



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, *President*

AGENDA - TILLAMOOK BAY COMMUNITY COLLEGE SD Monday December 5, 1983 7:30 PM

1. Minutes
2. Budget Report-
Check Ledger
3. Committee Reports
4. Facilities Update-
Small Business Center
Telephone
Trailer - State EMS Equipment Grant
5. External Degree Update
6. Tax Base/Serial Levy Election
7. Goal and Objectives Planning Meeting Schedule
8. Budget Committee Schedule
9. Board Member Election
10. Membership in National Board Association
11. AACJC Meeting
12. Non-Agenda Items

MINUTES-TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT
November 7, 1983
7:30 PM

ITEM

DISCUSSION

Members Present Ron Hays, Wayne Jensen, Dick Larsen, Patricia Rinehart, Elwood Stait

Members Absent Eleanor Dye, Laurie Mulder

Call to Order The meeting was called to order by Chairman Ron Hays at 7:30 PM.

Minutes The minutes were approved as presented.

Budget Report The Budget Report was presented with an explanation of revenue and expenses by President Mason.

New Board Member President Mason introduced Patricia Rinehart to the board.

Committee Reports Foundation - Ron Hays reported that the committee met with people from the community. The By-laws were reviewed by Fred Young, Attorney. There will be a mass community meeting in January with speakers from Portland. The Community Foundation will be obtaining it tax exempt status.

Report on "Chemical People" Ron Hays spoke on the film "Chemical People". This is a national program headed locally by Karin Montgomery.

Motion Elwood Stait moved that the board send a letter of commendation to Karin Montgomery for her help and support of this program locally. Second - Dick Larsen. The motion passed unanimously.

Contract Resolution President Mason presented a review of the Contract Resolution 1983-84-001. This resolution will make the Board of Directors their own contracting board.

Wayne Jensen moved to accept Resolution 1983-84-001 as presented. Second - Dick Larsen. The motion passed unanimously.

ITEM

DISCUSSION

Accreditation Visit
Report

President Mason feels that the report on the accreditation visit was very positive. The board members were given copies of the report for review.

Sales Tax Initiative

President Mason reviewed the Sales Tax Initiative process.

Ron Hays stated that the OCCA Board voted to refer the initiative to the people as did the board for the campus at a countywide public hearing.

Facilities Update

President Mason presented an update on the facilities improvement. He stated that the district received a grant of \$25,000 for the Small Business Center. The trailer has been moved to the Bay City facility. Hopefully both the Downtown Center and the trailer will be open for use by December 1, 1983.

President Mason explained the bids for the telephone system that will allow for expansion for the district. The board was very positive and felt that the district should take the step to purchase equipment and allow room for expansion.

Elwood Stait moved that President Mason should obtain another bid if possible and then choose the lease-purchase system that will best suit the district. Second - Wayne Jensen. The motion passed unanimously.

External Degree
Program

It was the recommendation of the committee that reviewed the external degree programs that the district should contract with the Northwest Learning Lab. They felt that this program would best suit the students of the district.

Motion

Elwood Statit moved to accept the recommendation of the committee and contract with the Northwest Learning Lab. Second Wayne Jensen. The motion passed unanimously.

ITEM

DISCUSSION

Tax Base/Serial
Election

The board ask President Mason to gather figures and alternative solutions concerning the March Tax Base/Serial Levy Election and present it at the next board meeting.

Non-agenda items

Dick Larsen moved to verify and accept the election results for the Spring election of Eleanor Dye and Carl Hensley to the Board of Directors from Zone 1, Position 1 and Position 7 "At Large". Second - Patricia Rinehart. The motion passed unanimously.

The board received the memo from Dick Minisce requesting help with tuition for his doctorate program. There was some discussion concerning the request, though generally favorable to the request the board was concerned as to how the public would view this help and if it would set a precedence for other employees.

Motion

Dick Larsen moved to approxipately expend not more than \$350 per term for tuition for Winter 1983 and Spring 1984 and that any further reimbursement be negotiated in the employment contract. Second - Wayne Jensen. The motion passed unanimously.

It was the feeling of the board that this would not set a precedence.

The Oregon ORS laws state that a motion must have a majority of the board not of a quorum present. This makes the motion concerning the signature of the Deputy Clerk on checks written for the district void.

Motion

Dick Larsen moved that the Deputy Clerk for the District's Board be allowed to be one of the two signatories required on the checks written by the district. Second Elwood Stait. Yea - Ron Hays, Dick Larsen, Patricia Rinehart, Elwood Stait. Abstaining - Wayne Jensen.

