



Roy B. Mason, President

503/377-2241

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

A G E N D A

Meeting Place Netarts Community Hall

Date: June 6, 1983

Time: Potluck - 6:00 PM
Budget Hearing - 6:30 PM
Board Meeting - 7:00 PM

- I. Minutes
- II. Budget Report
- III. Committee Reports
- IV. End of Year Expenditure Report
- V. Capital Expenditure Proposal
 1. Small Business Economic Development Center
 2. Parking Lot Paving
- VI. External Degree Programs - Linfield College
- VII. Cancellation of July Meeting
- VIII. Revised Schedule for Long Range Planning
- IX. Scholarship Winners
- X. Review of Open Meeting Law

MINUTES - TILLAMOOK BAY COMMUNITY
COLLEGE SERVICE DISTRICT
JUNE 6, 1983
7 PM

ITEM	DISCUSSION
Members Present	George Hamilton, Ron Hays, Carl Hensley, Wayne Jensen, Helen Myers
New Member	Eleanor Dye
Members Absent	Elwood Stait
Non-members Present	President Roy Mason, Secretary Cheryl Van Natta
Call to Order	Vice-Chairman Wayne Jensen called the meeting to order at 7 PM.
Minutes	The minutes were presented.
Motion	Helen Myers moved to approve the minutes as corrected.
Second	Carl Hensley
	Approved unanimously
Budget Report	President Mason presented the budget report.
Motion	Dick Larsen moved to take \$5,000 from the Board contingency line item and move it to appropriate accounts.
Second	George Hamilton
	Approved unanimously
	Personnel Committee Carl Hensley told the board that Pat Hogevoll had been hired as the new Admissions Secretary. President Mason explained the interview process to the board. July 18th will probably be the starting day for Ms. Hogevoll.
	Foundation Committee - no report

ITEM

DISCUSSION

End of Year Budget Report

This report will be presented at the August meeting of the Board.

Capital Expenditure Report

President Mason presented the proposal for the Small Business Economic Development Center to the Board. He wants to develop this center for the people who are currently enrolled in the Small Business Program, secretarial students, and for the economic good of the community. The ideal of this center would be a place for business people to come for help when they need assistance with a particular, or all, aspects of a business. The present Small Business Program Coordinator would have an office at this center and be there to counsel people. A secretary/receptionist would also be employed on a full-time basis. President Mason would like to be more visible to the downtown area and feels that this is a way for the district to fulfill this need of visibility. President Mason also feels that this would fill an economic need in the community. He has talked to Dick Pearson and various other community leaders and they also feel that there is a need for this type of center.

Motion

George Hamilton moved to allocate \$17,900 as seed money for the Small Business Resource Center provided the district has a surplus in the budget for the year 1982-83.

Second

Carl Hensley

Yea George Hamilton,
Carl Hensley, Dick
Larsen, Helen Myers

Ron Hays abstained

Motion carried.

ITEM

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Parking Lot

Parking Lot Paving - President Mason proposed that the Board allocate money to pave the parking lot at the Bay City facility. There was discussion for and against paving the parking lot. There was a consensus that it was a fair exchange for the rent the district does not pay on the building. There was concern as to how this would appear to the public because there is a feeling that the parking lot is adequate as it stands.

Motion

Ron Hays moved to allocate \$15,000 for parking paving contingent on funds and a signing of a three year contract with District #56.

Second

Carl Hensley

Yea Ron Hays, Carl Hensley, Dick Larsen, Helen Myers

Nay George Hamilton

Motion carried.

External Degree Program

Vicky Hurley from Linfield College gave a presentation on the external degree programs that can be developed between a community college and Linfield College. She used Clatsop as an example. Clatsop was the first area outside of the valley to develop this program with Linfield. Lower division classes are given through the community college and the upper division classes are through Linfield. This is a way of broadening the goal of serving the needs of the community. Seventeen students from Clatsop graduated with degrees from Linfield last week through this program. Each agreement with the various community colleges is different.

ITEM

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Cancellation-July Meeting

President Mason would like to have the July meeting cancelled because he will be attending a President's workshop presented by AACJC.

Motion

George Hamilton moved to cancel the July meeting.

Second

Helen Myers

Approved unanimously

Long Range Planning

President Mason would like to schedule a special session or at a later monthly meeting look at the long range planning. The board was scheduled to do this at the current meeting, but there is too much on the agenda. President Mason would like to see this project completed by the December-meeting.

