



Roy B. Mason, President

503/377-2241

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

BOARD MEETING  
AUGUST 1, 1983  
7:30 PM  
TILLAMOOK BAY CAMPUS

1. Minutes
2. Budget Report
3. Correspondence
4. Election of Chair and Vice-Chair
5. Appointment of Committee Members
6. ABE/GED Grant Proposal
7. External Degree Presentation - Marylhurst
8. Small Business Center - Update
9. Schedule for Planning Workshop
10. Volunteer Bureau Request
11. Fair Booth Schedule
12. Non-agenda items

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

ITEM

DISCUSSION

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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

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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 Resouce 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

DISCUSSION

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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

DISCUSSION

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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

ITEM

DISCUSSION

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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	
Introduction	\$349,421.00
College Support	133,011.00
Plant Operation & Maintenance	18,482.00
Contingency & Unappropriated Ending Fund Balance	49,712.00
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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

ITEM

DISCUSSION

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MOTION

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

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 General - Revenue FUNCTION	ADOPTED BUDGET	<del>XXXXXXXXXXXX</del> <del>XX</del> 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 &amp; 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	17.83* 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	559,398	24,674.66	503,131.88	56,266.12	



BUDGET 1982-83  
FUND General - Expenses  
 FUNCTION  
Object:

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

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<p>BUDGET 1982-83                      FUND <u>General - Expenses</u>                      FUNCTION                      Object:</p>	<p>ADOPTED                      BUDGET</p>	<p>EXPENDITURES                      OR  <del>XX EXPENSES</del>                      JUNE</p>	<p>TOTAL                      EXPENDED                      OR                      ENCUMBERED</p>	<p>REMAINING                      BUDGET                      BALANCE</p>	<p>BOARD ACTION                      JUNE MEETING</p>	<p>BALANCE</p>
<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 &amp; Services:</u>						
Publications	<del>300</del> 275	10.00	296.85	-21.85	25.00	3.15
Capital Equipment	12,000	3,895.60	11,999.01	.99		
Telephone	<del>5,530</del> 4,800	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	<del>7,225</del> 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	<del>6,850</del> 6,000	522.20	6,837.36	-837.36	850.00	12.64
Postage	4,000	0	2,500.00	1,500.00		
Office Supplies	<del>5,135</del> 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  
~~OR~~  
~~RECEIPTS~~

TOTAL  
EXPENDED  
OR  
ENCUMBERED

REMAINING  
BUDGET  
BALANCE

BOARD ACTOPM  
JUNE MEETING

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

4,025					
4,000	9.65	4,020.43	-20.43	25.00	4.57
20,500				*12,812.34	Paving
5,500	13,188.74*	18,215.16	-12,715.16	15,000.00	2,284.84
4,000	0	3,932.20	67.80		
4,000	0	3,697.38	302.62		
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 +5,000	25.00	9,140.27	-140.27	145.00	4.73
0					
0					
38,875	2,515.39	37,926.71	948.29		
20,500					
28,500 500	0	0	500.00	-20,000.00	500.00
27,092	0	0	27,092.00		
0					
550,398	16,562.41	85,841.81	33,295.19		

TOTAL

BUDGET 1982-83 FUND - Adult Developmental Program FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS JUNE	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	Administrative Movement of Funds	BALANCE
ABE - Materials & Supplies	440	199.00	437.28	-37.28	+40.00	2.72
Copy Machine Use	150	150.00	150.00	.00		
Printing (Commercial-RAM/Etc.)	100	0	0	100.00	-40.00	60.00
Telephone	200	0	200.00	0		
Travel - Head Teacher	675	0	651.62	23.38		
In-Service	375+300	250.00	250.00	0		
Postage	250	0	150.00	0		
ABE/GED Tuition Waivers	150	0	150.00	0		
ADE Center Coordinator (.2FTE)	3,000	3,000.00	3,000.00	0		
Student Serviced Director (.2FTE)	0					
	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		