



# TILLAMOOK BAY COMMUNITY COLLEGE SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2218  
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Roy B. Mason II, *President*

## A G E N D A

Monthly Meeting of the Board of Directors

Meeting: August 5, 1985

Time: 7:30 p.m.

Location: Small Business Assistance Center

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- I. Adoption of Agenda
  - II. Introduction of Guests
  - III. Approval of Minutes
  - IV. Budget Report
  - V. Committee Reports
    - Personnel
    - Policy
    - Facilities
    - Foundation - Roy Mason
  - VI. Board Correspondence
  - VII. Election of Board Officers
    - Chair
    - Vice Chair
    - Committee Chairs
  - VIII. Board Vacancy
  - IX. Organizational Motions
  - X. Adult Basic Education Grant Approval
  - XI. JTPA Grant Status
  - XII. O.C.C.A. 1987 Legislative Priorities
  - XIII. Tillamook Community Foundation Update
  - XIV. Board Planning Session

MINUTES - Tillamook Bay Community College S.D.  
June 3, 1985  
6:30 PM  
Small Business Assistance Center

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ITEM	DISCUSSION
Members Present	Ron Hays, Wayne Jensen, Dick Larsen, Laurie Mulder, Elwood Stait, Dale Walters
Members Absent	South County position vacant
Non-members Present	Roy Mason, President and Cheryl Van Natta, Secretary
Guests	Katherine Jensen, Board Member Elect
Minutes	The minutes were approved as presented.
Budget Report	President Mason presented the budget report. The general budget picture is good despite the loss of some revenue in the tax and timber categories.
Committee Reports- Personnel	President Mason reported that Kate Ventres was hired as the new Secretary to the President. There were over 63 applicants. Kate previously worked for the local office of Veteran's Affairs and the Oregon Health Sciences Center as an administrative assistant.
Foundation	The Tillamook County Community Foundation was incorporated and the bylaws adopted. The current board includes Neal Lemery, Attorney; Tom Waud, businessman; Jim Becraft, businessman; Ron Hays, EMT; Steve Simpson, businessman; and Roy Mason, President TBCCSD. Nine other members will be chosen from the community. Steve Simpson filed the 501-3C papers.
SBAC Contract	The new contract with the Small Business Administration was presented. This contract will run from March 1985 thru December 1985. The amount of the contract is for \$16,232.00. A new contract will start in January 1986. The district is also expecting about \$25,000 from the state for this program.
Motion	Dick Larsen moved to approve the SBAC contract. Second - Elwood Stait. The motion was approved.
JTPA Grant	The district has applied for the JTPA grant that the RCA Service Company presently has. As of this date the district has not received notification concerning the grant application.
Senior Citizen Tuition	President Mason stated that School District #9 will no longer fund the Senior Citizen tuition reimbursement.

ITEM

DISCUSSION

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President Mason proposed the district develop a policy for senior citizen discount that would be uniform throughout the county. Chairman Jensen suggested that President Mason develop a policy and present it at the next board meeting.

Building Repairs

The board acting as the contract review board for the district approved the use of Wayne McFarland as the contractor for the repairs being made to the Bay City facility. They feel that this will cost the district less money because he has done the previous repairs and is familiar with the building. Elwood Stait ask that the plans be presented. President Mason explained that with the hiring of the new secretary there was a need for expansion. He suggested expanding into the classroom next to the office on the north, moving his office into the classroom, moving the business officer into the space where the president currently is, taking half of the present wall down, and making room for the secretary in front of these two offices.

Magi Graphics  
Computer

President Mason won a Magi Graphics computer at the AACJC Convention. The computer is valued at \$10,000.00 and will tie into a main frame computer. Personnel needs to be trained to use this computer. There are a numerous possibilities for the use of this computer in the district and also to the county in general. It maybe located in the SBAC center with availability to the public at a small fee.

Captain Gray  
Festival

President Mason informed the board that he is co-chair for the Robert Gray Centennial in 1988. The committee wants to increase the tourist activity in the county and hopes to do this with a pageant and other activities.

Graduation

The district's first graduation ceremonies are set for the evening of June 18 at 7:30 PM at the Tillamook Center. Past graduates, present graduates, special program graduates and Ron Hays, receiving his four year external degree, will participate in the ceremony. The honorary two year degree will be given to Mildred Davy. She will also be the commencement speaker.

