

Tillamook Bay Campus



503/377-2241

Roy B. Mason, President

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

AGENDA

Meeting will be held: November 1, 1982
7:30 PM
Pine Grove Community Hall
Manzanita, Oregon

1. Approval of Minutes
2. Budget Report
3. Board Member Selection Committee Report
4. Nomination of Replacement Board Member
5. Student Enrollment - Fall 1982
6. State Department Budget Projections
7. Course Costs Procedure
8. Senior Citizen Reimbursement Policy
9. Public School Room Usage Fee
10. OCCA Legislative Platform
11. OSBA/OCCA Meeting
12. Resolution Format
13. Name change proposal - use of "college" as part of official title
14. Individual Accreditation proposal
15. Non-agenda items.



Roy B. Mason, President

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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

November 1, 1982
Pine Grove Community Hall
Manzanita, Oregon
7:30 PM

ITEM	DISCUSSION
Members Present	Ron Hays, Carl Hensley, Wayne Jensen, Helen Myers, Elwood Stait
Members Absent	George Hamilton
Non-members Present	Dick Larsen, Mr. & Mrs. Lloyd Hoffman, President Roy Mason, and Cheryl Van Natta, Secretary
Call to Order	Chairperson Stait called the meeting to order at 7:35 PM.
Minutes	The minutes were approved as presented.
Budget Report	President Mason presented the monthly budget report.
Motion	Ron Hays moved to accept the budget report.
Second	Wayne Jensen
	Approved unanimously
Prospective Board Member	Carl Hensley reported that the Committee to recommend a new board member conducted telephone interviews with prospective applicants. The committee agreed to recommend Dick Larsen.
Nomination	Carl Hensley nominated Dick Larsen to fill the vacancy left by Joyce Thompson. There were no other nominations. Carl Hensley
Motion	moved that the nominations be closed.
Second	Ron Hays second the nomination of Dick Larsen.
	Approved unanimously
Fall 1982 Enrollment	Enrollment is up from last year this time. Lower Division Transfer, Vocational Prep and Vocational Supplemental have increased from last year this time. Enrollment will generate about 58 FTE compared to 44 FTE last year at this time.
State Shortfall	The District could loose a minimum of 5% more FTE. State cuts will be across the board. FTE funding is being reviewed at this time. President Mason stated that the District would be looking at cutting the cost of programs not entire programs at present.
Course Costs Procedure	President Mason reported that instruction is the major course cost. Since the District is contracted with Portland the District must pay PCC's rates for instructors. PCC's rates are \$10.00 for CED,

ITEM

DISCUSSION

\$14.17 for Vocational and \$18.82 for College Transfer level. On top of this there is a 25% benefit package. The District must pay \$5.00 per student registration fee for CED courses and \$8.00 per student registration fee for the college transfer and vocational classes. There are always expenses for miscellaneous publicity, the schedule and sometime miscellaneous supplies. The District hopes to have on line registration Spring Term with the computer. Hopefully this will reduce some of the costs for administrative purposes.

Senior Citizen Reimbursement Policy

At the last Superintendent's Meeting President Mason tried to clarify the policy concerning Senior Citizen Reimbursement by the School Districts in the County. District #56 will continue the policy of paying one-half of all courses for Seniors over 60 years of age or if 55 or over if disabled or retired. District #9 will reimburse the AED for one-half of one class for Seniors 62 or over. District UJ #3 Board had voted to discontinue the policy of \$10.00 off per class for Seniors 62 or over. Superintendent Brown stated that no such action had been taken. A copy of the letter verifying that District UJ #3, in fact did vote to discontinue the reimbursement policy will be on file with these minutes. President Mason stated that he wrote a letter to District #9 Superintendent Stan Bippus concerning the policy because it was reported in the local paper that District #9 will discontinue the reimbursement policy in the future, but the AED Board has never received an official notice from the District #9 Board.

OCCA Legislative Platform

The OCCA Board of Directors will meet before the OSBA meeting the weekend of November 6th. The OCCA Legislative Platform does not include the use of the word "college" for the AED's. The ORS states that the District must be called an AED, but it does not say it can not be called a college.

Motion *Dup?*

Wayne Jensen moved that the Board go on record as favoring the use of the word "college" in the District name and pursue the proper use.

