



# TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218  
503/377-2765

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: April 1, 1985

- 
- I. Adoption of Agenda
  - II. Introduction of Guests
  - III. Approval of Minutes
  - IV. Budget Report
  - V. Committee Reports - Personnel, Policy, Facilities
  - VI. O.C.C.A. Report - Roger Bassett
  - VII. Election Update
  - VIII. Administrative Contracts
  - IX. P.C.C. Instructional Contract
  - X. P.C.C. Accrediation
  - XI. Facilities Usage Policy - Businesses

MINUTES - BOARD OF DIRECTORS  
TILLAMOOK BAY COMMUNITY COLLEGE  
March 4, 1985

ITEM	DISCUSSION
Members Present	Ron Hays, Wayne Jensen, Dick Larsen, Laurie Mulder, Elwood Stait, Dale Walters
Members Absent	Eleanor Dye
Others Present	Roy Mason, Cheryl Van Natta
Guests	none
Call to Order	The meeting was called to order by Chairman Wayne Jensen at 7:45 PM.
Agenda	The agenda was adopted with the following changes. The approval of minutes and Library Report - Dick Larsen.
Minutes	Elwood Stait moved to adopt the minutes as presented. Second - Ron Hays. The motion passed unanimously.
Library Report	Dick Larsen inquired if the district has a formal agreement with the county library? He also asked if a meeting of boards or administrators could take place to work out the needs of the library. President Mason responded that a meeting of the district's Library Committee will take place March 5, 1985. The committee consists of an instructor from each of the main areas of instruction, a representative from the local high school, the librarian from the county library, the head librarian at Portland Community College, the librarian from the Tillamook County Hospital, Curator of the Pioneer Museum, the Dean of Instruction for TBCC, and President Mason. This committee will will review the needs of the library and the district, and present recommendations to the board at a later date.
Oath of Office	Dale Walter was given the Oath of Office for the board position from the north part of the county.

ITEM	DISCUSSION
Budget Report	President Mason presented the budget report. He presented the latest revenue figures from the county.
Committee Reports	Personnel Committee - The Faculty Review Committee that was formed at the February Board meeting held a meeting. The purpose of the meeting was to review the request by Rosa Perez for an increase in pay. The committee recommended that the board can not take a position to adjust hers or any other instructors salary of non-credit courses. The committee is sympathetic to her plight. The contract with PCC will not let the board adjust salaries. They recommend that President Mason talk to her about the economics of holding classes outside the collage. It was suggested that she talk to PCC about becoming a credit instructor. The district would then offer a credit course and she could instruct it. The regular consideration would be given to students and tuition in addition to the non-credit class. The committee would like to keep a good working relationship with Rosa Perez and the students.
Motion:	Ron Hays moved to accept the committee's recommendations and send a letter to Rosa Prez explaining the recommendation. Second - Laurie Mulder. The motion passed unanimously.
Motion:	Ron Hays moved to adopt a policy not to discus salaries of Portland Community College instructors at the district's board meetings. Second - Dick Larsen. The motion passed unanimously.
	Policy Committee - There was no meeting of the committee.
Personnel Policies	The board has had the oportunity to review the policies recommended by the Policy Committee at the last meeting.
Motion:	Elwood Stait moved to accept the

ITEM	DISCUSSION
Facilities Use	<p>Personnel Policies section of the Policy Manual. Second - Ron Hays. The motion passed unanimously.</p>
Motion:	<p>There was discussion on the use of facilities by persons or businesses for the purpose of doing business.</p> <p>Ron Hays moved to have President Mason survey other community colleges for their policies on this type of facilities use and report back to the board at the next meeting.</p>
	<p>No second was called for by the Chairman. It was decided that a motion was not needed.</p>
	<p>Dick Larsen is not in favor of having facilities rented to businesses or persons to foster their businesses. Ron Hays feels that this would be appropriate within a facilities guideline. The current policy allows non-profit use, but not for the purpose of generating money. Dick Larsen does not want to compete with any business in town. Ron Hays feels that we would be offering facilities that are not available. It would be a way to attract businesses to the area. If a fee for rental purposes were charged it would offset expenses to the college. Elwood Stait and Dick Larsen feel that there would not be enough rental income to make a noticeable difference in income.</p>
	<p>President Mason was directed to look at policies of other community college on this type of facilities use.</p>
PCC Contract	<p>The current contract with Portland Community College is a two year contract. Portland would like to continue the contract on a continuing basis and President Mason would also. This would give a one year lead time.</p>
Motion:	<p>Elwood Stait moved that the district continue with PCC on a contractual</p>

