

Tillamook Bay Campus

Roy B. Mason, President



503/377-2241

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

Tillamook BAY AED - Minutes
April 4, 1983
Tillamook Bay Campus
7:30 PM

ITEM	DISCUSSION
Members Present	Ron Hays, Carl Hensley, Wayne Jensen, Helen Myers, Elwood Stait
Members Absent	George Hamilton, Richard Larsen
Guests	Eleanor Dye
Call to Order	Chairperson Elwood Stait called the meeting to order at 7:35 PM.
Minutes	
Motion	Carl Hensley moved that the minutes be approved as corrected.
Second	Helen Myers
	Approved unanimously
Budget Report	President Mason presented the budget report. This included an explanation of the advertising and schedule categories.
Motion	Wayne Jensen moved that the budget report be adopted as presented.
Second	Carl Hensley
	Approved unanimously
Motion	Wayne Jensen moved to create the Vocational Fund Addendum to the budget.
Second	Helen Myers
	Approved unanimously
Committee Reports	Policy Committee - Elwood Stait explained the meeting that was held on March 28th. The personnel policy part of the policy manual was handed out to the board members.
	Foundation Committee - no report
	Personnel Committee - Carl Hensley stated that the committee met and he presented to the Board and President Mason the letter of evaluation.
OCCA Budget	The Board directed Elwood Stait to vote to adopt the budget presented. The increase in dues was a 7.9% increase. The previous dues were \$2,531 compared to \$2,702 for the new year.

ITEM	DISCUSSION
Update on 1983-1984 budget	All of the subcommittees have met. The next meeting will be held on May 2, 1983 at 7:30 PM at the campus.
Audit Report	President Mason presented the audit report, and the addendum. The Board expressed their dissatisfaction with the report in respect to the errors on the part of the auditor and the lack of adjustment in the billing.
North & South Meetings	Wayne Jensen stated his dissatisfaction with the poor turn out at these meetings. It was the general feeling of the Board that the meeting in these parts of the county continue.
Election Results	Carl Hensley was re-elected and the newest member is Eleanor Dye. She will be the South County representative.
Motion	Carl Hensley moved that the Board present a gift certificate to Deb and Chris Steinbach from the Hadley House and extend congratulations to them on their wedding from the Board of Directors.
Second	Wayne Jensen
	Approved unanimously
Library	
Motion	Ron Hays moved to give the Tillamook County Hospital \$64.00 to improve the hospital library. <u>This amount of money is for a three year subscription for EMS journals.</u> Mr. Hays stated that the hospital library is open to all students of the AED.
Second	Carl Hensley
	Approved unanimously
	The Board directed President Mason to write a letter to the County Commissioners encouraging them to keep the county library open expressing the need in the county and to our district.
Motion	Ron Hays moved to adjourn the meeting.
Second	Wayne Jensen
	Approved unanimously
	The meeting was adjourned at 9:05 PM.
	Respectfully submitted,
	<i>Cheryl Van Natta</i>
	Cheryl Van Natta, Secretary

BUDGET 1982-83		ADOPTED BUDGET	EXPENDITURES OR RECEIPTS April	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
FUND	General - Revenue FUNCTION					
STATE SOURCES						
<u>Operational Reimbursement:</u>						
State FTE Reimbursement:						
	(147.96 FTE X \$1245)	184,210	.00	174,412.00	9,798.00	
<u>Grants & Contracts:</u>						
	Adult Developmental Education Program	9,000	.00	7,152.00	1,848.00	
LOCAL SOURCES						
<u>Current Taxes:</u>						
	Taxes 1982-83 196,769 X 90%	177,092	17,292.57	159,138.56	17,953.44	
	Previously levied taxes estimated to be received:	4,500	327.46	3,247.79	1,252.21	
TUITION						
	<u>Tuition</u> ((\$553/FTE X 140 FTE)	77,420	11,034.15	62,439.20	14,980.80	
OTHER SOURCES						
	<u>Investments: Interest on Investments</u>	10,000	73.59*	4,252.47	5,747.53	*March-Bank
	<u>State Managed Timber Revenue:</u>	46,390	.00	18,143.51	28,246.49	
	<u>Textbook Sales:</u>	10,000	443.55	4,133.89	5,866.11	
	<u>Laboratory Fees:</u>	2,000	162.00	243.37	1,756.63	
	<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	29,333.32	433,162.79	126,235.21	

