

Tillamook bay Campus

Roy B. Mason, President



503/377-2241

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

AGENDA - TILLAMOOK BAY AED

April 4, 1983
Tillamook Bay Campus
7:30 PM

1. Approval of Minutes
2. Budget Report
3. Committee Reports
 - a. Personnel
 - b. Foundation
 - c. Policy
4. OCCA proposed budget
5. Update on 1983-84 Budget Process



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

MINUTES - TILLAMOOK AREA EDUCATION DISTRICT
MONTHLY BOARD MEETING

3/7/83

PINE GROVE COMMUNITY HALL - MANZANITA, OREGON

7:30 PM

ITEM	DISCUSSION
Members Present	Ron Hays, George Hamilton, Carl Hensley, Wayne Jensen, Richard Larsen, Helen Myers, Elwood Stait
Members Absent	none
Non-members Present	President Roy Mason, Student Services Director Barbara Rice, Secretary Cheryl Van Natta
Guests	Cheryl Toothman, North County Coordinator and Pat Temple
Call to Order	The meeting was called to order by Chairperson Elwood Stait at 7:30 PM.
Welcome	Chairperson Stait welcomed the guests.
Minutes	The minutes were approved as corrected.
Budget Report	President Mason presented the Budget Report. EMT Grant money had been received. There is an adjustment on the report concerning the Timber Revenue, and the PCC contract for Fall Term was paid.
Motion	Carl Hensley moved to accept the Budget Report as presented.
Second	Wayne Jensen
	Approved unanimously
Committee Reports	Policy Committee - Richard Larsen

Richard Larsen reported that the committee had met. They are in the process of writing and reviewing the policy handbook presented by President Mason. Only half has been reviewed at this time. The decisions of the committee will be presented at the April meeting. The committee is working at being more specific in the manual. Mr. Larsen pointed out that the handbook is to give the Administrator as much chance to run the District as possible and the Board the responsibility to set the policy. Mr. Larsen would like to see this project done at the end of this fiscal year. He also feels that the Board should look at the policy manual as if the District has 500 employees to get a better perspective on policy.

ITEM DISCUSSION

Additional Items
Additional

that the District could tie in with industry that could locate here in the County. He thanked the Board for coming North.

President Mason and Chairperson Elwood Stait were in Salem March 3rd and 4th to testify and lobby for H.B. 2641. This bill concerns the name change for the area education districts to community college service districts. The Subcommittee recommended that it be ~~past~~^{passed} to the house. The bill will go to the Senate at the end of the month. There has been much cooperation from Paul ~~Hanneman~~^{Hanneman} and Del Isham. Representatives from the Treaty Oak District were there also.

President Mason commended Cheryl Toothman on her good work as the new North County Coordinator.

Ron Hays feels that the Board needs to set a time where they address the goals of where the District is going as a community college. Carl Hensley stated that some goals have already been set, but both he and Mr. Hays feel that it is time to set new ones.

Clatsop Community College Nursing Program has been approved by the State. Tillamook is a part of this District. Our students will be in the first selection of students going to this program. All but two of the non-nursing courses are offered here at the District. All the actual nursing courses will be taken at Clatsop. The District is guaranteed five slots. This plus the five slots at PCC should cover our nursing students reported President Mason.

Helen Myers inquired about speech classes. President Mason stated that "Fundamentals of Speech" was offered, but only six people attended.

Recess
Second

Ron Hays moved to recess.

Wayne Jensen

Approved unanimously

The meeting was recessed at 8:55 PM.

Reconvened

The regular Board Meeting was reconvened at 10:15 PM.

Motion

Richard Larsen moved that Richard Minisce be moved to the Administrative Level 3 step at \$26,675 for the 1983-84 school year.

Second

George Hamilton

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

Nay - Helen Myers

ITEM

DISCUSSION

Motion Carl Hensley moved that Roy Mason be offered a sum of \$33,345 for the 1983-84 academic year.

Second George Hamilton

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

Nay - Helen Myers

Motion Helen Myers moved that the Board convey to Roy Mason that they appreciated the job he has done and that the Personnel Committee will have a written evaluation to be presented to him before the next board meeting.

Second Wayne Jensen

Approved unanimously

Motion Ron Hays moved to adjourn.

