



Roy B. Mason, President

503/377-2241

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

AGENDA

Meeting will be held at Pine Grove Community Hall

Place: Manzanita, Oregon

Time: 7:30 PM

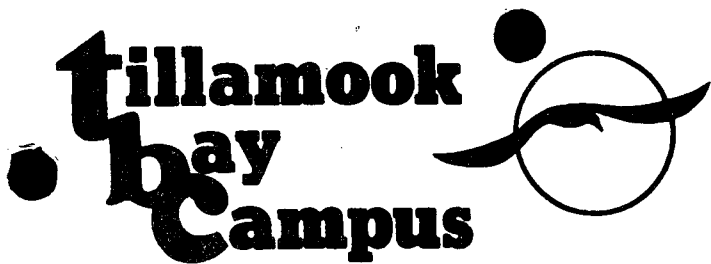
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1. Welcome - Elwood Stait
 2. Approval of Minutes
 3. Budget Report - Approval of Expenditures - Roy Mason
 4. Committee Reports
 - a. Policy - Richard Larsen
 - b. Personnel - Carl Hensley
 - c. Foundation - Ron Hays
 5. Budget Committee Update - Roy Mason
 6. Enrollment Update - Roy Mason
 7. Credit Student Survey - Barbara Rice
 8. Election Nominations - Roy Mason
 9. Spring Term Schedule - Roy Mason
 10. Community Input

RECESS

Executive Meeting

9:30 PM

Closed meeting to continue contract negotiations.



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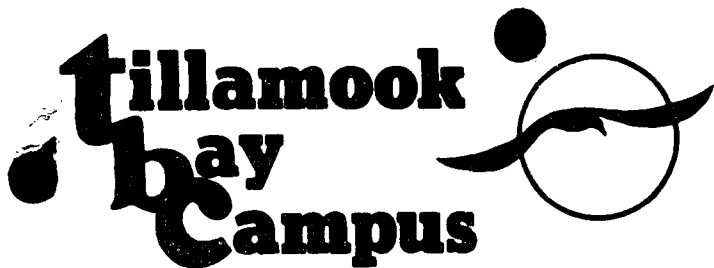
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MINUTES - REGULAR BOARD MEETING
February 7, 1983
6 PM
Tillamook Bay Campus

ITEM	DISCUSSION
Members Present	George Hamilton, Ron Hays, Carl Hensley, Richard Larsen, Helen Myers, Elwood Stait
Members Absent	Wayne Jensen
Non-members Present	Roy Mason, President and Cheryl Van Natta, Secretary
Guests	Roger Bassett
Call to Order	The meeting was called to order by Chairperson Elwood Stait at 6 PM.
Minutes	
Motion	Carl Hensley moved to approve the minutes as presented.
Second	Ron Hays
	Approved unanimously
Budget Report	The Budget Report does not reflect the current county money because the monthly statement had not been received. President Mason noted that the Student Services Position line item would soon need money transferred into it within the next two months from the Board Contingency. He also recommended that an amount be transferred to cover the building repairs and travel in the ABE Grant.
Motion	Ron Hays moved to transfer \$200.00 from the copy machine line item in the ABE Grant to the travel line item.
Second	Carl Hensley
	Approved unanimously
Motion	Ron Hays moved to transfer \$3,000.00 from the Board Contingency line item to the Student Service Director Position line item to cover the amount of increase from .2 FTE to .5 FTE and also transfer \$5,000.00 from the Board Contingency line item to the Building Repair line item.
Second	George Hamilton
	Approved unanimously
Motion	Ron Hays moved to accept the Budget Report as presented.
Second	Carl Hensley
	Approved unanimously

ITEM DISCUSSION

Guest Roger Bassett was welcomed by Chairperson Stait. Mr. Bassett explained some of the problems before the State Legislature concerning revenue and possible ways to solve the budget deficit.

Motion Ron Hays moved to recess until after the Budget Meeting. Time 7:25 PM.

Second Helen Myers

Approved unanimously

Reconvene The Board Meeting reconvened at 8:50 PM.

Committee Reports - Personnel Committee Report

Carl Hensley stated that the committee met on January 24, 1983. The committee recommended that a salary schedule be set up. The report from the committee was sent to the Board Members previous to the meeting.

Mr. Hensley explained that the schedule allows for a 5% increase with the years of experience. Level changes will be recommended if the job responsibilities change or increase.

President Mason would like to see a merit increase by being able to use a step increase, and he would like to see it standardized.

Ron Hays feels that the amounts in the salary schedule are too low. This schedule is the lowest in the county. Mr. Hays feels that the District should be run like a business and that there needs to be an incentive for employees to stay. Helen Myers is concerned that in these hard economic times that there is too much emphasis is placed on salary increases. Elwood Stait feels that the District needs to be realistic and Ron Hays feels the same, but there still must be incentives for the employees. Richard Larsen stated that the Board does not balance the budget at the expense of the employees.

