

THE TACOMA COMMUNITY COLLEGE DISTRICT NO. 22

BOARD OF TRUSTEES

AGENDA

May 26, 1977

REGULAR MEETING

12:00 noon - Board Luncheon - Office of the President  
12:30 p.m. - Visit Tacoma Community College Child  
Care Center, 1018 Columbia, Tacoma, Washington  
1:00 p.m. - Executive Session/Personnel and Property  
Office of the President  
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 April 26, 1977, and approval of Minutes of Regular Meeting held April 28, 1977 Tab I, Item B
- C. Presentation to Reverend Robert Yamashita
- D. Presentation to Reverend Elijah Hankerson
- E. Presentation by Lloyd Berntson, Division Chairperson, English & Communications

II. CORRESPONDENCE

- A. Reverend Elijah Hosea Hankerson Tab II, Item A
- B. Harold L. Reinhardt, Director Council on Aging Tab II, Item B
- C. Timothy J. Lowenberg, Assistant Attorney General Tab II, Item C
- D. Congressman Norman D. Dicks Tab II, Item D
- E. Senator Warren G. Magnuson Tab II, Item E
- F. National Council of Teachers of English Tab II, Item F
- G. Curtis H. Callen, Secretary Orpheus Male Chorus Tab II, Item G

III. INFORMATIONAL REPORTS TO THE BOARD

- A. Instructional Services Report  
May Report Tab III, Item A
- B. Student Services Report  
Child Care Center Report Tab III, Item B
- C. Administrative Services Report  
May Report Tab III, Item C
- D. Continuing Education and  
Community Services Report  
May Report Tab III, Item D
- E. Business Services and  
Planning Report
  - 1. 1977-78 Budget Development Tab III, Item E-1
  - 2. May Report Tab III, Item E-2
- 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  
None
- D. Continuing Education and  
Community Services  
None
- E. Business Services and Planning  
None

V. NEW BUSINESS

A. Educational Services

None

B. Student Services

1. Student & Activities Fee  
Budget for 1977-78

Tab V, Item B-1

2. Amendment to Board Policy,  
Chapter IV, Section 4.1051

Tab V, Item B-2

C. Administrative Services

Professional Leave Request, Paula Pascoe Tab V, Item C

D. Continuing Education and  
Community Services

None

E. Business Services and Planning

College Fee Schedule

Tab V, Item E

VI. CITIZEN REMARKS

VII. THE BOARD OF TRUSTEES' REMARKS

Election of Vice-Chairperson

VIII. NEXT MEETING

Next Meeting - June 23, 1977

IX. ADJOURN

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF MEETING  
May 26, 1977

The regular meeting of the Board of Trustees was held May 26, 1977, in the John H. Binns Room of the College.

MEMBERS OF THE BOARD

Mrs. Ellen Pinto, Chairman  
Mrs. Mildred Jeynes  
Mrs. Sally Starke  
Dr. Barbara Wesley

ADMINISTRATIVE OFFICERS  
OF THE COLLEGE

Dr. Larry Stevens, President  
Dr. Robert R. Rhule  
Dr. Richard L. Batdorff  
Mr. Donald R. Gangnes  
Mr. Joseph H. Kosai

TACOMA COMMUNITY COLLEGE  
FEDERATION OF TEACHERS

Jerry McCourt

WASHINGTON FEDERATION OF  
STATE EMPLOYEES

Ellen Douthett

ASSOCIATED STUDENTS OF  
TACOMA COMMUNITY COLLEGE

Irish McKinney

ASSISTANT ATTORNEY GENERAL

Timothy J. Lowenberg

STAFF, VISITORS AND GUESTS

Reverend David Almon  
Doreen Amoroso  
Lloyd Berntson  
J. Allan Clarke  
Wanda Coats  
Eve Dumovich  
Vernon L. Hess  
Rita L. Hilliard  
Lynn Jamps

Kathy Kalles  
Richard Lewis  
Dr. Ronald Magden  
Deborah Mandelsberg  
Joanne H. McCarthy  
Paul Michaels  
Ramona Minney  
William Packard

Paula Pascoe  
Joan Royce  
Pat Shuman  
Carolyn Simonson  
Carole Steadman  
Charles Summers  
David Whisner  
Richard Wright

CALL TO ORDER

The meeting was called to order by Chairman Pinto at 2:06 p.m. The roll was called and Chairman Pinto announced that a quorum was present with four members in attendance.

AMENDMENT TO AGENDA

It was unanimously agreed by the Board to withdraw the presentation of the Resolution to Reverend Yamashita from the Agenda and to add the Selection of a Trustees Association Representative and Alternate to the Board of Trustees Remarks on the Agenda.

APPROVAL OF MINUTES

The minutes of the special meeting held April 26, 1977, and the minutes of the regular meeting held April 28, 1977, were reviewed by the Board. There having been no corrections or additions, the minutes of April 26 and April 28, 1977, were unanimously approved as published.

INTRODUCTIONS AND PRESENTATIONS

Mr. Charles Summers, Division Chairman for Arts and Humanities, indicated to the Board that the art exhibit in the Board room at that time was part of the Tacoma Community College Spring Festival. He also mentioned that a vast majority of the work was done by Tacoma Community College students.

Mrs. Pinto presented to The Reverend Elijah Hankerson a plaque commemorating his years of service to the College.

Mr. Lloyd Berntson, Division Chairman for English and Communications, introduced to the Board those members of the division that were present. Mr. Berntson reviewed the structure of the division through the use of handout material and slides.

CORRESPONDENCE

Dr. Stevens presented to the Board a letter from The Reverend Elijah Hankerson indicating his intention of retirement.

Dr. Stevens also presented a letter from Mr. Harold L. Reinhardt, Director, Council on Aging, thanking the College for the hospitality extended to the Council on Aging meeting on April 13, 1977.

The Board reviewed a letter from Mr. Timothy Lowenberg commending Mr. Carl R. Brown, Dean of Administrative Services, for his work in preparing proposed WAC provisions.

Dr. Stevens presented a letter from U. S. Congressman, Norman D. Dicks, and U. S. Senator Warren G. Magnuson regarding the problems faced by Tacoma Community College in extending educational services to veterans.

Dr. Stevens also presented a letter from the National Council of Teachers of English announcing the appointment of Carolyn A. Simoson as a regional judge for the 1977 NCTE Achievement Awards in Writing Program.

The Board also reviewed a letter from Mr. Curtis H. Callen, Secretary, Orpheus Male Chorus, thanking the College for the use of College facilities for the their use in rehersals and for storage of their music in preparing for concerts.

INFORMATIONAL REPORTS TO THE BOARD

A. Instructional Services Report: Dr. Rhule reported on the recent on-site evaluation of the College's MRT Program by the American Medical Association. Dr. Rhule praised both the work of Mrs. Carolyn Anderson and the self-evaluation document which she had prepared.

Dr. Rhule reported that on April 30, 1977, approximately 1,000 high school students from 17 high schools (19 bands) in the area competed at the high school band tournament hosted by Tacoma Community College. He indicated that Mr. David Whisner, Chairman of the Music Department, was responsible for the coordination and management of the activity.

Mrs. Doreen Amoroso presented to the Board Mrs. Lorraine Hildebrand, Referend Librarian at Tacoma Community College. Mrs. Hildebrand presented to the Board a copy of her first book, Straw Hats, Sandals and Steel; The Chinese in Washington State, which had just been published as one of a series of ethnic histories of the Pacific Northwest.

Dr. Rhule reviewed with the Board the new courses which had been approved by the Departments, the Divisions, and the Curriculum Committee, and the President.