Second

Ron Hays

Approved unanimously

Accreditation

Accreditation comes as part of the contract that the District has with PCC. The District would like to have its own accreditation and will pursue this through the Northwest Association meeting in Seattle in December. Accreditation assures that courses are transferable to any college in the U.S. If the District should obtain its own accreditation it can still contract with other institutions.

Motion *Dup?*

Wayne Jensen moved that the Board favors the use of the word "college" in the District name and pursue the proper use.

ITEM	DISCUSSION
Second	Ron Hays <p style="text-align: right;">Approved unanimously</p>
Motion	Carl Hensley moved to have President Mason pursue individual accreditation and make recommendations at the January meeting.
Second	Ron Hays <p style="text-align: right;">Approved unanimously</p>
Non-agenda items	Chairperson Stait appointed Wayne Jensen and Helen Myers to review the Budget Committee. Resolution Format - President Mason stated that the District should be using a format for resolutions. This gives a record of policy and a background. Motion - Wayne Jensen moved to adopt a format for resolutions. Second - Helen Myers <p style="text-align: right;">Approved unanimously</p> Audit - President Mason notified the Board that the audit was in process, and that the report would not be in the District Office by December 1st. The report should be finished in December.
Motion	Wayne Jensen moved to adjourn the meeting. The meeting was adjourned at 9:45 PM. <p style="text-align: right;">Respectfully submitted, <i>Cheryl Van Natta</i> Cheryl Van Natta, Secretary</p>

BUDGET 1982-83 FUND <u>General - Revenue</u> FUNCTION	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS NOVEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES					
<u>Operational Reimbursement:</u>					
State FTE Reimbursement:					
(147.96 FTE X \$1245)					
	184,210	00	99,376.00	84,834.00	
<u>Grants & Contracts:</u>					
Adult Developmental Education Program					
	9,000	00	00	9,000.00	\$4,768.00 received 12/7/82
LOCAL SOURCES					
<u>Current Taxes:</u>					
Taxes 1982-83 196,769 X 90%					
	177,092	141,439.71	149,170.65	27,921.35	
Previously levied taxes estimated to be received:					
	4,500	686.56	686.56	3,813.44	
TUITION					
<u>Tuition</u>					
(\$553/FTE X 140 FTE)					
	77,420	2,958.20	16,202.95	61,217.05	
OTHER SOURCES					
<u>Investments:</u> Interest on Investments					
	10,000	150.11-Bank Account	1,825.26	8,174.74	
<u>State Managed Timber Revenue:</u>					
	46,390	00	00	46,390.00	
<u>Textbook Sales:</u>					
	10,000	1,906.25-213.60	through Oct. 2,119.85	7,880.15	
<u>Laboratory Fees:</u>					
	2,000	00	00	2,000.00	
<u>Available Cash on Hand:</u>					
	38,786	00	00	38,786.00	
Defensive Drivers' Education					
	0	0	0	0	
Indirect and Inkind Income					
	0	0	0	0	
Loan					
	0	0	0	0	
TOTAL REVENUE					
	559,398	145,448.18	269,381.27	290,016.73	

BUDGET 1982-83					
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS NOVEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
FUNCTION					
Object:					
INSTRUCTION					
<u>Materials & Services:</u>					
	Instructional Supplies	4,000	54.80	1,914.29	2,085.71
	College Instructional Contract	216,565	4,536.43	14,208.41	202,688.19
	Staff Development	1,910	00	649.60	1,260.40
	Special Contracts - Set up Costs	0	0	0	0
	Lab Supplies	2,000	00	00	2,000.00
	Textbooks	10,000	1,171.74	4,584.27	5,415.73
	Library Development	4,000	00	00	4,000.00
<u>Equipment Repair & Replacement:</u>					
	Equipment Repair/Maint/Rental	1,500	93.50	265.19	1,243.81
<u>Capital Equipment:</u>					
	Instructional	12,000	00	658.20	11,341.80
COLLEGE SUPPORT SERVICES					
<u>Direct Personnel Services:</u>					
	President	29,906	2,492.17	12,460.85	17,445.15
	Dean of Instruction	24,500	2,041.67	10,208.35	14,291.65
	Curriculum Director	0	0	0	0
	Administrative Assistant to the President	14,300	1,070.00	5,350.00	8,950.00
	Secretary III	0	0	0	0
	Student Service Director (.3FTE)	6,275	916.70	2,750.00	3,525.00