The following action was taken by the Board at the recommendation of the Personnel Committee.

Motion George Hamilton moved to accept Exhibit A as the salary schedule for Classified Staff.

Second Carl Hensley

Yea - George Hamilton, Ron Hays, Carl Hensley, Richard Larsen, Elwood Stait

Nay - Helen Myers

MOTION CARRIED

Motion Ron Hays moved to place the position of Secretary to the Dean of Instruction at a Level 3 position on the salary schedule.

Second Carl Hensley

Yea - George Hamilton, Ron Hays, Carl Hensley, Richard Larsen, Elwood Stait

ITEM DISCUSSION

Nay -

Abstain - Helen Myers

MOTION CARRIED

Motion Richard Larsen moved to adopt the Supervisory salary schedule as presented and adopt the recommendations in Exhibit B.

Second George Hamilton

Approved unanimously

Motion Ron Hays moved to adopt Exhibit C concerning the Administrative Salary Schedule.

Second Richard Larsen

Yea - George Hamilton, Ron Hays,
Carl Hensley, Richard Larsen,
Elwood Stait

Nay - Helen Myers

MOTION CARRIED

The Personnel Committee recommended a merit increase for the Dean of Instruction. Because of time and discussion involved Carl Hensley moved to table this area of the recommendations.

Motion Carl Hensley moved that the subject of merit increase in Exhibit C be tabled at this time.

Second George Hamilton

Approved unanimously

President Mason would like to see the Student Services Director Position be a fulltime position, but at this time he is recommending that it be a ten month position, and that the ABE part not be funded as Director.

Motion Richard Larsen moved that the Board adopt #3 - .8 FTE, 10 month position for the Student Services Director.

Second Ron Hays

Yea - Ron Hays, Carl Hensley, Richard
Larsen, Elwood Stait

Nay - Helen Myers

Abstain - George Hamilton

MOTION CARRIED

Executive
Session

The Board will meet in Executive Session on February 21, 1983 at 7:00 PM at the TBC Campus for administrative evaluation of the President and to consider the recommendations for the Dean of Instruction.

ITEM DISCUSSION

Policy Committee Report

Elwood Stait reported that the committee met and the committee will meet again before the next meeting. At that time the Board will receive the recommendations of the Policy Committee.

Foundation Committee Report

Ron Hays reported that the District has been listed in the will of a community member. A lawyer is willing to donate time to the Community Foundation for the purpose of legal advise and working with setting up the Foundation.

Tuition & Fees President Mason would like to see an increase in tuition to \$15.00, and a \$1.50 per contact hour charge for special classes with a minimum of a \$10.00 fee for reimburseable credit classes.

Motion Ron Hays moved to adopt the \$15.00 per credit hour, and the \$1.50 special fee for special classes with a minimum of a \$10.00 charge for reimburseable credit classes.

Second George Hamilton

Approved unanimously

Board Meetings George Hamilton feels that the Board should travel to North and South County for regular meetings one more time than review the need to travel to the various parts of the county for meetings.

Building Use President Mason reported that a committee of representatives from the school districts was being formed to review the building use policy.

Commendation Motion Ron Hays moved to commend staff members on their performance over the past months.

Second George Hamilton

Approved unanimously

Adjourn Motion George Hamilton moved to adjourn the meeting.

Second Ron Hays

Approved unanimously

The meeting was adjourned at 10:45 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

BUDGET 1982-83 FUND General - Revenue FUNCTION	ADOPTED BUDGET	EXPENSES OR RECEIPTS February/ Jan. - County	TOTAL EXPENSES OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES <u>Operational Reimbursement:</u> State FTE Reimbursement: (147.96 FTE X \$1245)	184,210	75,036.00	174,412.00	9,798.00	
<u>Grants & Contracts:</u> Adult Developmental Education Program	9,000	2,384.00	7,152.00	1,848.00	
LOCAL SOURCES <u>Current Taxes:</u> Taxes 1982-83 196,769 X 90% Previously levied taxes estimated to be received:	177,092	2,407.46	140,495.18*	36,596.82**	* \$245.99 - Land Sales **Adjusted - See timber revenue
	4,500	555.35	2,595.20	1,904.80	
TUITION <u>Tuition</u> (\$553/FTE X 140 FTE)	77,420	6,527.05*	43,212.30	34,207.70	*\$2,800 EMT Grant
OTHER SOURCES <u>Investments: Interest on Investments</u>	10,000	2,203.33	4,134.68	5,865.32	
<u>State Managed Timber Revenue:</u>	46,390	.00	10,470.04*	35,919.96	*Aug. 1,142.17 Nov. 9,327.87
<u>Textbook Sales:</u>	10,000	256.43	3,482.99	6,517.01	
<u>Laboratory Fees:</u>	2,000	81.37	81.37	1,918.63	
<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	89,450.99	386,035.76	176,362.24	

