

THE TACOMA COMMUNITY COLLEGE DISTRICT NO. 22

BOARD OF TRUSTEES

AGENDA

November 22, 1977

SPECIAL MEETING

(in lieu of Regular Meeting)

- 2:00 p.m. - Board Study Session
John H. Binns Room
- 3:15 p.m. - Executive Session
Library Conference Room
- 4:00 p.m. - Open Meeting
John H. Binns Room
5900 South 12th Street
Tacoma, Washington

I. GENERAL MATTERS

- A. Call to Order
- B. Changes or Additions; Approval of Agenda
- C. Approval of Minutes of the Special Meeting held October 25, 1977, and Minutes of the Regular Meeting held October 27, 1977 Tab I, Item C
- D. Long Range Planning Commission Report, Acceptance for Study Tab I, Item D

II. OLD BUSINESS

- A. Educational Services
None
- B. Student Services
None
- C. Administrative Services
None
- D. Continuing Education and Community Services
None
- E. Business Services and Planning
None

E. Dippolito Presentation
F. Friends of the Library Presentation

II. NEW BUSINESS

- A. Educational Services
None
- B. Student Services
None
- C. Administrative Services
Classified Personnel Holiday Schedule Variance, Approval Tab III, Item C
- D. Continuing Education and Community Services
None
- E. Business Services and Planning
Acquisition of Federal Surplus Property Resolution No. 77-20 Tab III, Item E

IV. INFORMATION REPORTS

- A. Educational Services Report
November Report Tab IV, Item A
- B. Student Services Report
None
- C. Administrative Services Report
None
- D. Continuing Education and Community Services Report
November Report Tab IV, Item D
- E. Business Services and Planning Report
 - 1. EDA Projects, Status Tab IV, Item E-1
 - 2. Educational Planning and Budget Calendar, 1978-79 Tab IV, Item E-2
- F. Washington Federation of State Employees Report
None

IV. INFORMATION REPORTS (Continued)

- G. Tacoma Community College
Federation of Teachers Report
None
- H. Associated Students of Tacoma
Community College Report
None

V. CORRESPONDENCE

- A. Governor Dixy Lee Ray
(Executive Order 77-14) Tab V, Item A
- B. William D. Julius, SBCCE,
Capital Budget Officer Tab V, Item B
- C. Carolyn Anderson, Division
Chairman for Allied Health Tab V, Item C
- D. Lorraine Stephan, Associate
Dean for Occupational Education Tab V, Item D
- E. James F. Nickerson, Director,
Harry K. Miller, Jr., Assoc. Director
Servicemen's Opportunity Colleges Tab V, Item E
- F. Mayor Gordon N. Johnston Tab V, Item F
- G. Shirley B. Gordon, President,
Highline Community College Tab V, Item G
- H. J. S. Palmquist, United States
Department of Justice Tab V, Item H
- I. Larry Romine, NCCR Conference
Chairman Tab V, Item I

VI. CITIZEN REMARKS

VII. MEMBERS OF THE BOARD OF TRUSTEES REMARKS

VIII. NEXT MEETING

December 22, 1977

IX. ADJOURN

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF MEETING
November 22, 1977

The special meeting (in lieu of regular meeting) of the Board of Trustees was held November 22, 1977, in the John H. Binns Room of the College.

MEMBERS OF THE BOARD

Mr. Alan P. Vandevent, Chairman
Mrs. Ellen Pinto, Vice-Chairman
Mrs. Mildred Jaynes
Dr. Barbara Wesley

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 Kosai

TACOMA COMMUNITY COLLEGE
FEDERATION OF TEACHERS

Joan Morris

ASSOCIATED STUDENTS OF
TACOMA COMMUNITY COLLEGE

Joanne Nester

ASSISTANT ATTORNEY GENERAL

Richard M. Montecucco

STAFF, VISITORS AND GUESTS

Lorrie Carter	Phil Kuschan
Wanda Coats	Paul Michaels
Frank Dippolito	Dee Streng
Jim Fleischmann	Charles Summers
Dr. Jack H. Hyde	Jay Wilcox

CALL TO ORDER

The meeting was called to order by Chairman Vandevent at 4:05 p.m. The roll was called and Chairman Vandevent announced that a quorum was present with four (4) members in attendance.

AMENDMENT TO AGENDA

MOTION: Mrs. Pinto moved that a Presentation by Frank Dippolito be added to the Agenda. Mrs. Jeynes seconded the motion. The motion was unanimously passed.

APPROVAL OF MINUTES

The Minutes of the Special Meeting held October 25, 1977, and the Minutes of the Regular Meeting held October 27, 1977, were reviewed by the Board. There having been no corrections and/or additions, the Minutes of October 25 and 27, 1977, were approved as published.

PRESENTATIONS

Mr. Charles Summers, Division Chairman for Arts & Humanities, introduced to the Board Mr. Frank Dippolito, Art Instructor. Mr. Dippolito presented to the Board of Trustees a set of prints and expressed his appreciation to the Board for his recent professional leave. Mr. Dippolito also presented to Mr. Phil Kuschan, President of the Friends of the Library, a duplicate set of prints for the Friends of the Library to use in any manner they deemed appropriate.

Dr. Stevens presented to the Board Mr. Jay Wilcox, Ms. Dee Streng and Ms. Joanne Nester as representatives of the Long Range Planning Commission. Mr. Wilcox, Ms. Streng, and Ms. Nester presented to the Board the Final Report "Planning for the Future" of the Long Range Planning Commission.

MOTION: Mrs. Pinto moved that the Board accept for study the Report of the Long Range Planning Commission. Mrs. Jeynes seconded the motion. The motion was unanimously passed.

The Board expressed their appreciation to all members of the Long Range Planning Commission for their efforts in completing the document.

NEW BUSINESS

Mr. Carl Brown, Dean of Administrative Services, presented to the Board the Classified Personnel Holiday Schedule Variance. Discussion followed.