ITEM	DISCUSSION
Administrative Contracts & Evaluation	<p>basis. Second - Dick Larsen. The motion passed unanimously.</p> <p>If no action is taken by the board on April 1, 1985 the contracts will automatically be reviewed or the board at that time can postpone the review process until a later date. Pier evaluations are to be scheduled shortly. President Mason feels that the reviews should take place then the board should take action on the contracts. He also feels that an evaluation of the President is needed. The procedures for the review should be established by the persnnel committee.</p>
Correspondence	<p>The invitation from Bill Gregory of the American Community College Trustees Association was read to the board by President Mason.</p>
Motion:	<p>Elwood Stait moved that the board not join this organization. Second - Laurie Mulder. The motion passed unanimously.</p> <p>A letter of thank you from Student Services Director Barbara Rice was read.</p> <p>A letter from Attorney Neal Lemery concerning ethics guidelines was read.</p>
Senior Citizen Reimbursement	<p>See attached for a listing of amounts paid by the three county public school district for senior citizen reimbursement. District #9 has notified the district that th senior citizen reimbursement will be discontinued at the end of the current school year. Dale Walters feels that if the district picked up the senior citizen reimbursement county wide that this would be good public relations.</p> <p>Ron Hays stated that the board needs to review the possibility of raising tuition for the next year. President Mason stated that he was not planning on</p>

ITEM

DISCUSSION

---

raising tuition. Dick Larsen said that the board possibly should consider it, but at this time with the economic conditions what they are in Tillamook County this would help to continue the good public relations that the college has with the people of the county if tuition is not raised.

Motion:

Ron Hays moved not to raise tuition for the 1985-86 school year. Second - Elwood Stait. The motion passed unanimously.

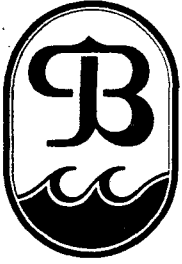
Gavel

Chairman Jensen presented Ron Hays with a plaque and gavel for his work as Chairman of the Board for the 1983-84 year. Mr. Hays dedication and work for the district were commended.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

*Cheryl Van Natta*  
Cheryl Van Natta, Secretary



# TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218  
503/377-2765

Roy B. Mason II, *President*

## SENIOR CITIZEN REIMBURSEMENT

School District	1984-85 Fall & Winter Only	1983-84	1982-83	1981-82
Tillamook #9	\$ 959.50	\$1,060.50	\$1,037.00	\$ 613.00
Neah-Kah-Nie #56	\$1,555.50	\$1,7,62.50	\$1,647.50	\$1,716.00
Nestucca #UH3J	\$ 250.00	\$ 100.00	.00	\$ 306.00

### TOTALS

Tillamook #9 - \$3,700.00

Neah-Kah-Nie #56 - \$6,681.50

Nestucca #UH3J - \$656.00

GRAND TOTAL OF SENIOR CITIZEN REIMBURSEMENT: \$11,037.50



# Portland Community College

12000 S.W. 49th Avenue Portland, Oregon 97219 (503)244-6111

## TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT/PORTLAND COMMUNITY COLLEGE SPECIAL AGREEMENT FOR CONTRACTED SERVICES

1985 - 1987

THIS AGREEMENT is entered into this first day of April, 1985, between Portland Community College, hereinafter referred to as the "College" and Tillamook Bay Community College Service District, hereinafter referred to as the "District".

WHEREAS, the District desires to engage the College to render special educational services,

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. The College will provide the following:

1. During fiscal year 1985-1986 of this agreement, the College will provide up to \$207,124.00 of instructional and educational services. The costs for each successive year shall be adjusted by negotiations based on course offerings, the Districts resources and adjustments in the College costs of providing service therein so that the College patrons shall not subsidize the operation of the District.
2. The College agrees to pay for instruction in accordance with the salary schedule approved by the Portland Community College Board of Directors. If the District wishes to pay salaries that are not in accordance with the College Salary Schedule, these salaries must be approved before hand by the Executive Dean of the Rock Creek Campus. If instructors must commute from the College, they will be reimbursed by the District for meals and mileage at the current approved



District rate.