B. Student Services Report: Pat Shuman, Director of the College Child Care Center, reported to the Board on the progress of the Child Care Center through the use of slides. Ms. Shuman also introduced to the Board two staff members of the Center, Deborah Mandelsberg and Lynn Jamps. Ms. Mandelsberg and Ms. Jamps also reported to the Board on the various functions of the Child Care Center and thanked the Board for appearing at the Center prior to the meeting.

C. Administrative Services Report: Dr. Stevens reported to the Board that as a result of the acceptance of several job site proposals submitted to the City of Tacoma's Comprehensive Employment Services, the College was identified as a job site and assigned approximately twenty (20) persons who had been declared eligible to participate in the Comprehensive Employment Services' Work Experience Program. He indicated that these individuals were now on the job in the Buildings and Grounds Unit and the Public Information Office.

Dr. Stevens also reported to the Board that even though the deadline for the in-depth energy report to the Board had passed, the College was continuing to implement actions designed to conserve energy.

The Board was also informed that the maintenance department of the College had built eight (8) trash receptacles which were somewhat more appealing to the eye than the steel drums presently being used as trash receptacles. It was reported that if the new receptacles were accepted by all segments of the campus, additional ones would be constructed and installed.

Dr. Stevens also presented to the Board the Suspended Operations Procedures which had been adopted by the WFSE-Management Committee, acting in accordance with Article 14-GENERAL PROVISIONS-Section 14.7, entitled SUSPENDED OPERATIONS.

D. Continuing Education and Community Services Report: Mr. Joseph Kosai reported to the Board the several seminars and various workshops which had used the campus facilities.

Mr. Kosai also reported on the upcoming family tennis tournament in which Tacoma Community College and Osborn & Ulland Sports Specialists were co-sponsors

The Board was also informed that 27 degrees from Tacoma Community College had been presented at the recent McNeil Island Graduation.

E. Business Services and Planning Report: Mr. Gangnes briefly reported on the progress of the 1977-78 Operating Budget development.

Mr. Gangnes also reported to the Board that the sign designers had completed their work on the campus signing project and that the bid documents were being prepared. He indicated the contract for fabrication and installation should be let by the first week in June.

The Board was also informed that the portable (Quiet Lounge) was completed and accepted by the College. Mr. Gangnes indicated that the painting in the cafeteria would continue.

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:  
Mr. Irish McKinney introduced to the Board the newly elected ASTCC President, Mr. Richard Wright.

OLD BUSINESS

None

NEW BUSINESS

Mr. Irish McKinney, ASTCC President, and Dr. Richard Batdorf, Dean of Student Services, presented to the Board the 1977-78 Student and Activities Fee Budget for acceptance for study and review by the Board.

MOTION: Dr. Wesley moved that the Board accept for study the 1977-78 Student and Activities Fee Budget. Mrs. Jeynes seconded the motion. The motion was unanimously passed.

Dr. Batdorf presented to the Board a proposed amendment to Board Policy, Chapter IV, Section 4.1051, for acceptance for study and review by the Board.

MOTION: Mrs. Jeynes moved that the Board accept the proposed amendment to Chapter IV, Section 4.1051 for study and review. Dr. Wesley seconded the motion. The motion passed unanimously.

Dr. Stevens reported to the Board that Mrs. Paula Pascoe had submitted a request to the Board of Trustees through the Office of the President for a Professional Leave for 1977-78.

MOTION: Mrs. Starke moved that the Board grant Professional Leave for 1977-78 to Paula Pascoe and that the terms and conditions for the Leave not exceed those as mandated by Board Policy. Dr. Wesley seconded the motion. The motion was unanimously passed.

Dr. Stevens presented to the Board proposed changes in the College Fee Schedule.

MOTION: Mrs. Jeynes moved that the Board accept for study the proposed changes in the College Fee Schedule. Dr. Wesley seconded the motion. The motion was unanimously passed.

Dr. Stevens reported to the Board that the Board By Laws require the election of a Chairman and a Vice-Chairman at the regular June meeting of the Board. However, he indicated it appeared necessary to fill the vacancy of Vice-Chairman at this time.

MOTION: Mrs. Starke moved that Mr. Alan Vandevert be elected as Vice-Chairman of the Board. Mrs. Jeynes seconded the motion. The motion was unanimously passed.

Mrs. Pinto indicated that it was necessary to elect a representative and alternate to the Trustees Association of Community Colleges.

MOTION: Dr. Wesley moved that Sally Starke be elected the Board's representative to TACC. Mrs. Jeynes seconded the motion. The motion passed unanimously.

MOTION: Mrs. Jeynes moved that Mrs. Pinto be elected the alternative representative of the Board to TACC. Mrs. Starke seconded the motion. The motion was passed unanimously.

Mrs. Pinto thanked Mr. McKinney for his leadership this past year and welcomed Mr. Wright. Mrs. Pinto also extended compliments and thanks to all those who worked on the Spring Festival, especially Dr. Jacobson.

#### NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for June 23, 1977, at 2:00 p.m. in the John H. Binns Room of the College.

#### ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,  
*Larry P. Stevens*  
Larry P. Stevens  
Secretary to the Board



# TACOMA COMMUNITY COLLEGE Tab I, Item B

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE	May 26, 1977
FROM: PRESIDENT	CATEGORY	A.S.
SUBJECT: MINUTES	ITEM & FILE NO.	I. B.
REASON FOR BOARD CONSIDERATION:  <b>APPROVAL</b>	ENCLOSURE (S)	Minutes of April 26, and April 28, 1977

### Background

The Minutes of the Special Meeting of the Board of Trustees on April 26, 1977, and the Minutes of the Regular Meeting of the Board of Trustees on April 28, 1977, are submitted for approval.

### Recommendation

The President recommends that the Board of Trustees approve the Minutes of April 26 and April 28, 1977.

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

TACOMA COMMUNITY COLLEGE  
STRUCTURE OF THE ENGLISH AND COMMUNICATIONS DIVISION

PROGRAMS

ENGLISH: The English program has both the depth and the scope to serve all students, from those needing development of the very basic language skills, to those whose language is not English, and to those who are in regular academic or vocational programs.

The primary commitment of the English program is to writing, for the very nature of the two-year college requires that a large share of the program's effort be devoted to developing the students' writing skills. However, literature is a strong complement to the full program, and a wide variety of literature courses offer ample opportunity to the students to broaden their understanding and deepen their appreciation of this vital part of the humanities.

JOURNALISM: The Journalism program provides the interested student with courses, both practical and theoretical in nature, from which he or she can develop an interest and skill in general reporting and newspaper layout. The Collegiate Challenge, one of the responsibilities of this program, provides the student with the means to combine theory and its practical application into a finished paper.

LIBRARY SCIENCE: This program uses an individualized approach to the identification, location and uses of library sources; and to the development of competence in the techniques of research.

READING: The program is comprehensive, offering courses in remedial, developmental, and accelerated reading. Most courses are conducted in the laboratory mode and are closely coordinated with remedial and developmental courses in writing and study skills.

STUDY SKILLS: The Study Skills program, primarily for the students who need development in study techniques, also serves as an entry program for older students who are apprehensive about re-entering school.