MOTION: Dr. Wesley moved that the Board approve the Classified Personnel Holiday Schedule Variance as presented. Mrs. Pinto seconded the motion. The motion was unanimously passed.

Dean Ganges presented to the Board a Resolution authorizing the College representatives listed in the Resolution to acquire federal surplus property from the Washington State agency for surplus property. Discussion followed.

MOTION: Dr. Wesley moved that the Board adopt Resolution No. 77-20. Mrs. Pinto seconded the motion. The Resolution was unanimously adopted.

INFORMATION REPORTS

The Reports to the Board were deferred to the next meeting of the Board.

CORRESPONDENCE

The Governor's Executive Order 77-14 was reviewed by the Board of Trustees. The Board also reviewed a letter from Mr. William Julius, State Board for Community College Education, acknowledging, on behalf of the State Board, the receipt by District 22 of \$375,000 of federal funds granted by EDA under the Public Works program.

Dr. Stevens presented to the Board a memorandum from Carolyn Anderson, Division Chairman for Allied Health, regarding the recent 1977 Accreditation Examination for MRT Students. The Board also reviewed a letter from Lorraine Stephan, Associate Dean for Occupational Education, to Governor Ray regarding the "State of Industry" study Tacoma Community College completed during this last summer.

The Board reviewed a letter from the Servicemen's Opportunity College welcoming Tacoma Community College into membership in the SOC Associate Degree Program Network for Military Personnel (SOCAD) to serve as a Type I Member (Student Sponsoring Institution).

Dr. Stevens presented to the Board a letter from Mayor Gordon N. Johnston commending Dr. Jack Hyde for his continued membership of the Tacoma Planning Commission. The Board also reviewed a letter from Shirley B. Gordon, President of Highline Community College, thanking the Board for making it possible for Dr. Ron Magden to participate on the Evaluation team which visited Linn-Benton Community College in Albany, Oregon, October 16-19, 1977.

The Board reviewed a letter from J. S. Palmquist, Supervisor of Education, McNeil Island Penitentiary, expressing appreciation to Karen Munson and Tacoma Community College for the McNeil Island Arts & Crafts Show held in the Tacoma Mall beginning October 4, 1977.

A letter from Larry Romine, NCCR Conference Chairman, was reviewed by the Board which expressed appreciation to Dr. Stevens for his presentation at Vancouver.

NEXT MEETING

MOTION: Mrs. Jeynes moved that the next regular meeting of the Board be rescheduled to December 20, 1977, at 2:00 p.m. and that the Study Session for December be cancelled. Mrs. Pinto seconded the motion. The motion was unanimously passed.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Larry P. Stevens

Larry P. Stevens
Secretary to the Board

77-20

RESOLUTION

"BE IT RESOLVED by the Governing Board, OR by the Chief Administrative Officer of those organizations which do not have a governing board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire federal surplus property from the Washington State Agency for Surplus Property under the Terms and Conditions listed on the reverse side of this form."

NAME (Print or type.)	TITLE	SIGNATURE
E. W. HAZELTON	Purchasing Agent	<i>E. W. Hazelton</i>
CARL R. BROWN	Dean of Administrative Services	<i>Carl R. Brown</i>

PASSED AND ADOPTED this _____ day of _____, 19____, by the Governing Board of _____

by the following vote: Ayes: _____; Noes: _____; Absent: _____.

I, _____, Clerk of the Governing Board of _____

do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a _____ meeting thereof held at its regular place of meeting at the date and by the vote above stated, which resolution is on file in the office of the Board.

Name of organization _____

Mailing address _____

City _____ County _____ ZIP code _____

[Signed] _____

(B) THE GRANTEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OR PROPERTY LISTED HEREON:

(1) The grantee shall not, without the written consent of the donor, transfer, lease, or otherwise dispose of the property to any other person or entity, and shall not, without the written consent of the donor, use the property for any purpose other than that specified in the resolution.

(2) The grantee shall maintain the property in good condition and shall not, without the written consent of the donor, alter, modify, or repair the property in any way that would materially change its character or value.

(3) The grantee shall insure the property against fire, theft, and other risks, and shall maintain such insurance for the entire term of the grant.

(4) The grantee shall not use the property in any way that would be injurious to the health, safety, or welfare of the community.

(5) The grantee shall not use the property in any way that would be in violation of any applicable laws, regulations, or ordinances.

(6) The grantee shall not use the property in any way that would be in violation of any applicable federal, state, or local laws, regulations, or ordinances.

(7) The grantee shall not use the property in any way that would be in violation of any applicable federal, state, or local laws, regulations, or ordinances.

(8) The grantee shall not use the property in any way that would be in violation of any applicable federal, state, or local laws, regulations, or ordinances.

(9) The grantee shall not use the property in any way that would be in violation of any applicable federal, state, or local laws, regulations, or ordinances.

(10) The grantee shall not use the property in any way that would be in violation of any applicable federal, state, or local laws, regulations, or ordinances.

TERMS AND CONDITIONS

(A) THE DONEE CERTIFIES THAT:

(1) It is a public agency; or a nonprofit educational or public health institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1954; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the Administrator of General Services.

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, and including research for such purpose. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the state, except with prior approval of the state agency.

(3) Funds are available to pay all costs and charges incident to donation.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Title VI, Section 606, of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

(B) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

(1) All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purpose(s) for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the state agency and, at the donee's expense, return such property to the state agency; or otherwise make the property available for transfer or other disposal by the state agency, provided the property is still usable as determined by the state agency.

(2) Such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) of property listed hereon.

(3) In the event the property is not so used or handled as required by (B)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its assignee shall direct.

(C) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$3,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT:

(1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 12 months from the date the property is placed in use, except for such items of major equipment, listed hereon, on which the state agency designates a further period of restriction.

