instructional Contract	175,504	45,114.72	54,135.16	121,368.84	
	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	42.45	898.25	601.75	
	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	0	239.50	160.50	
	In-Service	375	0	0	375.00	
	Postage	100	100.00	100.00	0	
	ABE/GED Tuition Waivers	3,000	0	0	3,000.00	
	Textbooks	10,000	3,364.46	8,568.65	1,431.35	
	<u>Equipment Repair &amp; Replacement:</u>					
	Equipment Repair/Maint/Rental	5,000	50.00	105.00	4,895.00	
	<u>Capital Equipment:</u>					
	Instructional	7,271	0	450.00	6,821.00	



FUND    General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts February	Total Expended or Encumbered	Remaining Budget Balance	
COLLEGE SUPPORT SERVICES					
<u>Direct Personnel Services:</u>					
President	27,950	2,329.00	18,632.00	9,318.00	
Curriculum Director	18,000	1,500.00	12,000.00	6,000.00	
Secretary III	14,000	97.50	6,840.00	7,160.00	
ADE Center Coordinator (.2FTE)	3,150	350.00	1,750.00	1,400.00	
Secretary II	11,000	821.50	5,611.00	5,389.00	
Secretary II	9,450	806.00	5,549.00	3,901.00	
Janitorial Staff	4,000	300.00	1,658.21	2,341.79	
College Work Study	300	0	0	300.00	
Outreach Coordinators	5,000	0	1,107.18	3,892.82	
<u>Materials &amp; Services:</u>					
Publications	275	0	95.00	180.00	
Capital Equipment	14,000	1,650.00	8,157.57	5,842.43	
Telephone	4,000	382.57	2,360.51	1,639.49	
Professional Association Membership	3,650	0	1,393.94	2,256.06*	*OCCA returned a percentage of dues - \$827.06
Governing Board	3,000	260.80	394.10	2,605.90	
Advisory Committee	550	0	0	550.00	
Administrative Travel	4,000	793.04	3,033.87	966.13	
Postage	3,500	100.00	584.00	2,916.00	

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FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts February	Total Expended or Encumbered	Remaining Budget Balance		
<u>Materials &amp; Services, cont'd.:</u>						
Office Supplies	5,000	272.50	2,625.55	2,374.45		
Student Recognition	500	0	0	500.00		
Copy Machine Rental	1,440	100.00	650.00	790.00		
Legal Services	1,500	125.00	1,000.00	500.00		
Auditing & Accounting	2,000	55.00	315.00	1,685.00		
Insurance	3,000	0	0	3,000.00		
Printing (Commercial-RAM, Etc.)	1,000	0	41.40	958.60		
Contracted Services	6,000	550.00	1,607.45	4,392.55		
Advertising & Publicity	5,000	555.25	1,124.02	3,875.98		
Schedule Production	5,000	0	2,307.62	2,692.38		
 PLANT OPERATION & MAINTENANCE						
<u>Materials &amp; Services:</u>						
Utilities	5,000	338.96	1,572.68	3,427.32		
Sign Installation/Painting	500	0	100.00	400.00		
Classroom Rent	5,000	100.00	418.00	4,582.00		
All Other Expenses	5,000	201.21	2,333.18	2,666.82		
Building Repair	10,000	201.24	2,354.31	7,645.69		
Office Maintenance	500	0	0	500.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts February	Total Expended or Encumbered	Remianing Budget Balance		
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00		
Employee Benefits	22,766	654.44	12,343.51	10,422.49		
Board Contigency	23,154	0	0	23,154.00		
Unappropriated Ending Fund balance	0					
Loan Repayment	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>		
TOTAL	497,320	72,215.64	174,677.70	322,642.30		