

THE TACOMA COMMUNITY COLLEGE DISTRICT NO. 22

BOARD OF TRUSTEES

AGENDA

April 28, 1977

REGULAR MEETING

- 12:15 p.m. - Board Luncheon - Office of the President
1:00 p.m. - Executive Session/Personnel and Property
2:00 p.m. - Open Meeting
John H. Binns Room
5900 South 12th Street
Tacoma, Washington

I. GENERAL MATTERS

- A. Call to Order
- B. Approval of Minutes of Special Meeting held March 22, 1977, and approval of Minutes of Regular Meeting held March 24, 1977 Tab I, Item B
- C. Presentation of Faculty Member Robert Adams who will Present Miss Laurie Nelson
- D. Presentation of ~~Ralph~~^{Lee} Schmidlap
- E. Show-Pop Choir Presentation
- F. Presentation by Dr. Ronald Magden, Division Chairperson, Social and Behavioral Sciences
- G. Resolution honoring Robert Yamashita, Approval of

II. CORRESPONDENCE

- A. E. Frank Price, State Board for Tab II, Item A
- B. Robert Adams, Miss Pierce County Scholarship Pageant Tab II, Item B
- C. Evelyn Patton, Tahoma Audubon Tab II, Item C
- D. Carl R. Brown, Tacoma Community College Tab II, Item D
- E. Willie Hadley, Jr., Treatment Alternatives to Street Crime Tab II, Item E
- F. Eric S. Bremner, King Broadcasting Company Tab II, Item F

III. INFORMATIONAL REPORTS TO THE BOARD

- A. Instructional Services Report
April Report Tab III, Item A
- B. Student Services Report
 - 1) April Report Tab III, Item B-1
 - 2) Student Activities Report Tab III, Item B-2
- C. Administrative Services Report
None
- D. Continuing Education and
Community Services Report
April Report Tab III, Item D
- E. Business Services and
Planning Report
April Report Tab III, Item E
- F. Washington Federation of
State Employees Report
None
- G. Tacoma Community College
Federation of Teachers Report
None
- H. Associated Students of Tacoma
Community College Report
None

IV. OLD BUSINESS

- A. Educational Services
None
- B. Student Services
None
- C. Administrative Services
 - 1) State Environmental Policy Act Tab IV, Item C-1
 - 2) Amending Board Policy
Resolution No. 77-2, Adoption of Tab IV, Item C-2
- D. Continuing Education and
Community Services
None
- E. Business Services and Planning
None

V. NEW BUSINESS

A. Educational Services

None

B. Student Services

None

C. Administrative Services

Parking and Traffic Rules, Adoption of Tab V, Item C

D. Continuing Education and
Community Services

None

E. Business Services and Planning

None

VI. CITIZEN REMARKS

VII. THE BOARD OF TRUSTEES' REMARKS

VIII. NEXT MEETING

Next Meeting - May 26, 1977

IX. ADJOURN

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF MEETING

April 28, 1977

The regular meeting of the Board of Trustees was held April 28, 1977, in the John H. Binns Room of the College.

MEMBERS OF THE BOARD

Mrs. Ellen Pinto, Chairperson
Mrs. Mildred Jeynes
Mrs. Sally Starke
Mr. Alan Vandever
Dr. Barbara Wesley

TACOMA COMMUNITY COLLEGE
FEDERATION OF TEACHERS

Jerry McCourt

ASSOCIATED STUDENTS OF
TACOMA COMMUNITY COLLEGE

Irish McKinney

STAFF, VISITORS AND GUESTS

Doreen Amoroso
Richard Amsden
Lloyd Berntson
Keith Brightwell
Kim Carlin
Lucy Charnley
Wanda Coats
Carmelita Dominguez
Eve M. Dumovich
Loren Finley

Mary Gates
Dick Giroux
Jack Heinrick
Rita L. Hilliard
Dr. Yun-yi Ho
Harryetti Jeffries
Renwick Jones
Mary Kennedy
Sheila Kissler
Jerry Kunz

ADMINISTRATIVE OFFICERS
OF THE COLLEGE

Dr. Larry P. Stevens, President
Dr. Robert R. Rhule
Dr. Richard L. Batdorf
Mr. Carl R. Brown
Mr. Donald R. Gangnes
Mr. Joseph H. Kosai

WASHINGTON FEDERATION OF
STATE EMPLOYEES

Ellen Douthett

ASSISTANT ATTORNEY GENERAL

Timothy J. Lowenberg

Dr. Ronald Magden
Harland Malyon
Lee Morrison
William Packard
Paula Pascoe
Lee R. Schmidlap
Joanne Shera
Charles Summers
Jon Wesley
Ed Zimmerman

CALL TO ORDER

The meeting was called to order by Chairperson Pinto at 2:12 p.m. The roll was called and Chairperson Pinto announced that a quorum was present with all members in attendance.

Chairperson Pinto introduced to the audience Dr. Barbara Wesley as the newest Board member and welcomed her to the Board of Trustees.

APPROVAL OF MINUTES

The minutes of the special meeting held March 22, 1977, and the minutes of the regular meeting held March 24, 1977, were reviewed by the Board. There having been no corrections or additions, the minutes of March 22 and March 24, 1977, were unanimously approved as published.

INTRODUCTIONS AND PRESENTATIONS

Mr. Carl R. Brown introduced to the Board Mr. Lee R. Schmidlap who, through his wit, strength and guile, had apprehended an individual committing vandalism on the College campus. Mr. Schmidlap has been with the College Security staff for over six years.

Dr. Ronald Magden, Division Chairperson for Social and Behavioral Science, introduced to the Board the following members of the Social and Behavioral Science Division present at the Board meeting: Keith Brightwell, Loren Finley, Dick Grioux, Jack Heinrick, Dr. Yun-yi Ho, Jerry Kunz, Harland Malyon, Lee Morrison, William Packard, and Joanne Shera. Dr. Magden also reviewed with the Board the Social and Behavioral Science Division Annual Report for 1977.

Mr. Charles Summers introduced to the Board Mary Gates, Director of Forensics at the College. Ms. Gates presented to the Board eight trophies recently received by the forensics team at a tournament. She indicated that the team had placed Second in the State Tournament. Ms. Gates indicated that although the decision had been made to not include the forensics in the academic program for next year, she would continue to seek a means to include the forensics program in next year's academic program. Mr. Renwick Jones and Mr. Richard Amsden, members of the forensics team, also indicated to the Board that they hoped the program would be continued next year.

Dr. Stevens presented to the Board Resolution No. 77-3 honoring Reverend Robert Yamashita for his years of service to the College on the Board of Trustees.

MOTION: Mr. Vandever moved that the Board adopt Resolution No. 77-3.
Mrs. Jeynes seconded the motion.
The motion was unanimously passed.

CORRESPONDENCE

Dr. Stevens presented to the Board a letter from Mr. E. Frank Price, Associate Director of the State Board for Community College Education, commending Dr. Robert Rhule for his work on the state-wide Course Coding Committee.

A letter from Mr. Robert Adams, a faculty member at Tacoma Community and member of the Executive Board of the Miss Pierce County Scholarship Pageant Board, was presented to the Board. Mr. Adams commended the Security Staff of the College for their outstanding work during the Miss Pierce County Scholarship Pageant recently held at Tacoma Community College.

Dr. Stevens presented a letter from the Tahoma Audubon Society thanking the College for the use of College facilities to hold their meetings.

Dr. Stevens also presented to the Board a letter from Mr. Carl R. Brown, Dean of Administrative Services, to Mr. Lee Schmidlap thanking him, on behalf of the College, for apprehending one of the persons who had been vandalizing the College's buildings and demolishing the vending machines.

The Board reviewed a letter from the Tacoma Treatment Alternatives to Street Crime. It was noted that the Office of Veterans Affairs at Tacoma Community College, directed by Steven J. Howard, had simplified the process of college entrance for TASC clients; and by doing so, helped to provide a viable alternative to "life on the streets".

Dr. Stevens also presented to the Board an invoice from the KING Broadcasting Company indicating that they had provided \$1,080 worth of free public service announcements.

INFORMATIONAL REPORTS TO THE BOARD

- A. Instructional Services Report: Dr. Rhule reported to the Board that the 1977-78 annual schedule had been prepared and that the Summer Quarter, 1977, schedule is now available to interested students.

Dr. Rhule also reported to the Board that the Office of Occupational Education received confirmation of a special allocation of FY 77, PL 90-576, Part B, General Purpose funds in the amount of \$6,000. He indicated that the allocation is to support a state-wide needs assessment of the Energy Conservation Technician program.

Dr. Rhule reported that during the recent visits of the Artmobile, approximately 600 visitors, including Art classes from nearby public schools toured the display. The display included work by members of the Tacoma Community College Art Department--Frank Dippolito, Paul Michaels, Richard Rhea and Donald Tracy.

Dr. Rhule also mentioned that Mrs. Lucy Charnley, who is presently interning as an occupational administrator and working in cooperation with the Associate Dean for Occupational Education at Tacoma Community College, is the Home and Family Life administrator and Division Chairperson of the Human Development and Resources at Seattle Central Community College.

The Board briefly reviewed the new courses approved by the departments, Divisions, the College Curriculum Committee, and the President.

- B. Student Services Report: Dr. Batdorf reported to the Board that a much improved admissions and registration process for non-matriculated students (those not seeking a degree or formal program objective) will be ready for implementation during the Summer of 1977. Dr. Batdorf also reported that the beginning of the Spring Quarter marked the appointment of one of the faculty counselors, Phil Griffin, as Acting Coordinator of Educational Planning.

Dr. Batdorf also reported that in the area of Student Government, Programs and Activities, a total, complete reorganization of Student Government, Programs and Activities is very near completion.

Mrs. Paula Pascoe reviewed with the Board the general program activity area participations by students in a wide variety of student programs and activities.

- C. Administrative Services Report: None.

- D. Continuing Education and Community Services Report: Mr. Joseph Kosai reviewed with the Board a summary of activities to date for this academic year in the areas of continuing education, non-credit community service courses, and workshops and seminars for specific groups requesting such activities. Mr. Kosai also reported on the college credit programs conducted at McNeil Island Penitentiary, Purdy Treatment Center, Fort Lewis, McChord AFB, and Madigan Hospital.

Mr. Kosai indicated that the enrollment at McNeil Island had decreased slightly Winter Quarter, 1977, due to new penitentiary regulations and the College program at McChord AFB was being slowly rebuilt.

- E. Business Services and Planning Report: Mr. Gangnes reported to the Board that all changes involved in the revised budget adopted by the Board of Trustees at its March meeting had been input to the Seattle Data Center and the first budget summary report reflecting those changes had been distributed to budget managers in mid-April. Mr. Gangnes also mentioned that the 1977-78 operating budget development is on schedule.