Approval of Budget  
for 1985-86

MOTION

Elwood Stait moved that the Board of Directors of the Tillamook Bay Community College Service District hereby

ITEM

DISCUSSION

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adopt the budget approved by the Budget Committee on April 1, 1985, now on file in the office of the Tillamook Bay Community College Service District Budget Officer. Second - Laurie Mulder. The motion passed.

MOTION

Dale Walters moved that the Board of Directors levy the taxes provided for in the budget adopted in paragraph 1 of this resolution in the aggregate amount of \$382,448.00 and that these taxes are hereby levied upon all taxable property within the Tillamook Bay Community College Service District as of 1 A.M., January 1, 1985. Second - Elwood Stait. The motion passed.

MOTION

Laurie Mulder moved that the amounts for the fiscal year beginning July 1, 1985, and for the purpose shown below are hereby appropriated as follows:

GENERAL FUND  
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Instruction	\$422,553.00
College Support	364,935.00
Plant Operation & Maintenance	42,000.00
Board Contingency	66,460.00
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TOTAL GENERAL FUND EXPENSE	\$895,948.00

Second - Dale Walters. The motion passed.

OCCA Newsletter

Laurie Mulder discussed the contents of the current newsletter with the board. This included responding by phone to Representative Paul Hanneman concerning community colleges share in the lottery money.

The meeting was adjourned at 8:05 PM.

