



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218
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Roy B. Mason II, *President*

AGENDA

MEETING: REGULAR MONTHLY MEETING OF THE
BOARD OF DIRECTORS

PLACE: Small Business Assistance Center
401-B Main in Tillamook

TIME: 7:30 PM

DATE: January 7, 1984

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- I. Adoption of Agenda
 - II. Introduction of Guests
 - III. Approval of Minutes
 - IV. Budget Report
 - V. Committee Reports
 - a. Review of Committee Membership
 - b. Establish meeting schedule
 - c. Policy Committee - Elwood, Dick, Laurie
 - d. Personnel Committee - Wayne, Ron, Dick
 - e. Facilities Committee - Wayne, Ron
 - f. Foundation Committee - Ron, Eleanor
 - VI. Board Member Resignation/Appointment
 - VII. Board Member Election - Elwood Stait & Ron Hayes
 - VIII. O.C.C.A. Report - Laurie Mulder
 - IX. Budget Process Report
 - X. Administrator Evaluation and Contract Renewal
 - XI. Audit Report

MINUTES-TILLAMOOK BAY COMMUNITY COLLEGE SD
December 3, 1984

ITEM

DISCUSSION

Call to Oreder The meeting was called to order at 7:30 PM by
 Chairman Wayne Jensen

Members Present Wayne Jensen, Laurie Mulder, Elwood Stait, Ron
 Hays, Dick Larsen

Members Absent Lynn Wilson, Eleanor Dye

Others Present Roy Mason, Cheryl Van Natta

Guests Roger Bassett

Agenda Additions: Long range planning document and
 Foundation Committee report. The agenda was
 adopted with these two additions.

Minutes The minutes were adopted with the addition of
 "on continuing to present public forums in order
 to provide" to the report on college facilities.

Staff/Board

Christmas Party The Christmas party will be held at the home of
 President Mason on December 20, 1984 at 7PM.

Christmas Bonus * Motion - Laurie Mulder moved to approve a \$25.00
 bonus for all fulltime employees. Second - Elwood
 Stait. The motion was approved unanimously.

Budget Report The budget report was not presented because of an
 error in the computer printout. It will be presented
 at the January meeting.

Foundation Com-
mittee Report Ned Look met with eight people from the local
 community to discuss the setting up of the local
 community foundation in connection with the Oregon
 Community Foundation. The Tillamook Community
 Foundation must be a legal entity to control funds
 that would be invested throught the Oregon Community
 Foundation's investment pools. There would be a
 series of line items dedicated to specific purposes
 in Tillamook County. There can be as many dedications
 as the local foundation sets up. The five basic groups
 that are interested in the foundation should assign an
 administrative officer. The group should meet every
 three months. The five groups are: education, the Bar
 Association, health professions, social services and
 business. It was suggestedthatthefoundation
 committee be reconviened after Christmas.

ITEM

DISCUSSION

- Facilities Usage The board discussed the policy on facilities usages and the general feeling is that it needs to be formalized. The facilities committee will meet with Attorney Neal Lemery to the wording and definitions that should go into the policy.
- Enrollment Report 80.9 FTE have been generated as of the 4th week of the Fall term. This includes Summer. Summer FTE was nine. The total reimbursable FTE for the 84-85 year is 130. Last year the amount for FTE reimbursement was 131. The district generated 180 FTE for 1983-84. President Mason presented these figures in respect to the figures and projections presented by the state department for the present and future.
- Vacation Request * President Mason requested vacation leave of two weeks each month from January through June to complete his doctorate degree. Elwood Stait moved to grant the request. Second - Dick Larsen. The motion passed unanimously.
- OCCA Report Roger Bassett presented the advantages and disadvantages of the governor's tax presentation in respect to the OCCA and community college feelings on the plan. The OCCA board of directors will meet on January 5, 1985.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