Mr. Gangnes also reported that the Business Services is continuing with the implementation of computerized budgeting, accounting and reporting operations through the Seattle Data Center. He indicated that the Business Services' staff are constantly working with the Seattle Data Center and other user colleges to solve FIS implementation problems and learn more about the system.

Mr. Gangnes indicated that the Business Services' staff has been working hard the past two months on the conversion of entire College payroll from the presently used system to the newly mandated system at the Department of Social and Health Services. He also indicated that the Business Services' staff are working on the conversion of the College's present chart of accounts to the new PDS chart of accounts imposed on community colleges by the state.

The Dean of Business Services and Planning also reported on the progress of the campus signing project, the student interim center, the Histology Lab, and the Theater.

- F. Washington Federation of State Employees Report: None.
- G. Tacoma Community College Federation of Teachers Report: None.
- H. Associated Students of Tacoma Community College Report: None.

OLD BUSINESS

Mr. Carl Brown reported that the Notice of Intent of the Board to adopt rules concerning the District's compliance with the State Environmental Policy Act was filed with the Code Reviser on April 8, 1977, and mailed to all persons who had made requests for advance notice of the College's rule-making proceedings.

The Chairperson indicated that the hearing was open and asked for input from Board members, administration, and audience. There was no discussion.

MOTION: Mrs. Jeynes moved that the Board adopt the rules concerning compliance with the State Environmental Policy Act and that the rules be attached to the Minutes of the Meeting and entitled Exhibit "A". Mr. Vandever seconded the motion. The motion was unanimously passed.

Dr. Stevens presented to the Board Resolution No. 77-2 which would include a provision in the Board Policy Manual for amending the Board Policy.

MOTION: Mrs. Starke moved that the Board
adopt Resolution No. 77-2.
Dr. Wesley seconded the motion.
The motion was unanimously adopted.

NEW BUSINESS

Mr. Carl Brown reported that the Notice of Intent of the Board to adopt rules concerning the Parking and Traffic Rules governing the parking and operation of vehicles on College-owned and operated property, as well as rules governing the pedestrian use of College streets, crosswalks and paths, including a schedule of fines and procedures for the appeal of fines and penalties was filed with the Code Reviser on April 8, 1977, and mailed to all persons who had made requests for advance notice of the College's rule-making proceedings.

The Chairperson declared the hearing open and asked for input from Board members, administration, and audience.

Mr. McCourt thanked Dr. Stevens and Mr. Brown for their work on the Parking and Traffic Rules and the time spent in discussing these rules with members of the College community. Mr. McCourt indicated that he felt, for the most part, that the rules were good. However, he indicated that the Faculty Union's attorney was of the opinion that the section indicating the amount of the fine will be set-off against and deducted from any present or future salary or other financial obligation owed to the employees by the College (WAC 132V-116-260(8), was illegal.

Mr. Lowenberg, Assistant Attorney General, indicated that it was the opinion of the Education Division of the Attorney General of the State of Washington that the proposed section in question, WAC 132V-116-260(8) was, in fact, legal. Mr. Lowenberg indicated that it was his opinion that the statute does not restrict the College from deducting amounts owed to the College for parking.

There being no other comments or questions, the hearing was closed.

MOTION: Dr. Wesley moved that the Board adopt
the rules concerning the Parking and
Traffic and that the rules be attached
to the Minutes of the Meeting and
entitled Exhibit "B". Mrs. Starke
seconded the motion. The motion was
unanimously passed.

BOARD OF TRUSTEES' REMARKS

Mrs. Pinto thanked the Show-Pop Choir and Miss Pierce County for their presentation to the Board prior to the meeting.

Dr. Stevens reported to the Board that the McNeil Island Commencement ceremony would be held on May 19, 1977, and encouraged members of the Board to attend. He indicated that twenty-two (22) students were receiving Associate Degrees from Tacoma Community College.

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for May 26, 1977, at 2:00 p.m. in the John H. Binns Room of the College.

ADJOURNMENT

The meeting was adjourned at 3:43 p.m.

Respectfully submitted,

Larry P. Stevens

Larry P. Stevens
Secretary to the Board

EXHIBIT "A"
Chapter 132V-325

State Environmental Policy Act Rules

WAC 132V-325-010 AUTHORITY. It shall be the policy of Community College District 22 that capital projects proposed and developed by the district shall comply with the provisions of Chapter 43.21C RCW, the State Environmental Policy Act (SEPA); Chapter 197-10-WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the State Board for Community College Education. (Tacoma Community College Board Policy, Chapter VIII, Section 8.3030; 10-76)

WAC 132V-325-020 RESPONSIBILITY. In compliance with WAC 197-10-820, the District President or an administrative officer designated by the District President shall be the official responsible for carrying out this policy.

RESOLUTION NO. - 77-2

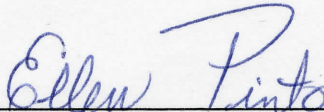
WHEREAS, a review of the Board of Trustees Policy Manual has been underway since September, 1975; and

WHEREAS, the Board of Trustees approved Chapter I, Board By-Laws, on December 18, 1975; and

WHEREAS, it is the Board's desire that any member of the student body, staff, faculty, administration, or citizen may propose Board policy, or the modification or deletion of Board policy, which has been pursued through the established procedures of the College District; now, therefore, be it

RESOLVED by the Board of Trustees of Community College District 22 that the Board approve those amendments to Chapter I of the Board Policy Manual as set forth on the attachment marked Exhibit "A" which is incorporated herein by this reference.

DATED this 28th day of April, 1977.



CHAIRPERSON, Board of Trustees
Community College District 22

EXHIBIT "A"

Section 1.2060 (c) Establish broad general policies for the governance of the District and hold the President accountable for administering them; further, to provide for amending Board Policy according to established regulations and procedures as determined by the President.

Parking and Traffic Rules and Regulations

WAC 132V-116-010 AUTHORITY. Pursuant to the authority granted by the RCW 28B.50.140 (10), the Board of Trustees of Community College District 22 empowers the President of the College District to make on-campus parking available for visitors, faculty, students and staff at a fee established and approved by the Board. The Board further authorizes the President to formulate rules and regulations which ensure the safety of operators of vehicles and pedestrians using the College's streets, crosswalks and paths. (Tacoma Community College Board Policy Handbook, Chapter VII, Section 7.1010; 5-76)

WAC 132V-116-020 PURPOSE. The rules and regulations contained herein are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic on property owned, operated and maintained by the College District.
- (2) To assure access at all times for emergency equipment.
- (3) To minimize traffic disturbances.
- (4) To facilitate the operation of the College by assuring access for vehicles.
- (5) To regulate the use of parking spaces.

WAC 132V-116-030 DEFINITIONS. For the purposes expressed in this document, the following definitions and terms shall apply:

- (1) COLLEGE: Tacoma Community College, or any additional community college hereafter established within Community College District 22, State of Washington, and those individuals responsible for its control and operation.
- (2) COLLEGE COMMUNITY: trustees, students, employees, and guests on college-owned or controlled facilities.
- (3) COLLEGE FACILITIES: any or all property controlled or operated by the College.
- (4) STUDENT: any person enrolled at the College.
- (5) SAFETY AND SECURITY OFFICER: an employee of the College accountable to the Dean of Administrative Services and responsible for campus security, safety, parking and traffic control.
- (6) VEHICLE: any conveyance which can be legally operated on the streets and highways of the State of Washington, or whose primary purpose is recreational.
- (7) VISITORS: persons who come upon the campus as guests, and persons who lawfully visit the campus for purposes which are in keeping with the College's role as an institution of higher learning in the State of Washington.
- (8) PERMANENT PERMIT: a permit which is valid for a College quarter, year or portion thereof.
- (9) TEMPORARY PERMIT: a permit issued in lieu of a permanent permit for a period designated on the permit.
- (10) HANDICAPPED PERMIT: a permit issued to a person with a physical, mental or sensory impairment.
- (11) COLLEGE TERM: unless otherwise designated, the time period commencing with the summer quarter of the calendar year and extending through the subsequent fall, winter, and spring quarters. The summer quarter shall be considered the first quarter of the college year for parking and traffic control purposes.
- (12) CAMPUS: the grounds and buildings of the College.

WAC 132V-116-040 APPLICABLE TRAFFIC RULES AND REGULATIONS. The traffic rules and regulations which are applicable for the College are:

- (1) The motor vehicle and traffic codes of the State of Washington.
- (2) The traffic ordinances of the City of Tacoma.
- (3) The other rules and regulations hereinafter described in this chapter.

WAC 132V-116-050 PARKING AND TRAFFIC RESPONSIBILITY. The Dean of Administrative Services is responsible for parking and traffic management on campus. In general, the responsibility is delegated to the College's Safety and Security Supervisor, who is authorized to coordinate directly with the Dean of Administrative Services and others on campus as required by his/her duties.

WAC 132V-116-060 PERMITS REQUIRED FOR MOTOR VEHICLES ON CAMPUS. No student or employee shall stop, park, or leave a motor vehicle, whether attended or unattended, upon the campus without a parking permit issued pursuant to WAC 132V-116-030 (8), (9) or (10), except that:

(1) Any student parking on campus will be given ten (10) days from the beginning of his/her enrollment to obtain a permit from the Office of Safety and Security.

(2) Any employee parking on campus must obtain a permit within ten (10) days after commencing employment with the College, and where applicable, will renew the permit within ten (10) days after its expiration.

WAC 132V-116-070 REGISTRATION OF VEHICLES. All students and employees who operate motor vehicles on the campus will register them with the Office of Safety and Security.

WAC 132V-116-080 AUTHORIZATION FOR ISSUANCE OF PERMITS. The Office of Safety and Security is authorized to issue parking permits to members of the College community pursuant to the following regulations:

(1) Students may be issued parking permits upon the registration of their vehicles with the Office of Safety and Security.

(2) Employees may be issued parking permits pursuant to WAC 132V-116-060 (2).

(3) Safety and Security Officers may issue temporary parking permits when such permits are necessary to conduct the business or operation of the College.

(4) Safety and Security Officers may issue temporary parking permits, not to exceed a period of five (5) working days, for the use of an additional car whenever the registered vehicle is being repaired.

WAC 132V-116-090 PARKING FEES. Fees for parking in designated areas will be established by the Board of Trustees.

WAC 132V-116-100 VALID PERMITS. The following are valid permits when they are properly displayed and unexpired:

- (1) A permanent permit.
- (2) A temporary permit.
- (3) A handicapped permit.