Second Wayne Jensen

Approved unanimously

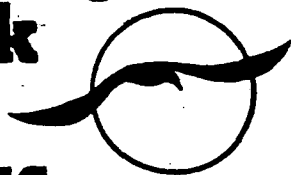
The meeting was adjourned at 10:30 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

Tillamook Bay Campus



Roy B. Mason, President

503/377-2241

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

WINTER 1983

STUDENT SURVEY

1. Age: $\frac{8}{16-18}$ $\frac{14}{19-21}$ $\frac{10}{22-25}$ $\frac{18}{26-30}$ $\frac{3}{\text{no answer}}$

$\frac{25}{31-40}$ $\frac{12}{41-50}$ $\frac{9}{51-60}$ $\frac{5}{61+}$

Sex: $\frac{27}{M}$ $\frac{70}{F}$ $\frac{5}{\text{no answer}}$

2. Are you (check one):

$\frac{7}{}$ Currently in high school $\frac{11}{}$ GED graduate

$\frac{0}{}$ Dropped out of high school $\frac{61}{}$ High school graduate

$\frac{25}{}$ College graduate: Degree: _____

$\frac{2}{}$ No answer

3. Number of credit courses taking this quarter:

$\frac{39}{1}$ $\frac{13}{2}$ $\frac{34}{3}$ $\frac{10}{4}$ $\frac{3}{5}$ $\frac{0}{6}$ $\frac{0}{7}$ $\frac{2}{\text{no answer}}$

4. Total credits this quarter ?

$\frac{9}{1-2}$ $\frac{44}{3-5}$ $\frac{12}{6-8}$ $\frac{11}{9-11}$ $\frac{13}{12-16}$ $\frac{0}{17-18}$ $\frac{0}{19+}$ $\frac{16}{\text{no answer}}$

5. Total credits earned to date: (do not count current quarter)

$\frac{25}{0}$ $\frac{28}{1-11}$ $\frac{14}{12-23}$ $\frac{9}{24-45}$ $\frac{3}{46-89}$ $\frac{10}{90 \text{ or more}}$ $\frac{17}{\text{no answer}}$

6. Did your parents attend college ?

66 No

Yes:

11 Less than 1 year.

10 2 years(A.A.)

15 4 years(B.A.)

4 Masters

0 Doctorate

4 -
no answer
1
don't know

7. Are you (check all that apply):

56 Self supporting.

7 Primarily supported by parents.

7 Living with parents, but self supporting.

17 Employed, part-time. 44 Employed, full-time. 19 Unemployed.

2 Retired 2 No answer

8. How are you financing your classes (check all that apply):

7 Parental support

54 Through own monthly income

17 Personal savings

9 Grant - Amount \$ _____

2 Scholarship

4 CETA 3 Veteran's Benefits

3 Voc. Rehabilitation

11 Other 7 Employer

9. Planned Major:

29 Not working toward a degree 22 Uncertain 7 no answer

11 General Studies 2 Business - Accounting

9 Business Management 1 Office Clerk

4 General Secretary 1 Administrative Secretary

4 Legal Secretary 5 Nursing

6 College Transfer 3 Other: 5 Comp. Science 1 Cosmet

1 Radiology 1 Electronics 2 Forestr

1 Real Est. 1 Food Sci. 3 Diet. 1 Mus

10. Future Educational Plans:

19 Stop at Associate Degree 28 No answer

Transfer to a 4-year college or university:

3 OSU 5 PSU 2 WOSC 3 U of O

6 Private 4-year 36 Other 2 M.A.

1 Linn-Benton 2 None

11. How many courses do you plan to take next year? (Recorded one response only)

Fall: $\frac{33}{1}$ $\frac{12}{2}$ $\frac{7}{3}$ $\frac{9}{4}$ $\frac{1}{5}$ $\frac{1}{6}$ 32 No answer

Winter: $\frac{32}{1}$ $\frac{11}{2}$ $\frac{3}{3}$ $\frac{11}{4}$ $\frac{1}{5}$ $\frac{1}{6}$

Spring: $\frac{27}{1}$ $\frac{11}{2}$ $\frac{4}{3}$ $\frac{11}{4}$ $\frac{1}{5}$ $\frac{1}{6}$

12. What time do you prefer classes:

Mornings

Afternoons

Nights

<u>4</u> 8:00-11:00a.m.	<u>14</u> 1:00-4:00p.m.	<u>36</u> 6:00-9:00p.m.
<u>14</u> 9:00-12:00p.m.	<u>1</u> 2:00-5:00p.m.	<u>26</u> 6:30-9:30p.m.
<u>1</u> 7:00-8:30	<u>9</u> 3:00-6:00p.m.	<u>43</u> 7:00-10:00p.m.
<u>4</u> No answer	<u>6</u> 4:00-7:00p.m.	<u>14</u> 5:00-8:00p.m.