## ENGLISH AND COMMUNICATIONS DIVISION

<u>CURRENT PROGRAMS*</u>	<u>FULL-TIME FACULTY</u>	<u>FULL-TIME SECTIONS</u>	<u>PART-TIME SECTIONS</u>	<u>ENROLLMENT</u> <u>1976-1977</u>
ENGLISH:	13	97	51	2427
a. academic/vocational				870
b. developmental				168
c. English as Foreign language				
JOURNALISM:			6	114
LIBRARY SCIENCE:	1/3 (library staff)	3		73
READING:	1/2	10	7	50
a. accelerated				364
b. developmental				
STUDY SKILLS: (developmental)	1/2	10	5	464
a. class/laboratory				150
b. workshop				
			Total	<u>4680</u>

\*This year the Division has extended its program off campus: five composition classes at McNeil Island, one at the County/City Building; three reading classes at McChord Airforce Base, two at the Weyerhaeuser Corporate Engineers Headquarters, Tacoma.

ENGLISH AND COMMUNICATIONS DIVISION  
ANNUAL REPORT - 1967-77

A. NEW COURSES: 1976-1977

1. English 232: Popular Fiction
2. English 233: Religious Themes in Literature
3. English 80-1-2: Laboratory workshops in Grammar, Punctuation, and Sentence Structure
4. English 105: Technical Report Writing
- \*5. English 198: A Brief Study in Shakespeare

COOPERATING GROUP OR AGENCY

Program Board: Associated Student Body

B. NEW COURSES: 1977-1978

1. Study-tour of London, England
2. Revision of English as a Second Language course

Social and Behavioral Science Division  
Arts and Humanities Division

C. TELEVISION COURSES: 1976-1977

\*1. English 289: Classic Theatre: The Humanities in Drama

Channels 9, 13, 62

D. TELEVISION COURSES: 1977-1978

1. Tolstoy's War and Peace (Winter)

Channels 9, 13, 62

E. SCREENING, TESTING, AND PLACEMENT OF STUDENTS:  
1976-1977

1. The Division screened, tested, and recommended placement for 1550 students.

Student Services

F. INTERDISCIPLINARY INSTRUCTION OR ACTIVITY:  
1976-1977

1. Paul Clee: Photography
2. Janet Grimes: Library

Arts and Humanities Division  
Learning Resource Center

\*Please see attachments

## ENGLISH AND COMMUNICATIONS DIVISION FACULTY

1976 - 1977

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs.)	Teaching Experience (yrs.)	Professional and Related Activities
Lloyd Berntson	English	1966	M.A.	6½	25	Division Chairman, member of National Council of Teachers of English, National Education Assn., Washington Education Assn.
Paul Clee	English	1968	M.A. (2)	7	8	Member of TCCFT, Professional Leave Committee
Frank Garratt	English	1965	M.Ed.	6	13	Key Activator for the 28th Legislative District Common Cause, Member of TCC Media Review Board
Janet Grimes	English	1967	M.A. M.L.S.	6	13	Member of State Historical Society, Mountaineers, TCCFT
Vernon Hess	English	1968	M.A. ABD-Ph.D.	9½	25	Chairman, FACC Executive Committee, Member of FCCFT, CPE, Transfer Credit Committee, TCC College Council, Recipient of WCH Grant, Urban League, Republican Party. Olalla Community Club
Monty B. Jones	English	1965	M.Ed.	6½	27½	Member of TCC Media Review Board, Advisor of ISO
Richard Lewis	English	1966	Ph.D.	11	24	Secretary of TCCFT, Associate Degree Committee, Member ML Association (MLA)

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs.)	Teaching Experience (yrs.)	Professional and Related Activities
Leonard Lukin	English	1969	M.A.	6	15	National Council of Teachers of English Member of the Negotiating Team and the Executive Committee, Member of WFT, AFT.
Joanne McCarthy	English	1969	M.A.	7	10½	Member of Associated Writing Programs, Washington Poets Assn., Pacific Northwest Writers' Conference. Developmental editor for Houghton Mifflin, Harcourt Brace Jovanovich. Publications: 20+ poems, 1 short story, 3 articles in "little" magazines. Forthcoming: 4 articles on autobiographies by American Women to be in Sept. 1977 special supplement to <u>American Notes &amp; Queries</u> . Awards: 2nd prize poem, Washington Poets Assn. 3rd prize story, Hibiscus Press national contest, Spring 1977. In preparation: Text-anthology of short fiction by women

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs.)	Teaching Experience (yrs.)	Professional and Related Activities
Georgia McDade	English	1970	M.A. ABD-Ph.D.	7	7	Member of TCCFT, President of Southern University Alumni Assn.
Jerome McCourt	English	1967	M.A.	7	10	President, TCCFT, member of the Negotiating Team and the Executive Committee, TCCFT
Carolyn Simonson	English	1965	M.A.	6	20	Washington Commission for the Humanities (1975 to the present, Vice-Chairman, 1976 to present), Select Committee on Non-traditional Ed., CHE, 1973-74, participant in conference programs: Pacific N.W. Conference on English in the two-year colleges, member of the Western College Reading Assn. member of Delta Kappa Gamma, Audubon Society, judge for NCTE Achievement Awards in Writing (1974 to present), recipient of SBCCE Program Development Grant: "A Taxonomic Approach to Adult Remedial English," (\$10,000, March 1976-June 1977).

Name	Teaching Area	Year Hired	Highest Degree	College Training (yrs.)	Teaching Experience (yrs.)	Professional and Related Activities
Carole Steadman	English (Reading and Study Skills)	1970	M.Ed.	7	17	Co-author of <u>Man's Search for Himself--An Introduction to Social Science</u> , 1972
Frank Weihs	English	1970	Ph.C. (from University of Washington)	8	14	Central Labor Council Delegate

In addition to the full-time English and Communications Faculty, two instructors from other disciplines teach in the Division:

John Tuttle, Ph.D.

Robert Thaden, M.Ed.

Also, in the course of the year, 28 part-time instructors have taught in one or more of the programs in the Division, on and off the campus.

SHAKESPEARE  
The Tacoma Community College English  
Department Offers English 198:  
Brief Study in  
Shakespeare



PLEASE  
POST

THE NATIONAL SHAKESPEARE COMPANY  
SATURDAY, MARCH 19, 1977  
SHAKESPEARE WORKSHOP 10:00 A.M.  
"COMEDY OF ERRORS" 3:00 P.M.  
"ROMEO & JULIET" 8:00 P.M.

BEGINNING DATE FOR CLASS: MARCH 16  
TACOMA COMMUNITY COLLEGE: 756-5000  
CALL

English 1. Drama: A Brief Study in Shakespeare.  
3 quarter credit hours.

Distribution: Tacoma Community College: Humanities

Prerequisites: Completion of English Composition 101 and 102 or satisfactory completion of composition requirements at another college or permission of instructor.

Purpose:

1. To let the student directly experience some works of Shakespeare by attending the presentation of two comedies by The National Shakespeare Company and by attending at least two of the University of Puget Sound's presentations on Shakespeare.

2. To enable the student to meet in class for lecture and discussion on specific works by Shakespeare. (Have the plays read prior to March 16.)

Requirements:

The student will be expected to read three plays and several sonnets in addition to attending the performances and presentations. There will be a two-hour written examination at the end of the course.

Registration:

Go to T.C.C. Admissions, Building #2, or call 756-5000 for information.

Tacoma Community College thanks the University of Puget Sound for making their Shakespeare lectures available to students enrolling in English 198.