3. The College will certify the instructors in accordance with the standards on file with the Oregon Board of Education.
  4. The College agrees to file all necessary payroll reports on salary, deductions, and employee contributions in the College's name for instructors hired under this contract.
  5. The College will keep student records and will make available student transcripts for all credit course enrollments contracted through this agreement.
  6. The College agrees to keep statistical and/or data summaries necessary to document total student enrollments for reporting of FTE to the Oregon Board of Education.
- B. The District will provide the following:
1. The District will provide services equivalent to a full-time secretarial position and a half-time administrative position to facilitate the functioning of the contract in Tillamook County.
  2. The District will provide for the registration of students, program publicity, instructional facilities and instructional equipment necessary for the operation of the program.
  3. On site student services will be provided by the District staff.  
(However, it is expected that a student enrolled through the District's program could have access to student services provided at one of the College's facilities.)
- C. Miscellaneous expenses including, but not limited to, telephone charges, mileage reimbursement, copying costs and additional instructional cost may be negotiated on a per item basis.

- D. The District agrees to reimburse the College for any service requested that falls outside this agreement provided it is agreeable to both parties in writing ahead of time, and that the cost of service does not cause the budget to exceed the agreed upon total cost.
- E. Further, it is agreed by both parties that:
1. Students taking classes in Tillamook County shall pay the current tuition rate established by the District.
  2. All collected fees, tuition and FTE reimbursement shall be that of the District.
  3. The attached budget (Exhibit A) is approved. If line item changes need to be made in said budget, the Executive Dean of the Rock Creek Campus and the President of the Tillamook Bay Community College Service District must agree to them in writing before a change can be implemented.
  4. All part-time instructors shall be selected by the President of the District or his designated representative in accordance with instructor selection guidelines contained in the College Personnel Procedures Manual.
  5. The College will, whenever possible, certify qualified instructors among the local population submitted by the District and utilize their services in execution of this agreement.
  6. The District, in cooperation with the College, will establish a process for periodic assessment of the quality of instruction offered in the District under terms of this agreement. The College will give prompt attention to any personnel performance review which may result from this review.

7. A permanent change or a cancellation of any portion of this agreement will be initiated in writing by either the President of the District or the President of the College, thirty (30) days prior to the desired change or cancellation.
  8. The College will bill the District in a timely manner at the conclusion of each school quarter for payment within thirty (30) days of each billing. The College will provide appropriate data to support billings.
  9. The District will reimburse the College quarterly for all services requested in a timely manner once a documentation bill is submitted for payment, up to a total of \$207,124.00 for the first year of the agreement. During each current successive year of this agreement billing shall be done on a quarterly basis up to the agreed amount for that fiscal year.
- F. This contract is intended to be continuous hereafter subject to the following conditions:
1. Parties must agree annually in advance on all services and costs for each ensuing fiscal year.
  2. Either party may terminate this agreement at any time by giving one calendar year notice during or prior to June of the fiscal year preceding termination year.
  3. Either party may terminate this agreement upon ninety (90) days of written notice to the breaching party, if breaching party fails to correct the breach within the 90 days, such right shall be in addition to any other rights hereunder or by law.

TILLAMOOK BAY COMMUNITY COLLEGE  
SERVICE DISTRICT

BY \_\_\_\_\_

TITLE President

DATE \_\_\_\_\_

PORTLAND COMMUNITY COLLEGE

BY \_\_\_\_\_

TITLE President

DATE \_\_\_\_\_

APPROVED:

DATE \_\_\_\_\_

STATE BOARD OF EDUCATION

BY \_\_\_\_\_

TITLE \_\_\_\_\_

## GENERAL FUND: RESOURCES

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE SD.