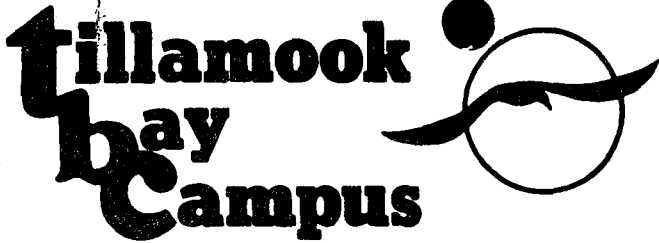
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BUDGET 1982-83 FUND <u>General - Expenses</u> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS NOVEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	880.00	4,400.00	7,000.00		
Secretary II	11,400	863.00	4,315.00	7,085.00		
Janitorial Staff	6,600	352.75	1,823.25	4,776.75		
Federal College Work Study/Part-time	9,500	750.00	3,741.00	5,759.00		
Outreach Coordinators	7,000	716.20	716.20	6,283.80		
<u>Materials & Services:</u>						
Publications	275	30.00	41.00	234.00		
Capital Equipment	12,000	00	4,673.15	7,326.85		
Telephone	4,800	483.22	2,365.88	2,434.12		
Professional Association Membership	4,000	30.75	277.75	3,722.25		
Governing Board	4,500	106.60	1,196.99	3,303.10		
Advisory Committee	1,550	00	00	1,550.00		
Administrative Travel	6,000	306.70	3,293.50	2,706.50		
Postage	4,000	500.00	1,000.00	3,000.00		
Office Supplies	5,000	276.43	1,142.27	3,857.73		
Student Recognition	500	00	00	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	250.00	750.00	750.00		
Auditing & Accounting	3,000	00	95.00	2,905.00		
Insurance	3,450	00	00	3,450.00		

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BUDGET 1982-83					
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS NOVEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
FUNCTION					
Object					
<u>Materials & Services Continued:</u>					
Printing (Commercial-RAM, Etc.)		4,000	00	3,913.98	86.02
Contracted Services		5,500	382.40	2,686.12	2,813.88
Advertising & Publicity		4,000	126.50	2,069.19	1,930.81
Schedule Production		4,000	00	1,792.13	2,207.87
PLANT OPERATION & MAINTENANCE					
<u>Materials & Services:</u>					
Utilities		4,000	176.85	742.64	3,257.36
Sign Installation/Painting		0	0	0	0
Classroom Rent		3,000	125.00	550.00	2,450.00
All Other Expenses		4,000	172.25	2,320.12	1,679.88
Building Repair		4,000	895.45	8,673.90	-4,673.90
Office Maintenance		0	0	0	0
INDIRECT COSTS					
Inkind Services		0	0	0	0
Employee Benefits		38,875	4,031.09	14,015.11	24,859.89
Board Contingency		28,500	00	00	28,500.00
Unappropriated Ending Fund Balance		27,092	00	00	27,092.00
Loan		0	0	0	0
TOTAL		550,398	23,832.20	119,634.34	430,763.66

BUDGET 1982-83 FUND - <u>Adult Developmental Program</u> FUNCTION <u>Object:</u>	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS NOVEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
ABE - Materials & Supplies	400	27.02	94.27	305.73		
Copy Machine Use	350	00	00	350.00		
Printing	200	00	00	200.00		
(Commercial-RAM/Etc.)	200	00	00	200.00		
Telephone	375	218.00	422.02	-47.02		
Travel - Head Teacher	250	00	00	250.00		
In-Service	150	00	00	150.00		
Postage	3,000	00	00	3,000.00		
ABE/GED Tuition Waivers	0	0	0	0		
ADE Center Coordinator (.2FTE)	4,075	407.50	1,222.50	2,852.50		
Student Serviced Director (.2FTE)						
TOTAL	9,000	652.52	1,738.79	7,261.21		
GRAND TOTAL FOR 1982-82 BUDGET	559,398	24,484.72	121,373.13	438,024.87		



Roy B. Mason, President

503/377-2241

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6385 Tillamook Ave., Bay City, Oregon 97107

AGENDA

Meeting will be held: December 13, 1982
7:30 PM
Tillamook Bay Campus
Bay City, Oregon

1. Approval of minutes
2. Budget Report
3. Committee Action
 - A. Foundation Committee
 - B. Budget Committee
 - C. Policies and Procedure
4. Accreditation Report
5. Special Fees Assessment - Reading and Conference Courses
6. Establish dates for 1983-84 Budget Committee meetings and public hearing.