#### COURSE SCHEDULE

<u>Class Meeting</u>	<u>Date &amp; Time</u>	<u>Place</u>
1. Discussion of Shakespearean comedy and staging.	March 16 4:00-6:00 p.m.	TCC, Bldg. 18 Room 3
2. National Shakespeare Company workshop "Comedy of Errors" "Romeo & Juliet"	March 19 10:00 a.m. 3:00 p.m. 8:00 p.m.	Bicentennial Pavilion
3. Lecture-Sonnets	March 24 7:30 p.m.	U.P.S. McIntyre Hall Room 006
4. Class Meeting: Lecture and Discussion	March 26 8:00-12:00 noon	TCC, Bldg. 18 Room 3
5. Professionals from Ashland	April 14 7:30 p.m.	U.P.S. McIntyre Hall Room 006
6. Class Meeting: Lecture and Discussion	April 16 8:00-12:00 noon	TCC, Bldg. 18 Room 3
7. Final Examination	April 16 1:30-3:30 p.m.	TCC, Bldg. 18 Room 3

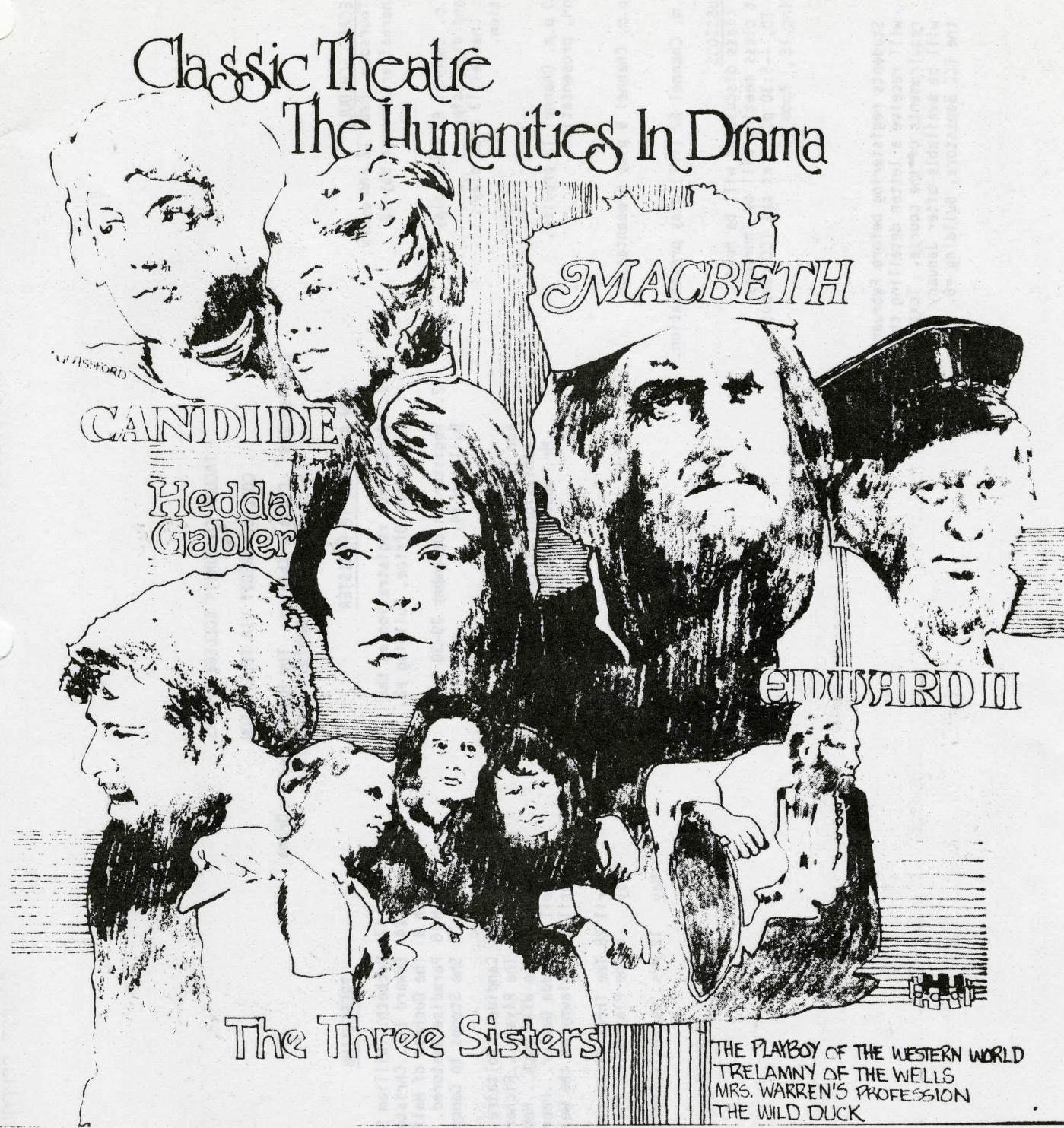
Cost  
Tuition: \$24.90 to \$29.90 depending upon whether a former student or not.

Tickets: \$2.75. Two Plays - \$5.50

Text: \$5.00 Maximum

TACOMA COMMUNITY COLLEGE OFFERS  
A TELEVISION COURSE:

# Classic Theatre The Humanities In Drama



MACBETH

CANDIDE

Hedda  
Gabler

EDWARD III

The Three Sisters

THE PLAYBOY OF THE WESTERN WORLD  
TRELAWNY OF THE WELLS  
MRS. WARREN'S PROFESSION  
THE WILD DUCK

The course begins February 10 and ends May 13, 1977.

First class session - February 10. First dramatic presentation - February 17.

#### Registration Information

Item #	Course No.	Sec.	Credit	Time	Day	Room
9024	English 289	A	5	4-5:30 pm	Th	18-12

(First session meets February 10 -  
Others To Be Arranged)

TELECAST  
TACOMA COMMUNITY COLLEGE

WEEKLY TELECAST SCHEDULE

Beginning Thursday, Feb. 17 and every Thursday thereafter through May 12.

Thursday

7-7:30 p.m. Channel 62 (VHF) play preview and discussion.  
9-11 p.m. Channel 13 & 62 play presentation.

Sunday

4:30-7:00 p.m. Channel 13 preview, discussion, presentation.

Monday

9-11:00 p.m. Channel 9 play presentation.

Tuesday

4-6:00 p.m. Channel 62 (VHF) play presentation.

CLASS DISCUSSIONS

A weekly class discussion will be held. The first class meeting will be Thursday, February 10, 4-5:30 p.m., at the TCC campus in Building 18, Room 12.

Students registering before February 1 will receive a letter detailing the requirements of the course. Textbook will be available after January 15 in the TCC Bookstore, Building #6.

TACOMA COMMUNITY COLLEGE OFFERS  
COLLEGE CREDIT VIA TELEVISION

English 289: Classic Theatre: The Humanities in Drama  
(5 credit hours) Begins February 10

HOW AND WHEN TO REGISTER

1. Continuous registration at the Admissions Office, Building #2.
2. Register on December 29-30 in Building #4.

For further information call:  
Admissions Office - 756-5035  
Mr. Joseph Kosai - 756-5018

PRESENTING

Feb. 17	Macbeth...William Shakespeare
Feb. 24	Edward II...Christopher Marlowe
March 3	The Duchess of Malfi...John Webster
March 10	Paradise Restored...Don Taylor
March 17	She Stoops to Conquer...Oliver Goldsmith
March 24	Candide...Voltaire
March 31	The Rivals...Richard Sheridan
April 7	The Wild Duck...Henrik Ibsen
April 14	Hedda Gabler...Henrik Ibsen
April 21	Trelawny of the Wells...Arthur W. Pinero
April 28	The Three Sisters...Anton Chekhov
May 5	The Playboy of the Western World...John M. Synge
May 12	Mrs. Warren's Profession...George Bernard Shaw



# TACOMA COMMUNITY COLLEGE

5900 South 12th Street Tacoma, Washington 98465

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

## AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE May 26, 1977
FROM: PRESIDENT	CATEGORY A.S.
SUBJECT: CORRESPONDENCE	ITEM & FILE NO. II, A, B, C, D, E, ENCLOSURE (S) F, G
REASON FOR BOARD CONSIDERATION: INFORMATION	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	

OFFICE OF THE PRESIDENT  
APR 19 1977

# Tacoma Community College

5900 SOUTH 12TH STREET  
TACOMA, WASHINGTON 98465

April 18, 1977

Dr. Larry Stevens  
President  
Tacoma Community College  
Tacoma, WA 98465

Dear Dr. Stevens:

In compliance with paragraphs 10.10 Retirement Age and 10.20 Year of Retirement, A Negotiated Agreement Between Tacoma Community College Federation of Teachers and Tacoma Community College, District XXII, dated October 28, 1976-June 30, 1978, notice of my intention of retirement at the end of my present contract is hereby served.