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS APRIL	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$230,000.00		\$185,470.00	\$44,530.00	81%
200	GRANTS AND CONTRACTS					
10	ADULT BASIC EDUCATION	\$10,000.00	\$7,500.00	\$7,500.00	\$2,500.00	75%
20	HOME ECONOMICS	\$9,500.00		\$0.00	\$9,500.00	0%
30	SMALL BUSINESS CENTER	\$12,000.00		\$13,252.42	(\$1,252.42)	110%
40	VOCATIONAL EDUCATION	\$2,800.00		\$0.00	\$2,800.00	0%
2000	LOCAL SOURCES					
100	CURRENT TAXES	\$360,800.00	\$22,237.38	\$299,340.86	\$61,459.14	83%
200	PRIOR YEARS TAXES	\$5,000.00	\$767.09	\$15,365.11	(\$10,365.11)	307%
300	COUNTY TIMBER REVENUE	\$55,000.00		\$27,943.25	\$27,056.75	51%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$17,466.91	\$83,925.83	(\$5,925.83)	108%
200	FEES	\$2,000.00	\$140.00	\$1,732.00	\$268.00	87%
4000	OTHER REVENUE					
100	AVAILABLE CASH ON HAND	\$55,000.00		\$129,759.00	(\$74,759.00)	236%
200	SALE OF GOODS/SERVICES	\$5,000.00	\$697.38	\$3,728.87	\$1,271.13	75%
300	INTEREST INCOME	\$10,000.00	\$175.34	\$12,358.63	(\$2,358.63)	124%
400	RENTAL INCOME	\$1,000.00	\$375.00	\$2,475.00	(\$1,475.00)	248%
	REVENUE TOTAL	\$836,100.00	\$49,359.10	\$782,850.97	\$53,249.03	94%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000	INSTRUCTION					
100	PERSONAL SERVICES					
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20000.00	\$8202.27	\$13849.20	\$6150.80	31%
20	INSTRUCTIONAL CONTRACT	\$150000.00		\$4365.40	\$145634.60	97%
30	STAFF DEVELOPMENT	\$1000.00	\$712.80	\$812.80	\$187.20	19%
200	OTHER PAYROLL	\$40000.00	\$699.40	\$2037.44	\$37962.56	95%
300	MATERIALS ANMD SERVICES					
10	INSTRUCTIONAL CONTRACT	\$35000.00	\$4534.66	\$23027.69	\$11972.31	34%
20	INSTRUCTIONAL SUPPLIES	\$4000.00	\$319.11	\$5505.44	(\$1505.44)	-38%
30	LIBRARY DEVELOPMENT	\$2500.00		\$0.00	\$2500.00	100%
40	TEXTBOOKS	\$6000.00	\$54.23	\$9601.91	(\$3601.91)	-60%
50	EQUIPMENT RENTAL	\$1000.00		\$460.00	\$540.00	54%
400	CAPITAL EQUIPMENT	\$20000.00	\$2350.00	\$33384.06	(\$13384.06)	-67%
500	EQUIPMENT REPAIR REPLACEMENT	\$3000.00	\$197.50	\$1892.54	\$1107.46	37%
600	CLASSROOM RENTAL	\$26000.00	\$1767.00	\$23527.48	\$2472.52	10%
700	MATERIALS FOR RESALE	\$1000.00	\$109.55	\$1061.42	(\$61.42)	-6%
	INSTRUCTION TOTAL	\$309500.00	\$18946.52	\$119525.38	\$189974.62	61%

## GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$31600.00	\$7767.00	\$23301.00	\$8299.00	26%
20	SECRETARY TO THE DEAN	\$14400.00	\$3699.00	\$11097.00	\$3303.00	23%
30	OUTREACH COORDINATORS	\$9900.00	\$1903.10	\$6343.10	\$3556.90	36%
40	STAFF DEVELOPMENT	\$3000.00	\$171.38	\$754.08	\$2245.92	75%
200	OTHER PAYROLL EXPENSES	\$15900.00	\$1709.01	\$15138.83	\$761.17	5%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2000.00	\$93.45	\$2423.50	(\$423.50)	-21%
20	TELEPHONE	\$3000.00	\$244.95	\$5527.40	(\$2527.40)	-84%
30	POSTAGE	\$1800.00		\$109.41	\$1690.59	94%
40	TRAVEL	\$2300.00	\$329.50	\$2208.88	\$91.12	4%
50	ADVERTISING	\$5000.00	\$316.85	\$6462.73	(\$1462.73)	-29%
1	SCHEDULE PRODUCTION	\$5000.00	\$2792.40	\$7503.15	(\$2503.15)	-50%
2	PRINTING	\$2000.00	\$240.70	\$333.40	\$1666.60	83%
3	CATALOG PRODUCTION	\$5000.00		\$200.00	\$4800.00	96%
60	OTHER SERVICES	\$6000.00	\$20.00	\$4937.51	\$1062.49	18%
400	CAPITAL EQUIPMENT	\$4000.00		\$7221.41	(\$3221.41)	-81%
	INSTRUCTIONAL SUPPORT TOTAL	\$110900.00	\$19287.34	\$93561.40	\$17338.60	16%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000	STUDENT SERVICES					
100	PERSONAL SERVICES					
10	DIRECTOR	\$25800.00	\$6402.00	\$19206.00	\$6594.00	26%
20	STUDENT SERVICES SECRETARY	\$13295.00	\$3360.00	\$10080.00	\$3215.00	24%
30	ADMISSIONS SECRETARY	\$12285.00	\$3201.00	\$9653.00	\$2632.00	21%
40	STAFF DEVELOPMENT	\$1000.00		\$237.00	\$763.00	76%
50	STUDENT WORK STUDY	\$5000.00		\$1825.38	\$3174.62	63%
200	OTHER PAYROLL	\$14986.00	\$1968.05	\$16626.21	(\$1640.21)	-11%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1400.00	\$394.56	\$2427.64	(\$1027.64)	-73%
20	TELEPHONE	\$1600.00	\$302.32	\$1501.05	\$98.95	6%
30	POSTAGE	\$1150.00		\$942.40	\$207.60	18%
40	TRAVEL	\$2300.00	\$22.60	\$320.30	\$1979.70	86%
				\$0.00		
400	CAPITAL EQUIPMENT	\$3900.00	\$2180.00	\$8539.00	(\$4639.00)	-119%
				\$0.00		
	STUDENT SERVICES TOTAL	\$82716.00	\$17830.53	\$71357.98	\$11358.02	14%



## GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00	\$9750.00	\$29250.00	\$9750.00	25%
20	BUSINESS OFFICER	\$16610.00	\$4359.00	\$13077.00	\$3533.00	21%
30	PART-TIME	\$4500.00	\$5367.00	\$15823.04	(\$11323.04)	-252%
40	STAFF DEVELOPMENT	\$1000.00	\$281.43	\$682.83	\$317.17	32%
200	OTHER PAYROLL	\$19430.00	\$2199.74	\$16788.12	\$2641.88	14%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$459.80	\$3677.93	(\$1377.93)	-60%
20	TELEPHONE	\$2300.00	\$254.02	\$4714.41	(\$2414.41)	-105%
30	POSTAGE	\$600.00	\$102.40	\$142.40	\$457.60	76%
40	TRAVEL	\$5160.00	\$83.80	\$4785.20	\$374.80	7%
50	PUBLICATIONS	\$550.00	\$59.45	\$1037.55	(\$487.55)	-89%
400	CAPITAL EQUIPMENT	\$3600.00	\$773.67	\$10933.02	(\$7333.02)	-204%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00		\$3390.00	\$110.00	3%
20	LEGAL	\$2400.00	\$175.00	\$1750.00	\$650.00	27%
30	INSURANCE	\$4200.00		\$2708.21	\$1491.79	36%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$55.00	\$5344.75	\$25.25	0%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00	\$315.00	\$1109.38	\$1190.62	52%
20	TRAVEL	\$2500.00	\$205.44	\$450.16	\$2049.84	82%
30	MEETING EXPENSES	\$800.00	\$78.64	\$387.34	\$412.66	52%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$24519.39	\$116051.34	\$68.66	0%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000	PLANT OPERATION & MAINTENANCE					
100	PERSONAL SERVICES					
10	JANITOR	\$10500.00	\$1986.00	\$9558.00	\$942.00	9%
200	OTHER PAYROLL EXPENSES	\$3165.00	\$303.51	\$2847.63	\$317.37	10%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$3000.00	\$682.42	\$4157.00	(\$1157.00)	-39%
400	CAPITAL EQUIPMENT	\$3200.00		\$1160.00	\$2040.00	64%
500	UTILITIES	\$6200.00	\$728.31	\$5573.24	\$626.76	10%
600	BUILDING REPAIRS	\$7000.00	\$445.00	\$48058.28	(\$41058.28)	-587%
6000	COMMUNITY SERVICES					
300	MATERIALS AND SERVICES	\$800.00	\$335.00	\$385.00	\$415.00	52%
	PLANT & COMMUNITY TOTAL	\$33865.00	\$4480.24	\$71739.15	(\$37874.15)	-112%

## GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7000	ADULT BASIC EDUCATION					
100	PERSONAL SERVICES					
10	COORDINATOR	\$4800.00		\$2980.00	\$1820.00	38%
20	INSTRUCTORS	\$8640.00	\$3080.00	\$3080.00	\$5560.00	64%
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	\$419.87	\$1776.49	(\$276.49)	-18%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$560.00	\$31.57	\$286.10	\$273.90	49%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$100.00		\$0.00	\$100.00	100%
40	TRAVEL	\$300.00	\$76.75	\$166.33	\$133.67	45%
50	PRINTING	\$550.00		\$0.00	\$550.00	100%
400	STUDENT FINANCIAL AID	\$3000.00		\$0.00	\$3000.00	100%
ABE TOTAL		\$20900.00	\$3608.19	\$8608.92	\$12291.08	59%

## GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
8000	SMALL BUSINESS CENTER					
100	PERSONAL SERVICES					
10	DIRECTOR	\$14400.00		\$14400.00	\$0.00	0%
20	INSTRUCTORS	\$14100.00	\$7127.00	\$10422.78	\$3677.22	26%
30	PROGRAM ASSISTANT	\$13450.00	\$3402.93	\$10132.47	\$3317.53	25%
40	PART-TIME	\$1500.00		\$0.00	\$1500.00	100%
200	OTHER PAYROLL EXPENSES	\$13000.00	\$1498.72	\$12529.58	\$470.42	4%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2500.00	\$230.33	\$1504.80	\$995.20	40%
20	TELEPHONE	\$1000.00	\$325.91	\$2312.88	(\$1312.88)	-131%
30	POSTAGE	\$1000.00	\$17.76	\$302.65	\$697.35	70%
40	TRAVEL	\$600.00		\$1512.24	(\$912.24)	-152%
50	ADVERTISING	\$600.00	\$249.30	\$257.10	\$342.90	57%
60	OFFICE/CLASSROOM RENTAL	\$4800.00	\$600.00	\$3090.00	\$1710.00	36%
BUSINESS CENTER TOTAL		\$66950.00	\$13451.95	\$56464.50	\$10485.50	16%

## GENERAL FUND: REQUIREMENTS

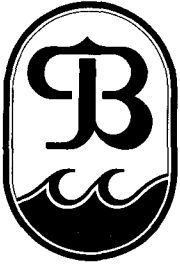
1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES APRIL	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$3932.00	\$168.00	\$3932.00	\$0.00	0%
20	INSTRUCTOR	\$4126.00	\$2440.90	\$2627.53	\$1498.47	36%
200	OTHER PAYROLL EXPENSES	\$1949.00	\$115.04	\$675.07	\$1273.93	65%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1120.00	\$26.64	\$911.17	\$208.83	19%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$250.00	\$14.16	\$24.56	\$225.44	90%
40	TRAVEL	\$770.00	\$17.60	\$574.73	\$195.27	25%
50	ADVERTISING	\$430.00		\$6.16	\$423.84	99%
60	INDIRECT COSTS	\$1450.00	\$30.00	\$36.50	\$1413.50	97%
	HOME ECONOMICS TOTAL	\$14327.00	\$2812.34	\$9087.72	\$5239.28	37%