BUDGET 1982-83

FUND General - Expenses

FUNCTION

Object:

ADOPTED
BUDGET

EXPENDITURES
OR
~~XXXXXXXX~~
February

TOTAL
EXPENDED
OR
~~XXXXXXXX~~

REMAINING
BUDGET
BALANCE

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

109.90

2,087.00

1,913.00

216,565

57,552.28*

92,137.43

124,427.57

*Fall Term - PCC
Refunds, Inst. expenses

1,910

.00

649.60

1,260.40

0

0

0

0

2,000

.00

.00

2,000.00

10,000

446.84

5,932.14

4,067.86

4,000

.00

.00

4,000.00

1,500

.00

496.19

1,003.81

12,000

60.39

835.98

11,164.02

29,906

2,492.17

19,937.36

9,968.64

24,500

2,041.67

16,333.36

8,166.64

0

0

0

0

14,300

1,102.00

8,656.00

5,644.00

0

0

0

0

9,275
6,275+3,000

916.70

5,500.10

3,774.90

BUDGET 1982-83 FUND <u>General - Expenses</u>	ADOPTED BUDGET	EXPENDITURES OR XXXXXXXX February	TOTAL EXPENDED OR XXXXXXXXXX	REMAINING BUDGET BALANCE
FUNCTION				
<u>Object:</u>				
<u>Direct Personnel Services Continued:</u>				
Secretary II	11,400	907.00	7,121.00	4,279.00
Secretary II	11,400	889.00	6,982.00	4,418.00
Janitorial Staff	6,600	454.75	3,068.50	3,531.50
Federal College Work Study/Part-time	9,500	773.00	6,361.00	3,139.00
Outreach Coordinators	7,000	.00	1,311.20	5,688.80
<u>Materials & Services:</u>				
Publications	275	.00	101.00	174.00
Capital Equipment	12,000	100.00	4,773.15	7,226.85
Telephone	4,800	538.99	3,697.03	1,102.97
Professional Association Membership	4,000	150.00	555.75	3,444.25
Governing Board	4,500	343.25	1,913.14	2,586.86
Advisory Committee	1,550	34.44	97.14	1,452.86
Administrative Travel	6,000	673.11	5,213.66	786.34
Postage	4,000	.00	1,000.00	3,000.00
Office Supplies	5,000	658.06	2,527.34	2,472.66
Student Recognition	500	.00	.00	500.00
Copy Machine Rental	0	0	0	0
Legal Services	1,500	125.00	1,000.00	500.00
Auditing & Accounting	3,000	.00	250.00	2,750.00
Insurance	3,450	.00	169.00	3,281.00

Continued on next page

BUDGET 1982-83						
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR REVENUES February	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	3,118.82	2,381.18	
	Advertising & Publicity	4,000	362.51	3,105.90	89.10	
	Schedule Production	4,000	.00	3,259.71	740.29	
<u>PLANT OPERATION & MAINTENANCE</u>						
<u>Materials & Services:</u>						
	Utilities	4,000	357.91	1,721.43	2,278.57	
	Sign Installation/Painting	0	0	0	0	
	Classroom Rent	3,000	125.00	1,325.00	1,675.00	
	All Other Expenses	4,000	89.83	2,918.45	1,081.55	
	Building Repair	9,000 4,000 + 5,000	108.20	8,914.12	85.88	
	Office Maintenance	0	0	0	0	
<u>INDIRECT COSTS</u>						
	Inkind Services	0	0	0	0	
	Employee Benefits	38,875	3,432.98	21,625.40	17,249.60	
	Board Contingency	20,500 28,500	(8,000 transfered)		20,500.00	
	Unappropriated Ending Fund Balance	27,092	.00	.00	27,092.00	
	Loan	0	0	0	0	
TOTAL		550,398	74,828.53	248,570.03	301,827.97	

BUDGET 1982-83 FUND - <u>Adult Developmental Program</u> FUNCTION <u>Object:</u>	ADOPTED BUDGET	EXPENDITURES OR XXXXXXXX	TOTAL EXPENDED OR XXXXXXXXXX	REMAINING BUDGET BALANCE		
ABE - Materials & Supplies	400	53.01	200.29	199.71		
Copy Machine Use	150 350	.00	.00	150.00		
Printing (Commercial-RAM/Etc.)	100 200	.00	.00	100.00		
Telephone	200	.00	.00	200.00		
Travel - Head Teacher	675 375+300	229.60	651.62	23.38		
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	2,445.00	1,630.00		
TOTAL	9,000	690.11	3,296.91	5,703.09		
GRAND TOTAL FOR 1982-83 BUDGET	559,398	75,557.49	251,905.79	307,492.21		