ITEM

DISCUSSION

The meeting was adjourned at 10:07 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta
Secretary

BUDGET 1983-84 GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES						
<u>Operational Reimbursement:</u>	186,480	35,053.00	92,622.00	93,858.00		
<u>State Managed Timber:</u>	44,396	.00	34,406.70	9,989.30		
LOCAL SOURCES						
<u>Current Taxes:</u>	180,500	.00	30,174.52	150,325.48		
<u>Prior Year's Taxes:</u>	4,050	.00	3,524.59	525.41		
TUITION AND FEES						
<u>Tuition:</u>	66,000	3,082.20	32,798.81	33,201.19		
<u>Fees:</u>	2,000	.00	236.00	1,764.00		
OTHER REVENUE						
<u>Available Cash on Hand:</u>	44,000	.00	.00	44,000.00		
<u>Textbook Sales:</u>	5,000	272.25	1,027.79	3,972.21		
<u>Interest Income:</u>	10,000	422.05*	6,240.73	3,759.27	*Sept. & Oct. Checking Account	
<u>Auxillary Fund:</u>	0					
<u>Rental Income:</u>	2,000	74.90	514.41	1,485.59		
TOTAL REVENUE	544,426	38,904.40	201,545.55	342,880.45		

BUDGET 1983-84 ABE- REVENUE <hr/> FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES Grants & Contracts: <u>Adult Basic Education:</u>	9,000	.00	.00	9,000.00		
<hr/> TOTAL REVENUE	9,000	.00	.00	9,000.00		

BUDGET 1983-84 <u>SMALL BUSINESS RESOURCE</u> CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	November EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES						
Small Business Center Grant	18,918		.00	.00	18,918.00	
Revenue Sharing	1,982		.00	.00	1,982.00	
OTHER REVENUE						
Cash on Hand	17,900		.00	.00	17,900.00	
(Transfer from 82-83 Board Contingency)						
TOTAL	38,800		.00	.00	38,800.00	

BUDGET 1983-84						
<u>HOME ECONOMICS GRANT</u>						
FUNCTION	ADOPTED BUDGET	November EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES	9,958.00	.00	.00	9,958.00		
TOTAL	9,958.00	.00	.00	9,958.00		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS November	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	3,736.03	9,455.86	197,668.14		
Staff Development	1,200	187.05	433.75	766.25		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	501.94	559.32	2,640.68		
Laboratory Supplies	2,000	275.43	345.43	1,654.57		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	823.25	4,181.54	818.46		
<u>Capital Equipment:</u>						
Purchase	9,600	.00	958.94	8,641.06		
Equipment Repair, Replacement (Rental)	2,500	51.00	2,051.00	449.00		
Classroom Rental	4,050	.00	1,975.00	2,075.00		
TOTAL	236,274	5,574.70	19,960.84	216,313.16		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Dean of Instruction	27,675	2,306.25	11,531.25	16,143.75		
Secretary to the Dean	12,696	1,058.00	5,290.00	7,406.00		
Admissions Secretary	10,260	895.00	3,580.00	6,680.00		
Part-time	1,500	.00	1,544.16	-44.16		
Outreach Coordinators	6,300	1,347.38	1,347.38	4,952.62		
<u>Other Payroll Expenses:</u>	20,556	1,847.62	8,976.61	11,579.39		
<u>Material - Services:</u>						
Supplies	1,500	211.00	1,171.21	328.79		
Telephone	2,160	518.17	1,620.88	539.12		
Postage	1,400	500.00	500.00	900.00		
Travel	1,800	4.93	770.06	1,029.94		
<u>General Advertising:</u>						
Schedule Production	4,000	.00	1,552.00	2,448.00		
Printing	1,400	3.21	282.17	1,117.83		
Media Advertising	4,000	300.00	1,681.29	2,318.71		
Student Recognition	500	.00	.00	500.00		
<u>Other Services and Expenses:</u>	4,400	.00	22.83	4,377.17		
<u>Capital Equipment:</u>	4,000	607.00	3,107.00	893.00		
TOTAL	104,147	9,598.56	42,976.84	61,170.16		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OF RECEIPTS November	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	1,430.25 977.00 1,044.85 .00 .00 .00 79.00 .00	5,721.00 3,910.00 5,408.92 345.25 247.57 .00 110.00 485.00	9,996.00 7,814.00 4,195.08 454.75 712.43 640.00 1,240.00 715.00		
TOTAL	41,995	3,531.10	16,227.74	25,767.26		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	2,778.75	13,893.75	19,451.25		
Assistant to the President	15,182	1,265.16	3,795.48	11,386.52		
<u>Other Payroll Expenses:</u>	16,514	1,251.96	6,908.55	9,605.45		
<u>Materials and Services:</u>						
Supplies	1,200	141.43	435.60	764.40		
Telephone	800	170.15	684.13	115.87		
Postage	350	.00	.00	350.00		
Travel	4,050	348.90	1,778.60	2,271.40		
Publications	225	150.24	321.64	-96.64		
<u>Capital Equipment:</u>	1,400	.00	1,000.72	399.28		
<u>Professional Service:</u>						
Auditing and Accounting	3,000	.00	159.40	2,840.60		
Legal	1,500	125.00	750.00	750.00		
Insurance	3,450	.00	2,209.71	1,240.29		
Association Membership	4,000	75.50	495.50	3,504.50		
<u>Governing Board:</u>						
Advisory Committees	2,300	.00	42.95	2,257.05		
Travel	2,500	30.00	189.44	2,310.56		
Meeting Expenses	600	.00	172.31	427.69		
TOTAL	90,416	6,337.09	32,837.78	57,578.22		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
PLANT OPERATION AND MAINTENANCE <u>Personal Services:</u> Janitor <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Supplies <u>Capital Equipment:</u> <u>Utilities:</u> <u>Building Repair:</u> <u>Contracted Services:</u>	 5,525 1,657 1,400 1,000 4,000 5,500 2,500 2,400	 600.00 .00 46.49 .00 246.81 5,056.95 180.95	 2,730.75 310.28 976.98 40.00 937.29 7,818.07 1,937.80	 2,794.25 1,346.72 423.02 960.00 3,062.71 -2,318.07 462.20		
TOTAL	18,482- 21,482	6,131.20	14,751.17	6,730.83		
COMMUNITY SERVICES <u>Materials and Services:</u>	600	.00	.00	600.00		
TOTAL	600	.00	.00	600.00		
APPROPRIATED EXPENDITURES TOTAL	491,914- 494,914	31,172.65	126,754.37	368,159.63		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION <u>Object:</u>	ADOPTED BUDGET	EXPENDITURES or RECEIPTS November	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES						
Board Contingency:	19,012 22,012	.00	.00	19,012		
<u>Unappropriated Ending Fund Balance:</u>	30,500	.00	.00	30,500		
TOTAL	-52,512- 49,512	.00	.00	49,512		
TOTAL	544,426	31,172.85	126,754.37	417,671.63		

