



TILLAMOOK BAY COMMUNITY COLLEGE  
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, *President*

A G E N D A

*Meeting  
Cancelled*

Meeting will be held: September 12, 1983  
6:00 PM  
Tillamook Bay Campus

1. Call to Order
2. Minutes
3. Budget Report
4. Committee Reports
  - Personnel - Secretary Small Business Program - Rhonda Ellerbroek
  - At Large Board Member Recommendation
  - Foundation
5. Small Business Center Update
6. Hospital Trailer Update and Budget Request
7. Facilities Improvement Update
8. Four-year Diploma - Valarie McIntyre N.W. CAEL
9. Contract Review Resolution
10. Deputy Clerk Signature on checks
11. Do-Pass Agenda Format
12. Non-Agenda Items



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Roy B. Mason II, *President*

MINUTES - TILLAMOOK BAY AED  
August 1, 1983  
7:30 PM - Tillamook Bay Campus

ITEM	DISCUSSION
Members Present	Eleanor Dye, Ron Hays, Wayne Jensen, Dick Larsen
Members Absent	George Hamilton, Carl Hensley
Non-members Present	Roy Mason, Dick Minisce, Barbara Rice, Cheryl Van Natta
Guests	Mike Burton and Joan Maulding
Minutes	The minutes were approved as corrected.
Budget Report	President Mason went over the monthly budget report explaining the income and expenditures.
MOTION I	Dick Larsen moved to accept the budget report.
Second	Wayne Jensen  Approved unanimously
Correspondence	President Mason read a letter from Carl Hensley. This letter welcomed Eleanor Dye to the board. The letter stated that Carl Hensley would like to nominate Ron Hays for chairperson and Elwood Stait for vice-chairperson. The letter also encouraged the members of the board to work at the fair booth with the staff.
Election of Officers	
MOTION II	Dick Larsen moved that the nomination of Ron Hays be accepted.
Second	Wayne Jensen  Approved unanimously
Vice-chairperson	Wayne Jensen nominated Elwood Stait.  Approved unanimously
Committee Members	Chairperson Ron Hays feels that new committee members should be appointed to the current committees.

# Tillamook Bay Campus

Roy B. Mason, President



503/377-2241

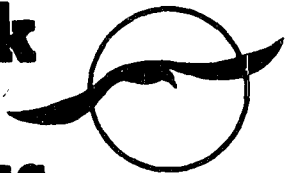
Tillamook Bay Area Education District  
6385 Tillamook Ave., Bay City, Oregon 97107

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**B. PROJECT PROPOSAL: HOME CONSULTATION PROGRAM**

**1. Abstract**

The Tillamook Bay Area Education District was established in March of 1981 under ORS 341 to provide community college services to residents of the rural county of Tillamook, Oregon. The District is independently funded and governed, but contracts with Portland Community College for the provision of instructional services.

The Tillamook Bay Area Education District requests funding to establish its first Home Consultation Program to serve educationally and economically disadvantaged families, particularly young parents. The Home Consultation Program consists of nine, six-hour classroom workshops and nine home consultations over a three-term (36 week) period. Participants meet in a workshop environment for instruction in home and family management. During the following weeks, the program consultant/homemaker visits the participants' homes to provide in-the-home consultation and review application practices of workshop information.

The home management workshop topics and consultation sessions include:

- ~ Consumer Awareness Practices;
- ~ Housing, Home and Financial Management; and
- ~ Time Management.

The family management workshop topics and consultation sessions include:

- ~ Nutrition, Health, and Safety;
- ~ Child Development and Learning;
- ~ Parent Education (Single Parenting);
- ~ Parenthood Education;
- ~ Family Living and Communication Skills; and
- ~ Child Guidance (Effective Discipline).

Community networking already established by Tillamook Bay Area Education District will facilitate referral from various community service agencies. In addition to the instruction and consultation described above, the program will provide free tuition when necessary, on-site child care services, cooperative child care network, quantity buying, carpooling, and coupon and clothing exchanges. Newspaper articles on home and family management will be published to provide an avenue of instruction to the general public.

