



TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, *President*

AGENDA

MEETING: Regular monthly meeting of the Board of Directors

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

TIME: 7:30 PM

DATE: October 1, 1984

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- I. Adoption of Agenda
 - II. Introduction of Guests
 - III. Approval of Minutes
 - IV. Budget Report - Roy Mason
 - V. Committee Reports
 - a. Policy - Elwood Stait
 - b. Personnel - Wayne Jensen
 - c. Facilities - Wayne Jensen
 - d. Foundation - Ron Hays
 - VI. Update on Building Remodeling
 - a. First Street Facility
 - b. Bay City Facility
 - VII. Federal Property Utilization Program
 - VIII. Staffing Needs
 - IX. Main Street Program
 - X. GED Testing Center

MINUTES
September 10, 1984
Small Business Assistance Center
7:30 PM

ITEM	DISCUSSION
Call to Order	The meeting was called to order by Chairman Wayne Jensen at 7:36 PM.
Members Present	Ron Hays, Wayne Jensen, Dick Larsen, Elwood Stait
Members Absent	Eleanor Dye, Laurie Mulder, Lynn Wilson
Non-members Present	Roy Mason, president and Debra Steinbach, acting secretary
Guests	Randy Kugler
Minutes	The minutes were approved with the addition of Dick Larsen's name to the members present section.
Budget Report	The budget report was presented. This report included the end of the year report for 1983-84 and the report for July and August of the current year.
Committee Reports	There were no committee reports.
Oregon Main Street Program	Randy Kugler presented the ideas and concepts of the Main Street Program to the board. The City of Tillamook hopes to implement this program with possibility a Swiss theme. The Main Street Program is entirely community funded.
Motion	Ron Hays moved to put this on the agenda for the next board meeting. Elwood Stait second the motion. The motion passed unanimously.
Committee Assignments	Ron Hays will no longer be on the personnel committee. Laurie Mulder will take his place. Lynn Wilson was appointed to the foundation committee.

ITEM

DISCUSSION

Emergency
Contract
Designation

Motion

Dick Larson moved to declare remodeling work at the new facility emergency contract. Second - Elwood Stait. The motion passed unanimously.

Theater Project

The theater in the new facility still looks like a chapel. President Mason suggested the ideal of a mural contest by local artists, with prize monies set aside. It was the general feeling of the board not to limit designs or artists, local or not. President Mason suggested that the idea be given to the facilities committee, then have them bring it back to the board in October.

Ballot Measure
#2

OCCA has cautioned community college board members not to take a position other than informational on Ballot Measure #2. This should be done personally. OCCA will be sending new information to board members. The feeling of the board is that perhaps Roger Bassett, secretary for OCCA should come to the next board meeting to answer questions.

Out of State
Tuition

Review of the policy concerning out of state tuition was presented. No action was taken.

ABE Project

A special ABE project has been applied for in conjunction with the ABE grant and at this time the board needs to approve this application for the grant.

Motion

Ron Hays moved to adopt the project as presented. Second - Elwood Stait. The motion was approved unanimously.

Other Business

Elwood Stait presented to the board that the matter concerning the skirting on the Bay City trailer. President Mason will have Wayne McFarland talk to Bill Batusic and make arrangements to have the project completed.

ITEM

DISCUSSION

Elks Foundation

The Elks Foundation is going to donate \$2,000 to community colleges. Elwood Stait has talked to Barbara Rice, Student Services Director concerning this money.

Motion

Wayne Jensen moved to adjourn the meeting.
Second - Elwood Stait.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Debra Steinbach/ev
Debra Steinbach
Debra Steinbach
Secretary pro tem