The privilege of serving with you in what I believe to be a so worthy cause has been, and I am sure will continue to be, a source of inspiration to my family and me.

I pray and wish for you in the future even greater success.

Sincerely,

Elijah Hosea Hankerson

EHH:r

cc: Mr. Carl Brown  
Dr. Ronald Magden  
Mr. Harland Malyon

APR 18 1977



## COUNCIL ON AGING

223 North Yakima, Tacoma, Washington 98403  
(206) 272-2278

April 15, 1977

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

Dear Dr. Stevens:

We wish to express our appreciation to you and the members of your staff for your hospitality on Wednesday, April 13th. Our Legislative Workshop, by all reports, was a success. Some 130 Senior participants had an opportunity to meet and communicate with Congressman Norm Dicks and to give him a feel for their concerns, etc.

Please convey our thanks to those who were responsible for making the facilities and the lunch available. They were most helpful.

Again, thank you very much.

Cordially,

Harold L. Reinhardt  
Director

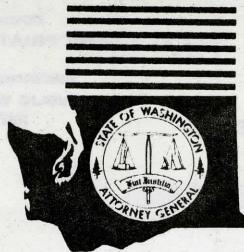


administered by Lutheran Community Services

a United Way agency



APR 20 1977



## OFFICE OF THE ATTORNEY GENERAL

SLADE GORTON ATTORNEY GENERAL  
TEMPLE OF JUSTICE OLYMPIA, WASHINGTON 98504

April 19, 1977

MEMORANDUMTo: Dr. Larry P. Stevens, President  
Tacoma Community CollegeFrom: Timothy J. Lowenberg  
Assistant Attorney General

Subject: Personal Commendation

I would like to commend Carl R. Brown, Dean of Administrative Services, to you for his excellent work in preparing proposed WAC provisions relating to the State Environmental Protection Act and campus traffic and parking regulations. As you undoubtedly realize, Mr. Brown was the first member of the Administrative staff to provide rule-making coverage in the area of mandatory WAC topics. Without appropriate rules on file with the Code Reviser's Office, the college is without authority to enforce its policies and procedures in any of the mandatory areas.

Although Mr. Brown worked closely with me on the development of the proposed rules, I was particularly impressed with the high degree of personal initiative he employed in getting this project to the point where it could be formally considered by the Board of Trustees. For example, on his own initiative he circulated proposed drafts of the parking and traffic regulations to senior level administrators to solicit their responses prior to issuing a notice of intent to adopt the rule. I know that he has also disseminated the proposed rules to every segment of the campus community so that the Board will have the benefit of comments from all persons affected prior to adopting a formal rule.

Mr. Brown's diligence, attention to detail and aggressive pursuit of complex tasks has been repeatedly demonstrated throughout my association with him. I am particularly pleased, therefore, to commend his fine work in completing such a singularly important project.

TJL:vc

NORMAN D. DICKS  
6TH DISTRICT, WASHINGTON

1508 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, D.C. 20515  
PHONE: (202) 225-5916

OFFICE OF THE PRESIDENT



APR 21 1977

COMMITTEE:

APPROPRIATIONS

SUBCOMMITTEES:  
PUBLIC WORKS  
INTERIOR

Tab II, Item D

Congress of the United States  
House of Representatives  
Washington, D.C. 20515

April 18, 1977

Mr. Larry P. Stevens  
Tacoma Community College  
5900 South 12th Street  
Tacoma, WA. 98465

Dear Mr. Stevens:

Thank you for your letter explaining the problems faced by Tacoma Community College due to PL 94-502 in extending educational services to veterans.

I am aware of the problems you face and have joined the other members of the Washington State Congressional Delegation in signing the attached letter to Mr. Max Cleland, urging more flexible regulations to permit schools to provide programs that meet veterans individual needs.

I am anxiously awaiting Mr. Cleland's reply. If I can be of further assistance, don't hesitate to contact me.

Sincerely yours,

*Norm Dicks*

NORMAN D. DICKS  
Member of Congress

NDD:ta

WARREN G. MAGNUSON, WASH., CHAIRMAN

HOWARD W. CANNON, NEV.  
 MURKILL B. LONG, LA.  
 ERNEST F. HOLLINGS, S.C.  
 DANIEL K. INOUYE, HAWAII  
 ADLAI E. STEVENSON, ILL.  
 WENDELL H. FORD, KY.  
 JOHN A. DUNKIN, N.H.  
 EDWARD ZORINSKY, NEBR.  
 DONALD W. RIEGLE, JR., MICH.  
 JOHN MELCHER, MONT.

JAMES B. PEARSON, KANS.  
 ROBERT P. GRIFFIN, MICH.  
 TED STEVENS, ALASKA  
 BARRY GOLDWATER, ARIZ.  
 BOB PACKWOOD, OREG.  
 HARRISON H. SCHMITT, N. MEX.  
 JOHN C. DANFORTH, MO.

APR 21 1977

APR 21 1977

## United States Senate

COMMITTEE ON COMMERCE, SCIENCE,  
AND TRANSPORTATION

WASHINGTON, D.C. 20510

April 19th  
1977

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

Dear Dr. Stevens:

Your frustrations and concerns in reference to the response of the Veterans Administration to PL 94-502 are most understandable and appreciated. I wish that it were possible for me to tell you which of those alternatives might be best!

This matter has been of concern to me and members of my staff for some time and we have worked closely with representatives of your State Board. Drs. John Terrey and Harold Heiner were here in February; they met with VA officials then; and we have exchanged any number of letters with the new Administrator. Enclosed are copies of my initial communication and the most recent response I received. As you will note he acknowledges there have been areas of contention and some confusion over the recent past.

I'm sure you are aware of some of the difficulties faced by the VA under the new 1976 Act and a basic law that does not allow them the greatest latitude. They can't differentiate in the application of their regulations between sections of the country or participating institutions offering the same programs: academic and vocational, public, private or proprietary all stand the same ground. There is no question that both individuals and institutions have taken undue advantage of the program in the past. If we do not protect the taxpayer from such fraud and abuse, the best of programs will become more than just endangered species!

There has been extensive fraud and abuse in the G-I Bill. On one end, individuals have received payments covering hundreds of hours of "classes" while earning less than a handful of credits; and at the other institutions have received hundreds of millions in more than just highly questionable ways. The vocational area is one that has been the subject of extensive abuse: in one instance tax dollars were merely paying many times over the retail cost of a color TV set that became the property of students enrolled in a T-V Repairman course; and in another instance pleasure flying and a private pilots license masqueraded as a course in Commercial Pilot Training. While such abuses were the exception, they

Page Two

Dr. Stevens

19 April 1977

were massive and significant in their total impact upon the expenditure of public funds. Those abuses did not all take place somewhere else for we know of instances in our own state and undoubtedly to the detriment of students that could well have been far better served by programs on your own campus.