WAC 132V-116-110 DISPLAY OF PERMIT. (1) A permanent parking permit shall be affixed to right rear bumper area of the vehicle. A temporary parking permit shall be placed within the vehicle on the dashboard where it can be plainly observed.

(2) Permits for motorcycles shall be affixed to the vehicles in visible locations.

WAC 132V-116-120 TRANSFER OF PERMITS. A parking permit is not transferable. If a vehicle is sold or traded, the permit holder may obtain a new permit from the Office of Safety and Security.

WAC 132V-116-130 PERMIT REVOCATION. Parking permits are the property of the College and may be revoked for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists; or

(2) when a permit is used for an unregistered vehicle or by an unauthorized individual; or

(3) when it is determined that an application has been falsified; or

(4) when it is determined that a permit has been altered.

WAC 132V-116-140 RIGHT TO REFUSE PERMIT. The College reserves the right to refuse the issuance of a parking permit when it is deemed to be in the best interests of the College.

WAC 132V-116-150 RESPONSIBILITY OF PERMIT HOLDER. The permit holder is responsible for all violations of the Parking and Traffic Rules and Regulations involving the vehicle for which the permit was issued and to which it was affixed; provided, that such responsibility shall not relieve the operator of the vehicle who violates these rules and regulations. In the event that a vehicle in violation is not registered with the College, the current registered owner will be responsible for the violation(s) of the College regulations.

WAC 132V-116-160 DESIGNATION OF PARKING SPACES. Parking spaces shall be designated for the following categories:

(1) Students

(2) Employees

(3) Handicapped persons

(4) Visitors

(5) Other business purposes

WAC 132V-116-170 PARKING WITHIN DESIGNATED SPACES. All vehicles must be parked in designated spaces only.

(1) No vehicle may be parked in any undesignated area except the following:

(a) Approved maintenance vehicles.

(b) Emergency vehicles.

(c) Approved construction vehicles.

(d) Approved delivery vehicles.

WAC 132V-116-170 PARKING WITHIN DESIGNATED SPACES. (Continued)

(2) Unless prior arrangements have been made, no vehicle shall be parked on campus for a period in excess of 72 hours. Vehicles which have been parked in excess of 72 hours may be impounded and stored at the expense of the owner.

(3) No vehicle shall be parked so as to occupy any portion of more than one (1) parking space.

(4) Parking in designated areas will be strictly enforced between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday.

WAC 132V-116-180 REGULATORY SIGNS AND DIRECTIONS. The Office of Safety and Security is authorized to erect signs, barricades, and other structures and to paint marks or other directions upon the entry ways, streets, and parking areas of the campus. Vehicle operators shall observe and obey all regulatory signs and directions and shall comply with traffic control.

WAC 132V-116-190 SPEED LIMIT. No vehicle shall be operated on the campus at a speed in excess of 15 miles per hour or as posted. No vehicle shall use the campus parking areas for unauthorized activities.

WAC 132V-116-200 MOVEMENT OF VEHICLES. Except as authorized by the Office of Safety and Security, movement of motor vehicle traffic is limited to entrances, drives, and parking areas.

WAC 132V-116-210 OPERATION OF BICYCLES. Bicycle operators shall observe the following rules and regulations:

(1) Bicycles and other non-engine cycles shall be operated in a responsible manner.

(2) No bicycle shall be parked inside a building nor blocking a building entrance.

(3) Bicycles should be secured to racks as provided so as not to endanger pedestrian traffic.

(4) Bicycle operators will observe traffic rules and regulations when operating on entrances, drives, and parking areas.

WAC 132V-116-220 REPORT OF ACCIDENT. The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of any amount shall within 24 hours report such accident to the College's Office of Safety and Security. This does not relieve any person so involved in an accident from his responsibility to file a State of Washington Motor Vehicle Accident Report within 24 hours after such accident.

WAC 132V-116-230 SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED. Upon special occasions causing additional and/or heavy traffic and during emergencies, the College's Safety and Security Supervisor is authorized to impose special traffic and parking regulations and restrictions for the achievement of the objectives specified in WAC 132V-116-020.

WAC 132V-116-240 ENFORCEMENT. (1) All parking and traffic rules and regulations shall be enforced throughout the calendar year.

(2) The Dean of Administrative Services or his designee shall be responsible for the enforcement of the rules and regulations contained in this document.

WAC 132V-116-250 ISSUANCE OF TRAFFIC CITATIONS. Safety and Security Officers or their subordinates will issue citations for any violations of these rules and regulations. Such citations will include the date, approximate time, vehicle identification number, infraction, name of the officer and schedule of fines. The traffic citations may be served in person, via mail, or by attaching a copy outside the vehicle.

WAC 132V-116-260 FINES AND PENALTIES. Fines and penalties may be assessed for all violations of these rules and regulations.

(1) The Dean of Administrative Services, or in his absence the President or the Acting President, is the only College employee authorized to impound vehicles parked on College property.

(a) Vehicles wrongfully parked in designated areas or parked in undesignated areas are subject to impoundment.

(b) Impoundment and storage expenses shall be the responsibility of the owner of the impounded vehicle.

(c) The College shall not be liable for loss or damage of any kind resulting from such impoundment and storage.

(d) Impoundment of a vehicle does not remove the obligation for any fines associated with the citation.

(2) An accumulation of traffic citations by a student in excess of THIRTY (30) DOLLARS or the failure by a student to satisfy any traffic fines, regardless of the amount thereof, by the end of an academic quarter may result in disciplinary action initiated by the Dean of Student Services against the student.

(3) The Dean of Administrative Services shall direct all citations to the Office of Business Services for collection. Parking and traffic fines may be mailed to the Office of Business Services for collection or paid at the cashier's station.

(4) A Schedule of Fines shall be set by the Board of Trustees.

(5) The following Schedule of Fines is adopted by the Board and shall be published on the traffic citation forms.

(a) vehicle parked in a manner so as to obstruct traffic; \$3.00

(b) occupying more than one space; \$2.00

(c) occupying space not designated for parking; \$2.00

(d) illegal parking (parked in area not authorized by permit); \$2.00

(e) failure to yield right-of-way; \$3.00

(f) parking in fire lane; \$3.00

(g) speeding; \$5.00

(h) failure to stop for stop sign/signal; \$5.00

(i) reckless/negligent driving; \$5.00

(j) no parking permit displayed; \$5.00

(6) If the fine is paid within 24 hours of the issuance of the citation, the fine will be reduced to \$1.00, except for moving violations.

WAC 132V-116-260 FINES AND PENALTIES. (Continued)

(7) In the event a student fails or refuses to pay a fine, the following may be initiated by the Dean of Student Services:

- (a) student may not be eligible to register for any more courses;
- (b) student may not be able to obtain a transcript of his grades or credits;
- (c) student may not receive a degree until all fines are paid;
- (d) student may be denied future parking privileges;
- (e) student's vehicle may be impounded.

(8) Upon failure of an employee to appeal from any fine or penalty as set forth herein, or upon a decision by the Dean of Administrative Services affirming the employee's debt to the College, whichever is applicable, the amount of the fine will be set-off against and deducted from any present or future salary or other financial obligation owed to the employee by the College.

WAC 132V-116-270 APPEAL OF FINES AND PENALTIES. Any fines and penalties levied against a violator of the rules and regulations set forth herein must be appealed in writing, stating fully all grounds for the appeal, within five (5) days from the date of the citation, to the Safety and Security Supervisor who will:

- (1) After notice to the appealing party, confer with said party and review the appeal to determine whether a satisfactory solution can be reached without further administrative action. The Safety and Security Supervisor will advise the appellant, as soon as practicable, of his proposed decision.
- (2) If the appellant is dissatisfied with the Safety and Security Supervisor's proposed decision, the appeal will be forwarded to the Dean of Administrative Services who will meet with all parties, review the circumstances of the appeal and render a decision within ten (10) days.

WAC 132V-116-280 LIABILITY OF COLLEGE. Except for College owned and/or operated vehicles, the Board assumes no liability under any circumstances for vehicles on campus.

RESOLUTION NO. 77-3

WHEREAS, The Reverend Robert M. Yamashita served as a faithful and conscientious member of the Tacoma Community College District No. 22 Board of Trustees from September 1, 1969, to April 3, 1977; and

WHEREAS, during the period as a member of the Board, Reverend Yamashita served as the chairperson for two terms; and

WHEREAS, during his tenure on the Board, Reverend Yamashita provided the College with advice, guidance and leadership; now, therefore, be it

RESOLVED, by the Board of Trustees of Community College District 22, that Reverend Robert M. Yamashita be commended for his contributions to Tacoma Community College and for his untiring efforts for the betterment of the College and the community it serves.

ADOPTED this 28th day of April, 1977.

Ellen Pinto

Ellen Pinto, Chairperson

Alan P. Vandervort

Alan P. Vandervort, Member

Sally Starke

Sally Starke, Member

Mildred S. Jeynes

Mildred Jeynes, Member

Barbara Wesley

Barbara Wesley, Member



TACOMA COMMUNITY COLLEGE

Tab I, Item B

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: MINUTES	ITEM & FILE NO. I. B
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S) Minutes of March 22 and March 24, 1977

Background

The Minutes of the Special Meeting of the Board of Trustees on March 22, 1977, and the Minutes of the Regular Meeting of the Board of Trustees on March 24, 1977, are submitted for approval.

Recommendation

The President recommends that the Board of Trustees approve the Minutes of March 22 and March 24, 1977.

