



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
May 7, 1984
7:30 PM
DOWNTOWN CENTER

- I. Call to Order
 - A. Adoption of the Agenda
 - B. Approval of the Minutes

- II. Board Forum
 - A. Introduction of Guests
 - B. Remarks from the public

- III. Budget Report - March & April

- IV. Committee Reports
 - A. Policy Committee

- V. Certification of Election Results

- VI. Where do we go from here?
 - A. Upcomming election possibilities
 - B. Budget analysis
 - C. Employee needs
 - D. Fiscal Responsibilities

- VII. Certification of June Election Operating Levy

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE SD
April 2, 1984
7:30 PM

ITEM	DISCUSSION
Members Present	Eleanor Dye, Ron Hays, Wayne Jensen, Dick Larsen, Elwood Stait, Lynn Wilson
Members Absent	Laurie Mulder
Non-members Present	Cheryl Van Natta, Secretary
Guest	Roger Bassett, OCCA Executive Secretary and his guests, Jim and Sally O'Donnell, and Dick Minisce, Dean of Instruction
Call to Order	The meeting was called to order at 7:35 PM.
Minutes	The minutes were approved as corrected. The FTE amount for a Public Relations person was incorrectly recorded at .05 and it should be .5FTE.
<i>Motion</i> Board Vacancy	Guests were introduced to the board. Elwood Stait moved to appoint Lynn Wilson to the vacant position on the board. Second-Dick Larsen. The motion was approved unanimously.
OCCA Visit	Roger Bassett explained the OCCA policy of not taking major items to the OCCA Board without first referring the item to the individual boards. Mr. Bassett reviewed the property tax reform measures for the board. The OCCA Planning Papers were reviewed. This is an ongoing project of the Oregon Community College Association. A review of the OCCA Budget was presented.
Policy Committee	Dick Larsen presented the policies as the committee reviewed them. The board is to review these and vote at the next meeting.
Election Results	The levy was not approved by the voters. After considerable discussion, it is the feeling of the board that there was a lack of understanding concerning the levy and that a tax base measure would be better understood by the voters and have a better chance of passing. The next election is May 15th.
<i>Motion</i>	Dick Larsen moved to put a tax base measure on the May 15th ballot for an amount of

Page 2 - Minutes
Tillamook Bay Community College SD
April 2, 1984

ITEM

DISCUSSION

\$360,800. Second - Elwood Stait. The motion
was approved unanimously.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

BUDGET 1983-84 GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES XXX RECEIPTS April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES						
<u>Operational Reimbursement:</u>	186,480	52,356.00	192,660.00	(6,180.00)		
<u>State Managed Timber:</u>	44,396	.00	51,299.81	(6,903.81)		
LOCAL SOURCES						
<u>Current Taxes:</u>	180,500	12,327.41	157,533.96	22,966.04		
<u>Prior Year's Taxes:</u>	4,050	398.39*	6,787.84	(2,737.84)	*269.24 - 82-88 129.15 - 81-82	
TUITION AND FEES						
<u>Tuition:</u>	66,000	15,375.85*	82,014.60	(16,014.60)	*\$5,055.65 - RCA Service Co.	
<u>Fees:</u>	2,000	162.20	538.20	1,461.80		
OTHER REVENUE						
<u>Available Cash on Hand:</u>	44,000	.00	110,184.00	(66,184.00)		
<u>Textbook Sales:</u>	5,000	437.90	2,371.09	2,628.91		
<u>Interest Income:</u>	10,000	79.59	11,038.98	(1,038.98)		
<u>Auxillary Fund:</u>	0					
<u>Rental Income:</u>	2,000	(15.00)*	1,425.43	574.57	*Cleaning deposit returned	
TOTAL REVENUE	544,426	81,122.34	615,853.91	(71,427.91)		

BUDGET 1983-84 ABE - REVENUE FUNCTION	ADOPTED BUDGET	EXPENSES & RECEIPTS April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES Grants & Contracts: <u>Adult Basic Education:</u>	9,000	.00	5,000.00	4,000.00		
TOTAL REVENUE	9,000	.00	5,000.00	4,000.00		