13. Which courses would you like to see us offer next year and the year after?

1983-1984:

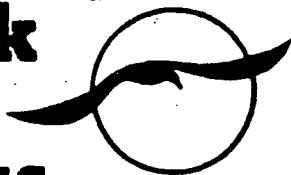
1984-1985:

14. What is the best way for you to learn about our course offerings:

<u>56</u> Current Term Schedule	<u>54</u> Headlight Herald Ads	<u>2</u> No answer
<u>5</u> Radio Ads	<u>13</u> Other Students	
<u>32</u> Shoppers Guide Ads		

15. How can we do a better job of serving you?

tillamook bay Campus



503/377-2241

Roy B. Mason, President

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

1-24-83

Dear TBC Student:

With Winter Quarter well under way, I trust you are finding your choice of classes both exciting and challenging. Please excuse this interruption in your class time so that I may obtain your help for a moment.

Part of my job as Student Services Director is to represent you in our College planning. The information in the questionnaire will help me to compile a profile of our students and their needs.

Please take a few moments now to provide the information requested so that we may learn how to serve you better.

Your name is not needed and the information will be kept confidential.

Another part of my job as Student Services Director is to provide assistance in academic planning and obtaining financial aid. If I can be of any help to you please do not hesitate to make an appointment.

Sincerely,

Barbara Rice, Director
Student Services

BUDGET 1982-83 FUND General - Revenue FUNCTION	ADOPTED BUDGET	EXPENSES OR RECEIPTS MARCH	EXPENSES OR ENCUMBERED	REMAINING BUDGET BALANCE	
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	1,351.81*	141,846.99**	* February ** \$20.60 Land Sales 35,245.01	
Previously levied taxes estimated to be received:	4,500	325.13	2,920.33	1,579.67	
TUITION					
<u>Tuition</u> ((\$553/FTE X 140 FTE)	77,420	8,237.75*	51,450.05	25,969.95	* \$1,800 EMT Grants
OTHER SOURCES					
<u>Investments: Interest on Investments</u>	10,000	47.20*	4,178.88	5,821.12	Feb.-Bank
<u>State Managed Timber Revenue:</u>	46,390	7,673.47	18,143.51	28,246.49	
<u>Textbook Sales:</u>	10,000	207.35	3,690.34	6,309.66	
<u>Laboratory Fees:</u>	2,000	.00	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	17,842.71	403,875.47	155,522.53	

BUDGET 1982-83					
FUND General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION		March			
Object:					
INSTRUCTION					
<u>Materials & Services:</u>					
Instructional Supplies	4,000	527.25	2,614.25	1,385.75	
College Instructional Contract	216,565	3,918.10	96,055.53	120,509.47	
State 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	833.56	6,765.70	3,234.30	
Library Development	4,000	.00	.00	4,000.00	
<u>Equipment Repair & Replacement:</u>					
Equipment Repair/Maint/Rental	1,500	.00	496.19	1,003.81	
<u>Capital Equipment:</u>					
Instructional	12,000	224.00	1,059.98	10,940.02	
COLLEGE SUPPORT SERVICES					
<u>District Personnel Services:</u>					
President	29,906	2,492.17	22,429.53	7,476.47	
Dean of Instruction	24,500	2,041.67	18,375.03	6,124.97	
Curriculum Director	0	0	0	0	
Administrative Assistant to the President	14,300	1,102.00	9,758.00	4,542.00	
Secretary III	0	0	0	0	
Student Service Director (.3FTE)	9,275				
	6,275 +3,000	916.70	6,416.80	2,858.20	