ADMINISTRATOR INITIATING ITEM:	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE

STRUCTURE OF THE SOCIAL AND BEHAVIORAL SCIENCES DIVISION

Departments

Behavioral Sciences

History

Physical Education

Programs

Administration of Justice-Anthropology-Human Service Worker-
Psychology-Social Services-Sociology-Women's Studies

Aerospace Studies-Geography-History-Labor Studies-Political Science

Developmental Activities-Professional

SOCIAL AND BEHAVIORAL SCIENCE DIVISION

<u>CURRENT PROGRAMS</u>	<u>FULL TIME FACULTY</u>	<u>PART TIME SECTIONS</u>	<u>FALL 1976 ENROLLMENT</u>
1. ADMINISTRATION OF JUSTICE	1	8	206
2. AEROSPACE STUDIES		2	16
3. ANTHROPOLOGY	2	0	162
4. GEOGRAPHY	1	0	56
5. HISTORY	4 $\frac{1}{2}$	0	420
6. HUMAN SERVICE WORKER	1	2	124
7. PHYSICAL EDUCATION	3	4	635
8. POLITICAL SCIENCE	1	1	153
9. PSYCHOLOGY	3	3	495
10. SOCIAL SERVICES		1	37
11. SOCIOLOGY	3	2	431
12. WOMEN'S STUDIES		4	49

SOCIAL AND BEHAVIORAL SCIENCE DIVISION

ANNUAL REPORT 1977

A. NEW PROGRAMS 1976-1977

COOPERATING GROUP

1. Labor Studies
2. Volunteer Management

Central Labor Council
Tacoma-Pierce County social service agencies

B. PROGRAMS PLANNED 1977-1978

1. Cooperative Education
2. International Studies
3. Study-tour of London, England
4. Security-Safety Technician

Tacoma businesses and social service agencies
Ft. Steilacoom
English and Communication Division
International Association of Security

C. PROGRAMS PLANNED 1978-1979

1. Ethnic Heritage Studies
2. Handicapped Resource Center

Community Services Office

D. T.V. COURSES PLANNED FOR 1977-1978

1. Age of Uncertainty
2. Civilization
3. Romantic Revolution
4. Roots

Channels 9, 13, and 62

SOCIAL AND BEHAVIORAL SCIENCE DIVISION FACULTY

BEHAVIORAL SCIENCE DEPARTMENT

1977

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs)	Teaching Experience (yrs)	Professional Activities & Civic
Robert Adams	Anthropology	1969	M.A.	6	7	Member of American Anthropological Association, Western Washington A.A.A., and Tacoma Sertoma Club. Co-Director of Miss Pierce County Scholarship Pageant-Advisory Board Tacoma Seamen's Center- Resource person for the Washington Commission for the Humanities.
Bill Anderson	Psychology	1965	M.S.	10	12	Consulting and Counseling
✓ Keith Brightwell	Administration of Justice	1970	California Teaching Credential	2	17	Member of Tacoma Community College Professional Leave Committee, Washington State Criminal Justice Educators Association, and Status Offender Conference.
Dick Falk	Sociology	1949	D.R.	9	28	Member Phi Kappa Phi, Scholastic Honorary, American Sociological Association, Phi Delta Kappa Professional Fraternity - Active in several community organizations - Development and presentation for public discussion of vital social issues.
✓ Loren Finley	Human Services Program	1975	M.A.	6	2	Member of NASW Board of Directors, and Seattle Mental Health Institute.
✓ Dick Giroux	Psychology	1967	M.S.	6	10	<u>Department Chairman of Behavioral Sciences 1975-1977</u>
Luther Jansen	Sociology	1965	M.A.	13	17	Member of Advisory Board to Northwest Center for Marital and Sexual Studies Organist at St. John's Lutheran Church, Lakewood.

Gary King
Joanne Shera

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs)	Teaching Experience (yrs)	Professional Activities & Civic
Donna Leonetti	Anthropology	1967	Ph.D.	12	8	Research on Japanese-American Community Speaker on Women's Programs and Counseling Activities many groups. Member NWC & PA, Washington State Advisory Commission to Women's Council at SBOCE level, and AAUW
✓ Lee Morrison	Coordinator Women's Studies	1975	MEd in Guidance and Counseling	6	3	
✓ Bill Packard	Sociology	1969	M.A.	12	11	Boy Scout in Seattle - Research Staff Census Board 1961-1967 -- Population Enrollment Forecasting - Staff of Planning and Community Affairs 1967-1969 - Directors of several city and county censuses - <u>Depart- ment Chairman elect of Behavioral Sciences.</u>
Jerry Shulenbarger	Psychology	1968	M.A.	7	11	
Ann Sundgren	Sociology	1968	Ph.C.	12	9	Pacific Sociological Association, American Sociological Association - Member of Committee on Teaching Undergraduate Sociology.- Committee on Long Term Comprehensive Care at the University of Washington - Predoctoral Associate Instructor at University of Washington 1977 Visiting Instructor at University of Victoria 1975, Predoctoral Associate Instructor at University of Washington 1965- 1967 - Extension Lecturer at University of Washington 1964-1965.

SOCIAL AND BEHAVIORAL SCIENCE DIVISION FACULTY

GEOGRAPHY-HISTORY-POLITICAL SCIENCE DEPARTMENT

1977

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs)	Teaching Experience (yrs)	Professional Activities & Civics
Elijah Hankerson	History	1968	B.Th.	8	12	Member of American Historics, NAACP, Urban League, and the National Baptist United States of America Incorporated.
✓ Yun-yi Ho	History	1968	Ph.D.	16	11	Keynote speaker at the Washington Council for the Social Studies October 1971, Faculty Colloquium of Asian Study at the University of Washington - Member of Society of Asian Studies - Former member of Asian American Alliance in Tacoma - Panel Speaker at the Midwestern Conference on Asian Affairs October 1976 - Panel speaker at 110th Community History Conference March 1977.
George Huffman	History/ Business Administration	1967	M.A.	7	12	Member of St. Nicholas Catholic Church in Gig Harbor and Pierce County - Washington Federation of Teachers and Pierce County Central Labor Council - Past member of the United Way Board of Directors - Active in the Peninsula Athletic Association, Sports program for elementary school children - Active in speaking to elementary school children on American History - Currently a director of the Shore Acres Water District Board of Directors - Past precinct committeeman for the Pierce County Democratic Party.

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs)	Teaching Experience (yrs)	Professional Activities & Civic
Tom McLaughlin	History	1967	Ph.D.	10	13	Department Chairman <u>1968-1975</u> Articles Published: "Sectional Responses of Free Negroes to the Idea of Colonization", <u>Research Studies</u> , September 1966 pages 123-132; "Grass-Roots Attitudes toward Black Rights in Twelve Nonslaveholding States, 1846-1869," <u>Mid-America: An Historical Review</u> , July, 1974 pages 175-181. Member of Phi Alpha Theta (History Honorary Society)
Ronald Magden	History	1965	Ph.D.	7	25	Member of the American Historical Association Classroom Committee - National Council for the Social Studies - Member of the Board of Trustees of HELP Center for Retarded Adults - President of the Tacoma Public Library Board of Trustees 1976 - Chairperson elect of the Washington Library Trustees Association - <u>Chairman of Social and Behavioral Sciences since 1966.</u>
✓ Harland Malyon	History	1966	M.A.	7	26	Tennis Coach and Advisor of SDS
Murray Morgan	History	1970	M.S.	5	13	Active in writing, lecturing, and broadcasting
Don Moseid	Political Science	1966	M.A.	6	17	Basketball coach at Tacoma Community College for 9 years - High school coach at Mt. Tahoma for 5 years - Assistant Basketball Coach at University of Puget Sound for 1 year - Representative to high schools for the Admissions Office. Speaker at Convention Clinics.
James Ollee	Geography	1969	B.A.	5	10	Member of the American Association of Geography, Northwest Geography Association, Urban League, NAACP - M.A. Candidate at the University of Washington.

SOCIAL AND BEHAVIORAL SCIENCE DIVISION FACULTY

PHYSICAL EDUCATION DEPARTMENT
1977

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs)	Teaching Experience (yrs)	Professional Activities & Civic.
Ed Fisher	P.E.	1966	M.S.	6	27	Washington State Coaches Association WAHPER-State WAHPER-National Athletic Director Tacoma Community College since 1974
✓ Jack Heinrich	P.E.	1965	M.A.	7	27	<u>Chairman of the Physical Education Department since 1966.</u>
Phyllis Templin	P.E.	1965 and 1971	B.A.	5	11	Member of AHPER, WAHPER, NCWSA, and President-elect of NCCWC.



TACOMA COMMUNITY COLLEGE

Tab II, Item A,B,C,
D,E,F

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: CORRESPONDENCE	ITEM & FILE NO. II, A, B, C, D, E, F
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S) Letters

The enclosed correspondence is presented for review by the Board of Trustees.

ADMINISTRATOR INITIATING ITEM: L. P. Stevens	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

MAR 29 1977



STATE OF WASHINGTON

state BOARD for community college education

319 Seventh Avenue
Olympia, Washington 98504

John C. Mundt
Director

March 28, 1977

Dr. Larry Stevens, President
Tacoma Community College
5900 S. 12th
Tacoma, Washington 98465

Dear Larry:

This letter is written to let you know how much I have appreciated the work of Bob Rhule on the Course Coding Committee. This assignment which was given to us has been extremely difficult and time consuming. All of the Deans who volunteered have worked hard and much of the difficult and tedious recoding was done at home on off-hours. It has not always been a pleasant task, and Bob has had to accept some unjustified bitterness. But through it all, there was never one complaint from Bob. He worked hard; he contributed good suggestions on procedure; and he was always cooperative.

Now that the first phase of our work is drawing to a close, I wanted you to know what a really important contribution Bob has made to the project. Also, I appreciate your understanding of the task which we were doing.

Sincerely,

E. Frank Price
Associate Director

EFP:sw

cc: Bob Rhule



MAR 30 1977

MEMORANDUM

Date: March 29, 1977
To: Carl Brown
From: Bob Adams
Subject: Miss Pierce County Scholarship Pageant

I wanted to comment on the terrific job done by Security during the recent Miss Pierce County Scholarship Pageant.

The cooperation and assistance given to the production staff, contestants, and public were an outstanding example of public relations. Many favorable comments about T.C.C. were the result of the courtesy shown by Security.

Thanks--

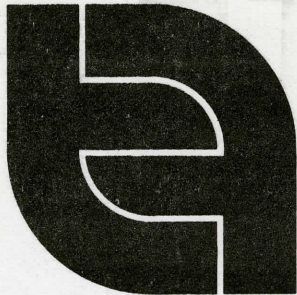
Bob Adams
for the Miss Pierce County Scholarship
Pageant Board

RA:bf
cc: Dr. Stevens ✓
Stan Mowre
Dr. Rhule
Dr. Batdorf

[Handwritten signature]
E. Frank Price
Associate Director

OFFICE OF THE PRESIDENT

APR 4 1977



TAHOMA AUDUBON

29 March 77

President
Tacoma Community College
Tacoma, WA 98465

Dear Sir:

We wish to thank Tacoma Community College for the use of the John Binns room for our Tahoma Audubon Society Education Committee meetings. Your cooperation is greatly appreciated.

Sincerely,

Evelyn Patton
Evelyn Patton
Secretary

Carl R. Brown

Carl R. Brown
Dean of Administrative Services

cc: Stan Moore, Supervisor
Larry Stevens, President

the Tacoma, Washington chapter of its national education and conservation society

APR 4 1977

TACOMA COMMUNITY COLLEGE

5900 South 12th Street
Tacoma, Washington 98465

April 1, 1977

Mr. Lee Schmidlap
6529 93rd Street S.W.
Tacoma, Washington 98499

Dear Mr. Schmidlap:

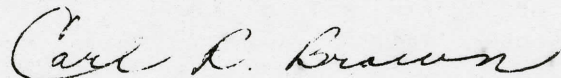
The College is extremely proud that you were able to apprehend one of the persons who had been vandalizing the College's buildings and demolishing the vending machines. You demonstrated courage and fortitude during the performance of your duties, and your accomplishment is appreciated by all segments of the college community.