(3) In the event the property is not so used as required by (C)(1) and (2) and federal restrictions (B)(1) and (2) have expired then title and right to the possession of such property shall at the option of the state agency revert to the State of Washington and the donee shall release such property to such person as the state agency shall direct.

(D) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

(1) From the date it receives the property listed hereon and through the period(s) of time the conditions imposed by (B) and (C) above remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the state, without the prior approval of GSA under (B) or the state agency under (C). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the state agency, shall be remitted promptly by the donee to GSA or the state agency, as the case may be.

(2) In the event any of the property listed hereon is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, without the prior approval of GSA or the state agency, the donee, at the option of GSA or the state agency, shall pay to GSA or the state agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal as determined by GSA or the state agency.

(3) If at any time from the date it receives the property through the period(s) of time the conditions imposed by (B) and (C) remain in effect, any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the state agency, and shall, as directed by the state agency, return the property to the state agency, release the property to another donee or another state agency or a department or agency of the United States, sell, or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the state agency.

(4) The donee shall make reports to the state agency on the use, condition, and location of the property listed hereon, and on other pertinent matters as may be required from time to time by the state agency.

(5) At the option of the state agency, the donee may abrogate the conditions set forth in (C) and the terms, reservations, and restrictions pertinent thereto in (D) by payment of an amount as determined by the state agency.

(E) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:

(1) The property acquired by the donee is on an "as is," "where is" basis, without warranty of any kind.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property, with unexpired terms, conditions, reservations, or restrictions occurs, the state agency will be entitled to reimbursement from the donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated items.

(F) TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$2,000 OR MORE, REGARDLESS OF THE PURPOSE FOR WHICH ACQUIRED:

The donation shall be subject to the terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document executed by the authorized donor representative.



TACOMA COMMUNITY COLLEGE

Tab I, Item C

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: MINUTES	ITEM & FILE NO. I, C
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S) Minutes of October 25 and October 27, 1977

Background

The Minutes of the Special Meeting of the Board of Trustees on October 25, 1977, and the Minutes of the Regular Meeting of the Board of Trustees on October 27, 1977, are submitted for approval.

Recommendation

The President recommends that the Board of Trustees approve the Minutes of October 25 and October 27, 1977.

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



AGENDA ITEM BACKGROUND

BOARD OF TRUSTEES		DATE November 22, 1977
FROM: PRESIDENT		CATEGORY A.S.
SUBJECT: Long Range Planning Commission Report		ITEM & FILE NO. I, D
REASON FOR BOARD CONSIDERATION: ACCEPTANCE		ENCLOSURE(S)

Background

As members of the Board of Trustees know, a Commission of community citizens working with College faculty and staff have published a report of the Commission's findings and recommendations which are the result of an initial charge to the Commission made in October of 1976.

The year-long effort was culminated with a banquet held November 2, 1977, and the final official action required is the formal presentation of the Report to the Board of Trustees.

The initial task of the College Commission on Planning for the Future was recommended by the President of the College and endorsed by the Board of Trustees. The comprehensive planning project was designed to provide recommendations for both the short-range and the long-range development of the institution.

The Commission's report should be viewed as the initial effort in planning for the College's future. This report, which required a major effort in the collection of data, the assessment of institutional strengths and concerns, the analysis of present practices, and the setting of a general direction for the future, is the result of many months of work by dedicated Commission members.

Particular recognition and appreciation is conveyed to all of the Commission members who compiled the initial materials, reports, and data which made possible the publication of the document. Special attention is noted for those who suggested changes in the Discussion Draft as a result of the reviewing process. All recommendations were carefully considered and evaluated before preparation of the final report.

Recommendation

The President recommends that the Board accept the Report of the Tacoma Community College Long Range Planning Commission for review and study.

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



TACOMA COMMUNITY COLLEGE

Tab III, Item C

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: Classified Personnel Holiday Schedule Variance	ITEM & FILE NO. III, C-2
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE(S) Exhibit "A"

BACKGROUND

Each year the members of the classified staff, through the bargaining unit, select employees to serve on a Calendar Committee to identify the dates on which classified personnel will observe the statutory holidays referenced in WAC 251-22-040. The committee members study the College Calendar and adjust a holiday schedule as closely as possible to coincide with that of the academic employees. The Calendar Committee then makes its recommendation to the College Personnel Officer (Dean of Administrative Services).

STATUS

In compliance with Board Policy and Higher Education Personnel Board (HEPB) regulations (WAC 251-22-040), the Dean of Administrative Services has recommended an Institutional Report of Classified Personnel Holiday Schedule Variance for review by the President. The Holiday Schedule Variance reflects modifications from the holidays approved by the Higher Education Personnel Board prior to the beginning of each calendar year.

RECOMMENDATION

The President recommends to the Board of Trustees the approval and adoption of the Classified Personnel Holiday Schedule Variance as described in Exhibit "A".

ADMINISTRATOR INITIATING ITEM: C. R. Brown	FINAL DISPOSITION
COMMUNITY COLLEGE DISTRICT 22 - 5900 S. 12TH STREET, TACOMA, WASHINGTON 98465	
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE
Community College District No. 22

INSTITUTIONAL REPORT OF CLASSIFIED PERSONNEL HOLIDAY SCHEDULE VARIANCE

CALENDAR YEAR 1978
(Proposed)

<u>HOLIDAY</u>	<u>STATUTORY DAY</u>	<u>DATE OBSERVED</u>	
		<u>SAME DAY</u>	<u>IN LIEU OF DAY</u>
1. NEW YEAR' DAY	*SUNDAY, JANUARY 1 (Observed on Monday)	X	
2. LINCOLN'S BIRTHDAY	SUNDAY, FEBRUARY 12		(Tuesday) ALL STAFF: 12-26-78
3. WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 20	X	
4. MEMORIAL DAY	MONDAY, MAY 29	X	
5. INDEPENDENCE DAY	TUESDAY, JULY 4	X	
6. LABOR DAY	MONDAY, SEPTEMBER 4	X	
7. VETERANS' DAY	*SATURDAY, NOVEMBER 11 (Observed on Friday)	X	
8. THANKSGIVING DAY	THURSDAY, NOVEMBER 23	X	
9. THANKSGIVING HOLIDAY	FRIDAY, NOVEMBER 24	X	
10. CHRISTMAS DAY	MONDAY, DECEMBER 25	X	