Cheryl Van Natta

Cheryl Van Natta
Recording Secretary

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS SEPT.	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$230,000.00	\$0.00	\$66,766.00	\$163,234.00	29%
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		\$0.00	\$360,800.00	0%
200	PRIOR YEARS TAXES	\$5,000.00		\$0.00	\$5,000.00	0%
300	COUNTY TIMBER REVENUE	\$55,000.00		\$0.00	\$55,000.00	0%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$7,266.35	\$13,452.76	\$64,547.24	17%
200	FEES	\$2,000.00	\$179.00	\$249.00	\$1,751.00	12%
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	\$64.30	\$291.09	\$4,708.91	6%
300	INTEREST INCOME	\$10,000.00		\$0.00	\$10,000.00	0%
400	RENTAL INCOME	\$1,000.00	\$0.00	\$345.00	\$655.00	35%
	REVENUE TOTAL	\$836,100.00	\$7,509.65	\$81,103.85	\$754,996.15	10%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000	INSTRUCTION					
100	PERSONAL SERVICES					
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20000.00		\$140.92	\$19859.08	99%
20	INSTRUCTIONAL CONTRACT	\$150000.00		\$0.00	\$150000.00	100%
30	STAFF DEVELOPMENT	\$1000.00		\$0.00	\$1000.00	100%
200	OTHER PAYROLL	\$40000.00		\$130.00	\$39870.00	100%
300	MATERIALS ANMD SERVICES					
10	INSTRUCTIONAL CONTRACT	\$35000.00	\$1121.46	\$4625.66	\$30374.34	87%
20	INSTRUCTIONAL SUPPLIES	\$4000.00	\$50.57	\$45.57	\$3954.43	99%
30	LIBRARY DEVELOPMENT	\$2500.00		\$0.00	\$2500.00	100%
40	TEXTBOOKS	\$6000.00	\$490.98	\$3809.18	\$2190.82	37%
50	EQUIPMENT RENTAL	\$1000.00	\$75.00	\$150.00	\$850.00	85%
400	CAPITAL EQUIPMENT	\$20000.00	\$10703.00	\$15641.67	\$4358.33	22%
500	EQUIPMENT REPAIR REPLACEMENT	\$3000.00	\$35.00	\$352.40	\$2647.60	88%
600	CLASSROOM RENTAL	\$26000.00	\$1725.00	\$3825.00	\$22175.00	85%
700	MATERIALS FOR RESALE	\$1000.00	\$47.10	\$105.85	\$894.15	89%
	INSTRUCTION TOTAL	\$309500.00	\$14248.11	\$28826.25	\$280673.75	91%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$31600.00		\$0.00	\$31600.00	100%
20	SECRETARY TO THE DEAN	\$14400.00		\$0.00	\$14400.00	100%
30	OUTREACH COORDINATORS	\$9900.00		\$0.00	\$9900.00	100%
40	STAFF DEVELOPMENT	\$3000.00		\$155.00	\$2845.00	95%
200	OTHER PAYROLL EXPENSES	\$15900.00	\$1829.72	\$4430.98	\$11469.02	72%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2000.00	\$311.45	\$573.46	\$1426.54	71%
20	TELEPHONE	\$3000.00	\$35.41	\$4456.33	(\$1456.33)	-49%
30	POSTAGE	\$1800.00		\$36.11	\$1763.89	98%
40	TRAVEL	\$2300.00	\$42.60	\$212.40	\$2087.60	91%
50	ADVERTISING	\$5000.00	\$1010.90	\$2190.81	\$2809.19	56%
1	SCHEDULE PRODUCTION	\$5000.00		\$0.00	\$5000.00	100%
2	PRINTING	\$2000.00		\$0.00	\$2000.00	100%
3	CATALOG PRODUCTION	\$5000.00		\$0.00	\$5000.00	100%
60	OTHER SERVICES	\$6000.00	\$425.66	\$1089.31	\$4910.69	82%
400	CAPITAL EQUIPMENT	\$4000.00		\$2045.67	\$1954.33	49%
	INSTRUCTIONAL SUPPORT TOTAL	\$110900.00	\$3655.74	\$15190.07	\$95709.93	86%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000 STUDENT SERVICES						
100 PERSONAL SERVICES						
10	DIRECTOR	\$25800.00		\$0.00	\$25800.00	100%
20	STUDENT SERVICES SSECRETARY	\$13295.00			\$13295.00	100%
30	ADMISSIONS SECRETARY	\$12285.00			\$12285.00	100%
40	STAFF DEVELOPMENT	\$1000.00			\$1000.00	100%
50	STUDENT WORK STUDY	\$5000.00	\$17.50		\$5000.00	100%
200	OTHER PAYROLL	\$14986.00	\$1689.79		\$14986.00	100%
300 MATERIALS AND SERVICES						
10	SUPPLIES	\$1400.00			\$1400.00	100%
20	TELEPHONE	\$1600.00			\$1600.00	100%
30	POSTAGE	\$1150.00			\$1150.00	100%
40	TRAVEL	\$2300.00	\$120.90		\$2300.00	100%
400	CAPITAL EQUIPMENT	\$3900.00	\$4833.33		\$3900.00	100%
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STUDENT SERVICES TOTAL		\$82716.00	\$6661.52	\$0.00	\$82716.00	100%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00		\$0.00	\$39000.00	100%
20	BUSINESS OFFICER	\$16610.00		\$0.00	\$16610.00	100%
30	PART-TIME	\$4500.00		\$0.00	\$4500.00	100%
40	STAFF DEVELOPMENT	\$1000.00		\$0.00	\$1000.00	100%
200	OTHER PAYROLL	\$19430.00	\$1618.23	\$3754.64	\$15675.36	81%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$226.25	\$1385.18	\$914.82	40%
20	TELEPHONE	\$2300.00	\$1273.90	\$2978.73	(\$678.73)	-30%
30	POSTAGE	\$600.00	\$40.00	\$40.00	\$560.00	93%
40	TRAVEL	\$5160.00	\$433.90	\$1228.52	\$3931.48	76%
50	PUBLICATIONS	\$550.00	\$56.50	\$184.95	\$365.05	66%
400	CAPITAL EQUIPMENT	\$3600.00	\$4833.34	\$4946.34	(\$1346.34)	-37%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00		\$1260.00	\$2240.00	64%
20	LEGAL	\$2400.00	\$175.00	\$175.00	\$2225.00	93%
30	INSURANCE	\$4200.00		\$314.00	\$3886.00	93%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$45.00	\$3782.00	\$1588.00	30%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00		\$0.00	\$2300.00	100%
20	TRAVEL	\$2500.00		\$0.00	\$2500.00	100%
30	MEETING EXPENSES	\$800.00	\$4.10	\$34.60	\$765.40	96%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$8706.22	\$20083.96	\$96036.04	83%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000	PLANT OPERATION & MAINTENANCE					
100	PERSONAL SERVICES					
10	JANITOR	\$10500.00	\$600.00	\$1100.00	\$9400.00	90%
200	OTHER PAYROLL EXPENSES	\$3165.00	\$256.29	\$687.77	\$2477.23	78%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$3000.00	\$76.68	\$945.45	\$2054.55	68%
400	CAPITAL EQUIPMENT	\$3200.00		\$0.00	\$3200.00	100%
500	UTILITIES	\$6200.00	\$362.31	\$902.43	\$5297.57	85%
600	BUILDING REPAIRS	\$7000.00	\$1331.08	\$1331.08	\$5668.92	81%
6000	COMMUNITY SERVICES					
300	MATERIALS AND SERVICES	\$800.00		\$50.00	\$750.00	94%
	PLANT & COMMUNITY TOTAL	\$33865.00	\$2626.36	\$5016.73	\$28848.27	85%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	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		\$0.00	\$1500.00	100%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$560.00		\$0.00	\$560.00	100%
20	TELEPHONE	\$300.00		\$0.00	\$300.00	100%
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	\$0.00	\$20.00	\$20880.00	100%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
8000	SMALL BUSINESS CENTER					
100	PERSONAL SERVICES					
10	DIRECTOR	\$14400.00		\$0.00	\$14400.00	100%
20	INSTRUCTORS	\$14100.00		\$0.00	\$14100.00	100%
30	PROGRAM ASSISTANT	\$13450.00		\$0.00	\$13450.00	100%
40	PART-TIME	\$1500.00		\$0.00	\$1500.00	100%
200	OTHER PAYROLL EXPENSES	\$13000.00	\$1724.60	\$3240.37	\$9759.63	75%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2500.00	\$53.35	\$107.81	\$2392.19	96%
20	TELEPHONE	\$1000.00	\$349.43	\$631.92	\$368.08	37%
30	POSTAGE	\$1000.00	\$284.89	\$284.89	\$715.11	72%
40	TRAVEL	\$600.00	\$32.20	\$219.50	\$380.50	63%
50	ADVERTISING	\$600.00		\$0.00	\$600.00	100%
60	OFFICE/CLASSROOM RENTAL	\$4800.00	\$630.00	\$630.00	\$4170.00	87%
BUSINESS CENTER TOTAL		\$66950.00	\$3074.47	\$5114.49	\$61835.51	92%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES SEPT.	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$3932.00		\$0.00	\$3932.00	100%
20	INSTRUCTOR	\$4126.00		\$0.00	\$4126.00	100%
200	OTHER PAYROLL EXPENSES	\$1949.00	\$51.72	\$100.95	\$1848.05	95%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1120.00		\$0.00	\$1120.00	100%
20	TELEPHONE	\$300.00		\$0.00	\$300.00	100%
30	POSTAGE	\$250.00		\$0.00	\$250.00	100%
40	TRAVEL	\$770.00		\$0.00	\$770.00	100%
50	ADVERTISING	\$430.00		\$0.00	\$430.00	100%
60	INDIRECT COSTS	\$1450.00		\$0.00	\$1450.00	100%
	HOME ECONOMICS TOTAL	\$14327.00	\$51.72	\$100.95	\$14226.05	99%

GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

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

BUDGET SUMMARY

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

REVENUE	\$836,100.00	\$7,509.65	\$81,103.85	\$754,996.15	10%
CURRENT TOTAL					
REQUIREMENTS					

INSTRUCTION	\$309,500.00	\$14,248.11	\$28,826.25	\$280,673.75	91%
INSTRUCTIONAL SUPPORT	\$110,900.00	\$3,655.74	\$15,190.07	\$95,709.93	86%
STUDENT SERVICES	\$82,716.00	\$6,661.52	\$0.00	\$82,716.00	100%
COLLEGE SERVICES	\$116,120.00	\$8,706.22	\$20,083.96	\$96,036.04	83%
PLANT SERVICES	\$33,865.00	\$2,626.36	\$5,016.73	\$28,848.27	85%
ADULT BASIC ED.	\$20,900.00	\$0.00	\$20.00	\$20,880.00	100%
BUSINESS CENTER	\$66,950.00	\$3,074.47	\$5,114.49	\$61,835.51	92%
HOME ECONOMICS	\$14,327.00	\$51.72	\$100.95	\$14,226.05	99%
BOARD CONTINGENCY	\$79,122.00	\$0.00	\$6,626.79	\$72,495.21	92%

CURRENT TOTAL	\$834,400.00	\$39,024.14	\$80,979.24	\$753,420.76	90%