BUDGET 1982-83						
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS April	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION						
Object:						
INSTRUCTION						
<u>Materials & Services:</u>						
	Instructional Supplies	4,000	82.63	2,696.89	1,303.11	
	College Instructional Contract	216,565	1,886.30	97,941.83	118,623.17	
	Staff Development	1,910	283.00	932.60	977.40	
	Special Contracts - Set up Costs	0	0	0	0	
	Lab Supplies	2,000	.00	.00	2,000.00	
	Textbooks	10,000	440.22	7,205.92	2,794.08	
	Library Development	4,000	64.00	64.00	3,936.00	
<u>Equipment Repair & Replacement:</u>						
	Equipment Repair/Maint/Rental	1,500	.00	496.19	1,003.81	
<u>Capital Equipment:</u>						
	Instructional	12,000	418.20	1,478.18	10,521.82	
COLLEGE SUPPORT SERVICES						
<u>Direct Personnel Services:</u>						
	President	29,906	2,492.17	24,921.70	4,984.30	
	Dean of Instruction	24,500	2,041.67	20,416.70	4,083.30	
	Curriculum Director	0	0	0	0	
	Administrative Assistant to the President	14,300	1,102.00	10,860.00	3,440.00	
	Secretary III	0	0	0	0	
	Student Service Director (.3FTE)	9,275 6,275 +3,000	916.70	7,333.60	1,941.40	

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BUDGET 1982-83 FUND General - Expenses		ADOPTED BUDGET	EXPENDITURES OR RECEIPTS April	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION	Object:					
<u>Direct Personnel Services Continued:</u>						
Secretary II		11,400	907.00	8,935.00	2,465.00	
Secretary II		11,400	889.00	8,760.00	2,640.00	
Janitorial Staff		6,600	378.25	3,939.75	2,660.25	
Federal College Work Study/Part-time		9,500	753.15	7,887.15	1,612.85	
Outreach Coordinators		7,000	.00	2,647.05	4,352.95	
<u>Materials & Services:</u>						
Publications		275	40.00	141.00	134.00	
Capital Equipment		12,000	225.00	4,998.15	7,001.85	
Telephone		4,800	453.09	4,656.80	143.20	
Professional Association Membership		4,000	355.00	910.75	3,089.25	
Governing Board		4,500	421.64	2,777.78	1,722.22	
Advisory Committee		1,550	310.67	473.21	1,076.79	
Administrative Travel		6,000	644.60	6,188.06	-188.06	
Postage		4,000	.00	1,500.00	2,500.00	
Office Supplies		5,000	323.61	3,209.55	1,790.45	
Student Recognition		500	.00	.00	500.00	
Copy Machine Rental		0	0	0	0	
Legal Services		1,500	375.00	1,375.00	125.00	
Auditing & Accounting		3,000	.00	2,340.00	660.00	
Insurance		3,450	.00	169.00	3,281.00	

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BUDGET 1982-83

FUND General - Expenses

FUNCTION

Object

ADOPTED
BUDGETEXPENDITURES
OR
RECEIPTS
AprilTOTAL
EXPENDED
OR
ENCUMBEREDREMAINING
BUDGET
BALANCEMaterials & Services Continued:

Printing (Commercial-RAM, Etc.)

4,000

83.75

3,997.73

2.27

Contracted Services

5,500

1,557.80

4,759.02

740.98

Advertising & Publicity

4,000

331.19

3,638.29

361.71

67.80

Schedule Production

4,000

437.67

3,697.38

302.62

PLANT OPERATION & MAINTENANCE

Materials & Services:

Utilities

4,000

277.91

2,400.55

1,599.45

Sign Installation/Painting

0

0

0

0

Classroom Rent

3,000

145.00

1,945.00

1,055.00

All Other Expenses

4,000

69.94

3,153.44

846.56

Building Repair

4,000 +5,000

85.90

9,021.27

-21.27

Office Maintenance

0

0

0

0

INDIRECT COSTS

Inkind Services

0

0

0

0

Employee Benefits

38,875

1,589.48

28,421.11

10,453.89

Board Contingency

20,500
28,500

.00

.00

20,500.00

Unappropriated Ending Fund Balance

27,092

.00

.00

27,092.00

Loan

0

0

0

0

TOTAL

550,398

20,988.54

300,601.06

258,796.94

BUDGET 1982-83	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUND - Adult Developmental Program						
FUNCTION						
Object:		April				
ABE - Materials & Supplies	400	.00	200.29	199.71		
Copy Machine Use	150					
Printing	350	.00	.00	150.00		
(Printing -RAM/Etc.)	100					
Telephone	200	.00	.00	100.00		
Travel - Head Teacher	200	200.00	200.00	.00		
In-Service	675					
Postage	375+300	.00	651.62	23.38		
ABE/GED Tuition Waivers	250	.00	.00	250.00		
ADE Center Coordinator (.2FTE)	150	.00	.00	150.00		
Student Serviced Director (.2FTE)	3,000	.00	.00	3,000.00		
TOTAL	0	0	0	0		
GRAND TOTAL FOR 1982-83 BUDGET	4,075	407.00	3,259.50	815.50		
	9,000	607.00	4,311.41	4,688.59		
	559,398	20,988.54	300,601.06	258,796.94		