11. WAC 251-22-045 PERSONAL HOLIDAY: (1) EACH EMPLOYEE MAY SELECT ONE (1) PERSONAL HOLIDAY EACH CALENDAR YEAR, AS INDICATED IN WAC 251-22-040 (10), AND THE INSTITUTION/RELATED BOARD MUST GRANT THE DAY, PROVIDED;

- (a) THE EMPLOYEE HAS BEEN CONTINUOUSLY EMPLOYED BY THE INSTITUTION FOR MORE THAN FOUR (4) MONTHS.
- (b) THE EMPLOYEE HAS GIVEN NOT LESS THAN FOURTEEN (14) DAYS WRITTEN NOTICE TO THE SUPERVISOR; PROVIDED, HOWEVER, THE EMPLOYEE AND THE SUPERVISOR MAY AGREE UPON AN EARLIER DATE; AND
- (c) THE NUMBER OF EMPLOYEES SELECTING A PARTICULAR DAY OFF DOES NOT PREVENT PROVIDING CONTINUED PUBLIC SERVICE.

NOTE: THE PERSONAL HOLIDAY CANNOT BE CARRIED OVER TO THE NEXT YEAR.

*WAC 251-22-040 HOLIDAYS: (8), WHENEVER A HOLIDAY FALLS ON SUNDAY, THE FOLLOWING MONDAY SHALL BE CONSIDERED A NON-WORKING OR LEGAL HOLIDAY. WHEN A HOLIDAY FALLS ON SATURDAY, THE PRECEDING FRIDAY SHALL BE CONSIDERED A NON-WORKING OR LEGAL HOLIDAY.

(9), EMPLOYEES TERMINATING IMMEDIATELY PRIOR TO A HOLIDAY DO NOT QUALIFY FOR HOLIDAYS OCCURRING AFTER TERMINATION.



TACOMA COMMUNITY COLLEGE

Tab III, Item E

5900 South 12th Street Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE <u>November 22, 1977</u>
FROM: PRESIDENT	CATEGORY <u>B.S.&P.</u>
SUBJECT: <u>Acquisition of Federal Surplus Property</u>	ITEM & FILE NO. <u>III, E</u>
REASON FOR BOARD CONSIDERATION: APPROVAL	ENCLOSURE (S) <u>Resolution 77-20</u>

BACKGROUND:

The Department of General Administration, State of Washington, has notified the College that the State of Washington Surplus Property Section has been approved to distribute Federal Surplus Property, effective October 17, 1977.

STATUS:

In order to comply with Public Law 94-519, the Department of General Administration, State of Washington, is updating the eligibility status of all donees currently participating in the donation program.

RECOMMENDATION:

The President recommends that Resolution No. 77-20 authorizing the College representatives listed in the Resolution to acquire federal, surplus property from the Washington State agency for surplus property.

ADMINISTRATOR INITIATING ITEM: <u>D. R. Gangnes</u>	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY E.S.
SUBJECT: Educational Services November Report	ITEM & FILE NO. IV, A
REASON FOR BOARD CONSIDERATION: <p style="text-align: center;">INFORMATION</p>	ENCLOSURE(S)

COOPERATIVE EDUCATION IMPLEMENTED IN LIBERAL ARTS

Dr. Ronald E. Magden, working with local government, has begun placement of Liberal Arts transfer students in cooperative education. He anticipates filling ten cooperative education student assignments during fall quarter.

INNOVATIVE COURSES HELD

The course by newspaper, "Crime and Justice in America," enrolled 31 students. The instructor is Keith Brightwell, Administration of Justice Program Coordinator.

The TV course, "Effective Parenting" enrolled 14 students. It is being offered in cooperation with members of the community college television consortium.

ADDITIONAL ALLIED HEALTH PROGRAM SERVICES AVAILABLE

For the first time since the beginning of the program, student nurses from Tacoma Community College are assigned clinical experience at Tacoma General Hospital. Other clinical experience opportunities have been extended Medical Assistant students from a local physician and the Sound Health Association.

Kate Rand, Respiratory Therapy Technician Program instructor, has arranged to have office hours on campus each Tuesday in order to be more accessible to students in the program and those interested in it.

ADMINISTRATOR INITIATING ITEM: <p style="text-align: center;">R. R. Rhule</p>	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

NEW COURSES APPROVED

MODEL OFFICE STUDENTS ASSIST WITH ANNUAL McNEIL ISLAND ART SHOW

For a second year, Model Office students have conducted all business related to the sale of McNeil Island art. Among the tasks assigned to them were bookkeeping, record keeping, and the operation of the cash register. For their work between October 4-8 at the Tacoma Mall, the Model Office earned a percentage on the gross sales of over \$7,000. Income from this activity is used to replenish supplies for the Model Office operation.

ARTS AND HUMANITIES DIVISION

Speech 301

Conference Leadership

Cr. Lec. Lab 3 / 3 / 0

ENGLISH AND COMMUNICATIONS DIVISION

English 198

Popular Culture

Cr. Lec. Lab 3 / 3 / 0

ENGLISH AS A SECOND LANGUAGE

ESL 91, 92, 93

Elementary English as a 2nd Language

Cr. Lec. Lab 5 / 5 / 0

ESL 151, 152, 153

Intermediate English as a 2nd Language

Cr. Lec. Lab 5 / 5 / 0

NEW COURSES APPROVED

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

ALLIED HEALTH DIVISION

Medical Assistant 231	Medical Externship	2 / 2 Hrs/3 Hrs/Wk
		Cr. Lec. Lab

An introductory experience, exposing the student to the office working environment and providing the student with the opportunity to practice basic administrative and clinical medical office skills in a physician's office setting. This course fulfills a portion of the course for the Associate Degree in Medical Assisting, following recommended AMA/AAMA Accreditation guidelines.