Scholarship Winners

Scholarship winners are: Janette Krebs from Tillamook High School, Nancy Siglin from District #56, Keri Kostic from Nestucca Union High School and Lorraine O'Neil receiving the GED scholarship.

Open Meeting Law

President Mason gave a short review of the open meeting law.

Resolution:
Community Foundation

The Board resolved to instruct President Mason to proceed with the original development of the community foundation. This resolution was proposed by Carl Hensley.

Approved unanimously

Budget 1983-84

Dick Larsen moved that the Board of Directors of the Tillamook Bay Area Education District should adopt the

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budget approved by the Budget Committee on May 2, 1983, now on file in the office of the Tillamook Bay Area Education District Budget Officer.

Second

Carl Hensley

Approved unanimously

MOTION

Ron Hays moved that the Board of Directors levy the taxes provided for in the budget adopted in paragraph 1 of this resolution in the aggregate amount of \$200,555, and that these taxes are hereby levied upon all taxable property within the Tillamook Bay Area Education District as of 1 A.M., January 1, 1983.

Second

George Hamilton

Approved unanimously

MOTION

Carl Hensley moved that the amounts for the fiscal year beginning July 1, 1983, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND	
Int roduction ^{struction}	\$349,421.00
College Support	133,011.00
Plant Operation & Maintenance	18,482.00
Contingency & Unappropriated Ending Fund	
Balance	49,712.00

TOTAL GENERAL FUND EXPENSE \$550,626.00

Second

Dick Larsen

Letter

President Mason read the letter from Elwood Stait to Helen Myers. This was Helen's last meeting in her term. President Mason presented the

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dedicated service award from OCCA to Helen. The board will miss her dedication and service.

MOTION

Ron Hays moved that the meeting be adjourned.

Second

Carl Hensley

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta,
Secretary

BUDGET 1982-83 FUND <u>General - Revenue</u> FUNCTION	ADOPTED BUDGET	XXXXXXXXXX X RECEIPTS JUNE	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES					
<u>Operational Reimbursement:</u>					
State FTE Reimbursement: (147.96 FTE X \$1245)	184,210	.00	184,216.00	-6.00	
<u>Grants & Contracts:</u>					
Adult Developmental Education Program	9,000	2,384.00	9,536.00	-536.00	
LOCAL SOURCES					
<u>Current Taxes:</u>					
Taxes 1982-83 196,769 X 90%	177,092	17,832.65	178,187.54	-1,095.54	*Land Sales
Previously levied taxes estimated to be received:	4,500	371.15	4,051.96	448.04	
TUITION					
<u>Tuition</u> (\$553/FTE X 140 FTE)	77,420	3,817.00	73,010.35	4,409.65	
OTHER SOURCES					
<u>Investments: Interest on Investments</u>	10,000	89.83*	8,332.35	1,667.68	*Ck. Acc.-May
<u>State Managed Timber Revenue:</u>	46,390	.00	40,768.36	5,621.64	
<u>Textbook Sales:</u>	10,000	102.20	4,681.95	5,318.05	
<u>Laboratory Fees:</u>	2,000	60.00	347.37	1,652.63	
<u>Available Cash on Hand:</u>	38,786	.00	.00	38,786.00	
Defensive Drivers' Education	0				
Indirect and Inkind Income	0				
Loan	0				
TOTAL REVENUE	559,298	24,674.66	503,131.88	56,266.12	

BUDGET 1982-83
 UND General - Expenses
 FUNCTION
 Object:

ADOPTED BUDGET	EXPENDITURES OR XXXXXXXXXX JUNE	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE
INSTRUCTION			
<u>Materials & Services:</u>			
4,000	35.00	2,951.40	1,048.60
Instructional Supplies			
216,565	61,314.99	163,676.46	52,888.54
College Instructional Contract			
1,910	654.23	1,736.83	173.17
Staff Development			
0	0	0	0
Special Contracts - Set up Costs			
2,000	.00	.00	2,000.00
Lab Supplies			
10,000	147.95	8,548.88	1,451.12
Textbooks			
4,000	.00	64.00	3,936.00
Library Development			
<u>Equipment Repair & Replacement:</u>			
1,500	79.50	575.69	924.31
Equipment Repair/Maint/Rental			
<u>Capital Equipment:</u>			
12,000	1,815.00	11,783.18	216.82
Instructional			
COLLEGE SUPPORT SERVICES			
<u>Direct Personnel Services:</u>			
29,906	2,492.13	29,906.00	.00
President			
24,500	2,041.63	24,500.00	.00
Dean of Instruction			
0	0	0	0
Curriculum Director			
14,300	1,102.00	13,064.00	1,236.00
Administrative Assistant to the President			
0	0	0	0
Secretary III			
9,275			
6,275 + 3,000	916.70	9,167.00	108.00
Student Service Director (.3FTE)			

