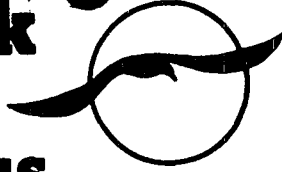


Tillamook Bay Campus

Roy B. Mason, President



503/377-2241

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

AGENDA - Tillamook Bay
May 2, 1983
9:00 PM
Tillamook Bay Campus

1. Minutes
2. Budget Report
3. Committee Reports
4. Building Contract Report
5. Homemaker Grant Report
6. Scholarship Program
7. Admissions Secretary Resignation
8. Update on Name Change Legislation
9. Approval of Personnel Policy Manual
10. Changes in OCCA Budget

MINUTES - TILLAMOOK BAY AED
TILLAMOOK BAY CAMPUS
MAY 2, 1983
9 PM

ITEM	DISCUSSION
Members Present	Wayne Jensen, Ron Hays, George Hamilton, Carl Hensley, Helen Myers, Richard Larsen, Elwood Stait
Members Absent	none
Non-members Present	Roy Mason - President, Cheryl Van Natta - Secretary
Call to Order	The meeting was called to order by Chairperson Elwood Stait.
Minutes	The minutes were presented.
Motion	Helen Myers moved to approved the minutes as presented.
Second	Carl Hensley
	Approved unanimously
Budget Report	President Mason presented the budget report. He reviewed the income page. At this time the income picture looks reasonably good. President Mason would like to make some major purchases for the District.
Motion	Wayne Jensen moved to adopt the budget report as presented.
Second	Ron Hays
	Approved unanimously
Committee Reports	Ron Hays reported that he had attended a celebration of learning at Marylhurst College. He would like to see a joint effort between the District and Marylhurst to offer upper division credit. They offer PLE credit, prior learning experience. He feels that the District should look into this area of course offerings for the students.
	Foundation Committee Report - Ron Hays

ITEM

DISCUSSION

reported that he had met with President Mason to report that the leaders of the community were anxious to have the foundation up and running. He suggested that the Board give seed money to help get this started. The hospital offered inkind services, office space and secretarial help.

Personnel Committee - Carl Hensley reported that the Admissions Secretary resigned. The Committee advised President Mason to fill to position as soon as possible.

Carl Hensley reported that the state has 30 million for vocational/technical programs. This program is called JEPTA. The program must consist of 90 days training for the student plus guarantee of a job when the training is finished. He feels that the Board and the administration needs to study this and come up with a plan to use some of this money in the District. The Governor wants to use the community colleges as the major agency for this program. Carl Hensley would like to see the Board make a new set of goals. Ron Hays feels that the Board has a commitment to do this, but he feels it should be after the budget process is finished.

June Meeting

The June meeting will be at the Netarts Community Hall. The Budget Hearing will start at 6:30 PM and the Board Meeting when the hearing is over. The Board will hold a potluck dinner starting at 6 PM.

Building Contract Report

Present Mason stated that he met with Ben Goodling and his feelings were very positive about the repairs and condition

ITEM

DISCUSSION

of the building. Mr. Goodling could see no problem with the District #56 Board approving a three year contract at the present rental rate.

Homemaker Grant
Report

President Mason reported that Barbara Rice, Student Services Director has submitted a request for this grant of \$12,000. The program will be modeled after the Small Business Program. The program will be directed towards the single parent family, teenage parents, and others. There will be only slight charges for workshops presented. If a student wants credit then there will be a fee. The District will hire an administrator with a master's degree in homemaking as the director is the District receive the grant.

Scholarship Program

The District will be offering three scholarships to local high school graduating seniors and one to a recent GED student. These scholarships will be presented at the graduation ceremonies.

Name Change
Legislation

President Mason and Chairperson Elwood Stait will testify before the Senate sub-committee hearing on this bill this coming Thursday. At this time there is no opposition to using the title of service district. It looks like the bill will be approved by the Senate and take effect on July 1, 1983 of this year.

Personnel Policy
Manual

The Board review the draft of the policy manual present by President Mason and the committee.

Motion

Ron Hays moved to take the height weight ratio statement out of the policy manual.

ITEM

DISCUSSION

Second

Richard Larsen

Yea - Ron Hays, Richard
Larsen, Helen
Myers

Nay - George Hamilton,
Carl Hensley,
Elwood Stait

The motion dies because of the tie vote.
Wayne Jensen had to leave the meeting
earlier.