This feat should serve as an inspiration to you and the other members of the Safety and Security Unit. It indicates that each Security Officer is a dedicated member of the College's work force and is committed to performing his job with maximum capability.

I congratulate you on your accomplishment and encourage you to continue the quality of work which you have been performing.

With your permission, I will place a copy of this letter in your personnel folder.

Sincerely yours,



Carl R. Brown
Dean of Administrative
Services

CRB:ls

cc: Stan Mowre, Supervisor
Larry Stevens, President

APR 11 1977

tacoma **TASC**

TREATMENT ALTERNATIVES TO STREET CRIME

1201 South 11th Street

Tacoma, Washington 98405

(206) 572-4750

April 8, 1977

Clay Huntington, Chairman
Patrick J. Gallagher
Joe Stortini
Pierce County Commissioners
Room 1046, County-City Building
930 Tacoma Avenue South
Tacoma, WA 98402

Gentlemen:

Treatment Alternatives to Street Crime (TASC) is a federally funded diversion project aimed at individuals who are drug abusers and involved in the criminal justice system. However, as you might imagine, drug abuse is only one of many problems facing most of our clients.

I would like to bring to your attention three local agencies which have provided invaluable services to clients referred from Tacoma TASC. Often these programs provide the kind of assistance and personal attention that makes the difference in motivating a client to begin or stay involved in treatment.

B.A.S.I.C., funded through the Metropolitan Development Council, and expertly managed by Russ Fonder, is a multi-service center which has helped many of our clients by providing food bank services and emergency assistance with other basic needs.

The Pierce County Veteran's Bureau has been outstanding in providing services to TASC clients who are veterans. Office Manager Robert F. Cummings often arranges financial assistance for these people, in addition to being instrumental in having the cases of clients with less than honorable discharges reviewed.

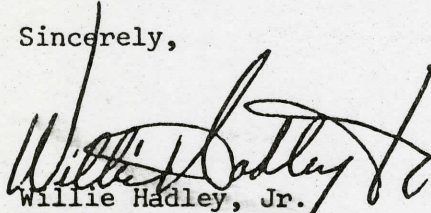
Finally, the Office of Veteran Affairs at Tacoma Community College, directed by Steven J. Howard, has simplified the process of college entrance for TASC clients. By doing so, he has helped to provide a viable alternative to "life on the streets."

Sometimes community service agencies, such as those I've described, do not

Pierce County Commissioners
April 8, 1977
Page 2

receive the recognition they deserve. Thus, I heartily urge you, as representatives of this community, and because of your demonstrated interest in social service programs, to visit and support these excellent service providers.

Sincerely,



Willie Hadley, Jr.
Re-Entry Specialist

WH:ns

P.S. Joe: I can't write anymore...I'm diabetic. Smile.



KING BROADCASTING COMPANY

320 AURORA AVE. NORTH • SEATTLE, WASHINGTON 98109 • TELEPHONE 206/223-5000

TO Tacoma C.C.
 Sue Dumouch
 5900 South 12th
 Tacoma, WA 98465

MONTH ENDING	INVOICE NO.
3-31	

TERMS: NET 30 DAYS

FOR

No.

QTY.	DESCRIPTION	RATE	GROSS AMOUNT	NC=NON COMMISSIONABLE	PREPAYMENTS
8	public service announcements aired 1-1-'77 - 3-31-'77	@135	1,080		



*We hope the public service announcements carried on KING-TV have
 contributed to the good work of your organization.*

It was our pleasure to be of assistance.

Sincerely,

Eric S. Bremner
 Eric S. Bremner
 General Manager



TACOMA COMMUNITY COLLEGE

Tab III, Item A

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY I.S.
SUBJECT: April Report	ITEM & FILE NO. III, A
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S)

SUMMER AND FALL QUARTER CLASS SCHEDULES READIED

During the past several weeks, the instructional staff has developed and prepared for printing the 1977-78 annual schedule. The schedule for Summer Quarter 1977 is now available to interested students. Preliminary budgets to support the instructional programs have been completed for presentation to the Dean of Business Services and Planning for 1977-78. Also, requests for equipment funded by the Legislature's line item account (001-17) have been completed and orders will be processed, based upon the instructional program priorities.

SPECIAL ALLOCATION FOR STATEWIDE NEEDS ASSESSMENT CONFIRMED

The Office of Occupational Education received confirmation of a special allocation of FY 77, PL 90-576, Part B, General Purpose funds in the amount of \$6,000. This allocation is to support a statewide needs assessment of the Energy Conservation Technician occupation. If the assessment shows occupational opportunities, the Office of Occupational Education will, through use of an advisory committee, develop a curriculum.

ARTMOBILE VISIT SUCCESSFUL

During the recent visit of the Artmobile, approximately 600 visitors, including Art classes from nearby public schools, toured the display. The display included work by members of the TCC Art Department -- Frank Dippolito, Paul Michaels, Richard Rhea, and Donald Tracey. Their work is also currently on display at the Pierce County College/University Art Show at the Tacoma Art Museum.

ADMINISTRATOR INITIATING ITEM: R. R. Rhule	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

COLLEGE PARTICIPANTS IN EXTERNSHIP/INTERNSHIP PROJECT

For Spring Quarter 1977, Lorraine Stephan, Associate Dean for Occupational Education at Tacoma Community College, is working as an extern at the State Board for Community College Education Occupational Office three days per week. Mrs. Lucy Charnley, Home and Family Life administrator, and Chairman of the ~~Allied Health Division~~ at Seattle Central Community College, is interning as an occupational administrator and working in cooperation with the Associate Dean for Occupational Education at Tacoma Community College.

NEW COURSES APPROVED

After passage by the Departments, the Divisions, and the Curriculum Committee, the following new courses were approved by the President: (see attachment)

ARTS & HUMANITIES DIVISION

Music 170/270*	Swing Choir	3 / / 6
		Cr. Lec. Lab

Instruction in small group singing and choreography. Rehearsal and performance of swing-jazz selections with emphasis on vocal technique, body movement, and stage poise.

AMERICAN INSTITUTE OF BANKING/BANKING & FINANCE

Banking & Finance 111	Negotiable Instruments & the Payments Mechanism	3 / 3 / 0
		Cr. Lec. Lab

This course provides the student with insights in the developments of alternate forms of funds transfer involving electronic and automated systems for deposits and withdrawals. A basic introductory course to Law and Banking I and II (Banking & Finance 112/113).

Banking & Finance 186	Commercial Banking	3 / 3 / 0
		Cr. Lec. Lab

This course studies the managerial activities of the commercial bank. By investigating the techniques and principles followed by commercial banks in their performance of both the monetary and social functions: structure, organization and management, liquidity management, and profitability.

BUSINESS & OFFICE EDUCATION DIVISION

Real Estate 245	Economics & Environmental Issues in R.E.	5 / 5 / 0
		Cr. Lec. Lab

Covers the economics of land development, the economic significance of real estate, principles of human ecology, land use regulations, rights of private property ownership, SEPA, the "taking issue," the future of real estate as an economic resource.

MATHEMATICS & SCIENCE DIVISION

Biology 198	Our Undersea Frontier	3 / 3 / 0
		Cr. Lec. Lab

This course will include the showing of two films produced by the Cousteau Society and highlighted by a lecture presentation featuring Bill McDonald, a member of Jacques Cousteau's diving team. Rounding out the course will be a series of lectures, film/slide presentations and a field trip, conducted by the Tacoma Community College staff.

SOCIAL & BEHAVIORAL SCIENCE DIVISION

History 94	Washington State History	5 / 5 / 0
		Cr. Lec. Lab

Topical approach to the study of current social, political and economic aspects of Washington State.



TACOMA COMMUNITY COLLEGE

Tab III, Item B-1

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY S.S.
SUBJECT: April Report	ITEM & FILE NO. III, B-1
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S)

Background

1976-77 continues to be a year of reassessment, retrenchment and change for Student Services. With sharply limited staff and material resources in the face of needs presented by an increasingly diverse and complex student population, this task is a critical one. Completion of this vital effort is still perhaps a year away, although vital and significant outcomes have already occurred. While the college's increasingly difficult situation with the Veterans Administration (one faced by all colleges) captures most of the attention in student support service areas of Admissions, Records and Registration, other significant activities and changes are underway, including a modified and improved system of scheduling students by priority for registration. Additionally, development of a much improved admissions and registration process for non-matriculated students (those not seeking a degree or formal program objective) will be ready for implementation during the Summer of 1977. The state's computerized Student Information System, partly operational and partly under development, continues to bedevil the college with imperfections requiring costly manual backup systems which limits our ability to serve students in other ways.

The major change underway in Counseling and Student Development is the continued implementation by stages of the college's Educational Planning and Advising Program described and discussed at an earlier Board Meeting. The beginning of the Spring quarter marks the appointment of one of our faculty counselors, Phil Griffin, as Acting Coordinator of Educational Planning.

ADMINISTRATOR INITIATING ITEM: R. L. Batdorf	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

Mr. Griffin is initially assuming his duties on the basis of one-third release time from other counseling duties with those responsibilities being picked up by a part-time counselor. A recent Career Counseling and Development Workshop conducted by a leading consultant from California, has provided the college with both impetus and ideas for a major reorganization and redesign of the college's career counseling effort. In the third major area of Student Activities and Programs, a total, complete reorganization of Student Government, Programs and Activities is very near completion. A major feature of this reorganization effort, to be proposed campus wide within the next few weeks, is an administrative and operational component which is organized along functional rather than programmatic lines and establishes clearer, more effective linkages with other parts of the college organization and a legislative component designed to encourage, if not guarantee broader and more effective involvement by more students in student governance.

Considered in total, these efforts will result in a comprehensive Student Services and Development Program which will serve students more effectively, more efficiently and more responsively in the years ahead.



AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY S.S.
SUBJECT: Student Activities Report	ITEM & FILE NO. III, B-2
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE(S) Student Activities Participation Breakdown

Background

During the Fall Quarter, 1976, at Tacoma Community College, there were approximately 8,193 "participations" in a wide variety of student programs and activities.

The general program activity area participations by students are detailed as follows:

	<u>NO. ATTENDING &</u>	<u>AVG. NO. PROGRAM PROGRAM PLANNERS ACTIVE PARTICIPANTS</u>	<u>= TOTAL</u>
ASB GOVERNMENT	1,369	29	1,398
PROGRAM BOARD	5,200	76	5,276
CO-CURRICULAR	907	113	1,020
CLUBS/ORGANIZATIONS	499	-0-	499
TOTAL	7,975	218	8,193

Please see attachment for each individual program activity participation.