Respectfully submitted,

*Cheryl Van Natta*

Cheryl Van Natta  
Secretary

ACCOUNT#	DESCRIPTION	ADOPTED	RECEIPTS JUNE	TOTAL RECEIVED	BUDGET BALANCE	% OF BUDGET
1000	STATE SOURCES					
100	STATE AID OPERATION	\$230,000.00		\$230,308.00	(\$308.00)	100%
200	GRANTS AND CONTRACTS					
10	ADULT BASIC EDUCATION	\$10,000.00		\$9,750.00	\$250.00	98%
20	HOME ECONOMICS	\$9,500.00	\$8,530.69	\$8,530.69	\$969.31	90%
30	SMALL BUSINESS CENTER	\$12,000.00	\$85.61	\$14,100.03	(\$2,100.03)	118%
40	VOCATIONAL EDUCATION	\$2,800.00		\$0.00	\$2,800.00	0%
2000	LOCAL SOURCES					
100	CURRENT TAXES	\$360,800.00	\$34,632.62	\$333,973.48	\$26,826.52	93%
200	PRIOR YEARS TAXES	\$5,000.00	\$3,209.70	\$18,574.81	(\$13,574.81)	371%
300	COUNTY TIMBER REVENUE	\$55,000.00	\$6,317.42	\$34,260.67	\$20,739.33	62%
3000	TUITION AND FEES					
100	TUITION	\$78,000.00	\$13,075.50	\$100,875.33	(\$22,875.33)	129%
200	FEES	\$2,000.00	\$856.25	\$2,835.25	(\$835.25)	142%
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	\$1,083.95	\$5,154.87	(\$154.87)	103%
300	INTEREST INCOME	\$10,000.00	\$5,711.56	\$18,070.19	(\$8,070.19)	181%
400	RENTAL INCOME	\$1,000.00	\$345.00	\$3,130.00	(\$2,130.00)	313%
	REVENUE TOTAL	\$836,100.00	\$73,848.30	\$909,322.32	(\$73,222.32)	109%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
1000	INSTRUCTION					
100	PERSONAL SERVICES					
10	INSTRUCTIONAL PERSONNEL/TBCC	\$20000.00	\$13310.91	\$27160.11	(\$7160.11)	-36%
20	INSTRUCTIONAL CONTRACT	\$150000.00	\$35428.20	\$94562.15	\$55437.85	37%
30	STAFF DEVELOPMENT	\$1000.00	(\$0.30)	\$812.50	\$187.50	19%
200	OTHER PAYROLL	\$40000.00	\$2050.91	\$4746.37	\$35253.63	88%
300	MATERIALS ANMD SERVICES					
10	INSTRUCTIONAL CONTRACT	\$35000.00	\$13904.03	\$38433.60	(\$3433.60)	-10%
20	INSTRUCTIONAL SUPPLIES	\$4000.00	\$1258.00	\$7376.20	(\$3376.20)	-84%
30	LIBRARY DEVELOPMENT	\$2500.00		\$0.00	\$2500.00	100%
40	TEXTBOOKS	\$6000.00	\$1234.05	\$10926.29	(\$4926.29)	-82%
50	EQUIPMENT RENTAL	\$1000.00		\$460.00	\$540.00	54%
400	CAPITAL EQUIPMENT	\$20000.00	\$1965.95	\$36123.68	(\$16123.68)	-81%
500	EQUIPMENT REPAIR REPLACEMENT	\$3000.00	\$70.50	\$2313.24	\$686.76	23%
600	CLASSROOM RENTAL	\$26000.00	\$4025.00	\$29277.48	(\$3277.48)	-13%
700	MATERIALS FOR RESALE	\$1000.00	\$271.20	\$1461.28	(\$461.28)	-46%
	INSTRUCTION TOTAL	\$309500.00	\$73518.45	\$253652.90	\$55847.10	18%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
2000	INSTRUCTIONAL SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	DEAN OF INSTRUCTION	\$31600.00	\$7767.00	\$31068.00	\$532.00	2%
20	SECRETARY TO THE DEAN	\$14400.00	\$3699.00	\$14796.00	(\$396.00)	-3%
30	OUTREACH COORDINATORS	\$9900.00	(\$107.37)	\$6453.51	\$3446.49	35%
40	STAFF DEVELOPMENT	\$3000.00	\$95.00	\$849.08	\$2150.92	72%
200	OTHER PAYROLL EXPENSES	\$15900.00	\$4474.89	\$21129.62	(\$5229.62)	-33%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2000.00	\$711.90	\$3258.72	(\$1258.72)	-63%
20	TELEPHONE	\$3000.00	\$411.75	\$6332.15	(\$3332.15)	-111%
30	POSTAGE	\$1800.00	\$142.88	\$252.29	\$1547.71	86%
40	TRAVEL	\$2300.00	\$380.20	\$2973.10	(\$673.10)	-29%
50	ADVERTISING	\$5000.00	\$236.31	\$7026.63	(\$2026.63)	-41%
1	SCHEDULE PRODUCTION	\$5000.00		\$7503.15	(\$2503.15)	-50%
2	PRINTING	\$2000.00	\$117.27	\$450.67	\$1549.33	77%
3	CATALOG PRODUCTION	\$5000.00		\$200.00	\$4800.00	96%
60	OTHER SERVICES	\$6000.00	\$700.92	\$7886.49	(\$1886.49)	-31%
400	CAPITAL EQUIPMENT	\$4000.00		\$7221.41	(\$3221.41)	-81%
	INSTRUCTIONAL SUPPORT TOTAL	\$110900.00	\$18629.75	\$117400.82	(\$6500.82)	-6%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
3000	STUDENT SERVICES					
100	PERSONAL SERVICES					
10	DIRECTOR	\$25800.00	\$6402.00	\$25608.00	\$192.00	1%
20	STUDENT SERVICES SSECRETARY	\$13295.00	\$3634.53	\$13714.53	(\$419.53)	-3%
30	ADMISSIONS SECRETARY	\$12285.00	\$3201.00	\$12854.00	(\$569.00)	-5%
40	STAFF DEVELOPMENT	\$1000.00	\$712.50	\$949.50	\$50.50	5%
50	STUDENT WORK STUDY	\$5000.00	\$278.25	\$2103.63	\$2896.37	58%
200	OTHER PAYROLL	\$14986.00	\$3564.38	\$21831.23	(\$6845.23)	-46%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1400.00	\$394.56	\$2822.20	(\$1422.20)	-102%
20	TELEPHONE	\$1600.00	\$766.82	\$2545.46	(\$945.46)	-59%
30	POSTAGE	\$1150.00		\$942.40	\$207.60	18%
40	TRAVEL	\$2300.00	\$16.40	\$555.06	\$1744.94	76%
400	CAPITAL EQUIPMENT	\$3900.00		\$8539.00	(\$4639.00)	-119%
	STUDENT SERVICES TOTAL	\$82716.00	\$18970.44	\$92465.01	(\$9749.01)	-12%



## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
4000	COLLEGE SUPPORT SERVICES					
100	PERSONAL SERVICES					
10	PRESIDENT	\$39000.00	\$9750.00	\$39000.00	\$0.00	0%
20	BUSINESS OFFICER	\$16610.00	\$4359.00	\$17436.00	(\$826.00)	-5%
30	PART-TIME	\$4500.00	\$2640.00	\$18463.04	(\$13963.04)	-310%
40	STAFF DEVELOPMENT	\$1000.00	\$281.43	\$964.26	\$35.74	4%
200	OTHER PAYROLL	\$19430.00	\$5997.33	\$44251.53	(\$24821.53)	-128%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2300.00	\$369.38	\$4047.31	(\$1747.31)	-76%
20	TELEPHONE	\$2300.00	\$331.95	\$5046.36	(\$2746.36)	-119%
30	POSTAGE	\$600.00	\$102.40	\$244.80	\$355.20	59%
40	TRAVEL	\$5160.00	\$52.32	\$4922.12	\$237.88	5%
50	PUBLICATIONS	\$550.00	\$84.45	\$1137.95	(\$587.95)	-107%
400	CAPITAL EQUIPMENT	\$3600.00	\$460.74	\$11393.76	(\$7793.76)	-216%
500	PROFESSIONAL SERVICE					
10	AUDITING AND ACCOUNTING	\$3500.00	\$3.90	\$3393.90	\$106.10	3%
20	LEGAL	\$2400.00	\$175.00	\$2100.00	\$300.00	13%
30	INSURANCE	\$4200.00	\$1819.60	\$4527.81	(\$327.81)	-8%
40	ASSOCIATION MEMBERSHIP	\$5370.00	\$139.45	\$5594.20	(\$224.20)	-4%
600	GOVERNING BOARD					
10	ADVISORY COMMITTEES	\$2300.00	\$247.00	\$1356.38	\$943.62	41%
20	TRAVEL	\$2500.00	\$1254.93	\$3237.38	(\$737.38)	-29%
30	MEETING EXPENSES	\$800.00	\$135.78	\$525.32	\$274.68	34%
	COLLEGE SUPPORT TOTAL	\$116120.00	\$28204.66	\$167642.12	(\$51522.12)	-44%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
5000	PLANT OPERATION & MAINTENANCE					
100	PERSONAL SERVICES					
10	JANITOR	\$10500.00	\$2166.00	\$12324.00	(\$1824.00)	-17%
200	OTHER PAYROLL EXPENSES	\$3165.00		\$3120.70	\$44.30	1%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$3000.00	\$250.53	\$4457.17	(\$1457.17)	-49%
400	CAPITAL EQUIPMENT	\$3200.00		\$1160.00	\$2040.00	64%
500	UTILITIES	\$6200.00	\$744.26	✓ \$6787.14	(\$587.14)	-9%
600	BUILDING REPAIRS	\$7000.00	(\$487.86)	✓ \$47570.42	(\$40570.42)	-580%
6000	COMMUNITY SERVICES					
300	MATERIALS AND SERVICES	\$800.00		\$385.00	\$415.00	52%
	PLANT & COMMUNITY TOTAL	\$33865.00	\$2672.93	\$75804.43	(\$41939.43)	-124%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
7000	ADULT BASIC EDUCATION					
100	PERSONAL SERVICES					
10	COORDINATOR	\$4800.00	\$1820.00	\$4800.00	\$0.00	0%
20	INSTRUCTORS	\$8640.00	\$3380.00	\$6460.00	\$2180.00	25%
30	PART-TIME	\$900.00	\$900.00	\$900.00	\$0.00	0%
40	STAFF DEVELOPMENT	\$250.00		\$20.00	\$230.00	92%
200	OTHER PAYROLL EXPENSES	\$1500.00	\$341.73	\$2210.82	(\$710.82)	-47%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$560.00	\$183.29	\$560.00	\$0.00	0%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$100.00	\$100.00	\$100.00	\$0.00	0%
40	TRAVEL	\$300.00	\$200.34	\$370.17	(\$70.17)	-23%
50	PRINTING	\$550.00		\$0.00	\$550.00	100%
400	STUDENT FINANCIAL AID	\$3000.00	\$3000.00	\$3000.00	\$0.00	0%
	ABE TOTAL	\$20900.00	\$9925.36	\$18720.99	\$2179.01	10%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	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	\$7077.00	\$17499.78	(\$3399.78)	-24%
30	PROGRAM ASSISTANT	\$13450.00	\$3360.00	\$14092.47	(\$642.47)	-5%
40	PART-TIME	\$1500.00	\$229.13	\$340.44	\$1159.56	77%
200	OTHER PAYROLL EXPENSES	\$13000.00	\$3479.88	\$17267.20	(\$4267.20)	-33%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$2500.00	\$536.67	\$2655.55	(\$155.55)	-6%
20	TELEPHONE	\$1000.00	\$347.43	\$2830.19	(\$1830.19)	-183%
30	POSTAGE	\$1000.00	\$753.00	\$1055.65	(\$55.65)	-6%
40	TRAVEL	\$600.00	\$840.00	\$2762.84	(\$2162.84)	-360%
50	ADVERTISING	\$600.00	\$541.42	\$862.52	(\$262.52)	-44%
60	OFFICE/CLASSROOM RENTAL	\$4800.00	\$2010.00	\$5700.00	(\$900.00)	-19%
BUSINESS CENTER TOTAL		\$66950.00	\$19174.53	\$79466.64	(\$12516.64)	-19%

