

Tillamook Bay Campus

Roy B. Mason, President



503/377-2241

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

AGENDA

Meeting will be held: May 3, 1982
6:00 PM
Tillamook Bay Campus

*Please note the change in time.

1. Approval of Minutes.
2. Budget Report and Approval.
3. Report on Investment and Timber Income.
4. Election Costs.
5. 1982-83 Budget Revisions.
6. Contract Review.
7. Personnel Committee Report.
8. Foundation Committee Report.
9. Accreditation Visit Report.
10. Economic Development - Small Business Program.
11. OCCA - Annual Board Meeting Report.



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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

May 3, 1982
6 o'clock
Tillamook Bay Campus

ITEM

Members Present

Members Absent

Non-members
Present

Call to Order

Minutes

Budget Report
Motion

Second

Investments &
Timber Revenue

Election Costs

Budget Revisions

Motion

Second

DISCUSSION

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

Ron Hays

Dale Barker, Neal Lemery, Roy Mason - President, Cheryl Van Natta -
Secretary

The meeting was called to order at 6 o'clock by Chairperson Stait.

No action taken.

Wayne Jensen moved to adopt the Budget Report as presented.

George Hamilton

Approved unanimously

President Mason reported on the situation with the interest income and timber revenues. There could possibly be an increase in revenue of more than \$70,000. The District will have an estimated \$20,000 plus in timber revenues as carry-over from the 1981-82 Budget. This should be appropriated for in the 1982-83 Budget. The interest income is also considerably more than expected. The 1982-83 portion of the State Managed Timber Revenue is estimated to be \$70,000. Roger Bassett also feels that the budget should reflect the full allocation for FTE monies. This is an increase of monies in the amount of \$74,190. This revenue increase should be put in the 1982-83 Budget.

It was reported by President Mason that the election of George Hamilton cost the District over \$1,400.00. This area should be allocated for in the new budget.

President Mason went over his proposed budget revisions.

Wayne Jensen moved to delete the original three motions to adopt the 1982-83 Budget in the last month's minutes in light of the new financial information obtained.

Carl Hensley

Approved unanimously

ITEM	DISCUSSION
Reports	The Personnel and Foundation Committee reports were delayed until the next meeting.
Accrediation Visit	President Mason reported on the visit by the people from the Northwest Accrediation Association.
Visitors	Paul Hanneman, State Representative came by to sit in on the Board Meeting for a few minutes.
	The District's Attorney, Neal Lemery, explained the terms in question that the Board wanted explained in connection with the President's and Dean of Instruction's contracts for the coming year.
Motion	Carl Hensley moved to recess until after the Budget meeting.
Second	Helen Myers
	Approved unanimously
Call back to session	The Board meeting was reconvened at 9 o'clock.
Additional member present	Ron Hays
Motion	Wayne Jensen moved that the following be put into the contract as "In the event the District intends to terminate without just cause this Employment Contract prior to its termination date the District shall pay to the PRESIDENT, in twelve monthly installments, all of the aggregate salary he would have earned under this Employment Contract in one year from the actual date of termination." Also the written notice of 120 days by President Mason instead of the 30 days as before, are to be inserted in the contract.
Second	Ron Hays
	Approved unanimously
Motion	Carl Hensley moved to accept Neal Lemery's recommendations concerning suspension, attorney fees and serial levy termination. See attached.
Second	Wayne Jensen
	Approved unanimously
Motion	Ron Hays moved to have the Personnel Committee develop a policy for progressive discipline for staff emoloyees.
Second	George Hamilton
	Approved unanimously
Motion	Ron Hays moved to have Richard Minisce's contract drawn up the same as President Mason's.
Second	Wayne Jensen
	Approved unanimously

ITEM
Economic Development

DISCUSSION

President Mason reported on the development of the Small Business Program. There are presently seven people enrolled in this program. The tuition is \$52.00. Jim O'Donnell will be the Business Management Consultant.

Art Bennie, President of Chemeketa along with President Mason visited with Art Crimmins the President of Aerolift to see if there will be a need for possible development of vocational technical programs.

The District's Policy Handbook states that the Board supports economic growth and will be committed to the development of vocational and technical programs to support that economic growth.

OCCA Board Meeting

Chairperson Stait, Helen Myers and President Mason attended the meeting held April 23rd and 24th. Chairperson Stait gave a brief report concerning economic growth in the State.

Motion

Ron Hays moved to adjourn the meeting.

Second

Wayne Jensen

Adjournment

The meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

RENEWAL OF CONTRACT

This agreement has a life of two years ending on _____, 1984. Unless the district provides the employee with written notice that the district will not renew this agreement, then this agreement shall continue to be in full force and effect for an additional period of one year.

This contract is subject to major revision and cancellation by the board in the event that any serial levy for tax base is approved by the voters of the district, or in the event that the district is terminated.

