



Roy B. Mason, President

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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

December 13, 1982
Tillamook Bay Campus
7:30 PM

ITEM	DISCUSSION
Members Present	George Hamilton, Ron Hays, Carl Hensley, Wayne Jensen, Helen Myers, Richard Larsen, Elwood Stait
Members Absent	none
Oath of Office	The Oath of Office was given to Dick Larsen by Chairperson Stait. The Oath was administered at 7:35 PM.
Minutes	Deletion of the second motion in the section on the accreditation. Spelling of the name Hensley. The minutes were approved as corrected.
Budget Report	President Mason presented the budget report. He went through each line item with projections for the rest of the year.
Motion	George Hamilton moved to accept the expenditures and the budget report as presented.
Second	<p>Carl Hensley</p> <p style="padding-left: 40px;">Yea - George Hamilton, Ron Hays, Carl Hensley, Wayne Jensen, Dick Larsen</p> <p style="padding-left: 40px;">Nay - Helen Myers</p>
Foundation Report	<p>Ron Hays explained that the best way to form a foundation for the District will be by forming a community foundation. This aspect will be continued after the first of the year. The community foundation draws money from people who will dedicate money to the community and not one specific area. This type of foundation will have a governing body much the same as the Oregon Community Foundation. There will be nine directors selected from sub-groups of the foundation. If the foundation is a success it will be the county's own incorporated non-profit organization for the community. After a number of years it would be possible that the interest from investments could support the administration of the foundation.</p>
Budget Committee	Wayne Jensen reported that all members of the budget had been contacted. Dale Barker is not interested in serving on the committee and Don Wustenberg is interested but would like an alternate appointed. The first Budget Committee meeting is scheduled for February 7, 1983 at 7:30 at the TBC Campus.

ITEM

DISCUSSION

Policy & Procedure Committee

Dick Larsen was appointed by Chairperson Stait to replace Joyce Thompson on the Policies & Procedure Committee.

President Mason reported on the workshop on policies and procedures that he attended. This workshop was put on by the Department of Labor. They recommend that all ambiguity be taken out of the policy and procedures handbooks. President Mason went over the rough draft that has been developed for the District and indicated where changes should be made. The Committee will meet and have a draft ready to present to the Board at the February meeting.

Accreditation Report

President Mason reported on the meeting in Seattle of the Northwest Accreditation Association. The District was accepted as an associate member. There are two problems with being able to gain full membership; one is that the District does not have its own faculty and the other is that our programs are not our own. President Mason said that he will look at other educational brokerage firms and see how they are granted accreditation through their local area associations.

Special Fees Assessment

This special fee assessment is needed for Reading and Conference Classes. This fee would be a \$12.00 per credit fee added on to the tuition making the per credit fee \$25.00.

Motion

Wayne Jensen moved to approve the \$25.00 per credit tuition for the Reading & Conference Classes.

Second

Ron Hays

Approved Unanimously

February Meeting & Budget Meeting

The February Board Meeting will be held on February 7, 1983 at 6:00 PM. It will be a potluck. The first budget meeting will be held immediately following the Board Meeting at 7:30 PM.

New Business

Special Fee Assessments - A \$12.00 per credit tuition for the Nurses Aide and Dietetic Programs was discussed by the Board. These programs are 72 hour programs. These are professional certification programs.

Motion

Ron Hays moved that the \$12.00 per credit fee for the professional certification programs be approved making the per credit rate \$25.00.

Second

Wayne Jensen

Approved Unanimously

Motion

Wayne Jensen moved to adjourn the meeting. The meeting was adjourned at 10:35 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

BUDGET 1982-83 FUND <u>General - Revenue</u> FUNCTION	ADOPTED BUDGET	XXXXXXXXXX OR RECEIPTS	TOTAL XXXXXXXXXX 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	4,768.00	4,768.00	4,232.00		
LOCAL SOURCES						
<u>Current Taxes:</u>						
Taxes 1982-83 196,769 X 90%	177,092	1,072.26	150,242.91	26,849.09		
Previously levied taxes estimated to be received:	4,500	1,353.29	2,039.85	2,460.15		
TUITION						
<u>Tuition</u> (\$553/FTE X 140 FTE)	77,420	5,499.85	21,702.80	55,717.20		
OTHER SOURCES						
<u>Investments: Interest on Investments</u>	10,000	1,825.26	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	420.60	2,540.45	7,459.55		
<u>Laboratory Fees:</u>	2,000	00	00	2,000.00		
<u>Available Cash on Hand:</u>	38,786	NA	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	14,939.26	282,495.27	276,902.73		