BUDGET 1983-84 <u>SMALL BUSINESS RESOURCE</u> CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	April 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 (Transfer from 82-83 Board Contingency)	17,900		.00	.00	17,900.00	
TOTAL	38,800		.00	.00	38,800.00	

BUDGET 1983-84						
HOME ECONOMICS GRANT						
FUNCTION	ADOPTED BUDGET	April EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES	9,958.00	.00	2,037.56	7,920.44		
TOTAL	9,958.00	.00	2,037.56	7,920.44		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XXX RECEIPTS April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	13,123.47	93,235.60	113,888.40		
Staff Development	1,200	.00	958.25	241.75		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	225.00	1,545.21	1,654.79		
Laboratory Supplies	2,000	.00	654.15	1,345.85		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	.00	6,147.07	(1,147.07)		
<u>Capital Equipment:</u>						
Purchase	9,600	1,325.07	4,652.68	4,947.32		
Equipment Repair, Replacement (Rental)	2,500	509.00	2,715.00	(215.00)		
Classroom Rental	4,050	.00	2,185.00	1,865.00		
TOTAL	236,274	14,673.54	112,092.96	124,181.04		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES RECEIPTS April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Dean of Instruction	27,675	4,612.50	23,062.50	4,612.50		
Secretary to the Dean	12,696	2,116.00	10,580.00	2,116.00		
Admissions Secretary	10,260	1,790.00	8,055.00	2,205.00		
Part-time	1,500	75.25	1,619.41	(119.41)		
Outreach Coordinators	6,300	1,525.95	2,916.32	3,383.68		
<u>Other Payroll Expenses:</u>	20,556	3,411.67	17,393.95	3,162.05		
<u>Material - Services:</u>						
Supplies	1,500	.00	1,500.00	.00		
Telephone	2,160	652.73	3,069.22	(909.22)		
Postage	1,400	23.51	660.59	739.41		
Travel	1,800	379.20	1,848.34	(48.34)		
<u>General Advertising:</u>						
Schedule Production	4,000	1,472.95	4,512.95	(512.95)		
Printing	1,400	(3.00)	279.17	1,120.83		
Media Advertising	4,000	1,521.56	4,602.39	(602.39)		
Student Recognition	500	.00	.00	500.00		
<u>Other Services and Expenses:</u>	4,400	3,629.19	4,604.36	(204.36)		
<u>Capital Equipment:</u>	4,000	.00	3,107.00	893.00		
TOTAL	104,147	21,207.51	87,811.20	16,335.80		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XXX XXXXXXX April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES						
<u>Personal Services:</u>						
Director of Student Services	15,717	2,860.50	12,872.25	2,844.75		
Student Services Secretary	11,724	1,954.00	9,770.00	1,954.00		
<u>Other Payroll Expenses:</u>						
Other Payroll Expenses:	9,604	2,259.13	11,314.33	(1,710.33)		
<u>Materials and Services:</u>						
Supplies	800	.00	800.03	(.03)		
Telephone	960	.00	1,390.02	430.02)		
Postage	640	353.81	363.16	276.84		
Travel	1,350	.00	291.80	1,058.20		
<u>Capital Equipment:</u>						
Capital Equipment:	1,200	.00	485.00	715.00		
TOTAL	41,995	7,427.44	37,286.59	4,708.41		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XX XXXXXX April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	5,557.50	27,787.50	5,557.50		
Assistant to the President	15,182	2,530.32	12,651.56	2,530.44		
<u>Other Payroll Expenses:</u>	16,514	2,731.61	12,828.97	3,685.03		
<u>Materials and Services:</u>						
Supplies	1,200	314.33	1,395.22	(195.22)		
Telephone	800	280.90	1,631.27	(831.27)		
Postage	350	.00	350.00	.00		
Travel	4,050	437.62	3,813.85	236.15		
Publications	225	60.75	857.17	(632.17)		
<u>Capital Equipment:</u>	1,400	.00	1,000.72	399.28		
<u>Professional Service:</u>						
Auditing and Accounting	3,000	65.00	2,384.40	615.60		
Legal	1,500	250.00	1,375.00	125.00		
Insurance	3,450	.00	2,378.71	1,071.29		
Association Membership	4,000	40.00	1,313.00	2,687.00		
<u>Governing Board:</u>						
Advisory Committees	2,300	15.00	57.95	2,242.05		
Travel	2,500	1,052.86	2,917.90	(417.90)		
Meeting Expenses	600	.00	647.47	(47.47)		
TOTAL	90,416	13,335.89	73,390.69	17,025.31		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XXX XXXXXXXXXX April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
PLANT OPERATION AND MAINTENANCE						
<u>Personal Services:</u>						
Janitor	5,525	1,200.00	5,730.75	(205.75)		
<u>Other Payroll Expenses:</u>	1,657	.00	310.28	1,346.72		
<u>Materials and Services:</u>						
Supplies	1,400	880.67	3,093.97	(1,693.97)		
<u>Capital Equipment:</u>	1,000	.00	224.00	776.00		
<u>Utilities:</u>	4,000	406.81	3,724.04	275.96		
<u>Building Repair:</u>	5,500 2,500	271.17	9,453.98	(3,953.98)		
<u>Contracted Services:</u>	2,400	80.25	2,807.94	(407.94)		
TOTAL	18,482- 21,482	2,838.90	25,344.96	(3,862.96)		
COMMUNITY SERVICES						
<u>Materials and Services:</u>	600	.00	100.00	500.00		
TOTAL	600	.00	100.00	500.00		
APPROPRIATED EXPENDITURES TOTAL	491,914- 494,914	59,483.28	336,026.40	158,887.60		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XX XXXXXX April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES <u>Board Contingency:</u> <u>Unappropriated Ending Fund</u> <u>Balance:</u>	19,012 22,012 30,500	.00 .00	.00 .00	19,012.00 30,500.00		
TOTAL	-52,512- 49,512	.00	.00	49,512.00		
TOTAL	544,426	59,483.28	336,026.40	208,399.60		