ADMINISTRATOR INITIATING ITEM: R. L. Batdorf	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE

FALL QUARTER REPORT FOR 1976

	<u># ATTENDED</u>	<u># PROGRAM PLANNERS/PART.</u>	<u>DATE</u>
<u>ASB GOVERNMENT:</u>			
ASB Elections	310	12	10/27-28/76
Book Swap	179	5	9/29-10/15/76
ID Cards	700	5	10/27-28/76
ID Cards	130	5	11/29-30/76
CORP Conference	50	2	11/13-14/76

ASB GOVERNMENT ATTENDANCE SUB-TOTAL: ----- 1369

PROGRAM BOARD

Snowflake Boutique(photo,pot, plant sale)	500	7	12/3/76
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CULTURAL & FINE ARTS:

Art Exhibit "Winslow Homer Woodcuts"	1000	2	10/1-11/1/76
Ronald Reitan Recital	250	4	10/22/76
Indian Crafts Workshop	25	3	11/4/76
Art Exhibit "Steve McLeod Oils"	1000	2	11/5-11/30/76
Macrame Workshop	35	2	11/11/76
House Plants Workshop	25	2	11/18/76
Candle Making Workshop	20	2	12/2/76
Gift Wrapping Workshop	50	2	12/9/76

FILMS:

Good To See You Again Alice Cooper	150	1	9/30/76
Monty Python and the Holy Grail	900	1	10/15-16/76
Beatles at Shea, Magical Mystery Tour, Etc.	300	2	10/29-30/76
Frankenstien (original version)	50	2	10/31/76
The Marx Bros. "Casablanca and Love Happy"	cancelled, film did not arrive.	2	12/3-4/76

SPEAKERS:

William Geraway	150	4	10/14/76
Political Forum- Insurance			
Comm. Race	130	2	10/12/76
Political Forum- Indian Fishing Controversy	40	2	10/19/76
Political Forum- 6th Congressional District Race	75	2	10/26/76
Harrison and Tyler	250	8	11/12/76

TACOMA COMMUNITY COLLEGE

FALL QUARTER REPORT FOR 1976

	<u># ATTENDED</u>	<u># PROGRAM PLANNERS/PART.</u>	<u>DATE</u>
PROGRAM BOARD (Cont'd)			
<u>STUDENT SOCIAL ACTIVITIES:</u>			
Welcome Back Luau	Cancelled	4	10/1/76
Stewball - solo vocalist/guitar/ fiddle	75	3	10/6/76
One Reel Vaudeville Company	20	2	11/3/76
Roller Skating Party	Cancelled	2	11/5/76
Train Trip to Portland	20	2	11/13/76
Bob Wickline Group	75	4	11/30/76
Seattle Brass Ensemble	Rescheduled	2	12/7/76
Vacation '76 Disneyland	Cancelled for lack of needed numbers.	5	12/26-1/2/77
First Annual Christmas Dinner- Dance	60	9	12/17/76

PROGRAM BOARD ATTENDANCE SUB-TOTAL: ----- 5,200

CO-CURRICULAR

DRAMA:

Serpent	400	28	11/18-19-20/76
Xmas Readings	80	4	12/15/76

DRAMA ATTENDANCE SUB-TOTAL: ----- 480

ATHLETICS:

MEN'S ATHLETICS:

Cross-Country	48	0	OCT.-NOV. 1976
Basketball	100	0	12/4/76
"	75	0	12/11/76

MEN'S ATHLETICS ATTENDANCE SUB-TOTAL: ----- 223

WOMEN'S ATHLETICS-VOLLEYBALL:

TCC vs Highline	35	14	10/13/76
" vs Green River	35	14	10/18/76
" vs Lower Columbia	25	14	10/22/76
" vs Grays Harbor	30	12	10/28/76
" vs Fort Steilacoom	40	12	11/3/76
" vs Centralia	30	12	11/10/76

WOMEN'S ATHLETICS-VOLLEYBALL ATTENDANCE SUB-TOTAL: ----- 195

TACOMA COMMUNITY COLLEGE

FALL QUARTER REPORT FOR 1976

	<u># ATTENDED</u>	<u># PROGRAM PLANNERS/PART.</u>	<u>DATE</u>
CO-CURRICULAR (Cont'd)			
<u>FORENSICS:</u>			
UPS Debate Tourney	3	1	10/15-16/76
PLU Debate Tourney	1	0	10/22-23/76
UO Debate Tourney	2	1	11/4-5-6/76
TCC Debate Tourney	3*	1	11/19/76
*Approx. 100-135 students of TCC were audiences for rounds of competition Nov. 19 and 20.			
CO-CURRICULAR ATTENDANCE SUB-TOTAL: -----			907
<u>CLUBS AND ORGANIZATIONS:</u>			
<u>ISO:</u>			
ISO Party	50	0	12/3/76
Three Parties	40	0	
Trip to Ski Acres	30	0	
<u>NURSES ASSOCIATION:</u>			
Bake Sale	42	0	12/8/76
<u>PHI THETA KAPPA:</u>			
Greeting guests at TCC's Long Range Planning Commission Meeting.	2	0	11/76
Bake Sale for the purchase of two new flags on campus.	150-200	0	11/30/76
Ushering at the Fall Music Dept. Concert.	2	0	12/8/76
Serving as Campus Guides during an evening orientation for new students.	4	0	12/29/76
	3	0	12/30/76
Potluck Dinner for New Initiates	9	0	1/2/77
<u>STUDENT KOALITION OF INDIAN NATIVES (SKIN):</u>			
SKIN was organized during the Fall Quarter of '76. The first organizational meeting was held on . . .	22	0	11/11/76
Weekly Thursday meetings from there-of.	20	0	11/18-12/9/76
SKIN "Get Together Party." Location-off campus and operated on own funds, donations. No revenue from event.	100	0	12/17/76
CLUBS AND ORGANIZATIONS SUB-TOTAL: -----			499

TACOMA COMMUNITY COLLEGE

FALL QUARTER REPORT FOR 1976

FALL QUARTER TOTALS

	<u># ATTENDED</u>	<u># PROGRAM PLANNERS/PART.</u>
<u>ASB GOVERNMENT</u>	1,369	29
<u>PROGRAM BOARD</u>		
Snowflake Boutique	500	7
Cultural & Fine Arts	2,405	19
Films	1,400	8
Speakers	645	18
Student Social Activities	250	24
<u>CO-CURRICULAR</u>		
Drama	480	32
Men's Athletics	223	0
Women's Athletics-Volleyball	195	78
Forensics	9	3
<u>CLUBS AND ORGANIZATIONS</u>		
ISO	120	0
Nurses Association	42	0
Phi Theta Kappa	195	0
SKIN	142	0
TOTALS:	7,975	218

(5)



TACOMA COMMUNITY COLLEGE

Tab III, Item D

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE	April 28, 1977
FROM: PRESIDENT	CATEGORY	C.E.&C.S.
SUBJECT: April Report	ITEM & FILE NO.	III, D
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE(S)	Summary

Background

An important part of the College's service to the community is its effort to offer continuing education classes for 2 or 3 college credits, non-credit community service courses, and to conduct workshops and seminars for specific groups requesting such activities.

An equally important facet of service to the community are the college credit programs conducted at McNeil Island Penitentiary, Purdy Treatment Center, Fort Lewis, McChord AFB, and Madigan Hospital.

The enrollment in both credit and non-credit classes has been increasing since Fall, 1976. Courses in Norwegian and Japanese have been added, as well as microwave oven cooking due to the generous loan of equipment by several Tacoma businessmen.

Enrollment at McNeil Island decreased slightly Winter Quarter, 1977, due to new penitentiary regulations. The College program at McChord AFB is being slowly rebuilt.

Status

The attached report is being submitted to the Board of Trustees as a summary of activities to date for this academic year.

ADMINISTRATOR INITIATING ITEM: J. H. Kosai	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE

SUMMER, 1976

NON-CREDIT COMMUNITY SERVICE CLASSES

Description	Hrs/wk	No. wks.	No. Sec	Enrollment
Personal Typing	2	8	1	12
Art for Children	4	4	1	14
Watercolor	4	4	1	6
Tennis	1	8	4	46
Tennis	4	2	3	24
Understanding Options	2	5	1	9
Sm Appliance Repair*	1	8	1	15
Music for Seniors*	1.5	6	1	22
Total			13	148

*Courses offered at senior centers without cost to participants. Instructor paid through Community Service funds.

TACOMA COMMUNITY COLLEGE

FALL, 1976

NON-CREDIT COMMUNITY SERVICE CLASSES

Description	Hrs/wk	No. wks	No. Sec	Enrollment
Creative Stitchery	2.5	8	1	16
Guitar	3	8	1	17
Creative Camera	2.5	8	1	16
Creative Writing	2.5	8	1	14
Boating Skills	2	8	1	42 (no fee)
Finance a New Home	2.5	5	1	11
Doing your Own Hair	2.5	8	1	7
Stained Glass Making	2.5	8	1	19
Macrame & Basketry	2.5	8	1	13
How to Sell a Home	2.5	5	1	26
Shape Up for the Slopes	2.5	8	1	22
Class Piano	1.25	8	2	14
All About Antiques	2.5	8	1	23
Basic Apartment Mgr.	2.5	10	1	31
Preparing Income Tax	2.5	8	1	10
Tennis	1	8	4	44
Personal Typing*	2	8	1	15
Tumbling	2	8	2	30
Art for Children	2	8	1	13
Total			24	340

*This class had 5 deaf students with an interpreter in class.

TACOMA COMMUNITY COLLEGE

WINTER, 1977

NON-CREDIT COMMUNITY SERVICE CLASSES

Description	Hrs/wk	No. wks	No. Sec	Enrollment
Guitar	3	8	1	30
Beg. Color Camera	2.5	8	1	19
Business of Printing	2.5	8	1	10
Speed Reading	2.5	8	1	17
Beg. Bridge	2.5	8	1	16
Boating Skills	2	8	1	41 (no fee)
Yoga and Exercise	1.5	8	1	27
Stained Glass Making	2.5	8	1	23
Macrame & Basketry*	2.5	8	1	18
Class Piano	1.25	8	2	21
Creative Divorce	2.5	8	1	10
Model Railroading	2.5	8	1	21
Celestial Navigation	3.5	6	2	47
Income Tax	2.5	4	1	15
Poetry Workshop	2.5	8	1	8
Keeping Your Car Running	2	6	1	29
All About Antiques	2.5	8	1	21
Personal Typing	2	8	1	12
Art for Children	2	8	1	20
Tumbling	1.5	8	2	40
Assertiveness Tng	2	8	1	26
Widows workshop	6	1	1	20
Nurses Talk to Nurses	2.5	2	2	27
Total			27	518

*This class had 3 deaf students with an interpreter in class.

