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AGENDA - TILLAMOOK BAY COMMUNITY COLLEGE SD
June 25, 1984
7:30 PM
DOWNTOWN CENTER

PLEASE NOTE: BUDGET HEARING 7:00 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. Facilities Committee - Hartman Funeral Home
- V. Election Results
- VI. Approval of Levy
- VII. Schedule for 1984-85 Board Meetings
- VIII. Election of Board Officers
 - IX. Janitorial Position
 - X. *Collective Bargaining*
 - XI. *Home Economics Grant*
 - XII. *ABE Grant*

MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE SD
June 4, 1984
8:10 PM
Downtown Center

SUBJECT	DISCUSSION
Call to Order	The meeting was called to order by Chairman Hays.
Adoption of Agenda	Library Funds, Summer Operating Hours and Facilities Review were added to the agenda.
Motion:	Wayne Jensen moved to adopt the agenda with the above additions. Eleanor Dye second the motion. The motion was approved unanimously.
Guests	Dick Pearson, Director of Economic Action Team.
Remarks from the public	President Mason read the letter of congratulations from former board member Carl Hensley.
Economic Development Proposal	Dick Pearson explained the purpose of the Economic Development Team. This agency survives on donations. Mr. Pearson would like the college to help with the reprinting of the brochure to promote Tillamook County.
Motion:	Dick Larsen moved that the college donate \$2,160 to the Economic Action Team. Second - Wayne Jensen. Laurie Mulder moved to ammend the motion to \$3,000. Dick Larsen second the motion. The amendment was approved unanimously.
Budget Report	President Mason presented the budget report. He stated that there would be approximately \$114,999 above projected revenue reciepts. Expenses remaining in the budget total \$41,487 with the unappropriated ending fund balance of \$30,500. The total end of year revenue is about \$186,986.
Motion:	Wayne Jensen moved to transfer funds as presented. See enclosed page. Second Dick Larsen. The motion was approved unanimously.

SUBJECT DISCUSSION

President Mason would like to propose that the college pay off the phone contract and the computer contract. He would also like to put additional money into buying instructional equipment such as tables, computer equipment, and science lab equipment.

Motion: Wayne Jensen moved that President Mason be allowed to purchase the equipment needed for instructional purposes with the remaining money in the current budget. Eleanor Dye second the motion. The motion passed unanimously.

Salaries Eleanor Dye stated the concern of some budget committee members on administrators salaries, and said that at one time these were her concerns also, but felt differently now. She feels that salaries are very much in line with the requirements of the positions, but she feels that some consideration needs to be given to the secretarial staff especially the position of Admissions secretary. There is a need to reclassify this position because of the change in the work that is required of this position. It is no longer a general receptionist job. Eleanor Dye would like to see this position reclassified.

President Mason stated that the job description has changed and feels that the work being done is that of a Level II position. He also suggested a step increase for merit for the rest of the secretarial staff. This is a potential way to increase wages without increasing the base salary. He feels that the part-time money in the 84-85 budget will cover hiring someone on a regular basis to help with the receptionist work. Laurie Mulder questioned the need for another full-time position. President Mason does not feel that there is a need at this time. Part-time people will fill the need more adequately at this time.

Motion: Eleanor Dye moved that the Admissions Secretary be reclassified to a Level II position with a merit step increase for the

END OF YEAR BUDGET PROJECTION

REVENUE:	\$48,815	Collected above budgeted revenue
	\$66,184	Additional cash carry over
	<u>\$114,999</u>	Above projected revenue budget
EXPENSES:	\$41,487	Remaining in budgeted expenses
	\$30,500	Unappropriated ending fund balance
	<u>\$71,987</u>	Remaining expense budget balance

TOTAL END OF YEAR REVENUE: \$186,986

FUND TRANSFER

FROM	AMOUNT	TO	AMOUNT
College Instructional Contract	\$21,300	Text Books advertising other payroll(ss) Insurance Building Repair Coordinator SBC Office Rental	\$2,100 1,200 3,500 2,500 5,000 5,000 2,000
Board Contingency	\$ 7,600	Telephone: Inst. Supplies ^{Services} Student Services College Supplies SBDC Utilities Board Travel Meeting Expenses Publications Contracted Services (Plant operations)	2,500 1,000 1,000 3,000 450 550 100 700 1,000
Outreach coordinators	1,500	Instructional Support: Part-time Other payroll Travel Other Services	300 300 600 300
Other payroll (College Support)	750	Supplies (St.Serv.) Supplies (coll.sup.) Travel (college sup)	100 250 400

Other payroll (Plant Op.)	1,300	Janitor	1,500
Capital Equipment (Plant Op.)	700	Supplies (Plant Op.)	2,000
Instructional Sup.	1,000		
Community Service	500		
Printing	300 600	Schedule Production	900 600
Capital Equipment (Student Services)	600	Capital Equipment (SBAC)	600
Laboratory Supplies	1,200	Supplies SBAC	1,200
Printing (ABE)	150	Travel (ABE)	150