BUDGET SUMMARY

RESOURCES	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
-----					
REVENUE	\$836,100.00	\$49,359.10	\$782,850.97	\$53,249.03	94%
CURRENT TOTAL					
REQUIREMENTS					
-----					
INSTRUCTION	\$309,500.00	\$18,946.52	\$119,525.38	\$189,974.62	61%
INSTRUCTIONAL SUPPORT	\$110,900.00	\$19,287.34	\$93,561.40	\$17,338.60	16%
STUDENT SERVICES	\$82,716.00	\$17,830.53	\$71,357.98	\$11,358.02	14%
COLLEGE SERVICES	\$116,120.00	\$24,519.39	\$116,051.34	\$68.66	0%
PLANT SERVICES	\$33,865.00	\$4,480.24	\$71,739.15	(\$37,874.15)	-112%
ADULT BASIC ED.	\$20,900.00	\$3,608.19	\$8,608.92	\$12,291.08	59%
BUSINESS CENTER	\$66,950.00	\$13,451.95	\$56,464.50	\$10,485.50	16%
HOME ECONOMICS	\$14,327.00	\$2,812.34	\$9,087.72	\$5,239.28	37%
BOARD CONTINGENCY	\$80,822.00	\$0.00	\$6,626.79	\$74,195.21	92%
-----					
CURRENT TOTAL	\$836,100.00	\$104,936.50	\$553,023.18	\$283,076.82	34%



TILLAMOOK BAY COMMUNITY COLLEGE  
 SERVICE DISTRICT  
 SMALL BUSINESS ASSISTANCE CENTER

401-B Main St., Tillamook, Oregon 97141

Phone: 503/842-2551

Roy B. Mason II, President

*Memo to  
 Jim*

MEMO

TO: Roy Mason, President

DATE: April 26, 1985

FROM: Jim O'Donnell, Director SBAC

SUBJECT: SBM Instructor  
 Conference, Ohio

*Jim O'Donnell  
 4/30/85*

The annual International Small Business Management Instructor Conference will be held in Columbus, Ohio, June 11th to June 13th, 1985.

I attended the 1983 National SBM Conference, at my own expense, and found it to be extremely valuable for our Small Business Management Program.

The conference this year should be an excellent one and I would like to represent Tillamook Bay Community College. The cost, which I am now requesting, will be as follows:

1. Conference Registration	\$110.00
2. Air Fare	\$290.00
3. Four days lodging	\$132.00
4. Four day meal allowance	\$ 64.00
Total	<u>\$596.00</u>

*Approved*

Information regarding the conference is enclosed.

RECEIVED APR 11 1985

STATE OF OHIO  
DEPARTMENT OF EDUCATION



FRANKLIN B. WALTER  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

DARRELL L. PARKS, DIRECTOR  
VOCATIONAL AND CAREER EDUCATION  
907 OHIO DEPARTMENTS BUILDING  
65 South Front Street  
Columbus, Ohio 43215

April 3, 1985

Memo to: All Small Business Management Instructors and those persons interested in Small Business Education.

From: Carl Kemery, Adult Supervisor Marketing Education

Subject: Annual International Small Business Management Instructor Conference June 11-13, 1985, Columbus, Ohio

The interest in this year's conference is greater than ever. The establishment of Small Business Resource Centers, the thrust to develop Women's Enterprise Centers, the Entrepreneurship Consortium, plus our own instructions and several small business owners should make this year's conference the largest to date. In fact, we may have the pleasant task of having to turn people away from the conference. We will guarantee a place for any small business instructor who pre-registers by May 20, 1985. After May 20, we will fill any remaining places from requests from any others interested in attending the conference on a first come basis.

Conference Agenda - An updated agenda is enclosed more clearly outlining topics and times, from the National Officers Meeting on Monday, June 10, through lunch on June 13.

Registration - Instructor registration is \$110.00, which will include meals, breaks, conference materials, and speakers additional meal tickets for family members may be purchased at the conference, at our cost.

Daily Registration - Registration will be \$35.00 on Tuesday, \$35.00 on Wednesday, and \$25.00 on Thursday. Special daily registration for business owners of the International Association. As a paid member of your National and State Association, you may pre-register any of your class members at reduced rates of \$25.00 on Tuesday, \$25.00 on Wednesday and \$20.00 on Thursday. \* Please note, daily registrations do not include dinner or the Big Idea notebook.



Conference Motel Registration

Ramada Inn - East  
2100 Brice Road  
Reynoldsburg, Ohio 43068  
(614) 864-1280

We have reserved 75 rooms with special room rates of:

Single room - \$33.00 plus tax  
Double room - \$43.00 plus tax

(Children under 18 are free)

I must turn a rooming list into the motel by May 25. After that date you will be taking your chances. Once the motel is full, we will have to ask you to make your own motel reservations at other area motels.

Tours for Spouses

If your spouse and/or children are planning to come to the conference, please indicate this on your pre-registration form so we can plan some inexpensive activities for them.

