

503/377-2241

Roy B. Mason, President

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

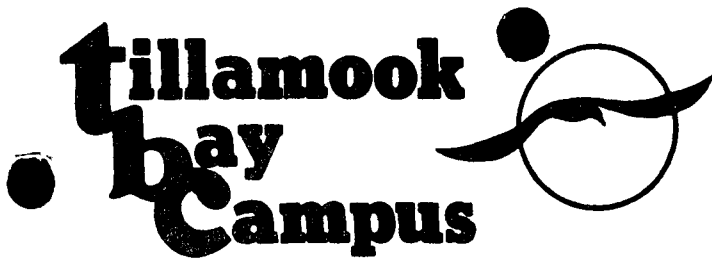
AGENDA

TILLAMOOK BAY AREA EDUCATION DISTRICT
BOARD OF DIRECTORS MEETING - MONDAY
JANUARY 10, 1983

CLOVERDALE FIREHALL - 7:30 PM

INTRODUCTION OF BOARD MEMBERS

1. Approval of Minutes
2. Approval of Expenditures and Budget Report
3. Committee Reports
 - a. Foundation
 - b. Personnel
 - c. Policy
4. Development of Budget Process
 - a. Overview of budget development
 - b. Appointment of budget officer
 - c. Appointment of budget committee members
 - d. Adoption of budget calendar
 - e. Appointment of budget sub-committee
5. Personnel Negotiations and Evaluation
 - a. Schedule executive sessions for evaluation of President and Dean of Instruction
 - b. Establish criteria for administrative evaluations
 - c. Establish time for contract review and negotiation
 - d. Establish employee salary schedule
6. Review re-districting of A.E.D. zones. Vote on Resolution 1983-001
7. Report on Winter term Registration
8. Report on P.C.C. Instructional Contract
9. Review of Mt. Hood Community College letter
10. Review of Student Services Director position.
11. Non-agenda items



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

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT
January 10, 1983
Cloverdale Firehall- Cloverdale, Oregon
7:30 PM

ITEM	DISCUSSION
Members Present	Ron Hays, Elwood Stait, Richard Larsen, Helen Myers and Carl Hensley at 8:15 PM.
Members Absent	Wayne Jensen, George Hamilton
Non-Members Present	Roy Mason, President, Cheryl Van Natta, Secretary
Guests	Ken Lane, Melanie Dension, South County Coordinator
Call to Order	The meeting was called to order by Chairperson Stait at 7:35 PM.
Minutes	The minutes were approved as presented.
Budget Report	President Mason presented the monthly budget report highlighting back taxes, tuition, investments and grant money.
Motion	Dick Larson moved to accept the budget report as presented.
Second	Helen Myers
Foundation Committee Report	<p style="text-align: center;">Approved unanimously</p>
Personnel and Policy Committee Reports	<p>Ron Hays reported that the idea of a community foundation was progressing and that the community was showing interest in developing this foundation. He stated that he will be meeting with people from the banks and hospitals.</p>
Personnel Committee	<p>These committees have not met as of this meeting.</p>
Budget 1983-84	<p>Ron Hays was appointed to serve on the committee with Carl Hensley and Wayne Jensen.</p>
Motion	President Mason presented to the Board the budget process.
Second	Ron Hays moved to appoint Roy Mason as Budget Officer.
Second	Helen Myers
	<p style="text-align: center;">Approved unanimously</p>

ITEM

DISCUSSION

Motion

Dick Larsen moved that the Board adopt the Budget Calender presented by President Mason.

Second

Ron Hays

Approved unanimously

Personnel Negotiations & Evaluation

After considerable discussion it was suggested that the Personnel Committee meet to establish criteria for administrative evaluation.

Re-districting of AED Zones

The County Clerk advised the District's Attorney Neal Lemery of the change in the re-districting in the county.

Motion

Helen Myers moved to accept Resolution 1983-001 as presented.

Second

Carl Hensley

Approved unanimously.

Winter Term Registration

Winter term started January 3, 1983. At this point enrollment is down, but generally enrollment is down during Winter term. As of the meeting a full picture can not be developed because the registration forms from the classes in North and South County have not been turned in. Fall term generated 69.15 FTE with a total of 1,315 unduplicated headcount. There seems to be a problem with people of the community being aware of classes starting immediately after the start of the new year. It was suggested that possible CED classed start a week later than transfer.

PCC Instructional Contract

There will be an approximately a 5% increase in the overall contract. The increase is mainly in the instructional area of the contract. There will be an increase for the credit courses and also the non-credit courses. 80% of the instructors hired by PCC for the District are members of PERS causing the benefit package to go up.

Mt. Hood Community College Letter

Chairperson Stait read the letter received from Mary Opray-Peterson. This letter concerned the future of available revenue for the community colleges. The community colleges had agreed to not ask for an increase in revenue, but since higher education received a big increase it is felt that the community college sector should receive an increase. It is the feeling of the Board that each member should write the legislators about how they feel on this subject.

Student Services Position

It was the agreement of the Board that this position be reviewed after six months. This position has been instrumental in increasing the number of students taking credit classes. The position is there as a fulltime position. There is more than enough work to be fulltime, but President Mason does not recommend it be that at this time, but he does feel that the Board should increase it to a 12 month position. The

ITEM

DISCUSSION

Non-agenda
Items

Board needs to define the fulltime position. The position is cost effective and President Mason feels that the position should be kept.

President Mason has been appointed to the Community College Operating Finance Commission.