## GENERAL FUND: REQUIREMENTS

1984-85

TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
9000	HOME ECONOMICS PROGRAM					
100	PERSONAL SERVICES					
10	CONSULTANT HOMEMAKER	\$3932.00		\$3932.00	\$0.00	0%
20	INSTRUCTOR	\$4126.00	\$1774.60	\$4402.13	(\$276.13)	-7%
200	OTHER PAYROLL EXPENSES	\$1949.00	\$1244.52	\$1983.59	(\$34.59)	-2%
300	MATERIALS AND SERVICES					
10	SUPPLIES	\$1120.00	\$214.63	\$1125.80	(\$5.80)	-1%
20	TELEPHONE	\$300.00		\$300.00	\$0.00	0%
30	POSTAGE	\$250.00	\$250.00	\$274.56	(\$24.56)	-10%
40	TRAVEL	\$770.00	\$60.40	\$686.68	\$83.32	11%
50	ADVERTISING	\$430.00		\$6.16	\$423.84	99%
60	INDIRECT COSTS	\$1450.00	\$1114.16	\$1150.66	\$299.34	21%
	HOME ECONOMICS TOTAL	\$14327.00	\$4658.31	\$13861.58	\$465.42	3%

GENERAL FUND: REQUIREMENTS

1984-85 TILLAMOOK BAY COMMUNITY COLLEGE S.D.

ACCOUNT#	DESCRIPTION	ADOPTED	EXPENSES JUNE	TOTAL EXPENDED	BUDGET BALANCE	% OF BUDGET
10000	RESERVES					
100	BOARD CONTINGENCY	\$80 822.00	\$0.00	\$6626.79	\$74195.21	92%

BUDGET SUMMARY

RESOURCES	ADOPTED BUDGET	EXPENDED OR RECEIVED	TOTAL EXPENDED/ RECEIVED	BUDGET BALANCE	% OF BUDGET
REVENUE	\$836,100.00	\$73,848.30	\$909,322.32	(\$73,222.32)	109%
CURRENT TOTAL					
REQUIREMENTS					
INSTRUCTION	\$309,500.00	\$73,518.45	\$253,652.90	\$55,847.10	18%
INSTRUCTIONAL SUPPORT	\$110,900.00	\$18,629.75	\$117,400.82	(\$6,500.82)	-6%
STUDENT SERVICES	\$82,716.00	\$18,970.44	\$92,465.01	(\$9,749.01)	-12%
COLLEGE SERVICES	\$116,120.00	\$28,204.66	\$167,642.12	(\$51,522.12)	-44%
PLANT SERVICES	\$33,865.00	\$2,672.93	\$75,804.43	(\$41,939.43)	-124%
ADULT BASIC ED.	\$20,900.00	\$9,925.36	\$18,720.99	\$2,179.01	10%
BUSINESS CENTER	\$66,950.00	\$19,174.53	\$79,466.64	(\$12,516.64)	-19%
HOME ECONOMICS	\$14,327.00	\$4,658.31	\$13,861.58	\$465.42	3%
BOARD CONTINGENCY	\$80,822.00	\$0.00	\$6,626.79	\$74,195.21	92%
CURRENT TOTAL	\$836,100.00	\$175,754.43	\$825,641.28	\$10,458.72	1%