ARTS AND HUMANITIES DIVISION

Speech 201	Conference Leadership	3 / 3 / 0
		Cr. Lec. Lab

A course for managers and supervisors with leadership responsibility for business meetings and small group conferences. The student will learn how to organize and lead the routine meetings of business, industry and government, as well as how to prepare and deliver oral presentations.

ENGLISH and COMMUNICATIONS DIVISION

English 198	Popular Culture	3 / 3 / 0
		Cr. Lec. Lab

Course by newspaper offering which will explore the effects of mass media - television - Hollywood - popular literature and music - on American culture. This course has been developed in cooperation with the Seattle Post-Intelligencer, the Tacoma News Tribune, and the Pierce County Herald, which will have institutional credit and bring the college closer to the community.

ENGLISH AS A SECOND LANGUAGE

ESL 91, 92, 93	Elementary English as a 2nd Language	5 / 5 / 0
		Cr. Lec. Lab

English taught as a foreign language to non-native English-speaking students and designed to increase skill in listening to, speaking, reading and writing elementary English grammar and vocabulary. A primary emphasis on understanding and originating oral conversation related to commonplace personal and social activities.

ESL 151, 152, 153	Intermediate English as a 2nd Language	5 / 5 / 0
		Cr. Lec. Lab

English taught as a foreign language to non-native English-speaking student and designed to increase skill in listening to, speaking, reading, and writing English grammar and vocabulary at an intermediate level. The student will learn to converse, read, and write about a wide range of personal, social and economic aspects of American life.

OCCUPATIONAL EDUCATION

SMG 101 Fundamentals of Supervision 3 / 3 / 0
Cr. Lec. Lab

An introductory course which provides a transition from an employee to a supervisory level. An important feature of this course is the opportunity participants have to develop improvements in their own work assignments. Participants have a prime opportunity to apply concepts and ideas developed in the course to their own day-to-day activities by completing a work distribution study. By involvement with the total strategy, participants have an opportunity to experience instruction in the classroom, a return to work and then additional classroom instruction as part of their development.

SMG 131 Supervision and Group Behavior 3 / 3 / 0
Cr. Lec. Lab

A course surveying group behavior as it relates to the supervision and the work environment. Individual motivation and its relation to the group, resistance to change, and interaction in the group are explored.

(These courses were requested by the Supervision and Management Advisory Committee.)

SOCIAL AND BEHAVIORAL SCIENCE DIVISION

History 194 Labor Economics 3 / 3 / 0
Cr. Lec. Lab

A course which will explain the basic workings of the American economy as it relates to labor. Labor's contribution to the economy will be reviewed, as well as critical issues which relate primarily to the work force, such as unemployment and inflation. Contributions by labor toward finding remedies to present economic problems will also be subject to discussion.
(Request of the Central Labor Council.)

History 196 American Unionism 3 / 3 / 0
Cr. Lec. Lab

A labor studies course designed to explain the origins and practices of the dominant and minor theories which have dominated the American labor movement. The guiding principles which caused American labor to organize nationally will be emphasized.
(Request of the Central Labor Council.)

Psychology 197 Intro. to Psychology: As Man Behaves 3 / 3 / 0
Cr. Lec. Lab

A general introductory course which will acquaint the students with basic psychological terms, concepts, principles, and methodological approaches associated with the scientific study of behavior. AS MAN BEHAVES incorporates a learning system designed for open broadcast or closed circuit television and is accompanied by a home-study set of required reading assignments and student activities.
(This is a major offering of the Washington State Community College TV Consortium.)

Psychology 198 Perspectives on Effective Parenting 3 / 20 / 16 (TV)
Cr. Class
Meetings

A television course designed as an in-depth exploration of the theories behind the use of parent/child communication skills and relationships. The course is intended to give participants the theoretical background necessary for understanding the logic of communication and listening skills essential to effective parenting in a complex and changing society.
(This course is one of the major television offerings of the Puget Sound Community College Consortia for TV courses.)

Social Service 245 Conflict Management 3 / 3 / 0
Cr. Lec. Lab

This course will help social service volunteer managers to perceive more clearly the interpersonal and organizational stresses encountered in agency settings and to deal more openly and effectively with conflict.
(Request of Social Service Volunteer Managers.)

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY C.E.&C.S.
SUBJECT: Continuing Education and Community Services November Report	ITEM & FILE NO. IV, D
	ENCLOSURE(S)
REASON FOR BOARD CONSIDERATION:	INFORMATION

The attached information is a summary of the offerings through the Office of Continuing Education and Community Services this fall quarter. Please note an overall FTE increase of 18.7 per cent in credit-bearing courses. The enrollment in Continuing Education and Community Service courses has increased by 391 over last year.

For the fall quarter, the extension center programs at Lincoln High School, Baker Junior High School, Meeker Junior High School and Peninsula High School did not have enough enrollment, therefore, they had to be cancelled. However, we are planning to offer classes winter quarter at least two of the sites.

Also, in my previous report it was mentioned that the Tacoma-Pierce County Bar Association was holding their continuing legal education program on campus on October 1. It should be pointed out that 133 attorneys participated in the program, and they have requested a second seminar to be held in January.