Those of us here in the Congress who want to preserve the G-I Bill do not want to see that done with such overkill aimed at fraud and abuse that all choice or option is taken away from the eligible veteran or the institutions so overburdened and harrassed that they pull out of the program. While I hope that a spirit of cooperation will prevail among institutional representatives and the VA officials who are attempting to find proper ways to administer the program, I have urged my colleagues on the legislative committees to initiate a full review. Senator Alan Cranston, Chairman of the Senate Veterans' Affairs Committee is planning to initiate oversight hearings and I have shared the information and comments from those out home with his staff.

Again, I hesitate to comment upon what course of action you should take among those alternatives you set forth. I remain optimistic that things will be resolved in short order and to the satisfaction of all concerned, especially the veterans and institutions like T.C.C.

With best regards, I remain

Sincerely,

*Warren G. Magnuson*  
WARREN G. MAGNUSON, U. S. S.

WGM/wfr

Public Information Office  
 National Council of Teachers of English  
 1111 Kenyon Road  
 Urbana, Illinois 61801

OFFICE OF THE PRESIDENT

APR 28 1977

# News From NCTE...

For Immediate Release  
 Spring/Summer 1977

Area Teacher To Serve As Regional  
 Judge for NCTE Achievement Awards  
 In Writing

The National Council of Teachers of English announces the appointment of Carolyn A. Simonson, Tacoma Community College, 5900 S. 12th St., Tacoma, WA 98465 as a regional judge for the 1977 NCTE Achievement Awards in Writing Program. Through this nationally recognized competition, now in its twentieth year, approximately 800 high school seniors are cited for excellence in writing and are recommended to colleges and universities for admission and for financial aid, if needed. The NCTE also honors teachers and schools that have participated in the training of these young men and women. Eight thousand students have been nominated for NCTE Awards in 1977. Results of the contest are announced in October for each year.

Students are nominated for Achievement Awards in Writing by their high school English departments and are chosen for recognition by state judging committees. (Each nominee submits an impromptu theme and a sample of his or her best writing to be judged.) The regional judging committees are composed of both high school and college teachers of English who work under the direction of state coordinators.

The National Council of Teachers of English is made up of more than 100,000 individual teachers and institutional members at all levels of instruction, from elementary school through graduate college. Its goal is more effective teaching of English language and literature in the nation's schools and colleges. NCTE publishes journals, books and recordings to aid teachers in the classroom and in their professional development.

MAY 3 1977

Tab II, Item G

## ORPHEUS MALE CHORUS

P.O. BOX 1222 • TACOMA, WASHINGTON 98402



OFFICE OF THE PRESIDENT

MAY 4 1977

May 1, 1977

Tacoma Community College,  
5900 South 12th St.  
Tacoma, Washington 98465

Attention: Ms. Lita Suafoa, Security Dept.

Dear Madam:

We, the men of Orpheus wish to convey our most sincere appreciation to the Tacoma Community College for allowing us the use of the Practice Hall in Building No. 4 for our rehearsals and for storage of our music in preparing for our concerts.

This favor has counted greatly in the success of our endeavors.

Thank you very much.

Orpheus Male Chorus,

*Curtis H. Callen*  
Curtis H. Callen, Secy.

Orpheus Male Chorus, Secy.

Curtis H. Callen, Secy.



# TACOMA COMMUNITY COLLEGE

Tab III, Item A

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE <b>May 26, 1977</b>
FROM: <b>PRESIDENT</b>	CATEGORY <b>I.S.</b>
SUBJECT: <b>Instructional Services Report</b>	ITEM & FILE NO. <b>III, A</b>
REASON FOR BOARD CONSIDERATION: <b>INFORMATION</b>	ENCLOSURE(S)  <b>New Courses</b>

### MEDICAL RECORDS PROGRAM RE-EVALUATED

On May 2 and 3, an accreditation team made up of Joyce Bohren, representing AMRA; and Robert Parks, M.D., representing AMA, conducted an on-site evaluation of the College's MRT Program. The findings from their site visit will be forwarded to the College within the next two weeks.

The accreditation team praised both the work of Mrs. Carolyn Anderson and the self-evaluation document which she had prepared.

### HIGH SCHOOL BAND TOURNAMENT HOSTED

On Saturday, April 30, approximately 1,000 high school students from 17 high schools (19 bands) in the area competed at the high school band tournament hosted by Tacoma Community College. Mr. David Whisner, Chairman of the Music Department, was responsible for the coordination and management of the activity.

### LIBRARY STAFF MEMBER WRITES FOR WASHINGTON STATE AMERICAN REVOLUTION BICENTENNIAL COMMISSION

Lorraine Hildebrand's first book, Straw Hats, Sandals and Steel; The Chinese in Washington State, has just been published as one of a series of ethnic histories of the Pacific Northwest. Bruce LeRoy, Chairman of the Bicentennial Commission, has this to say of Mrs. Hildebrand, "Her credentials are impressive. As a researcher, working under a grant from the U. S. Office of Education in the Ethnic Studies Librarianship program at Fisk University, she compiled a very useful, fully annotated, and illustrated bibliography for a neglected and vexing area of Pacific Northwest history. Sinophobia: The Expulsion of the Chinese from Tacoma and Seattle, Washington Territory, 1885-1886, is an important research tool, and will be published this year by the Washington State Historical Society...."

ADMINISTRATOR INITIATING ITEM: <b>R. R. Rhule</b>	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

SOCIOLOGY INSTRUCTOR PARTICIPATES IN CONFERENCE  
ON AGING IN AMERICA

Representatives from eleven Washington and two Oregon community colleges met with resource persons from the University of Oregon, University of Washington, and the Federal and State Offices on Aging to discuss curriculum in gerontology and services provided for senior citizens.

The following issues were addressed:

- (1) On campus - off campus courses.
- (2) Conditions affecting FTE count.
- (3) "Freebies" to elders: tuition waivers, free library cards, etc.
- (4) Pre-retirement education problems.
- (5) Courses holding strong interest for seniors: arts and crafts, literature, philosophy, politics, law, and social issues.

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)

MATHEMATICS & SCIENCE DIVISIONEngineering 220      Mechanics of Materials/ 4 / 3 / 2 discuss  
Cr. Lec.

Concepts of stress, deformation and strain in solid materials; elastic behavior development of structural and machine elements in tension, bending or torsion.

Engineering 299      Independent Study in Engineering/ 1-5/ 0 / 0  
Cr. Lec. Lab

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner. This allows the student to pursue some aspects of engineering not covered in the normal engineering program.

Mathematics 94      Basic Voc-Tech. Math I/ 1-3/ 0 / X  
Cr. Lec. Lab

An introductory course in basic mathematics for voc-tech students. It contains a review of arithmetic, measurements and conversions, an introduction to algebra equations and formulas, ratio and proportion, an introduction to geometry, graphs, right triangle trigonometry, and vectors with emphasis toward voc-tech applications.

Mathematics 95      Basic Voc-Tech. Math II/ 1-2/ 0 / X  
Cr. Lec. Lab

A course designed as a follow-up to Math 94. Students will study the mathematics that is applicable to a select vocation. The occupations include electronics, electricity, drafting, machine shop, automotive technology, diesel mechanics, forestry, aviation, welding, real estate, agriculture, wastewater technology, construction, police-fire science, wood products, industrial mechanics, nursing, machine tools, clerical, forest products, food processing, and marketing.