TACOMA COMMUNITY COLLEGE

SPRING, 1977

NON-CREDIT COMMUNITY SERVICE CLASSES

Description	Hrs/wk	No. wks	No. Sec	Enrollment
Int. Bridge	2.5	8	1	20
Yoga and Exercise	1.5	8	3	57
Guitar	3	8	1	26
Beg. Color Camera	2.5	8	1	23
Speed Reading	2.5	8	1	18
Beg. Bridge	2.5	8	1	15
Creative Writing	2.5	8	1	11
Boating Skills	2	11	1	63
Basic Backpacking	2.5	8	1	12
Stained Glass Making	2.5	8	1	23
Macrame & Basketry	2.5	8	1	9
Class Piano	1.25	8	2	19
Creative Divorce	2.5	8	1	8
Basic Apartment Mgr.	2.5	10	1	33
Keep Your Car Running	2	6	1	22
Tumbling	1.5	8	2	56
Assertiveness Tng	2	8	1	24
Personal Typing	2	8	1	13
Art for Children	2	8	1	13
Tennis	1	8	4	102
Total			27	567*

*This total is a preliminary count.

TACOMA COMMUNITY COLLEGE

FALL, 1976

CONTINUING EDUCATION CLASSES

Description	No. Sec	Credits	Enrollment	St Cr Hrs
Beg. Watercolor	1	2	25	50
Potterswheel Ceramics	1	2	18	36
Sign Language	2	2	42	84
Belly Dancing	4	2	98	196
Acrylics	1	2	13	26
Investments:Real Estate	1	2	67	134
Raku Ceramics	1	2	19	38
Spanish	1	2	24	48
Investments: Stk & Bds	1	2	10	20
Interior Decorating	1	2	12	24
Psychocybernetics	1	2	14	28
Beg. Photography	1	2	30	60
Sumi	1	2	23	46
Classical Ballet	1	2	33	66
Modern Jazz Dance	1	2	44	88
Singing Actors	1	2	8	16
Mushroom Identification	1	2	16	32
The Nature of the Place	1	2	9	18
Eq Employment Policy	1	3	15	45
Total	23		520	1055*

*Equate to 70.33 FTE

TACOMA COMMUNITY COLLEGE
WINTER, 1977
CONTINUING EDUCATION CLASSES

Description	No. Sec	Credits	Enrollment	St Cr Hrs
Beg. Watercolor	1	2	15	30
Potterswheel Ceramics	1	2	18	36
Sign Language	3	2	52	104
Belly Dancing	4	2	105	210
Norwegian	1	2	23	46
Acrylics	1	2	13	26
Investments:Real Estate	1	2	66	132
Japanese	1	2	12	24
Singing Actors	1	2	14	28
Raku Ceramics	1	2	15	30
Spanish	1	2	30	60
Interior Decorating	1	2	12	24
Investments:Stk & Bd	1	2	18	36
Beg. Photography	1	2	38	76
Sumi	1	2	26	52
Classical Ballet	1	2	38	76
Modern Jazz Dance	1	2	57	114
Psychocybernetics	1	2	9	18
Total	24		561	1122*

*Equate to 74.80 FTE

TACOMA COMMUNITY COLLEGE
 SPRING, 1977
 CONTINUING EDUCATION CLASSES

Description	No. Sec	Credits	Enrollment	St Cr Hrs
Beg. Watercolor	1	2	21	42
Potterswheel Ceramics	1	2	22	44
Sign Language	3	2	54	108
Belly Dancing	4	2	139	278
Japanese	1	2	19	38
Norwegian	1	2	16	32
Arcylics	1	2	28	56
Singing Actors	1	2	11	22
Investments:Real Estate	1	2	57	114
Raku Ceramics	1	2	13	26
Interior Design	1	2	19	38
Investments:Stk & Bd	1	2	21	42
Beg. Photography	1	2	30	60
Sumi	1	2	26	52
Classical Ballet	1	2	37	74
Modern Jazz Dance	1	2	53	106
Spanish	1	2	13	26
Microwave Cooking	4	2	48	96
Eq Employment Policy	1	3	6	18
Total	27		633*	1272**

*Preliminary count

**Equate to 84.8 FTE

TACOMA COMMUNITY COLLEGE

FALL 1976

MCNEIL ISLAND EXTENSION PROGRAM

<u>Course</u>	<u>No. Sec.</u>	<u>Credits</u>	<u>Enrollment</u>	<u>St. Cr. Hrs.</u>
Acctg. 210	1	5	24	120
Adm. Just. 100	1	5	26	130
Anthro. 100	1	5	18	90
Biol. 101	1	5	21	105
Bus. 101	1	5	21	105
Bus. 102	1	5	26	130
Bus. 140	1	5	22	110
Econ. 200	1	5	24	120
Engl. 101	2	5	45	225
Engl. 102	1	5	21	105
Geol. 101	1	5	23	115
Hist. 111	1	5	21	105
Math Lab	7	1-5	38	177
MRT 130	1	3	13	39
Music 107	1	5	24	120
Ocean. 101	1	5	25	125
Psych. 100	1	5	21	105
Real Est. 150	1	5	26	130
Soc. 110	1	5	27	135
Spanish 101	1	5	29	145
Speech 101	1	5	22	110
TOTAL	28		517	2546*

*Equate to 169.73 FTE

TACOMA COMMUNITY COLLEGE
WINTER 1977
MCNEIL ISLAND EXTENSION PROGRAM

<u>Course</u>	<u>No. Sec.</u>	<u>Credits</u>	<u>Enrollment</u>	<u>St. Cr. Hrs.</u>
Acctg. 210	1	5	23	115
Adm. Just. 101	1	5	23	115
Anthro. 201	1	5	13	65
Art 213	1	5	24	120
Biol. 100	1	5	23	115
Bus. 163	1	5	19	95
Econ. 201	1	5	13	65
Engl. 101	1	5	23	115
Engl. 102	1	5	19	95
Engl. 104	1	5	15	75
Fores. 101	1	2	20	40
Fores. 102	1	2	18	36
Math Lab	9	1-5	26	115
MRT 131	1	3	7	21
Music 101	1	5	15	75
Ocean. 101	1	5	14	70
Phil. 100	1	5	23	115
Pol. Sci. 203	1	5	23	115
Psych. 206	1	5	11	55
Real Est. 160	1	5	24	120
Soc. 152	1	5	21	105
Spanish 102	1	5	20	100
Speech 100	1	5	20	100
TOTAL	31		437	2042*

*Equate to 136.13 FTE

TACOMA COMMUNITY COLLEGE
 SPRING 1977
 McNEIL ISLAND EXTENSION PROGRAM

Course	No. Sec.	Credits	Enrollment	St. Cr. Hrs.
Math Lab	14	1-5	27	83
Read. 110	1	2	24	48
Prof. 100	1	2	8	40
Bus. 123	1	3	13	39
TOTAL	17			210*

CLASSES BEGIN MAY 2, 1977.

*Equivalent to 14.66 FTE

WINTER 1977

Course	No. Sec.	Credits	Enrollment	St. Cr. Hrs.
Math Lab	18	1-5	87	218
Read. 110	1	2	24	48
Geol. 101	1	5	9	45
Hist.	6	2	18	90
TOTAL	24		108	396*

*Equivalent to 26.6 FTE

SPRING 1977

Course	No. Sec.	Credits	Enrollment	St. Cr. Hrs.
Math Lab	11	1-5	55	238
Chem. 100	1	5	17	85
Forestry	2	2	20	40
Hist.	8	2	22	122
Read. 110	1	2	19	38
TOTAL	31		136	523*

*Equivalent to 32.13 FTE

TACOMA COMMUNITY COLLEGE
 McCHORD AIR FORCE BASE EXTENSION PROGRAM

FALL 1976

<u>Course</u>	<u>No. Sec.</u>	<u>Credits</u>	<u>Enrollment</u>	<u>St. Cr. Hrs.</u>
Math Lab	14	1-5	27	93
Read. 110	1	2	24	48
Biol. 100	1	5	8	40
Bus. 153	1	3	13	39
TOTAL	17		72	220*

*Equate to 14.66 FTE

WINTER 1977

Math Lab	16	1-5	57	216
Read. 110	1	2	24	48
Geol. 101	1	5	9	45
Hist.	6	5	18	90
TOTAL	24		108	399*

*Equate to 26.6 FTE

SPRING 1977

Math Lab	11	1-5	55	239
Chem. 100	1	5	17	85
Forestry	2	2	20	40
Hist.	6	5	25	125
Read. 110	1	2	19	38
TOTAL	31		136	527*

*Equate to 35.13 FTE

TACOMA COMMUNITY COLLEGE
EXTENSION PROGRAMS

PURDY TREATMENT CENTER

FALL 1976

<u>Course</u>	<u>No. Sec.</u>	<u>Credits</u>	<u>Enrollment</u>	<u>St. Cr. Hrs.</u>
Hist. 112	1	5	12	60
Psych. 100	1	5	17	85
TOTAL	2		29	145*

*Equate to 9.67 FTE

WINTER 1977

Anthro. 100	1	5	7	35
Soc. 110	1	5	11	55
TOTAL	2		18	90*

*Equate to 6.0 FTE

SPRING 1977

Psych. 170	1	5	12	60
TOTAL	1		12	60*

*Equate to 4.0 FTE

FORT LEWIS (CONTRACT)

FALL 1976

Math Lab	11	1-5	53	236*
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*Equate to 15.73 FTE

WINTER 1977

Math Lab	12	1-5	64	281*
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*Equate to 18.73 FTE

SPRING 1977

Math Lab	11	1-5	30	129*
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*Equate to 8.60 FTE

TACOMA COMMUNITY COLLEGE

WORKSHOPS AND SEMINARS

1976-77

- Sept. 25 Communications Workshop - Weyerhaeuser Co. (Providence Heights)
- Nov. 2 Conference Leadership Workshop - City of Tacoma (TCC)
- Nov. 4 Conference Leadership Workshop - City of Tacoma (TCC)
- Nov. 10 Oral Presentation Workshop - City of Tacoma (TCC)
- Nov. 17 Oral Presentation Workshop - City of Tacoma (TCC)
- Nov. 18 Dictation Workshop - City of Tacoma (TCC)
- Dec. 1 Dictation Workshop - City of Tacoma (TCC)
- Dec. 4 Communication Workshop - Weyerhaeuser Co. (Providence Heights)
- Dec. 8 Dictation Workshop - City of Tacoma (TCC)
- Winter Qtr. Consumer Awareness Class - Pierce County (TCC)
- Winter Qtr. Speech--ESL Instructors - Tacoma Public Schools (TCC)
- Winter Qtr. Reading Comprehension - Weyerhaeuser Co. (Port of Tacoma)
- Jan. 20-21 Oral Presentation - Weyerhaeuser Co. (Providence Heights)
- Feb. 16 Management Leadership Seminar - City of Tacoma (TCC)
- Feb. 23 Organization Communicators Workshop - City of Tacoma (TCC)
- Spring Qtr. Reading Comprehension - Weyerhaeuser Co. (Port of Tacoma)
- June 1 Office Management - City of Tacoma (TCC)



TACOMA COMMUNITY COLLEGE

Tab III, Item E

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY B.S.&P.
SUBJECT: April Report	ITFM & FILE NO. III, E
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE(S)

1. REVISED 1976-77 BUDGET: Business Services' staff have spent considerable time this month implementing all of the changes involved in the revised budget adopted by the Board of Trustees at its March meeting. All of the changes have been input to the Seattle Data Center and the first budget summary report reflecting these changes will be distributed to budget managers about April 15.