ATTORNEY FEES

If this agreement is the subject of a lawsuit between the parties or the subject of a contested case hearing between the district and the employee before the Oregon Board of Education, and not otherwise, the prevailing party is entitled to reasonable attorney fees and Court costs as awarded by the Board of Education or the Court.

TERMINATION AT REQUEST OF PRESIDENT

1. It is ~~agreed~~ that the duties of the president are an essential aspect of the ~~operation and management~~ of the district. It is necessary to provide an ~~informed and productive~~ transition from one president's administration to his or her successor, and to allow the board the ~~opportunity to select a successor~~.

2. The president shall provide the board with at least ¹²⁰90 days advance written notice of his or her intent to resign. The president agrees to assist in the selection process of his or her successor and to provide all assistance necessary in the transition.

SUSPENSION, REDUCTION, DEMOTION, or DISMISSAL BY THE BOARD

1. The board may suspend, reduce, demote, or dismiss the employee for misconduct, inefficiency, incompetence, insubordination, indolence, malfeasance, or other unfitness to render effective service.

2. The employee has a vested property right in his position and is entitled to due process of law during any disciplinary action by the board. Such due process is limited to the following:

a. The board may immediately suspend the employee for a period not greater than 10 days. Such suspension shall be effective only upon written notice to the employee of the factual allegations and grounds for the suspension. Such suspension may be, in the discretion of the board, with or without pay. The employee may request a hearing before the board on such suspension, but the suspension will be effective prior to such hearing.

b. The board may suspend, reduce, demote, or dismiss the employee by the following:

(1) Provide the employee with written notice of the factual allegations and grounds for the disciplinary action.

(2) Such disciplinary action will not be effective until 10 days after such written notice is provided to the employee.

c. The employee may, during this 10 day period, make written requests to the board for a hearing on such disciplinary action. The hearing shall be held not earlier than _____ days after the date of the notice of disciplinary action and not later than 30 days after the notice of disciplinary action.

d. The Hearing. The hearing shall be conducted in accordance with the procedure of the Oregon Administrative Procedures Act and model rules of the Oregon Attorney General for contested case hearings. The district must prove its case against the employee by a preponderance of the evidence. The decision of the district shall be stated in findings of facts, and ultimate facts, conclusions of law, and an Order.

FUND General - Revenue FUNCTION Object:	Adopted Budget.	Expenditures or Receipts MAY	Total Expended or Encumbered	Remaining Budget Balance	Anticipated Revenue Collected	Revenue Surplus or Deficit
STATE SOURCES						
<u>Operational Reimbursement:</u>						
State FTE Reimbursement: (155 FTE X \$1,245)	192,975	44,370.00	184,216.00	8,759.00	0	(-8,759)
<u>Grants & Contracts:</u>						
Defensive Drivers' Education (4 classes @ \$120 each)	480	0	246.00	234.00	0	(-234)
FEDERAL SOURCES						
<u>Grants & Contracts:</u>						
Adult Developmental Education Program	9,900	0	7,159.00	2,741.00	2,741.00	0
LOCAL SOURCES						
<u>Current Taxes:</u>						
Taxes 1980-81 171,401 x 90%	150,000	0	133,959.79	16,040.21	2,000.21	(-14,040)
TUITION & FEES						
<u>Tuition & Fees</u>						
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	5,836.30	68,416.25	6,416.25	5,752.25	(-664)
Lab Fees	3,000	0	0	3,000.00	adjusted	(-3,000)

FUND <u>General - Revenue</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts MAY	Total Expended or Encumbered	Remaining Budget Balance	Anticipated Revenue Collected	Revenue Surplus or Deficit
OTHER SOURCES						
<u>Interest Income:</u>	1,000	0	3,873.34	(-2,873.34)	5,000.66	7,874.00
Investments						
<u>Other:</u>						
Timber Revenue	2,000	0	20,885.52	(-18,885.52)	2,000.48	20,886.00
Textbooks -	10,000	301.15	5,668.40	4,331.60	31.60	(-4,300)
Textbook Sales						
Indirect and Inkind Income	43,410	0	0	43,410.00	43,410.00	0
Loan	10,000	0	10,000.00	0	0	0
TOTAL	497,320	50,507.45	434,146.80	63,173.20	60,936.20	(-2,237)

FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts MAY	Total Expended or Encumbered	Remaining Budget Balance	Anticipated Expenditures	Revenue Surplus or Deficit
INSTRUCTION						
<u>Materials & Services:</u>						
Instructional Supplies	5,000	0	379.39	4,620.61	4,620.61	0
College Instructional Contract	175,504	50,603.86	112,279.17	63,224.83	52,645.00	10,579.83
Staff Development	1,525	350.00	736.70	788.30	788.30	0
Special Contracts - Set up Costs	2,000	0	1,872.65	127.35	0	127.35
Lab Supplies	3,000	0	0	3,000.00	3,000.00	0
ABE - Materials & Supplies	1,500	64.00	1,140.10	359.90	359.90	0
Copy Machine Use	500	150.00	350.00	150.00	150.00	0
Printing (Commercial-RAM/Etc.)	350	0	0	350.00	350.00	
Telephone	200	0	200.00	0	0	0
Travel - Head Teacher	400	60.50	400.00	0	0	0
In-Service	375	36.50	36.50	338.50	338.50	0
Postage	100	0	100.00	0	0	0
ABE/GED Tuition Waivers	3,000	0	0	3,000.00	3,000.00	0
Textbooks	10,000	290.35	10,256.48	(-256.48)	0	(-256.48)
<u>Equipment Repair & Replacement:</u>						
Equipment Repair/Maint/Rental	5,000	0	205.00	4,795.00	4,795.00	0
<u>Capital Equipment:</u>						
Instructional	7,271	0	450.00	6,821.00	6,821.00	0