RECEIVED AUG 1 1983

ADULT EDUCATION PROGRAM BASIC GRANT  
APPLICATION FOR APPROVAL

- 1. Project title ADULT DEVELOPMENTAL EDUCATION A.E. Program No. 8415
- 2. Submitted by local education agency TILLAMOOK BAY AREA EDUCATION DISTRICT
- 3. Local education agency administrator ROY B. MASON
- 4. Person responsible for project BARBARA RICE Title DIRECTOR, STUDENT SERVICES
- Mailing address 6385 TILLAMOOK AVE, BAY CITY, OR 97107 Telephone 377-2241
- 5. Geographic area served by project TILLAMOOK COUNTY
- 6. Level I enrollment served in 1982-83 45

Level I: Instruction for individuals with less than a ninth grade education or individual whose reading level as measured on a standardized test is eighth grade or below. Include refugee ESL not funded through the Department of Human Resources.

Program	Estimated Enrollment
ABE	55
GED Prep	60
AHS	4
ESL (Non-DHR-funded refugees included)	2
Other	
Total	121

- 7. Planned funding for 1983 - 84:
 

Local funds	\$ 41,000
State funds	\$ 18,000
Federal funds (based on 1982-83 Level I students)	\$ 10,000
Other	\$
Total revenues available for program	\$ 69,000

8. Do you have an advisory committee? Yes  No

FOR DEPARTMENT OF EDUCATION USE ONLY:

Date application received \_\_\_\_\_

Federal funds approved for this project will be based upon 1982-83 Level I enrollment of Base allowance \$ 10,000.00

Robert D. Clason 7-25-83  
Signature, Director Adult Education

IMPORTANT: Basic Information and Certification

- 1. See State Plan and 1979 Federal Adult Education Act Rules and Regulations
- 2. Send 3 copies to Adult Education, Community College Division

# Tillamook Bay Campus

Roy B. Mason, President

503/377-2241

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

July 7, 1983

Dear Fellow Board Members:

I would like to express my disappointment in not being able to attend the August board meeting. Although I can not be there in person I will be there in spirit. I know you will do just fine in my absence but just so you don't forget who I am I thought I'd leave you with a few suggestions, comments and thoughts via this letter.

## WELCOME ELEANOR

I would first like to welcome Eleanor Dye to the board. I'm sure, Eleanor, you will find this "work" challenging and enjoyable. It is nice to have you with us and I'm looking forward to working with you in the coming years.

## BOARD NOMINATIONS

I would, secondly, like to nominate and cast an absentee vote for Ron Hays as chairperson and Elwood Stait as vice-chairperson, for the 1983-84 fiscal year. I know Elwood wants to turn over the gavel and I think Ron would be an excellent choice for the leadership position on the Board.

## LONG RANGE PLAN

TBCCSD has an opportunity to become ever more visible as a leader in community development, educationally, economically and socially. Our new Small Business Program, "community college" title, expanded transfer and vocational programs, JPTA involvement and extensive community education program provide us with a unique advantage in impacting the lives of a wide variety of Tillamook County residents.

We need to give our staff the support needed to maintain our current program of excellence, to encourage and give direction to new programs and to help in improving programs to reach a wide breadth of different community groups.

I encourage each of you as board members to re-think the goals and objectives we established for TBCC. Using your community contacts, the district staff and your experience, I would like to suggest you come to the September meeting with five goals for TBCC's future. It is only through planning that we can efficiently, effectively and economically meet the needs of our community.

#### BOARD MEMBER PHOTOS

Before we all get any older and we lose more board members, let's get our pictures taken. I know Roy wants a "rogues" gallery in his office.

#### FAIR BOOTH

As my last suggestion I would like to encourage you to each spend some time in the fair booth. I know the staff appreciates the help and it is a good opportunity to get to know the people you have hired. It is also an excellent opportunity to meet the public. My experiences last year were very positive and I think a strong show of support will help us come levy time.