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

Tacoma Community College
 OFFICE OF CONTINUING EDUCATION AND COMMUNITY SERVICES
 Fall Quarter 1977

CONTINUING EDUCATION

	<u>1976</u>	<u>1977</u>
Enrollment	520	638
Sections	23	21
FTE	70.3	85.07

COMMUNITY SERVICES

	<u>1976</u>	<u>1977</u>
Enrollment	340	633
Sections	24	38

MC NEIL ISLAND

	<u>1976</u>	<u>1977</u>
Sections	28	31
FTE	169.7	201.2

PURDY WOMEN'S TREATMENT CENTER

	<u>1976</u>	<u>1977</u>
Sections	2	1
FTE	9.7	3.0

MC CHORD AIR FORCE BASE

	<u>1976</u>	<u>1977</u>
Sections	4	8
FTE	14.7	24.7

FORT LEWIS CONTRACT - MATH LAB

	<u>1976</u>	<u>1977</u>
FTE	15.73	2.7

TOTAL (NOT INCLUDING FORT LEWIS OR COMMUNITY SERVICES)

	<u>1976</u>	<u>1977</u>	
Sections	57	62	(8.8% increase in number of sections)
FTE	264.4	314.0	(18.7% increase in number of FTE's)

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY B.S.&P.
SUBJECT: EDA Projects	ITEM & FILE NO. IV, E-1
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE(S)

Information regarding this topic will be presented at the Board Study Session.

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

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY B.S.&P.
SUBJECT: Educational Planning and Budget Calendar, 1978-79	ITEM & FILE NO. IV, E-2
	ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION:	INFORMATION

Information regarding this topic will be presented at the Board Study Session.

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

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE November 22, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: CORRESPONDENCE	ITEM & FILE NO. V, A-I
REASON FOR BOARD CONSIDERATION: <b style="text-align: center;">INFORMATION	ENCLOSURE (S) Letters

The enclosed correspondence is forwarded to the Board of Trustees for review.

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

NOV 15 1977

STATE OF
WASHINGTONDixy Lee Ray
Governor

OFFICE OF THE GOVERNOR

Legislative Building, Olympia, Washington 98504

EO 77-14

E X E C U T I V E O R D E R

STATE EXPENDITURE REDUCTION

WHEREAS, The voters of the State of Washington have approved initiative measure 345 which exempts most food products from state and local retail sales and use taxes, effective July 1, 1978, and

WHEREAS, The loss of revenue to the state as a result of this initiative during the 1978-79 fiscal year is estimated at \$167 million, and during the 1979-81 Biennium is estimated to be \$378 million, and

WHEREAS, The state must operate with a balanced budget with expenditures not exceeding revenues for the biennium;

NOW, THEREFORE, I, Dixy Lee Ray, Governor of the State of Washington, by virtue of the power vested in me by RCW 43.88, do establish an expenditure control program. This program applies to all executive branch agencies, regardless of their source of funding, and is designed to ensure that expenditures do not exceed revenues during this 1977-79 Biennium. This program will take effect immediately this 10th day of November, 1977, and will extend indefinitely. The following administrative measures are hereby established to effect this expenditure control program:

1. Staffing Freeze--Agency directors are instructed to establish no new positions and to fill not more than 50 percent of funded positions now vacant or vacated during the period of enforcement of this Order. Exceptions to this directive will be granted only for critical or emergent situations for which there is clear evidence that compliance with this directive could be detrimental to the best interest of the state, or in cases where a letter of intent has been signed prior to this Order. The Budget Director shall establish criteria and propose procedures for the granting of exceptions to this directive subject to approval by me.
2. Consulting Services -- No further personal service contracts subject to the filing requirements of RCW 39.29.010 shall be obligated without the explicit, prior review and approval of the Budget Director. Such review and approval shall place primary emphasis on assuring that such personal services are consistent with needs of the benefiting program and with legislative intent. It shall further assure that the specific personal services are not being sought as a means of circumventing the staffing directive of this Order. Agencies should also review existing personal service contracts in light of this directive to determine if the 30-day cancellation clause in the contract can be exercised.

Copies to O. J. Staff
11/15/77
KH



EO 77-14

EXECUTIVE ORDER

STATE EXPENDITURE REDUCTION

WHEREAS, The voters of the State of Washington have approved initiative

3. Overtime -- Agency directors are instructed to reduce wherever possible the use of overtime and other premium pay and to avoid the use of these compensations as a means of circumventing the staffing directive of this Order.
4. Procurement of Equipment, Supplies, and Materials -- The purchase of all equipment which is not critically necessary to the conduct of state programs shall be postponed for an indefinite period of time. The Purchasing Division of the Department of General Administration and the procurement agencies of the higher education institutions are directed to monitor all purchasing actions for the remainder of the biennium. No stockpiling of materials or supplies above normal levels or abnormal increases in equipment purchases beyond what is essential for normal operations is to be approved.
5. Travel -- Out-of-state travel is hereby prohibited except for those meetings which are critically necessary to preserve the health or safety of state citizens and which receive prior approval by the Budget Director. All in-state travel by state employees is hereby limited to that which is critically necessary to carry out state programs and should be conducted within a single day where feasible. No trips are to be taken for the purpose of attending conferences, conventions, or training programs unless the attendee is a formal part of the program delivering an address or is a convention official whose attendance is mandatory.
6. Conferences -- Conferences and conventions are hereby limited to those which are necessary for the maintenance of state operations. All conferences and conventions exceeding a single day's duration are prohibited outside of Olympia except with the approval of the Budget Director.
7. Exceptions -- All exceptions to this directive will be made by me and are to be requested only by the agency director to the Budget Director.

Handwritten notes and signatures at the bottom of the page, including a signature that appears to be "John G. ...".



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be affixed at Olympia this 10th day of November A.D., nineteen hundred and seventy-seven.