GENERAL FUND: RESOURCES

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE SD.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS DEC.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$230,000.00		\$113,851.00	\$116,149.00	50%
200	GRANTS AND CONTRACTS					
10	ADULT BASIC EDUCATION	\$10,000.00		\$0.00	\$10,000.00	0%
20	HOME ECONOMICS	\$9,500.00		\$0.00	\$9,500.00	0%
30	SMALL BUSINESS CENTER	\$12,000.00		\$0.00	\$12,000.00	0%
40	VOCATIONAL EDUCATION	\$2,800.00		\$0.00	\$2,800.00	0%
2000	LOCAL SOURCES					
100	CURRENT TAXES	\$360,800.00		\$18,817.10	\$341,982.90	5%
200	PRIOR YEARS TAXES	\$5,000.00		\$7,960.49	(\$2,960.49)	159%
300	COUNTY TIMBER REVENUE	\$55,000.00		\$24,306.88	\$30,693.12	44%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$4,393.24	\$40,363.37	\$37,636.63	52%
200	FEES	\$2,000.00	\$220.00	\$637.00	\$1,363.00	32%
4000	OTHER REVENUE					
100	AVAILABLE CASH ON HAND	\$55,000.00		\$0.00	\$55,000.00	0%
200	SALE OF GOODS/SERVICES	\$5,000.00	\$184.25	\$1,877.09	\$3,122.91	38%
300	INTEREST INCOME	\$10,000.00	\$423.77	\$9,969.22	\$30.78	100%
400	RENTAL INCOME	\$1,000.00	\$60.00	\$1,785.00	(\$785.00)	179%
	REVENUE TOTAL	\$836,100.00	\$5,281.26	\$219,567.15	\$616,532.85	26%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000 INSTRUCTION						
100 PERSONAL SERVICES						
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20000.00		\$620.00	\$19380.00	97%
20	INSTRUCTIONAL CONTRACT	\$150000.00	\$106.00	\$4365.40	\$145634.60	97%
30	STAFF DEVELOPMENT	\$1000.00		\$0.00	\$1000.00	100%
200	OTHER PAYROLL	\$40000.00	\$361.64	\$944.86	\$39055.14	98%
300 MATERIALS ANMD SERVICES						
10	INSTRUCTIONAL CONTRACT	\$35000.00	(\$820.00)	\$6132.79	\$28867.21	82%
20	INSTRUCTIONAL SUPPLIES	\$4000.00	\$70.14	\$3087.93	\$912.07	23%
30	LIBRARY DEVELOPMENT	\$2500.00		\$0.00	\$2500.00	100%
40	TEXTBOOKS	\$6000.00	\$894.00	\$7089.25	(\$1089.25)	-18%
50	EQUIPMENT RENTAL	\$1000.00	\$930.10	\$1230.10	(\$230.10)	-23%
400	CAPITAL EQUIPMENT	\$20000.00	\$1400.00	\$30885.06	(\$10885.06)	-54%
500	EQUIPMENT REPAIR REPLACEMENT	\$3000.00		\$711.05	\$2288.95	76%
600	CLASSROOM RENTAL	\$26000.00	\$4400.00	\$17080.48	\$8919.52	34%
700	MATERIALS FOR RESALE	\$1000.00	\$143.96	\$764.27	\$235.73	24%
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	INSTRUCTION TOTAL	\$309500.00	\$7485.84	\$72911.19	\$236588.81	76%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$31600.00		\$7767.00	\$23833.00	75%
20	SECRETARY TO THE DEAN	\$14400.00		\$3699.00	\$10701.00	74%
30	OUTREACH COORDINATORS	\$9900.00		\$2700.00	\$7200.00	73%
40	STAFF DEVELOPMENT	\$3000.00		\$190.00	\$2810.00	94%
200	OTHER PAYROLL EXPENSES	\$15900.00	\$2348.07	\$10199.96	\$5700.04	36%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2000.00	\$67.90	\$2267.71	(\$267.71)	-13%
20	TELEPHONE	\$3000.00	\$119.22	\$4979.47	(\$1979.47)	-66%
30	POSTAGE	\$1800.00		\$109.41	\$1690.59	94%
40	TRAVEL	\$2300.00	\$237.80	\$1278.00	\$1022.00	44%
50	ADVERTISING	\$5000.00	\$965.85	\$4416.28	\$1481.52	30%
1	SCHEDULE PRODUCTION	\$5000.00	\$87.75	\$1859.25	\$3140.75	63%
2	PRINTING	\$2000.00		\$0.00	\$2000.00	100%
3	CATALOG PRODUCTION	\$5000.00		\$0.00	\$5000.00	100%
60	OTHER SERVICES	\$6000.00	\$304.75	\$1860.46	\$4139.54	69%
400	CAPITAL EQUIPMENT	\$4000.00	\$761.00	\$4405.07	\$355.93	9%
	INSTRUCTIONAL SUPPORT TOTAL	\$110900.00	\$4892.34	\$45731.61	\$66827.19	60%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000 STUDENT SERVICES						
100 PERSONAL SERVICES						
10	DIRECTOR	\$25800.00		\$6402.00	\$19398.00	75%
20	STUDENT SERVICES SECRETARY	\$13295.00		\$3360.00	\$9935.00	75%
30	ADMISSIONS SECRETARY	\$12285.00		\$3251.00	\$9034.00	74%
40	STAFF DEVELOPMENT	\$1000.00		\$155.00	\$845.00	85%
50	STUDENT WORK STUDY	\$5000.00	\$29.75	\$994.25	\$4005.75	80%
				\$0.00		
200	OTHER PAYROLL	\$14986.00	\$2761.04	\$7.00	\$14979.00	100%
				\$0.00		
300 MATERIALS AND SERVICES						
10	SUPPLIES	\$1400.00		\$851.65	\$548.35	39%
20	TELEPHONE	\$1600.00		\$602.95	\$997.05	62%
30	POSTAGE	\$1150.00		\$0.00	\$1150.00	100%
40	TRAVEL	\$2300.00	\$35.60	\$265.70	\$2034.30	88%
				\$0.00		
400	CAPITAL EQUIPMENT	\$3900.00		\$6359.00	(\$2459.00)	-63%
				\$0.00		
STUDENT SERVICES TOTAL		\$82716.00	\$2826.39	\$22248.55	\$60467.45	73%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00		\$9750.00	\$29250.00	75%