Motion

Richard Larsen moved to delete the
political affiliation statement.

Second

Ron Hays

Yea - Richard Larsen

Nay - George Hamilton,
Ron Hays, Carl
Hensley, Helen
Myers, Elwood
Stait

Motion

George Hamilton moved to adopt the changes
presented and Section III of the policy
manual as presented.

Second

Ron Hays

Approved unanimously

OCCA Budget

At the OCCA meeting Roger Bassett was
given a 5% increment raise. This will
increase the Districts annual dues about
\$16.00.

ITEM DISCUSSION

Mt. Hebo There was a discussion on the possibility of using the Mt. Hebo Airforce Base as part of our campus. It goes up for public bid soon. It is possible the District could obtain the base before the sealed bid takes place.

Expenditures President Mason asked the Board to approved various major purchases.

Motion Ron Hays moved to authorize President Mason to go ahead with the purchases.

Second Carl Hensley

Approved unanimously

Elections The Board expressed their concern about the county election that is coming up. If the amount presented to the voters is not approved for the county budget then agencies such as the library will present their own amount to be voted on at the next election.

Motion George Hamilton moved to adjourn the meeting.

Second Ron Hays

Approved unanimously

The meeting was adjourned at 10:55 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta,
Secretary

BUDGET 1982-83 FUND <u>General - Revenue</u> FUNCTION	ADOPTED BUDGET	EXPENDED XXX RECEIPTS May	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES					
<u>Operational Reimbursement:</u>					
State FTE Reimbursement: (147.96 FTE X \$1245)	184,210	9,804.00	184,216.00	-6.00	
<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	1,198.50*	160,337.06	16,754.94	*1,150.75 - tax receipts * 47.75 - land sales
Previously levied taxes estimated to be received:	4,500	433.02	3,680.81	819.19	
TUITION					
<u>Tuition</u> (\$553/FTE X 140 FTE)	77,420	6,754.15*	69,193.35	8,226.65	*1,237.50 - EMT Grant
OTHER SOURCES					
<u>Investments: Interest on Investments</u>	10,000	70.48*	8,242.52	1,757.48	*April - Checking account ** County Investment
<u>State Managed Timber Revenue:</u>	46,390	3,919.57**	40,768.36	5,621.64	
<u>Textbook Sales:</u>	10,000	22,624.85	4,579.75	5,420.25	
<u>Laboratory Fees:</u>	2,000	445.86	287.37	1,712.63	
<u>Available Cash on Hand:</u>	38,786	44.00	.00	38,786.00	
Defensive Drivers' Education	0	.00	0	0	
Indirect and Inkind Income	0	0	0	0	
Loan	0	0	0	0	
TOTAL REVENUE	559,398	45,294.43	478,457.22	80,940.78	

BUDGET 1982-83

FUND General - Expenses

FUNCTION

Object:

ADOPTED
BUDGET

EXPENDITURES
OR
~~XXXXXXX~~
MAY

TOTAL
EXPENDED
OR
ENCUMBERED

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	219.51	2,916.40	1,083.60
216,565	4,419.64	102,361.47	114,203.53
1,910	150.00	1,082.60	827.40
0	0	0	0
2,000	.00	.00	2,000.00
10,000	1,195.01	8,400.93	1,599.07
4,000	.00	64.00	3,936.00
1,500	.00	496.19	1,003.81
12,000	8,490.00	9,968.18	2,031.82
29,906	2,492.17	27,413.87	2,492.13
24,500	2,041.67	22,458.37	2,041.63
0	0	0	0
14,300	1,102.00	11,962.00	2,338.00
0	0	0	0
9,275 6,275 +3,000	916.70	8,250.30	1,024.70