[Handwritten signature]
Governor of Washington

BY THE GOVERNOR:

[Handwritten signature]
Secretary of State

Sincerely,
[Handwritten signature]
William B. Julius
Capital Budget Officer

cc: Don Ganges

OCT 21 1977



STATE OF WASHINGTON

Dixy Lee Ray
Governor

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

319 Seventh Avenue, Olympia, Washington 98504

Ref.: 77-31-176

October 20, 1977

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

Dear Dr. Stevens:

On October 19, the State Board adopted Resolution 77-53 acknowledging the receipt by District 22 of \$375,000 of federal funds granted by EDA under the Public Works program. The resolution authorized the expenditure of approximately \$225,000 of such funds to design and construct outdoor physical education facilities for Tacoma Community College and the expenditure of approximately \$150,000 of such funds to design and construct a playground/park on Tacoma Community College property.

The resolution provided that the playground/park project is to fulfill completely the obligations of the State of Washington and District 22 concerning the development of such a playground/park facility, obligations arising from the conditions surrounding the acquisition of the Tacoma Community College site by the Tacoma school district.

Sincerely,

William D. Julius
Capital Budget Officer

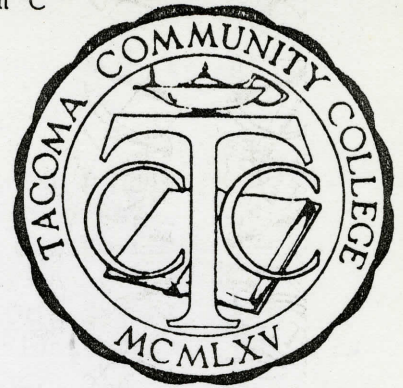
WDJ:mm

cc: Don Gangnes

Tacoma Community College

OFFICE OF THE PRESIDENT

NOV 10 1977



MEMORANDUM

Date: November 9, 1977

To: Dr. Robert Rhule/Dr. Larry Stevens

From: Carolyn Anderson

Subject: Statistical Report on September, 1977, Accreditation Examination for MRT Students

I am pleased to inform you that thirteen MRT graduates passed the national accreditation examination; one student failed. For the first time in the history of the exam, the examination was criterion referenced. The decision to abandon norm-referenced results was made in an attempt to establish a higher level of performance for the profession. It was felt that a certain body of knowledge must be acquired before the ART can function in the demanding role of the Health Record Documentation Specialist. The greater involvement of the federal government in health and the subsequent documentation requirements, make the role of the documentation expert critical.

Nationally, a total of 1623 candidates wrote the examination; 1026 passed; 597 failed or 30%. Tacoma, with one failure reported 7%. The breakdown of test results is included for your information.

vb

Enclosure

OFFICE OF THE PRESIDENT

NOV 14 1977



November 10, 1977

Governor Dixy Lee Ray
State Capitol
Olympia, Washington

Dear Governor Ray:

Knowing your deep interest in working toward solutions toward wiser uses of energy, I am taking the liberty of briefing you on a study Tacoma Community College completed during this last summer.

The enclosed "State of the Industry" study set out to determine the present status of industry, business, and government in addressing energy management problems, their future plans, and their (management's) perception of what the community college educational delivery agencies can do to prepare, retrain, and upgrade personnel employment which utilizes energy management expertise.

Personal interviews, in addition to questionnaires conducted throughout the State of Washington included top management in the engineering, building management, and utilities categories.

During the process of conducting the study, the interviewer received a number of unsolicited comments in relation to energy conservation. The most prominent comment that gives some flavor of the interviewee's desires was that while much knowledge about energy resources is available, no cohesive assemblage of these fragmented specializations has been developed into a meaningful learning package which would encompass a broad knowledge of energy uses as opposed to singular in-depth study. Thus, the public and private sectors were seeking an educational agency to assume the insertive work that they were individually carrying on in piece-meal fashion. They felt that the community colleges could deliver that service.

Since energy management, or conservation needs of, say, agriculture differ from those of transportation or manufacturing, or residential, we believe a community college consortium (Tacoma, Lower Columbia, Spokane, Columbia Basin) could productively answer this desire by meeting with the

leaders of each sector to develop meaningful curricula in the field of energy management education. Hopefully, grant proposals to fund the development, implementation, testing, and dissemination of quality curricula will be favorably received.

Your reaction to the study and to our thoughts about where we go from here would be very, very welcome and highly appreciated.

Sincerely,

Lorraine Stephan
Associate Dean for Occupational Education

sma

cc: Glenn Rose, Assistant to the Governor
Larry Stevens, President, Tacoma Community College
John Mundt, Director, State Board for Community College Education

Tacoma Community College is one of the 49 initial SOCAD members designated as of October tenth. We expect that at least another dozen will qualify for membership by the end of the calendar year.

This new network has been established in response to the request of the Army (Director of Education, Office of the Adjutant General) for such a program to serve more effectively its enlisted personnel. The program however is intended to be available to all ranks and all services as requested.

On behalf of the SOC Advisory Board representing the twelve higher education associations behind SOC and the Army we commend you and your institution. Membership in this important network identifies your institution's intent and commitment to be an integral part of a plan to make an associate degree program (from a civilian institution) available on every major Army base and hopefully other service installations in the future.

We're most appreciative of the support, encouragement, and valuable recommendations which we've received from a wide range of SOC institutions throughout the development of SOCAD. We request your continuing evaluation and suggestions for the improvement and expansion of the program, for we realize that once it is under way problems may arise which could not have been foreseen during its planning.

Faded table with multiple columns and rows, likely a membership list or organizational chart. The text is illegible due to fading.

SERVICEMEN'S OPPORTUNITY COLLEGES



sponsored by
 American Association of State Colleges and Universities
 American Association of Community and Junior Colleges
 Suite 700 • One Dupont Circle
 Washington, D.C. 20036
 (202) 293-7070

October 25, 1977

Mr. Joseph H. Kosai
 Dean of Continuing Education
 and Community Services
 Tacoma Community College
 5900 South 12th Street
 Tacoma, Washington 98465

Dear Mr. Kosai:

We have completed our review of your application and we are pleased to welcome Tacoma Community College into membership in the SOC Associate Degree Program Network for Military Personnel (SOCAD) to serve as a Type I Member (Student Sponsoring Institution).