20	BUSINESS OFFICER	\$16610.00		\$4359.00	\$12251.00	74%
30	PART-TIME	\$4500.00		\$4630.16	(\$130.16)	-3%
40	STAFF DEVELOPMENT	\$1000.00		\$109.40	\$890.60	89%
200	OTHER PAYROLL	\$19430.00	\$3075.12	\$20363.32	(\$933.32)	-5%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$750.76	\$2983.87	(\$683.87)	-30%
20	TELEPHONE	\$2300.00	\$77.65	\$3613.76	(\$1313.76)	-57%
30	POSTAGE	\$600.00		\$40.00	\$560.00	93%
40	TRAVEL	\$5160.00	\$387.75	\$3518.30	\$1641.70	32%
50	PUBLICATIONS	\$550.00	\$50.95	\$605.90	(\$55.90)	-10%
400	CAPITAL EQUIPMENT	\$3600.00	\$3665.67	\$9385.68	(\$5785.68)	-161%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00	(\$350.00)	\$910.00	\$2590.00	74%
20	LEGAL	\$2400.00	\$700.00	\$875.00	\$1525.00	64%
30	INSURANCE	\$4200.00	(\$350.00)	\$1048.16	\$3151.84	75%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$634.00	\$5093.75	\$276.25	5%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00	\$203.83	\$486.26	\$1813.74	79%
20	TRAVEL	\$2500.00	\$91.50	\$244.72	\$2255.28	90%
30	MEETING EXPENSES	\$800.00	\$250.00	\$284.60	\$515.40	64%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$9187.23	\$68301.88	\$47818.12	41%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000 PLANT OPERATION & MAINTENANCE						
100	PERSONAL SERVICES					
10	JANITOR	\$10500.00	\$1200.00	\$4986.00	\$5514.00	53%
200	OTHER PAYROLL EXPENSES	\$3165.00	\$347.83	\$1684.44	\$1480.56	47%
300 MATERIALS AND SERVICES						
10	SUPPLIES	\$3000.00	\$44.90	\$2494.44	\$505.56	17%
400	CAPITAL EQUIPMENT	\$3200.00		\$1160.00	\$2040.00	64%
500	UTILITIES	\$6200.00	\$675.41	\$2467.90	\$3732.10	60%
600	BUILDING REPAIRS	\$7000.00	\$710.46	\$40771.93	(\$33771.93)	-482%
6000 COMMUNITY SERVICES						
300	MATERIALS AND SERVICES	\$800.00		\$50.00	\$750.00	94%
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	PLANT & COMMUNITY TOTAL	\$33865.00	\$2978.60	\$53614.71	(\$19749.71)	-58%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7000	ADULT BASIC EDUCATION					
100	PERSONAL SERVICES					
10	COORDINATOR	\$4800.00		\$0.00	\$4800.00	100%
20	INSTRUCTORS	\$8640.00		\$0.00	\$8640.00	100%
30	PART-TIME	\$900.00		\$0.00	\$900.00	100%
40	STAFF DEVELOPMENT	\$250.00		\$20.00	\$230.00	92%
200	OTHER PAYROLL EXPENSES	\$1500.00	\$591.24	\$591.24	\$908.76	61%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$560.00		\$60.69	\$499.31	89%
20	TELEPHONE	\$300.00	\$279.28	\$279.28	\$20.72	7%
30	POSTAGE	\$100.00		\$0.00	\$100.00	100%
40	TRAVEL	\$300.00		\$0.00	\$300.00	100%
50	PRINTING	\$550.00		\$0.00	\$550.00	100%
400	STUDENT FINANCIAL AID	\$3000.00		\$0.00	\$3000.00	100%
ABE TOTAL		\$20900.00	\$870.52	\$951.21	\$19948.79	95%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
8000	SMALL BUSINESS CENTER					
100	PERSONAL SERVICES					
10	DIRECTOR	\$14400.00		\$9827.00	\$4573.00	32%
20	INSTRUCTORS	\$14100.00		\$0.00	\$14100.00	100%
30	PROGRAM ASSISTANT	\$13450.00		\$3660.00	\$9790.00	73%
40	PART-TIME	\$1500.00		\$0.00	\$1500.00	100%
200	OTHER PAYROLL EXPENSES	\$13000.00	\$21.37	\$5876.91	\$7123.09	55%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2500.00	\$177.85	\$642.24	\$1857.76	74%
20	TELEPHONE	\$1000.00	\$393.19	\$1455.50	(\$455.50)	-46%
30	POSTAGE	\$1000.00		\$284.89	\$715.11	72%
40	TRAVEL	\$600.00	\$98.20	\$541.10	\$58.90	10%
50	ADVERTISING	\$600.00	\$7.80	\$7.80	\$592.20	99%
60	OFFICE/CLASSROOM RENTAL	\$4800.00	\$630.00	\$2490.00	\$2310.00	48%
BUSINESS CENTER TOTAL		\$66950.00	\$1328.41	\$24785.44	\$42164.56	63%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$3932.00		\$2955.20	\$976.80	25%
20	INSTRUCTOR	\$4126.00		\$0.00	\$4126.00	100%
200	OTHER PAYROLL EXPENSES	\$1949.00	\$108.34	\$404.01	\$1544.99	79%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1120.00	\$218.00	\$218.00	\$902.00	81%
20	TELEPHONE	\$300.00	\$300.00	\$300.00	\$0.00	0%
30	POSTAGE	\$250.00		\$0.00	\$250.00	100%
40	TRAVEL	\$770.00	\$259.83	\$259.83	\$510.17	66%
50	ADVERTISING	\$430.00		\$12.32	\$417.68	97%
60	INDIRECT COSTS	\$1450.00	\$6.50	\$6.50	\$1443.50	100%
HOME ECONOMICS TOTAL		\$14327.00	\$892.67	\$4155.86	\$10171.14	71%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES DEC.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
10000 RESERVES 100 BOARD CONTINGENCY		\$79122.00	\$0.00	\$6626.79	\$72495.21	92%

