



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
JUNE 4, 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
- IV. Committee Reports
 - A. Policy Committee
- V. Economic Development Proposal - Dick Pearson
- VI. Janitorial Staffing - Roy Mason
- VII. Scheduling of Budget Hearing
- VIII. *Library Funds*
- IX. *Summer Operating Hours*
- X. *Facilities Review*



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Roy B. Mason II, President

MAY 7, 1984
MINUTES - MONTHLY MEETING

CURRENT MEETING TO BE HELD MONDAY JUNE 4, 1984 at 7:30PM after
the Budget Meeting at 6:30PM
PLACE: DOWNTOWN CENTER

Members Present: Ron Hays, Laurie Mulder, Elwood Stait, and Eleanor Dye by phone
Members Absent: Wayne Jensen, Dick Larsen, Lynn Wilson
Non-members present: Roy Mason, President and Cheryl Van Natta, Secretary
Guests: Norma Rankin and Tom Rankin

The following business was
conducted via phone with Eleanor Dye because of impending
necessity.

Motion: Elwood Stait moved to accept the County Clerk's abstract
concerning the results of the March election. Second Laurie
Mulder. The motion passed with a yes vote of members present
and Eleanor Dye by phone.

Discussion: There was considerable discussion of what the board should do if
the impending election was not positive. It was the feeling of
the board that the staff would be kept on until August. If the
vote in June would be negative then as of July 1st employees
would need to be notified of lay-offs. If the tax base is not
approved in May there will be not Summer term. It was a general
consiciencies that the district should not lower the amount if
must go back to the voters in June. The board feels that the
amount they are asking for if for the programs and efficiency
of the college to succeed. It is the best interest of the county
to keep the amount of levy or tax base as it is now.

Motion: Laurie Mulder moved that the District submit a 3 year serial
operation levy at 39¢/\$1,000 at the June election if the tax
base fails in May. Yea - by proxy vote Dick Larsen; Ron Hays,
Eleanor Dye - by phone; Laurie Mulder and Elwood Stait. The
motion passed.

No further business was considered.
The meeting was adjourned at 9:15PM.

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta, Secretary

BUDGET 1983-84 GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES RECEIPTS MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES						
<u>Operational Reimbursement:</u>	186,480	.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	.00	157,533.96	22,966.04		
<u>Prior Year's Taxes:</u>	4,050	.00	6,787.84	(2,737.84)		
TUITION AND FEES						
<u>Tuition:</u>	66,000	5,687.40*	87,702.00	(21,702.00)		
<u>Fees:</u>	2,000	201.56	739.76	1,260.24		
OTHER REVENUE						
<u>Available Cash on Hand:</u>	44,000	.00	110,184.00	(66,184.00)		
<u>Textbook Sales:</u>	5,000	155.05	2,526.14	2,473.86		
<u>Interest Income:</u>	10,000	49.82	11,088.80	(1,088.80)		
<u>Auxillary Fund:</u>	0					
<u>Rental Income:</u>	2,000	122.93	1,548.36	451.64		
TOTAL REVENUE	544,426	6,216.76	622,070.67	(77,644.67)		

BUDGET 1983-84 ABE- REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES RECEIPTS MAY	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 SMALL BUSINESS RESOURCE CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	MAY EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES Small Business Center Grant	18,918		5,000.00	5,000.00	13,918.00	
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		5,000.00	5,000.00	33,800.00	