I hope you have an enjoyable summer and a productive meeting in August.

Sincerely,



Carl Hensley

CH/dls



BUDGET 1983-84		ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
FUND	GENERAL - REVENUE FUNCTION					
STATE SOURCES						
	<u>Operational Reimbursement:</u>	186,480	57,569.00	57,569.00	128,911.00	*1,962.00 Federal Revenue Sharing
	<u>State Managed Timber:</u>	44,396	.00	.00	44,396.00	
LOCAL SOURCES						
	<u>Current Taxes:</u>	180,500	.00	.00	180,500.00	
	<u>Prior Year's Taxes:</u>	4,050	.00	.00	4,050.00	
TUITION AND FEES						
	<u>Tuition:</u>	66,000	9,993.67	9,993.67	56,006.33	*1,150 EMS Grant
	<u>Fees:</u>	2,000	126.00	126.00	1,874.00	
OTHER REVENUE						
	<u>Available Cash on Hand:</u>	44,000	.00	.00	44,000.00	
	<u>Textbook Sales:</u>	5,000	161.45	161.45	4,838.55	
	<u>Interest Income:</u>	10,000	352.09	352.09	9,647.91	
	<u>Auxillary Fund:</u>	0				
	<u>Rental Income:</u>	2,000	184.38	184.38	1,815.62	
<i>Copy - for BK</i>						
TOTAL REVENUE		544,426	68,386.59	68,386.59	476,039.41	

BUDGET 1983-84		ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
FUND	ABE- REVENUE FUNCTION						
STATE SOURCES							
Grants & Contracts:							
<u>Adult Basic Education:</u>		9,000	.00	.00	9,000		
TOTAL REVENUE		9,000	.00	.00	9,000		

BUDGET 1983-84 FUND GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	851.66	851.66	206,272.34		
Staff Development	1,200	141.70	141.70	1,058.30		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	57.38	57.38	3,142.62		
Laboratory Supplies	2,000	.00	.00	2,000.00		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	2,297.83	2,297.83	2,702.17		
<u>Capital Equipment:</u>						
Purchase	9,600	958.94	958.94	8,641.06		
Equipment Repair, Replacement (Rental)	2,500	2,000.00	2,000.00	500.00		
Classroom Rental	4,050	1,925.00	1,925.00	2,125.00		
TOTAL	236,274	8,232.51	8,232.51	228,041.49		

BUDGET 1983-84					
FUND GENERAL - EXPENSES	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION Object:					
INSTRUCTIONAL SUPPORT SERVICES					
<u>Personal Services:</u>					
Dean of Instruction	27,675	4,612.50	4,612.50	23,062.50	
Secretary to the Dean	12,696	2,116.00	2,116.00	10,580.00	
Admissions Secretary	10,260	895.00	895.00	9,365.00	
Part-time	1,500	1,517.36	1,517.36	-17.36	
Outreach Coordinators	6,300	.00	.00	6,300.00	
<u>Other Payroll Expenses:</u>	20,556	3,621.38	3,621.38	16,934.62	
<u>Material - Services:</u>					
Supplies	1,500	33.52	33.52	1,466.48	
Telephone	2,160	600.18	600.18	1,559.82	
Postage	1,400	.00	.00	1,400.00	
Travel	1,800	229.68	229.68	1,570.32	
<u>General Advertising:</u>					
Schedule Production	4,000	.00	.00	4,000.00	
Printing	1,400	.00	.00	1,400.00	
Media Advertising	4,000	615.96	615.96	3,384.04	
Student Recognition	500	.00	.00	500.00	
<u>Other Services and Expenses:</u>	4,400	22.83	22.83	4,377.17	
<u>Capital Equipment:</u>	4,000	.00	.00	4,000.00	
TOTAL	104,147	14,264.41	14,264.41	89,882.59	