Big Ideas

We need yours as soon as possible. I am sure each of you have one or two Big Ideas that you have used, which have helped either your program or a Small Business owner. Please send your ideas in soon.

\* Further information concerning the conference will only be sent to Small Business Management Instructors, their state supervisors, and National Association members, unless you request it.

MONDAY, JUNE 10  
GOVERNOR'S SUITE

2:00 PM NATIONAL OFFICERS MEETING  
6:30 - 8:30 CONFERENCE REGISTRATION  
OXFORD ROOM  
8:30 - 9:30 REGISTRATION CONTINUED  
GOVERNOR'S SUITE

TUESDAY, JUNE 11

8:30 BREAKFAST  
WELCOME & INTRODUCTIONS  
Jon Heffner  
  
WELCOME TO OHIO - Wally Baker  
Dr. Larry Casterline - Asst. Dir. of Bus. & Mktg.  
Dr. Darrell Parks - Director of Voc. & Cr. Ed.  
Richard F. Celeste - Governor - State of Ohio  
PROGRAM REVIEW - Roger Daugherty  
  
10:15 A BIG IDEA  
  
10:20 WOMEN IN BUSINESS  
Vicky Rash/Joyce Hocking  
Melody Bean Coordinator Ohio Women's Enterprise Centers  
  
12:00 LUNCH - LOUNGE  
  
1:00 WINDSOR GROUP A - A BIG IDEA  
"Business Incubator Structures"  
Ron James - Athens Incubator  
OXFORD GROUP B - A BIG IDEA  
"Strategic Management" (How to develop it).  
Dan Woodring - D. Paul & Assoc.  
DOVER - STATE INFORMATION EXCHANGE TABLES AND EXHIBITORS  
  
3:15 WINDSOR GROUP A - A BIG IDEA  
"Strategic Management"  
Dan Woodring  
OXFORD GROUP B - "Business Incubator Structures"  
Ron James  
DOVER - STATE INFORMATION EXCHANGE TABLES AND EXHIBITORS  
  
7:00 DINNER - OXFORD

WEDNESDAY, JUNE 12

- 7:45 AM BREAKFAST LOUNGE
- 8:30 GROUP A - A BIG IDEA  
OXFORD - "Building Success in Small Business Consulting" Roger Hermon
- GROUP B - A BIG IDEA  
WINDSOR - "Creating Effective Small Business Advertising" George Farris - The Publicity Clinic
- DOVER - STATE INFORMATION EXCHANGE TABLES AND EXHIBITORS
- 10:15 GROUP A - A BIG IDEA  
OXFORD - "Creating Effective Small Business Advertising" George Farris
- GROUP B - A BIG IDEA  
WINDSOR - "Building Success in Small Business Consulting" Roger Hermon
- DOVER - STATE INFORMATION EXCHANGE TABLES AND EXHIBITORS
- 12:00 LUNCH - LOUNGE
- 1:00 A BIG IDEA  
OXFORD - "Favorable Action Selling"  
WINDSOR- Bill Kistner - Marketing Director  
Cardinal Industries
- 3:00 Some Successful Ohio Entrepreneurs
- 4:00 International SBM Instructors Association Meeting

THURSDAY, JUNE 13

- 8:00 AM BREAKFAST - LOUNGE
- 9:00 WINDSOR - "Coping with Stress" Helping your Small  
OXFORD Business Owners Deal with the Problems of  
Divorce, Self-Esteem, Suicide, etc."  
Dr. Stephen A. Douglas
- 10:15 BREAK
- 10:30 "Don't Be Afraid to be the First to Wave"  
Bruce Witwer, President of Witwer & Associates,  
St. Louis, Mo. Mr. Witwer is one of the nation's  
outstanding public speakers. His firm specializes  
in training sales and management personnel.



TILLAMOOK BAY COMMUNITY COLLEGE  
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218  
503/377-2765

Roy B. Mason II, *President*

May 13, 1985

TO: Jim O'Donnell, Director SBAC

FROM: Cheryl Van Natta<sup>u</sup>, Secretary to the Board

RE: Out of state travel request

At the May 6, 1985 meeting of the Board of Directors for Tillamook Bay Community College your request for out of state travel was approved.

Enclosed is a copy of your request. Have a good trip.