Continued on next page

BUDGET 1982-83 FUND General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION						
Object:		March				
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	907.00	8,028.00	3,372.00		
Secretary II	11,400	889.00	7,871.00	3,529.00		
Janitorial Staff	6,600	493.00	3,561.50	3,038.50		
Federal College Work Study/Part-time	9,500	773.00	7,134.00	2,366.00		
Outreach Coordinators	7,000	1,336.05	2,647.05	4,352.95		
<u>Materials & Services:</u>						
Publications	275	.00	101.00	174.00		
Capital Equipment	12,000	.00	4,773.15	7,226.85		
Telephone	4,800	506.68	4,203.71	569.29		
Professional Association Membership	4,000	.00	555.75	3,444.25		
Governing Board	4,500	443.00	2,356.14	2,143.86		
Advisory Committee	1,550	65.40	162.54	1,387.46		
Administrative Travel	6,000	329.80	5,543.46	456.54		
Postage	4,000	500.00	1,500.00	2,500.00		
Office Supplies	5,000	358.60	2,885.94	2,114.06		
Student Recognition	500	.00	.00	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	.00	1,000.00	500.00		
Auditing & Accounting	3,000	2,090.00	2,340.00	660.00		
Insurance	3,450	.00	169.00	3,281.00		

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BUDGET 1982-83					
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS March	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	82.40	3,201.22	2,298.78
	Advertising & Publicity	4,000	201.20	3,307.10	692.90
	Schedule Production	4,000	.00	3,259.71	740.29
PLANT OPERATION & MAINTENANCE					
<u>Materials & Services:</u>					
	Utilities	4,000	401.21	2,122.64	1,877.36
	Sign Installation/Painting	0	0	0	0
	Classroom Rent	3,000	475.00	1,800.00	1,200.00
	All Other Expenses	4,000	165.05	3,083.50	916.50
	Building Repair	9,000			
	Office Maintenance	4,000 + 5,000	21.25	8,935.37	64.63
		0	0	0	0
INDIRECT COSTS					
	Kind Services	0	0	0	0
	Employee Benefits	38,875	5,206.23	26,831.63	12,043.37
	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	27,299.32	275,908	274,490

BUDGET 1982-83
 FUND - Adult Developmental Program
 FUNCTION
 Object:

ADOPTED BUDGET	EXPENDITURES OR RECEIPTS March	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
400	.00	200.29	199.71
150			
350	.00	.00	150.00
100			
200	.00	.00	100.00
200	.00	.00	200.00
675			
375+300	.00	651.62	23.38
250	.00	.00	250.00
150	.00	.00	150.00
3,000	.00	.00	3,000.00
0	0	0	0
4,075	407.50	2,852.50	1,222.50
TOTAL			
9,000	407.0	3,704.41	5,295.59
GRAND TOTAL FOR 1982-83 BUDGET			
559,398	27,706.82	279,612.41	279,785.59

Vocational Education FUND
BUDGET DETAILED ESTIMATE SHEET

School District No. _____

Requirements Resources

County _____

July 1, 19 82 to June 30, 19 83

ACCOUNT CODE AND DESCRIPTION (1)	Audit Data for Prior Two Years		BUDGET THIS YEAR 1982-1983 (4)	Proposed BUDGET NEXT YEAR 19 (5)	Approved 19 (6)	Adopted - 19 (7)
	Second Year 19 - 19 (2)	First Year 19 - 19 (3)				
1000 STATE SOURCES						
200 GRANTS & CONTRACTS						
10 Extra Vocational Instruction for Disadvantaged			569.26			
20 Extra Vocational Instruction for Handicapped			292.79			
30 Small Business Management Program Improvement			1,406.37			
TOTAL			2,268.42			

Vocational Education FUND
BUDGET DETAILED ESTIMATE SHEET

School District No. _____

Requirements Resources

County _____

July 1, 19 82 to June 30, 19 83

ACCOUNT CODE AND DESCRIPTION (1)	Audit Data for Prior Two Years		BUDGET THIS YEAR 1982-1983 (4)	Proposed BUDGET NEXT YEAR 19 (5)	Approved 19 - 19 (6)	Adopted - 19 (7)
	Second Year 19 - 19 (2)	First Year 19 - 19 (3)				
1000 INSTRUCTION						
100 Personal Services						
10 Instructor			950.00			
20 Instructional Aide			609.00			
200 Other Payroll Expenses			310.00			
300 Materials and Services						
10 Supplies			193.42			
40 Travel			206.00			
 TOTAL			2,268.42			