BUDGET 1983-84 FUND GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES <u>Personal Services:</u> Director of Student Services Student Services Secretary <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Supplies Telephone Postage Travel <u>Capital Equipment:</u>	15,717   11,724  9,604   800 960 640 1,350 1,200	1,430.25  1,954.00  1,734.61   .00 .00 .00 12.00 .00	1,430.25  1,954.00  1,734.61   .00 .00 .00 12.00 .00	14,286.75  9,770.00  7,869.39   800.00 960.00 640.00 1,338.00 1,200.00		
TOTAL	41,995	5,130.86	5,130.86	36,864.14		

BUDGET 1983-84		ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
FUND	GENERAL - EXPENSES					
FUNCTION Object:						
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
	President	33,345	5,557.50	5,557.50	27,787.50	
	Assistant to the President	15,182	2,530.32	2,530.32	12,651.68	
	<u>Other Payroll Expenses:</u>	16,514	2,695.40	2,695.40	13,818.60	
<u>Materials and Services:</u>						
	Supplies	1,200	294.17	294.17	905.83	
	Telephone	800	257.10	257.10	542.90	
	Postage	350	.00	.00	350.00	
	Travel	4,050	737.70	737.70	3,312.30	
	Publications	225	18.50	18.50	206.50	
	<u>Capital Equipment:</u>	1,400	.00	.00	1,400.00	
<u>Professional Service:</u>						
	Auditing and Accounting	3,000	79.40	79.40	2,920.60	
	Legal	1,500	375.00	375.00	1,125.00	
	Insurance	3,450	2,209.71	2,209.71	1,240.29	
	Association Membership	4,000	363.50	363.50	3,636.50	
<u>Governing Board:</u>						
	Advisory Committees	2,300	.00	.00	2,300.00	
	Travel	2,500	134.00	134.00	2,366.00	
	Meeting Expenses	600	100.06	100.06	499.94	
TOTAL		90,416	15,352.36	15,352.36	75,063.64	

BUDGET 1983-84	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
FUND GENERAL - EXPENSES						
FUNCTION Object:						
PLANT OPERATION AND MAINTENANCE						
<u>Personal Services:</u>						
Janitor	5,525	930.75	930.75	4,594.25		
<u>Other Payroll Expenses:</u>	1,657	232.84	232.84	1,424.16		
<u>Materials and Services:</u>						
Supplies	1,400	595.89	595.89	804.11		
Capital Equipment:	1,000	40.00	40.00	960.00		
Utilities:	4,000	391.82	391.82	3,608.18		
Building Repair:	2,500	1,992.67	1,992.67	507.33		
Contracted Services:	2,400	1,092.14	1,092.14	1,307.86		
TOTAL	18,482	5,276.11	5,276.11	13,205.89		
COMMUNITY SERVICES						
<u>Materials and Services:</u>	600	.00	.00	600.00		
TOTAL	600	.00	.00	600.00		
APPROPRIATED EXPENDITURES TOTAL	491,914	48,256.25	48,256.25	443,657.75		

BUDGET 1983-84 FUND GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES						
Board Contingency:	22,012	.00	.00	22,012.00		
Unappropriated Ending Fund Balance:	30,500	.00	.00	30,500.00		
TOTAL	52,512	.00	.00	52,512.00		
FUND TOTAL	544,426	48,256.25	48,256.25	496,169.75		



BUDGET 1983-84						
FUND	ABE	ADOPTED BUDGET	EXPENDITURES or RECEIPTS July/August	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
FUNCTION Object:						
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>		0				
Student Services Director		4,715	427.21	427.21	4,287.79	
<u>Other Payroll Expenses:</u>		0				
<u>Materials and Supplies:</u>						
Supplies		280	.00	.00	280.00	
Telephone		150	.00	.00	150.00	
Postage		100	.00	.00	100.00	
Travel		255	15.00	15.00	240.00	
Printing		300	.00	.00	300.00	
Staff Development		200	.00	.00	200.00	
<u>Tuition Waivers:</u>		3,000	.00	.00	3,000.00	
FUND TOTAL		9,000	442.21	442.21	8,557.79	
GRAND TOTAL FOR 1983-84 BUDGET		553,426.00	48,698.46	48,698.47	504,727.54	