BUDGET 1982-83 FUND General - Expenses	ADOPTED BUDGET	EXPENDITURES OR XXXXXXXXXX JUNE	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	BOARD ACTION JUNE MEETING	BALANCE
FUNCTION Object:						
<u>Direct Personnel Services Continued:</u>						
Secretary II	11,400	907.00	10,749.00	651.00		
Secretary II	11,400	889.00	10,538.00	862.00		
Janitorial Staff	6,600	425.00	4,832.25	1,767.75		
Federal College Work Study/Part-time	9,500	0	7,968.00	1,532.00		
Outreach Coordinators	7,000	514.50	3,721.19	3,278.81		
<u>Materials & Services:</u>						
Publications	300 275	10.00	296.85	-21.85	25.00	3.15
Capital Equipment	12,000	3,895.60	11,999.01	.99		
Telephone	5,530 2,800	391.29	5,526.38	-726.38	730.00	3.62
Professional Association Membership	4,000	2,812.00	3,722.75	277.25		
Governing Board	7,225 4,500	544.28	7,207.29	-2,707.29	2,725.00	17.71
Advisory Committee	1,550	0	558.21	991.79		
Administrative Travel	6,850 8,800	522.20	6,837.36	-837.36	850.00	12.64
Postage	4,000	0	2,500.00	1,500.00		
Office Supplies	5,135 5,000	1,530.67	5,132.21	-132.21	135.00	2.79
Student Recognition	500	0	0	500.00		
Copy Machine Rental	0	0	0	0		
Legal Services	1,500	0	1,500.00	0		
Auditing & Accounting	3,000	0	2,395.00	605.00		
Insurance	3,450	2,518.66	2,687.66	762.34		

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BUDGET 1982-83
 FUND General - Expenses
 FUNCTION
 Object

ADOPTED BUDGET	EXPENDITURES XXX XXXXXXXXXX	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	BOARD ACTOPM JUNE MEETING	BALANCE
4,025	9.65	4,020.43	-20.43	25.00	4.57
4,000				*12,812.34	Paving
20,500	13,188.74*	18,215.16	-12,715.16	15,000.00	2,284.84
5,500					
4,000	0	3,932.20	67.80		
4,000	0	3,697.38	302.62		
PLANT OPERATION & MAINTENANCE					
Materials & Services:					
4,000	203.91	2,920.37	1,079.63		
0					
3,000	50.00	2,220.00	780.00		
4,000	569.72	3,769.29	230.71		
9,000	9,145				
4,000	15,000	25.00	9,140.27	-140.27	145.00
0					4.73
INDIRECT COSTS					
0					
38,875	2,515.39	37,926.71	948.29		
20,500					
28,500	500	0	500.00	-20,000.00	500.00
27,092	0	0	27,092.00		
0					
TOTAL					
550,398	16,562.41	85,841.81	33,295.19		

BUDGET 1982-83 FUND - Adult Developmental Program FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR XXXXXXXX JUNE	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	Administrative Movement of Funds	BALANCE
ABE - Materials & Supplies	400	199.00	437.28	-37.28	+40.00	2.72
Copy Machine Use	150	150.00	150.00	.00		
Printing (Commercial-RAM/Etc.)	100 200	0	0	100.00	-40.00	60.00
Telephone	200	0	200.00	0		
Travel - Head Teacher	675 375+300	0	651.62	23.38		
In-Service	250	250.00	250.00	0		
Postage	150	0	150.00	0		
ABE/GED Tuition Waivers	3,000	3,000.00	3,000.00	0		
ADE Center Coordinator (.2FTE)	0					
Student Serviced Director (.2FTE)	4,075	408.50	4,075.00	0		
TOTAL	9,000	4,007.50	8,913.90	86.10		
GRAND TOTAL FOR 1982-83 BUDGET	559,398	103,559.24	448,900.31	110,497.69		