Tacoma Community College is one of the 49 initial SOCAD members designated as of October tenth. We expect that at least another dozen will qualify for membership by the end of the calendar year.

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Cooperating Agencies

American Association of Collegiate Registrars and Admissions Officers	Association of American Colleges	National Association for Equal Opportunity in Higher Education	National Association of State Universities and Land Grant Colleges	U.S. Air Force
American Association for Higher Education	Association of American Universities	National Association of Independent Colleges and Universities	State Higher Education Executive Officers	U.S. Army
American Council on Education	Education Commission of the States			U.S. Marine Corps
				U.S. Navy
				Office of the Assistant Secretary of Defense

Kosai

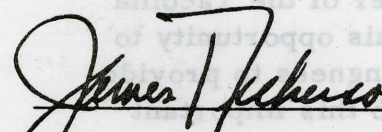
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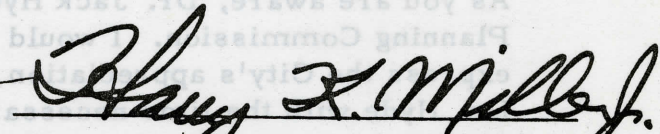
October 25, 1977

The Network Advisory Committee has been appointed and held its first meeting. You will receive a copy of the minutes of that meeting in the near future. A subcommittee has been asked to develop a sample letter of agreement to assist members in designing their own contractual forms for use with degree candidates, and you will receive a copy of that sample letter as soon as it has been submitted by the subcommittee.

Enclosed is a sample media release which may be helpful to you in publicizing your participation in this important new thrust in voluntary education for military personnel. Feel free to use it in any way you deem appropriate for your own publications and/or local news releases. Please send to our office examples of any local coverage which the program and/or your SOCAD membership receives.

Sincerely,


James F. Nickerson
Director


Harry K. Miller, Jr.
Associate Director

Enclosure

cc: Dr. Larry P. Stevens, President

GORDON N. JOHNSTON
MAYOR

GNI:bk

OFFICE OF THE PRESIDENT

NOV 3 1977



October 25, 1977

CITY OF TACOMA
Office of the Mayor

GORDON N. JOHNSTON
Mayor

November 1, 1977

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

Dear Dr. Stevens:

As you are aware, Dr. Jack Hyde is a member of the Tacoma Planning Commission. I would like to take this opportunity to express the City's appreciation for your willingness to provide Dr. Hyde with the time necessary to devote to this important City Commission.

Dr. Hyde is one of those rare individuals who demonstrates leadership, sound judgment and public concern. These exceptional qualities have been recognized by his fellow Planning Commissioners as demonstrated by the fact that he was elected to serve as their Chairman. The City Council also recognizes Dr. Hyde's outstanding capabilities and recently appointed him to serve a second three (3) year term on the Commission.

Dr. Hyde has contributed many hours of his time serving the citizens of Tacoma and his efforts are greatly appreciated.

Sincerely yours,

GORDON N. JOHNSTON
MAYOR

GNJ:bk



HIGHLINE COMMUNITY COLLEGE

Community College District 9

Midway, Washington 98031

OFFICE OF THE PRESIDENT

NOV 8 1977

President

November 2, 1977

Dr. Larry Stevens
President, Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

Dear Larry:

I want to thank you for making it possible for Ron Magden to participate on the Evaluation team which visited Linn-Benton Community College in Albany, Oregon, October 16-19, 1977.

Linn-Benton is a very fine college, and I'm sure each member of the team was able to take home some new ideas, increased enthusiasm for his own assignment, and a sense of professional accomplishment. The people who made up the Evaluation team were all so very congenial and knowledgeable that each participant probably also found some new friends.

Ron did an outstanding job with his particular assignment. Working with Ron was indeed a pleasure for me and his able representation is indeed a fine reflection on your college.

Sincerely,

Shirley
Shirley B. Gordon
President

SBG/fm

cc: Ronald E. Magden

UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF THE PRESIDENT

BUREAU OF PRISONS

OCT 18 1977

UNITED STATES PENITENTIARY
STEILACOOM, WASHINGTON 98388

October 14, 1977

Dr. Larry Stevens, President
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

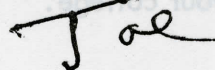
Dear Larry:

October 4, 1977, marked the beginning of our 9th Annual Arts & Crafts Show which was held in the Tacoma Mall. This year's arts sale was a huge success with sales doubled over last year. As you know, the inmates at McNeil Island received this money to help replenish their supplies and tools. We feel that this year's sale was such a success due to the cooperation received from the community and T.C.C.

I would like to compliment Ms. Karen Munson, of the model office at T.C.C., and express my appreciation for her work with the art show. I especially appreciate her professionalism, dedication and loyalty to T.C.C. and the McNeil Island Art Show. We, at McNeil Island, have worked with Ms. Munson for two years running and have been very impressed with her work.

We thank you for all the cooperation that we received from both T.C.C. and Ms. Munson. Please extend my appreciation to Ms. Munson for her week of service to the McNeil Island Arts & Crafts Show.

Sincerely



J. S. Palmquist
Supervisor of Education

JSP/jp

NOV 2 1977

**Lane
Community
College**4000 East 30th Avenue
Eugene, Oregon 97405
(503) 747-4501

October 31, 1977

Dr. Larry Stevens
President, Tacoma Community College
5900 South 12th St.
Tacoma, WA 98465

Dear Dr. Stevens:

Someone once told me that it's never too late to say "thank you." I hope that's so, because I very much want to express the appreciation of NCCR and myself for your fine presentation at Vancouver. Some 97 percent of those who completed evaluation forms declared themselves "highly satisfied" or "satisfied" with the conference as a whole. Your contribution was an important reason for that reception. If there's ever any way I can return a favor, I hope you'll ask it.

Sincerely,



Larry Romine
NCCR Conference Chairman

LR/dml
ML: 974F