2. BUDGET DEVELOPMENT 1977-78: The development of the 1977-78 operating budget is on schedule. Programs and departments have submitted their proposed budgets to their respective operational dean for review. The operational dean will submit these reviewed budgets to Business Services around mid-April. Business Services will be reviewing the submitted budgets with each operational dean and compiling the total proposed budget during the rest of April. The total proposed budget will be submitted to the president for critical review May 2, 1977.

3. FINANCIAL INFORMATION SYSTEM: Business Services is continuing with the implementation of computerized budgeting, accounting and reporting operations through the Seattle Data Center. The staff working most closely with the F.I.S. system now have enough knowledge of the capabilities of the system to begin to consider the best ways to use the system to accomplish our needs. The capability of the system also continues to grow. Just recently, the Seattle Data Center made operational a subsystem that allows our remote terminal to access our budget file and determine the status of a particular budget at the close of business the previous day. Prior to this time, our remote terminal could only access budget status for the end of business the previous month.

The next step for us in implementing FIS is what is called the FIS/SIS Interlace. Business Services' staff will be training and planning with Admissions and Registration in preparation for the implementation of the interlace (possibly for Fall Quarter registration). The interlace allows the input via remote terminal of tuition, fees and financial aid data, as well as course enrollment data in an on-line registration situation. Prior to this time, the financial information had to be input separately.

ADMINISTRATOR INITIATING ITEM: D. R. Gangnes	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

3. FINANCIAL INFORMATION SYSTEM: (Continued)

Business Services' staff are constantly working with the Seattle Data Center and other user colleges to solve FIS implementation problems and learn more about the system. On March 18, Jim Call, Shirley Strom and Ellen Douthett attended the FIS Users Meeting at North Seattle Community College. The topics discussed were (1) process for closing the books at the end of the fiscal and biennial budget periods, (2) budget crosswalk to new budgeting and accounting code structure to be used in 1977-78, and (3) problems users are having with the system. On April 8, Shirley Strom and Ellen Douthett attended a FIS Users Workshop at Bellevue Community College. The workshop involved an analysis and assessment of all the FIS reports and transaction documents produced by the computer center and a discussion of how they are best used in the business operation.

4. NEW PAYROLL SYSTEM: The Business Services' staff has been working hard the past two months on the conversion of entire College payroll from the presently used system (State Data Processing Services Center System) to the newly mandated system at the Department of Social and Health Services. Most of state government and higher education are required to convert to the DSHS system. The conversion requires Business Services' staff to prepare dual sets of payroll input forms for all employees for the months of April and May. Business Services' staff has been working on this project since February. Mary Hickey is assigned the lead for this project. She is being assisted in this project by Julie Smith and others. Mary and Julie will be attending an April 13 meeting in Olympia for the purpose of ironing out the remaining bugs before final conversion.

5. PDS CODING STRUCTURE: Business Services' staff are working on the conversion of the College's present chart of accounts to the new PDS chart of accounts imposed on community colleges by the state.

Don Gangnes and Jim Call are preparing the new chart of accounts and the documents for cross-walking the current budget structure to the new PDS structure. All the conversion documents will be submitted to the Seattle Data Center April 15. The Dean of Business Services and Planning will be structuring workshops for Business Services' staff, budget managers and others to orient them to the new system prior to implementing the 1977-78 budget.

6. BUSINESS AFFAIRS COMMISSION: The Business Affairs Commission (BAC) is Washington State's organization of community college business managers. Don Gangnes attended the April 7 and 8 meeting of BAC hosted by Clark College, Vancouver, WA. The first day of the meeting was devoted entirely to a presentation by Seattle Data Center staff, State Board staff and others on the elements of the common Financial Information System (FIS), as it is presently designed. This session also included a presentation on the FIS/SIS Interlace to be implemented in the near future. The second day of the meeting was devoted to committee reports and the approval for implementation of the PDS chart of accounts.

7. PLANNING:

- A. Signing Project: A complete signing schedule (type, number, installation, copy, etc.) was submitted to the sign design group March 31. The designers will be on campus April 15 to perform an on-site review of the total program. The sign project could be out to bid by the 1st of May.
- B. Student Interim Center:
 1. Quiet Lounge - The building is complete and furnished. It is awaiting final electrical inspection.
 2. Games Room - The building is being renovated. It is scheduled for a new textured ceiling and carpet. The building should be completed by the end of May.
 3. Cafeteria - A partition separating the serving area and the dining area of the cafeteria was installed in the cafeteria during the spring break. The cafeteria is scheduled for painting and a new floor by mid-June.
- C. Histology Lab: The development of a small histology lab in the Science Building is completed and will be in use Spring Quarter.
- D. Theater: The interior designers are working on the theater. They are prepared to make an initial report to the planning office this month.



TACOMA COMMUNITY COLLEGE

Tab IV, Item C-1

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: State Environmental Policy Act	ITEM & FILE NO. IV, C-1
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S)

Background

The Higher Education Administrative Procedures Act, designed to provide a uniform system for the publication and dissemination of certain administrative rules and regulations consistent with the particular needs of the institution of higher education, requires the Board of Trustees of a district to adopt, amend or repeal the rules concerning any mandatory topic to be filed with the Office of the Code Reviser. In addition, the Higher Education Administrative Procedures Act requires that a twenty (20) day advance notice of intent to adopt, amend, or repeal to be filed with the Code Reviser and mailed to all persons who have made timely requests for advance notice of the College's rule-making proceedings.

On October 17, 1976, the Board of Trustees of Community College District 22 adopted Resolution No. 76-19, which committed the District to meeting the statutory requirements for full compliance of the State Environmental Policy Act and to the integration of the policies and procedures of the State Environmental Policy Act into the various programs under its jurisdiction.

Status

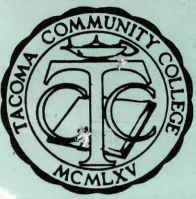
The Notice of Intent of the Board to adopt rules concerning the District's compliance with the State Environmental Policy Act was filed with the Code Reviser on April 8, 1977, and mailed to all persons who had made requests for advance notice of the College's rule-making proceedings.

Chapter 132V-325, STATE ENVIRONMENTAL POLICY ACT RULES, is a restatement of Board Policy in two (2) sections and is organized so as to meet the requirements of the Washington Administrative Code. (See Exhibit "A")

Recommendation

That the Board of Trustees of Community College District 22, upon the recommendation of the President of the District, adopt the rules concerning compliance with the State Environmental Policy Act.

ADMINISTRATOR INITIATING ITEM: C. R. Brown	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	



TACOMA COMMUNITY COLLEGE

Tab IV, Item C-2

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: Amending Board Policy	ITEM & FILE NO. IV, C-2
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S) Resolution

Background

It has been recommended that any member of the student body, staff, faculty, administration, or citizen may propose Board policy, or the modification or deletion of Board policy, which has been pursued through the established procedures of the College District. It has been further recommended that the President be authorized to develop appropriate procedures for development of College District regulations and procedures.

Board Policy is defined as those statements by the Board which represent legislative policy expressed in the form of broad authorization or prohibition. A Board Policy is a written general statement by the Board of Trustees regarding authority granted to the President to make discretionary action in a specific area. A Board policy normally concerns itself with general outlines of guidance which will be binding on the President and the administration, faculty, students and staff. Statements of Board Policy will be presented by the word "shall".

Status

Currently, the Board Policy Statement does not include a provision for amending its Policy. The adoption of the statement noted in Resolution 77-2 will remedy this deficiency in the Policy Statement.

Recommendation

The President recommends that the Board of Trustees approve and adopt Resolution No. 77-2.

ADMINISTRATOR INITIATING ITEM: L. P. Stevens	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	



TACOMA COMMUNITY COLLEGE

Tab V, Item C

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE April 28, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: Parking and Traffic Rules	ITEM & FILE NO. V, C
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S)

Background

An important chapter of mandatory rules and regulations which must be adopted, amended, or repealed under the Higher Education Administrative Procedures Act is that dealing with PARKING AND TRAFFIC. The College has revised its parking and traffic rules and regulations several times since the Board of Trustees adopted Resolution No. 70-74 on November 19, 1970; however, these revisions were not submitted as amendments to the existing rules filed with the Office of the Code Reviser.

To comply with the purposes of the Higher Education Administrative Procedures Act, all of the parking information records have been reviewed and most of the revisions have been incorporated into a composite chapter, and the chapter has been organized into sections in accordance with the Washington Administrative Code.

Status

Following the required procedure, the Code Reviser was notified on April 8, 1977, of the Notice of Intent of the Board of Trustees of Community College District 22 to adopt rules concerning the PARKING AND TRAFFIC RULES governing the parking and operation of vehicles on College-owned and operated property, as well as rules governing the pedestrian use of College streets, crosswalks and paths, including a schedule of fines and procedures for the appeal of fines and penalties. (See Exhibit "A")

In addition, the Notice of Intent and a copy of the rules and regulations were mailed to all persons who had made requests for advance notice of the College's rule-making proceedings.

Recommendation

That the Board of Trustees of Community College District 22, upon the recommendation of the President of the District, adopt the rules contained in Chapter 132V-116, PARKING AND TRAFFIC, which govern the parking and operation of vehicles on College-owned and operated property, as well as the pedestrian use of College streets, crosswalks and paths, and which includes a schedules of fines and procedures for the appeal of fines and penalties.

ADMINISTRATOR INITIATING ITEM: C. R. Brown	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	