BUDGET 1983-84 ABE FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES XX XXXXXX April	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>	0					
Student Services Director	4,715	854.42	3,844.89	870.11		
<u>Other Payroll Expenses:</u>	0					
<u>Materials and Supplies:</u>						
Supplies	280	.00	14.81	265.19		
Telephone	150	.00	150.00	.00		
Postage	100	.00	.00	100.00		
Travel	255	137.00	386.00	(131.00)		
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	991.42	4,395.70	4,604.30		

BUDGET 1983-84 <u>SMALL BUSINESS RESOURCE</u> CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	April EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Small Business Coordinator	7,200		2,450.00	9,800.00	(2,600.00)	
Other, Payroll Expenses	1,440		252.35	1,023.30	416.70	
COLLEGE SUPPORT						
<u>Personal Services:</u>						
Secretary	12,400		2,083.11	7,945.11	4,454.89	
Other Payroll Expenses:	4,000		967.73	2,593.54	1,406.46	
<u>Materials and Services:</u>						
Office and Classroom Rental	3,800		1,200.00	4,800.00	(1,000.00)	
Supplies	2,000		638.06	3,004.36	(1,004.36)	
Telephone	1,000		206.46	964.58	35.42	
Capital Equipment	5,560		82.95	5,952.45	(392.45)	
Postage	1,000		.00	568.00	432.00	
Advertising and Publicity	400		25.60	25.60	374.40	
TOTAL	38,800		7,906.26	36,676.94	2,123.06	

BUDGET 1983-84 HOME ECONOMICS GRANT	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS April	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:						
INSTRUCTION						
<u>Personal Services:</u>						
Consultant Homemaker	3,240.00	.00	3,240.00	.00		
<u>Other Payroll Expenses:</u>	697.00	48.58	332.55	364.45		
INSTRUCTIONAL SUPPORT						
<u>Personal Services:</u>						
Consultant Homemaker	1,616.00	1,531.00	2,323.00	(707.00)		
<u>Other Payroll Expenses:</u>	722.00	68.61	187.05	534.95		
<u>Materials and Services:</u>						
Supplies	574.00	35.00	165.99	408.01		
Travel	858.00	28.00	431.98	426.02		
Indirect Costs	1,851.00	184.18	276.03	1,574.97		
TOTAL	9,558.00	1,895.37	6,956.60	2,601.40		