BUDGET 1982-83

FUND General - Expenses

FUNCTION

Object:

ADOPTED BUDGET	EXPENDITURES OR RECEIPTS DECEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
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INSTRUCTION

Materials & Services:

Instructional Supplies

College Instructional Contract

Staff Development

Special Contracts - Set up Costs

Lab Supplies

Textbooks

Library Development

Equipment Repair & Replacement:

Equipment Repair/Maint/Rental

Capital Equipment:

Instructional

COLLEGE SUPPORT SERVICES

Direct Personnel Services:

President

Dean of Instruction

Curriculum Director

Administrative Assistant to the President

Secretary III

Student Service Director (.3FTE)

4,000	.00	1,914.29	2,085.71
216,565	2,155.21	16,363.62	200,201.38
1,910	.00	649.60	1,260.40
0	0	0	0
2,000	00	00	2,000.00
10,000	321.43	4,905.70	5,094.30
4,000	00	00	4,000.00
1,500	00	265.19	1,234.81
12,000	117.39	775.59	11,224.41
29,906	2,492.17	14,953.02	14,952.98
24,500	2,041.67	12,250.02	12,249.98
0	0	0	0
14,300	1,102.00	6,452.00	7,848.00
0	0	0	0
6,275	916.70	3,666.70	2,608.30

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BUDGET 1982-83 FUND <u>General - Expenses</u> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS DECEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	907.00	5,307.00	6,093.00		
Secretary II	11,400	889.00	5,204.00	6,196.00		
Janitorial Staff	6,600	352.75	2,176.00	4,424.00		
Federal College Work Study/Part-time	9,500	885.00	4,626.00	4,874.00		
Outreach Coordinators	7,000	00	716.20	6,283.80		
<u>Materials & Services:</u>						
Publications	275	00	41.00	234.00		
Capital Equipment	12,000	00	4,673.15	7,326.85		
Telephone	4,800	409.73	2,775.61	2,024.39		
Professional Association Membership	4,000	58.00	335.75	3,664.25		
Governing Board	4,500	342.90	1,539.89	2,960.11		
Advisory Committee	1,550	62.70	62.70	1,487.30		
Administrative Travel	6,000	283.00	3,576.50	2,423.50		
Postage	4,000	00	1,000.00	3,000.00		
Office Supplies	5,000	337.13	1,479.40	3,520.60		
Student Recognition	500	00	00	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	00	750.00	750.00		
Auditing & Accounting	3,000	60.00	155.00	2,845.00		
Insurance	3,450	00	00	3,450.00		

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BUDGET 1982-83					
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS DECEMBER	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	387.90	3,074.02	2,425.98
	Advertising & Publicity	4,000	5.25	2,074.44	1,925.56
	Schedule Production	4,000	00	1,792.13	2,207.87
PLANT OPERATION & MAINTENANCE					
<u>Materials & Services:</u>					
	Utilities	4,000	306.97	1,049.61	2,950.39
	Sign Installation/Painting	0	0	0	0
	Classroom Rent	3,000	375.00	925.00	2,075.00
	All Other Expenses	4,000	296.43	2,616.55	1,383.45
	Building Repair	4,000	28.92	8,702.82	-4,702.82
	Office Maintenance	0	0	0	0
INDIRECT COSTS					
	Inkind Services	0	0	0	0
	Employee Benefits	38,875	1,047.36	15,062.47	23,812.53
	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	16,181.61	135,824.95	414,573.05

BUDGET 1982-83					
FUND - Adult Developmental Program	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS DECEMBER	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION					
Object:					
ABE - Materials & Supplies	400	00	94.27	305.73	
Copy Machine Use	350	00	00	350.00	
Printing (Commercial-RAM/Etc.)	200	00	00	200.00	
Telephone	200	00	00	200.00	
Travel - Head Teacher	375	00	422.02	-47.02	
In-Service	250	00	00	250.00	
Postage	150	00	00	150.00	
ABE/GED Tuition Waivers	3,000	00	00	3,000.00	
ADE Center Coordinator (.2FTE)	0	0	0	0	
Student Serviced Director (.2FTE)	4,075	407.50	1,630.00	2,445.00	
TOTAL	9,000	407.50	2,146.29	6,853.71	
GRAND TOTAL FOR 1982-82 BUDGET	550,398	16,589.11	137,971.24	421,426.76	