FUND General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered MAY	Remaining Budget Balance	Anticipated Expenditures	Revenue Surplus or Deficit
COLLEGE SUPPORT SERVICES						
<u>Direct Personnel Services:</u>						
President	27,950	4,658.00	25,619.00	2,331.00	2,331.00	0
Curriculum Director	18,000	3,000.00	16,500.00	1,500.00	1,500.00	0
Secretary III	14,000	1,995.00	9,832.50	4,167.50	997.50	3,170.00
ADE Center Coordinator (.2FTE)	3,150	700.00	2,800.00	350.00	350.00	0
Secretary II	11,000	1,643.00	8,075.50	2,924.50	975.00	1,949.50
Secretary II	9,450	1,612.00	7,967.00	1,483.00	806.00	677.00
Janitorial Staff	4,000	375.00	2,333.21	1,666.79	1,666.79	0
College Work Study	300	300.00	300.00	0	0	0
Outreach Coordinators	5,000	1,040.00	3,584.19	1,415.81	315.81	1,100.00
<u>Materials & Services:</u>						
Publications	275	0	95.00	180.00	180.00	0
Capital Equipment	14,000	588.00	9,625.86	4,374.14	4,374.14	0
Telephone	4,000	841.90	3,728.50	271.50	271.50	0
Professional Association Membership	2,650 3,650	60.00	1,453.94	1,196.06	1,196.06	0
Governing Board	3,000	230.74	2,786.43	213.57	213.57	0
Advisory Committee	550 5,000	0	0	550.00	0	550.00
Administrative Travel	4,000	604.20	4,373.54	626.46	626.46	0
Postage	3,500	0	984.00	2,516.00	500.00	2,016.00

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FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts MAY	Total Expended or Encumbered	Remaining Budget Balance	Anticipated Expenditures	Revenue Surplus or Deficit
<u>Materials & Services, cont'd.:</u>						
Office Supplies	5,000	687.16	3,718.29	1,281.71	1,281.71	0
Student Recognition	500	75.20	75.20	424.80	424.80	0
Copy Machine Rental	1,440	0	650.00	790.00	790.00	0
Legal Services	1,500	125.00	1,375.00	125.00	125.00	0
Auditing & Accounting	2,000	0	315.00	1,685.00	1,685.00	0
Insurance	3,000	2,421.50	2,421.50	578.50	578.50	0
Printing (Commercial-RAM, Etc.)	1,000	76.65	76.65	923.35	923.35	0
Contracted Services	6,000	1,116.60	4,887.70	1,112.30	1,112.30	0
Advertising & Publicity	5,000	306.79	2,054.46	2,945.54	2,945.54	0
Schedule Production	5,000	0	3,922.44	1,077.56	1,077.56	0
 PLANT OPERATION & MAINTENANCE						
<u>Materials & Services:</u>						
Utilities	5,000	278.96	2,486.56	2,513.44	213.44	2,300.00
Sign Installation/Painting	500	0	100.00	400.00	400.00	0
Classroom Rent	5,000	250.00	998.00	4,002.00	0	4,002.00
All Other Expenses	5,000	389.50	3,925.59	1,074.41	1,074.41	0
Building Repair	10,000	599.63	3,615.34	6,384.66	6,384.66	0
Office Maintenance	500	0	41.25	458.75	458.75	0

FUND General - Expenses FUNCTION Object:	Adopted Budget	Expenditures or Receipts MAY	Total Expended or Encumbered	Remianing Budget Balance	Anticipated Expenditures	Revenue Surplus or Deficit
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00	43,410.00	0
Employee Benefits	22,766	2,568.23	19,555.42	3,210.58	3,210.58	0
Board Contigency	23,154	0	0	23,154.00	0	23,154.00
Unappropriated Ending Fund balance	0	0	0	0	0	0
Loan Repayment	<u>10,000</u>	<u>0</u>	<u>10,000.00</u>	<u>0</u>		
TOTAL	497,320	78,098.29	288,683.06	208,636.94	159,267.74	49,369.20
Non-available appropriated revenue					2,237.00	
CASH Carry Over Balance 1982-83					38,786.00	
END OF YEAR BALANCE	<u>497,320</u>	0	447,950.80	49,369.20	41,023.00	8,346.20