BUDGET 1983-84 ABE FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS November	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>	0					
Student Services Director	4,715	427.21	1,708.84	3,006.16		
<u>Other Payroll Expenses:</u>	0					
<u>Materials and Supplies:</u>						
Supplies	280	.00	14.81	265.19		
Telephone	150	.00	.00	150.00		
Postage	100	.00	.00	100.00		
Travel	255	89.00	174.00	81.00		
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	516.21	1,897.65	7,102.35		

BUDGET 1983-84 <u>SMALL BUSINESS RESOURCE</u> CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	November EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Small Business Coordinator	7,200		1,225.00	3,675.00	3,525.00	
Other, Payroll Expenses	1,440		82.08	388.75	1,051.25	
COLLEGE SUPPORT						
<u>Personal Services:</u>						
Secretary	12,400		977.00	2,931.00	9,469.00	
<u>Other Payroll Expenses:</u>	4,000		279.73	692.19	3,307.81	
<u>Materials and Services:</u>						
Office and Classroom Rental	3,800		600.00	1,800.00	2,000.00	
Supplies	2,000		.00	.00	2,000.00	
Telephone	1,000		.00	.00	1,000.00	
Capital Equipment	5,560		.00	2,035.00	3,525.00	
Postage	1,000		.00	.00	1,000.00	
Advertising and Publicity	400		.00	.00	400.00	
TOTAL	38,800		3,163.81	11,521.94	27,278.06	

BUDGET 1983-84 HOME ECONOMICS GRANT	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:		November				
INSTRUCTION						
<u>Personal Services:</u>						
Consultant Homemaker	3,240.00	768.00	1,632.00	1,608.00		
<u>Other Payroll Expenses:</u>	697.00	51.46	148.51*	548.49	*Error in last	month's posting
INSTRUCTIONAL SUPPORT						
<u>Personal Services:</u>						
Consultant Homemaker	1,616.00	.00	.00	1,616.00		
<u>Other Payroll Expenses:</u>	722.00	.00	.00	722.00		
<u>Materials and Services:</u>						
Supplies	574.00	59.50	74.50	499.50		
Travel	858.00	94.55	104.55	753.45		
Indirect Costs	1,851.00	43.00	78.00	1,773.00		
TOTAL	9,558.00	1,016.51	2,037.56	7,520.44		