Continued on next page

BUDGET 1982-83 FUND <u>General - Expenses</u> FUNCTION <u>Object:</u>	ADOPTED BUDGET	EXPENDITURES XXXXXX MAY	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	907.00	9,842.00	1,558.00		
Secretary II	11,400	889.00	9,649.00	1,751.00		
Janitorial Staff	6,600	467.50	4,407.25	2,192.75		
Federal College Work Study/Part-time	9,500	80.85	7,968.00	1,532.00		
Outreach Coordinators	7,000	559.64	3,206.69	3,793.31		
<u>Materials & Services:</u>						
Publications	275	145.85	286.85 268.85	-11.85		
Capital Equipment	12,000	3,105.26	8,103.41	3,896.59		
Telephone	4,800	478.29	5,135.09	-335.09		
Professional Association Membership	4,000	.00	910.75	3,089.25		
Governing Board	4,500	3,885.23	6,663.01	-2,163.01		
Advisory Committee	1,550	85.00	558.21	991.79		
Administrative Travel	6,000	127.10	6,315.16	-315.16		
Postage	4,000	1,000.00	2,500.00	1,500.00		
Office Supplies	5,000	391.99	3,601.54	1,398.46		
Student Recognition	500	.00	.00	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	125.00	1,500.00	.00		
Auditing & Accounting	3,000	55.00	2,395.00	605.00		
Insurance	3,450	.00	169.00	3,281.00		

Continued on next page

BUDGET 1982-83

FUND General - Expenses

FUNCTION

Object

ADOPTED
BUDGET

EXPENDITURES
~~OR~~
~~XXXXXXX~~
MAY

TOTAL
EXPENDED
OR
ENCUMBERED

REMAINING
BUDGET
BALANCE

Materials & Services Continued:

Printing (Commercial-RAM, Etc.)

Contracted Services

Advertising & Publicity

Schedule Production

PLANT OPERATION & MAINTENANCE

Materials & Services:

Utilities

Sign Installation/Painting

Classroom Rent

All Other Expenses

Building Repair

Office Maintenance

INDIRECT COSTS

Inkind Services

Employee Benefits

Board Contingency

Unappropriated Ending Fund Balance

Loan

TOTAL

4,000	13.05	4,010.78	-10.78
5,500	267.40	5,026.42	473.58
4,000	293.91	3,932.20	676.80
4,000	.00	3,697.38	302.62
4,000	315.91	2,716.46	1,283.54
0	0	0	0
3,000	225.00	2,170.00	830.00
4,000	46.13	3,199.57	800.43
9,000			
4,000 +5,000	94.00	9,115.27	-115.27
0	0	0	0
0	0	0	0
38,875	6,990.21	35,411.32	3,463.68
20,500			
28,500	.00	.00	20,500.00
27,092	.00	.00	27,092.00
0	0	0	0
550,398	41,575.02	337,864.67	212,533.33

BUDGET 1982-83

FUND - Adult Developmental Program

FUNCTION

Object:

ADOPTED
BUDGETEXPENDITURES
~~OR~~
~~RESERVE~~
MAYTOTAL
EXPENDED
OR
ENCUMBEREDREMAINING
BUDGET
BALANCE

ABE - Materials & Supplies

400

37.99

238.28

161.72

Copy Machine Use

150
350

.00

.00

150.00

Printing

100

.00

.00

100.00

(Commercial-RAM/Etc.)

200

Telephone

200

.00

200.00

.00

Travel - Head Teacher

675
375+300

.00

651.62

23.38

In-Service

250

.00

.00

250.00

Postage

150

150.00

150.00

.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

407.00

3,666.50

408.50

TOTAL

9,000

594.99

4,906.40

4,093.60

GRAND TOTAL FOR 1982-83 BUDGET

559,398

42,170.01

342,771.07

216,626.93

BUDGET 1982-83					
FUND	General - Expenses	ADOPTED BUDGET	EXPENDITURES OR XXXXXXXX MAY	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
FUNCTION	Object				
<u>Materials & Services Continued:</u>					
	Printing (Commercial-RAM, Etc.)	4,000	13.05	96.80	3,903.20
	Contracted Services	5,500	267.40	5,026.42	473.58
	Advertising & Publicity	4,000	293.91	3,932.20	76.80
	Schedule Production	4,000	.00	3,697.38	302.62
PLANT OPERATION & MAINTENANCE					
<u>Materials & Services:</u>					
	Utilities	4,000	315.91	2,716.46	1,283.54
	Sign Installation/Painting	0	0	0	0
	Classroom Rent	3,000	225.00	2,170.00	830.00
	All Other Expenses	4,000	46.13	3,199.57	800.43
	Building Repair	2,000 4,000 15,000	94.00	9,115.27	-115.27
	Office Maintenance	0	0	0	0
INDIRECT COSTS					
	Inkind Services	0	0	0	0
	Employee Benefits	38,875	6,990.21	35,411.32	3,463.68
	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	41,575.02	333,950.69	216,447.31