Physics 299Independent Study in Physics/ 1-5/ 0 / 0  
Cr. Lec. Lab

Independent learning activity designed jointly by student and instructor to improve and/or increase the knowledge and skill of the learner. This allows the student to pursue some aspect of physics not covered in the normal physics sequences.



# TACOMA COMMUNITY COLLEGE

Tab III, Item B

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE	May 26, 1977
FROM: PRESIDENT	CATEGORY	S.S.
SUBJECT: Child Care Center	ITEM & FILE NO.	III, B
REASON FOR BOARD CONSIDERATION:	INFORMATION	ENCLOSURE (S)

### Background:

With an increasing median age, the student-parent is becoming increasingly commonplace on our campus. For many, college would be an impossibility without child care services. The TCC Child Care Center, started in 1974, answers this need with convenient, low cost, quality service. Since its inception, both the Center's enrollment and services have continued to expand.

### Current Status:

Today the Center serves 65 children up to the age of five and one-half and the student-parents of these children include 33 who are single, 23 on public assistance, five veterans and two families with both parents attending TCC. Each child receives a well rounded developmental program which enhances mental, physical, social and emotional well-being. Monthly parent-staff meetings are held in addition to regular parent-staff consultation. Many participating parents also enroll in Home and Family Life courses.

### Value and Impact:

Both the value and impact of the program transcend the direct service to children and their parents. TCC students work as aids at the Center receiving valuable training in working with children and being introduced to a possible career, while other students use the Center for observations associated with Human Growth and Development classes at the College.

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

Page Two

The Center is also a positive arm of public relations within the community and currently enjoys a highly effective working relationship with Fircrest United Methodist Church, current site of the Center. The Center also enjoys a regular working relationship with early childhood education staff and interns from L. H. Bates Vocational-Technical Institute and other working relationships either have been or are in the process of being established with Fort Steilacoom Community College and with the University of Puget Sound. Working relationships also exist with a number of community agencies and placements from these agencies have resulted in substantial savings in Center salaries. The integration of the Center with the College's Home and Family Life Program continues to develop and greatly enhances both the value and visibility of the Child Care Center to both college and community. Finally, as a revenue producer, the Child Care Center is expected to generate total revenue in excess of \$20,000 by the end of the college year.



# TACOMA COMMUNITY COLLEGE

Tab III, Item C

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE <b>May 26, 1977</b>
FROM: <b>PRESIDENT</b>	CATEGORY <b>A.S.</b>
SUBJECT: <b>Administrative Services Report</b>	ITEM & FILE NO. <b>III, C</b>
REASON FOR BOARD CONSIDERATION: <b>INFORMATION</b>	ENCLOSURE(S)

### COLLEGE IDENTIFIED AS JOB SITE FOR WORK EXPERIENCE PROGRAM PARTICIPANTS

As a result of the acceptance of several job site proposals submitted to the City of Tacoma's Comprehensive Employment Services, the College was identified as a job site and assigned approximately twenty (20) persons who had been declared eligible to participate in the Comprehensive Employment Services' Work Experience Program. These participants are now on the job and work in the Buildings and Grounds Unit and the Public Information Office.

The salaries and benefits of these participants are paid by the City of Tacoma through its agency, Comprehensive Employment Services, and the College is obligated to provide supervision and meaningful work experiences to assist the participants in becoming employable.

### PROJECT PROPOSALS SUBMITTED TO CITY OF TACOMA FOR FUNDING

To alleviate the national high unemployment problem, Congress passed a bill expanding the Comprehensive Employment and Training Act by approximately seven billion dollars. Through the Department of Labor, the City of Tacoma has been identified as a prime sponsor and is responsible for soliciting, accepting and approving projects to utilize these new funds. Funding will primarily support community service projects operated by public or private non-profit agencies, including state and/or local education agencies.

The College, in an effort to increase its role of minimizing unemployment, submitted five project proposals to Comprehensive Employment Services of the City of Tacoma for acceptance and approval. The funding requested by the College amounts to approximately \$150,000.00. If all are approved, the College will be able to accomplish some of its grounds improvement and building renovation plans earlier than projected.

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

#### ENERGY CONSERVATION UPDATE

Although the deadline for the in-depth energy report to the Board has passed, the College continues to implement actions designed to conserve energy. In addition to the earlier actions reported, energy reduction has been observed in electrical usage due to modifications in the external and internal lighting systems and due to the willingness of employees and students to comply with the visual reminders attached to each light switch.

The magnitude of the available energy-related data and the necessity of the report to contain what the College is actually capable of accomplishing are two factors which have contributed to the length of time required to produce the comprehensive energy study. The final report should be lodged with the Board in June.

#### TRASH RECEPTACLES INSTALLED

Eight (8) trash receptacles, built in the maintenance department by College personnel, have been placed in several locations on campus to test their acceptability and practicability. So far, a high percentage of use has been indicated. If these receptacles are accepted by all segments of the campus, additional ones will be constructed and installed.

#### SUSPENDED OPERATIONS PROCEDURES

At its April meeting, the WFSE-Management Committee, acting in accordance with Article 14 - GENERAL PROVISIONS, Section 14.7, entitled SUSPENDED OPERATIONS, agreed to adopt the Suspended Operations Procedures contained in the attached memorandum.

The Procedures have been discussed as information items in the Operational, Management, and College Councils and have been distributed to each classified employee. The attachment is being submitted to the Board as an information item. (Exhibit "A")

EXHIBIT "A"

The Suspended Operations Procedures contained herein have been developed in accordance with Article 14 - GENERAL PROVISIONS, Section 14.7 - SUSPENDED OPERATIONS of the 1976-78 Basic Agreement between Tacoma Community College and the Washington Federation for State Employees.

TACOMA COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT 22

SUSPENDED OPERATIONS PROCEDURES

If the Chief Executive Officer of Community College District 22, pursuant to WAC 251-22-240, determines it is advisable to suspend operations of all or any portion of the institution, the following will govern classified employees:

1. If possible, classified employees whose positions are affected by the suspended operation, will be notified prior to this action. The College will notify the affected employees by one of the following:
  - a. Written internal communications
  - b. Personal communication by the affected employees immediate supervisor
  - c. Local media
2. Employees who have not received prior notification of suspended operations as described above and who report to work shall receive a minimum of four (4) hours pay for the first day with the option of using accrued compensatory time, annual leave or leave without pay for the balance of the closure.
3. In cases where employees are notified in advance that operations have been suspended and they are not required to work, compensatory time, annual leave or leave without pay must be used.
4. Classified employees who are required to work during the period of suspended operations will receive their regular rate of pay. Any overtime worked shall be paid in accordance with provisions of the Higher Education Personnel Board Compensation Plan Annex.

Suspended Operations Procedures

April 20, 1977

Page Two

Page 2

5. Management shall have the option to staff the institution, or any portion thereof, as it wishes during the first three (3) working days of the period of suspended operations.

6. When the period of suspended operations is expected to exceed three (3) working days but is expected to be less than twenty-one (21) calendar days, staffing shall be on a volunteer basis. Employees with the most layoff seniority shall be given the first option to work in the event that there are either too many or too few volunteers to meet the institution's work requirements.

7. If the period of suspended operations exceeds twenty-one (21) calendar days, the full layoff provisions of WAC 251-10-030 shall apply. Notification of options and for lay-off may not be given until the condition of suspended operation has been in existence for twenty-one (21) calendar days.

1s

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

Proposed new courses will be submitted to the Board of Regents for consideration.

In case where employees are not available to teach other courses, the Board of Regents may be asked to waive the requirement for teaching other courses.