Insurance for the computer is \$7.70 per \$1,000 for the hardware. \$8.20 per \$1,000 covers all hardware and information put into the computer per year.

Motion
Second

Ron Hays moved that the Board invest in the higher rate of insurance.
Helen Myers

Approved unanimously

There is to be a mock bargaining session with the Oregon School Board Association on Friday and Saturday January 14th and 15th at Otter Crest.

The Board wishes to express their thanks to Ken Lane and Melanie Denison.

Motion
Second

Ron Hays moved to adjourn the meeting.

Helen Myers

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

<p>BUDGET 1982-83</p> <p>FUND General - Revenue</p> <p>FUNCTION</p>	<p>ADOPTED BUDGET</p>	<p>EXPENDITURES XXX RECEIPTS JANUARY</p>	<p>TOTAL EXPENDED XXX ENCUMBERED</p>	<p>REMAINING BUDGET BALANCE</p>	
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	4,768.00	4,232.00	
LOCAL SOURCES					
<u>Current Taxes:</u>					
Taxes 1982-83 196,769 X 90%	177,092	.00	150,242.91	26,849.09	
Previously levied taxes estimated to be received:	4,500	.00	2,039.85	2,460.15	
TUITION					
<u>Tuition</u> (\$553/FTE X 140 FTE)	77,420	14,982.45	36,685.25	40,734.75	
OTHER SOURCES					
<u>Investments: Interest on Investments</u>	10,000	(checking) 106.09	1,931.35	8,068.65	
<u>State Managed Timber Revenue:</u>	46,390	.00	.00	46,390.00	
<u>Textbook Sales:</u>	10,000	429.68	2,970.13	7,029.87	
<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	15,518.22	298,013.49	261,384.51	

BUDGET 1982-83
 FUND General - Expenses
 FUNCTION
Object:

ADOPTED BUDGET	EXPENDITURES OR RECEIPTS JANUARY	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	62.81	1,977.10	2,022.90
216,565	18,221.53	34,585.15	181,979.85
1,910	.00	649.60	1,260.40
0	0	0	0
2,000	.00	.00	2,000.00
10,000	579.60	5,485.30	4,514.70
4,000	.00	.00	4,000.00
1,500	231.00	496.19	1,003.81
12,000	.00	775.59	11,224.41
29,906	2,492.17	17,445.19	12,460.81
24,500	2,041.67	14,291.69	10,208.31
0	0	0	0
14,300	1,102.00	7,554.00	6,746.00
0	0	0	0
6,275	916.70	4,583.40	1,691.60

*15,648.26 (PCC Contract-Summer)

BUDGET 1982-83 FUND General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS JANUARY	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:						
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	907.00	6,214.00	5,186.00		
Secretary II	11,400	889.00	6,093.00	5,307.00		
Janitorial Staff	6,600	437.75	2,613.75	3,986.25		
Federal College Work Study/Part-time	9,500	962.00	5,588.00	3,912.00		
Outreach Coordinators	7,000	595.00	1,311.20	5,688.80		
<u>Materials & Services:</u>						
Publications	275	60.00	101.00	174.00		
Capital Equipment	12,000	.00	4,673.15	7,326.85		
Telephone	4,800	382.43	3,158.04	1,641.96		
Professional Association Membership	4,000	70.00	405.75	3,594.25		
Governing Board	4,500	30.00	1,569.89	2,930.11		
Advisory Committee	1,550	.00	62.70	1,487.30		
Administrative Travel	6,000	964.05	4,540.55	1,459.45		
Postage	4,000	.00	1,000.00	3,000.00		
Office Supplies	5,000	389.88	1,869.28	3,130.72		
Student Recognition	500	.00	.00	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	125.00	875.00	625.00		
Auditing & Accounting	3,000	95.00	250.00	2,750.00		
Insurance	3,450	169.00	169.00	3,281.00		

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BUDGET 1982-83						
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS JANUARY	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	22.40	3,096.42	2,403.58	
	Advertising & Publicity	4,000	668.95	2,743.39	1,256.61	
	Schedule Production	4,000	1,467.58	3,259.71	740.29	
PLANT OPERATION & MAINTENANCE						
<u>Materials & Services:</u>						
	Utilities	4,000	313.91	1,363.52	2,636.48	
	Sign Installation/Painting	0	0	0	0	
	Classroom Rent	3,000	275.00	1,200.00	1,800.00	
	All Other Expenses	4,000	212.07	2,828.62	1,171.38	
	Building Repair	4,000	103.10	8,805.92	-4,805.92	
	Office Maintenance	0	0	0	0	
INDIRECT COSTS						
	Inkind Services	0	0	0	0	
	Employee Benefits	38,875	3,129.95	18,192.42	20,682.58	
	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	37,916.55	173,741.50	376,656.50	

BUDGET 1982-83 FUND - Adult Developmental Program FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS JANUARY	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
ABE - Materials & Supplies	400	53.01	147.28	252.72		
Copy Machine Use	350	.00	.00	350.00		
Printing (Commercial-RAM/Etc.)	200	.00	.00	200.00		
Telephone	200	.00	422.02	-47.02		
Travel - Head Teacher	375	.00	.00	250.00		
In-Service	250	.00	.00	150.00		
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	2,037.50	2,037.50		
TOTAL	9,000	460.51	2,606.80	6,393.20		
GRAND TOTAL FOR 1982-82 BUDGET	559,398	38,377.06	176,348.30	383,049.70		