BUDGET 1983-84	ADOPTED BUDGET	MAY EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
HOME ECONOMICS GRANT						
FUNCTION						
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 or RECEIPTS MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	10,572.25	103,807.85	103,316.15		
Staff Development	1,200	110.00	1,068.25	131.75		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	592.22	2,137.43	1,062.57		
Laboratory Supplies	2,000	101.25	755.40	1,244.60		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	1,886.57	7,033.64	(2,033.64)		
<u>Capital Equipment:</u>						
Purchase	9,600	.00	4,652.68	4,947.32		
Equipment Repair, Replacement (Rental)	2,500	257.70	2,972.70	(472.70)		
Classroom Rental	4,050	35.00	2,220.00	1,830.00		
TOTAL	236,274	13,554.99	124,647.95	111,626.05		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION <u>Object:</u>	ADOPTED BUDGET	EXPENDITURES or RECEIPTS MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Dean of Instruction	27,675	2,306.25	25,368.75	2,306.25		
Secretary to the Dean	12,696	1,058.00	11,608.00	1,088.00		
Admissions Secretary	10,260	895.00	8,950.00	1,310.00		
Part-time	1,500	.00	1,619.41	(119.41)		
Outreach Coordinators	6,300	460.00	3,376.32	2,923.68		
<u>Other Payroll Expenses:</u>	20,556	1,676.09	19,070.04	1,485.96		
<u>Material - Services:</u>						
Supplies	1,500	.00	1,500.00	.00		
Telephone	2,160	871.02*	3,940.24	(1,780.24)	*7.95CR	
Postage	1,400	73.60	734.19	665.81		
Travel	1,800	251.90	2,100.24	(300.24)		
<u>General Advertising:</u>						
Schedule Production	4,000	.00	4,512.95	(512.95)		
Printing	1,400	27.78	306.95	1,093.05		
Media Advertising	4,000	313.85	4,916.24	(916.24)		
Student Recognition	500	.00	.00	500.00		
<u>Other Services and Expenses:</u>	4,400	14.00	4,618.36	(218.36)		
<u>Capital Equipment:</u>	4,000	773.67	3,880.67	119.33		
TOTAL	104,147	8,721.16	96,502.36	7,644.64		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OF RECORDS MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES						
<u>Personal Services:</u>						
Director of Student Services	15,717	1,857.46	14,729.71	987.29		
Student Services Secretary	11,724	977.00	10,747.00	977.00		
<u>Other Payroll Expenses:</u>	9,604	1,044.25	12,358.58	(2,754.58)		
<u>Materials and Services:</u>						
Supplies	800	62.80	865.83	(65.83)		
Telephone	960	569.17	1,986.19	(1,026.19)		
Postage	640	60.00	423.16	216.84		
Travel	1,350	14.20	306.00	1,044.00		
<u>Capital Equipment:</u>	1,200	.00	485.00	715.00		
TOTAL	41,995	4,611.88	41,901.47	93.53		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES EXPENSES MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	2,778.75	30,566.25	2,778.75		
Assistant to the President	15,182	1,265.16	13,916.72	1,265.28		
<u>Other Payroll Expenses:</u>						
Other Payroll Expenses:	16,514	1,230.04	14,059.01	2,454.99		
<u>Materials and Services:</u>						
Supplies	1,200	26.16	1,421.38	(221.38)		
Telephone	800	.00	1,631.27	(831.27)		
Postage	350	.00	350.00	.00		
Travel	4,050	427.80	4,241.65	(191.65)		
Publications	225	37.13	894.30	(669.30)		
<u>Capital Equipment:</u>						
Capital Equipment:	1,400	.00	1,000.72	399.28		
<u>Professional Service:</u>						
Auditing and Accounting	3,000	.00	2,384.40	615.60		
Legal	1,500	125.00	1,500.00	.00		
Insurance	3,450	3,089.30	5,468.01	(2,018.01)		
Association Membership	4,000	.00	1,313.00	2,687.00		
<u>Governing Board:</u>						
Advisory Committees	2,300	.00	57.95	2,242.05		
Travel	2,500	73.50	2,991.40	(491.40)		
Meeting Expenses	600	.00	647.47	(47.47)		
TOTAL	90,416	9,052.84	82,443.53	7,972.47		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OF RECORDS MAY	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 .00 198.87 .00 353.81 .00 57.00	6,330.75 310.28 3,292.84 224.00 4,077.85 9,453.98 2,864.94	(805.75) 1,346.72 (1,892.84) 776.00 (77.85) (3,953.98) (464.94)		
TOTAL	18,482- 21,482	1,209.68	26,554.64	(5,072.64)		
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	37,150.55	372,149.92	122,764.08		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RESERVES MAY	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES						
Board Contingency:	19,012 22,012	2,371.84	2,371.84	16,640.16		
Unappropriated Ending Fund Balance:	30,500	.00	.00	30,500.00		
TOTAL	-52,512- 49,512	2,371.84	2,371.84	47,140.16		
TOTAL	544,426	37,150.55	374,521.76	169,904.24		

BUDGET 1983-84 <hr/> ABE <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES RECEIPTS MAY	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	4,272.10	442.90		
<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	100.00	.00		
Travel	255	.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	427.21	4,922.91	4,077.09		

BUDGET 1983-84 SMALL BUSINESS RESOURCE CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	MAY 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	11,025.00	(3,825.00)	
Other, Payroll Expenses	1,440		82.02	1,105.32	334.68	
COLLEGE SUPPORT						
<u>Personal Services:</u>						
Secretary	12,400		1,001.99	8,947.10	3,452.90	
<u>Other Payroll Expenses:</u>	4,000		445.21	2,148.33	1,851.67	
<u>Materials and Services:</u>						
Office and Classroom Rental	3,800		600.00	5,400.00	(1,600.00)	
Supplies	2,000		56.30	3,060.66	(1,060.66)	
Telephone	1,000		203.30	1,167.88	(167.88)	
Capital Equipment	5,560		26.40	5,978.85	(418.85)	
Postage	1,000		.00	568.00	432.00	
Advertising and Publicity	400		89.40	115.00	285.00	
TOTAL	38,800		3,729.62	39,516.14	(716.14)	

TILLAMOOK BAY AREA EDUCATION DISTRICT

No Report for May -
because of reposting
that needs to be done. Cheryl

BUDGET 1983-84 HOME ECONOMICS GRANT	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:						
INSTRUCTION						
<u>Personal Services:</u>						
Consultant Homemaker	3,240.00					
<u>Other Payroll Expenses:</u>	697.00					
INSTRUCTIONAL SUPPORT						
<u>Personal Services:</u>						
Consultant Homemaker	1,616.00					
<u>Other Payroll Expenses:</u>	722.00					
<u>Materials and Services:</u>						
Supplies	574.00					
Travel	858.00					
Indirect Costs	1,851.00					
TOTAL	9,558.00					