BUDGET SUMMARY NOVEMBER

RESOURCES	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET

REVENUE	\$836,100.00	\$5,281.26	\$219,567.15	\$616,532.85	26%
CURRENT TOTAL					
REQUIREMENTS					

INSTRUCTION	\$309,500.00	\$7,485.84	\$72,911.19	\$236,588.81	76%
INSTRUCTIONAL SUPPORT	\$110,900.00	\$4,892.34	\$45,731.61	\$66,827.19	60%
STUDENT SERVICES	\$82,716.00	\$2,826.39	\$22,248.55	\$60,467.45	73%
COLLEGE SERVICES	\$116,120.00	\$9,187.23	\$68,301.88	\$47,818.12	41%
PLANT SERVICES	\$33,865.00	\$2,978.60	\$53,614.71	(\$19,749.71)	-58%
ADULT BASIC ED.	\$20,900.00	\$870.52	\$951.21	\$19,948.79	95%
BUSINESS CENTER	\$66,950.00	\$1,328.41	\$24,785.44	\$42,164.56	63%
HOME ECONOMICS	\$14,327.00	\$892.67	\$4,155.86	\$10,171.14	71%
BOARD CONTINGENCY	\$79,122.00	\$0.00	\$6,626.79	\$72,495.21	92%

CURRENT TOTAL	\$834,400.00	\$30,462.00	\$299,327.24	\$536,731.56	64%