In case where employees are not available to teach other courses, the Board of Regents may be asked to waive the requirement for teaching other courses.



# TACOMA COMMUNITY COLLEGE

Tab III, Item D

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE <b>May 26, 1977</b>
FROM: <b>PRESIDENT</b>	CATEGORY <b>C.E. &amp; C.S.</b>
SUBJECT: <b>Continuing Education &amp; Community Services Report</b>	ITEM & FILE NO. <b>III, D</b>
REASON FOR BOARD CONSIDERATION: <b>INFORMATION</b>	ENCLOSURE(S) <b>Status Report</b>

### Background

The College's commitment to community services and continuing education allows this office to respond as quickly as possible to requests from the community for services. Since the April report the College has been working with local agencies and businesses in developing programs to meet specific needs.

### Status

In response to the Pierce County Area Agency on Aging, the College will offer three workshops. One is scheduled for July 12, 13 and 14 on grantsmanship, with Gloria Jacobs from the Washington State Office of Community Development as the instructor. Workshops on interviewing techniques and staff/management relations will be held this summer with Bob and Diane Basham as the instructors. The dates for the latter workshops have not been determined at this time. These workshops will be held on campus.

In June a communications workshop with Charles Summers, Arts and Humanities Division chairman, and Don Hiatt, TCC speech instructor, will be conducted for the Weyerhaeuser Company. This workshop will be conducted at Providence Heights, Issaquah.

During the week of June 11-19 a family tennis tournament will be held at Tacoma Community College with Osborn & Ulland Sports Specialists as co-sponsors. Faculty member Loyd Percy has been designated as tournament director.

On Sunday, May 1, Tacoma Community College put on a program at the Tahoma Terrace Retirement Home. The program consisted of the Show-Pop Choir and the TCC slide presentation. It was attended by 100 senior citizen residents.

On May 7 at McChord Air Force Base, the Show-Pop Choir performed for 400 spectators at the annual Scout-O-Rama. From all reports, the choir was very well received.

A status report on spring quarter 1977 classes at McNeil Island is attached.

ADMINISTRATOR INITIATING ITEM: <b>J. H. Kosai</b>	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

## TACOMA COMMUNITY COLLEGE

SPRING 1977

## MCNEIL ISLAND EXTENSION PROGRAM

<u>Course</u>	<u>No. Sec.</u>	<u>Credits</u>	<u>Enrollment</u>	<u>St. Cr. Hrs.</u>
Admin. Just. 102	1	5	12	60
Art 212	1	5	23	115
Bus. 200	1	5	24	120
Drama 101	1	5	31	155
Eng. 101	2	5	43	215
Geog. 200	1	5	21	105
Geog. 205	1	5	22	110
Hist. 242	1	5	25	125
Math Lab	10	1-5	44	176
Phil. 215	1	5	9	45
Phys. Sci. 100	1	5	28	140
Pol. Sc. 202	1	5	20	100
Psych. 170	1	5	27	135
Soc. 141	1	5	20	100
Span. 101-102-103	1	5	35	175
 TOTAL	26		384	1,876*

\*Equate to 125.07 FTE



# TACOMA COMMUNITY COLLEGE

Tab III, Item E-1

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE <b>May 26, 1977</b>
FROM: <b>PRESIDENT</b>	CATEGORY <b>B.S.&amp;P.</b>
SUBJECT: <b>1977-78 Budget Development</b>	ITEM & FILE NO. <b>III, E-1</b>
REASON FOR BOARD CONSIDERATION:	ENCLOSURE (S)
<b>INFORMATION</b>	

### 1977-78 BUDGET DEVELOPMENT:

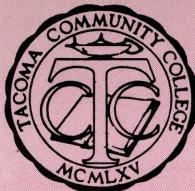
The first compilation of the 1977-78 Operating Budget is completed and copies of the preliminary document have been forwarded to the President's office for review. The initial request exceeds anticipated state and local revenue by approximately \$575,000. The President will be working with the Operational Council to adjust the requests, (1) to reflect the priorities of the college, and (2) to match anticipated revenues.

### FINANCIAL INFORMATION SYSTEM (FIS):

Business Services' staff are continuing with the implementation of FIS. A number of activities have been initiated in preparation for the closing out of fiscal 1976-77, and the 1975-77 biennium budget and accounting records. This year will be the first time the staff has used the FIS operation in closing out the books.

At the same time, the staff is preparing for the input of individual student financial data via remote terminal access. (FIS/SIS Interlace) This process will start with fall quarter registration.

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



# TACOMA COMMUNITY COLLEGE

Tab V, Item B-1

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

: BOARD OF TRUSTEES	DATE	May 26, 1977
FROM: PRESIDENT	CATEGORY	S.S.
SUBJECT:	ITEM & FILE NO.	V, B-1
Student & Activities Fee Budget for 1977-78	ENCLOSURE (S)	
REASON FOR BOARD CONSIDERATION:	ACCEPTANCE	

### Background

The Student and Activities Fee Budget for 1977-78 has been developed and recommended for approval by the ASTCC Budget Advisory Committee, the Service and Activities Budget Advisory Committee, and the ASTCC Senate and the Dean of Student Services.

### Status

The detailed ASTCC Budget will be presented to the Board of Trustees at the May 26, 1977, meeting.

### Recommendation

The President recommends that the Board accept for study and review the Student and Activities Fee Budget for 1977-78.

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



# TACOMA COMMUNITY COLLEGE

Tab V, Item B-2

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

: BOARD OF TRUSTEES	DATE May 26, 1977
FROM: PRESIDENT	CATEGORY S.S.
SUBJECT: Amendment to Board Policy, Chapter IV, Section 4.1051	ITEM & FILE NO. V, B-2
REASON FOR BOARD CONSIDERATION:	ENCLOSURE(S)
ACCEPTANCE	

### Background

At the present time, board policy governing the refund of tuition and fees needs amending in two areas. The first of these is the percentage of refund to be granted under varying circumstances. Current policy allows refunds of up to 100 percent which does not allow the college to recover the cost of registering the student who withdraws after the beginning of classes.

The second area concerns the terms and conditions under which various levels of refund will be made to the student withdrawing completely.

### Impact of Proposed Amendments

The impact of the proposed amendments is as follows:

1. A full refund of tuition and fees can still be granted for students withdrawing completely prior to the beginning of classes or for extenuating medical or psychological circumstances through the final day of instruction;
2. A substantial refund (80 percent) will be granted for a reasonable period (ten calendar days) after the beginning of the student's class(es) for complete withdrawals for any reason;
3. A significant refund (20 percent) will be given to any student who withdraws completely and who receives an exit interview by a counselor.

The last item will provide the college with an invaluable and currently unavailable source of data into the reasons underlying withdrawal. Moreover, if our experience is like others with a similar policy, we may find up to half of those intending to withdraw completely elect to continue their enrollment as a result of the exit interview process.

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

### Recommendation

The President recommends that the Board of Trustees accept for study and review an amendment to Chapter IV, Section 4.1051, of the Board Policy as follows:

#### 4.1051 REFUND OF TUITION AND FEES FOR CREDIT COURSES

The President shall implement regulations and procedures for the refund of tuition and fees to students withdrawing from the college. Any student who completely withdraws from the college prior to the first day of instruction in a given quarter may receive a full refund of tuition and fees. ~~A-student-who-completely-withdraws from-the-College-between-the-sixth-day-of-instruction-and the-thirtieth-calendar-day-from-the-published-date-for beginning-of-the-quarter-shall-receive-a-fifty-percent-(50%) refund-of-tuition-and-fees---No-refunds-will-be-given-for partial-withdrawals.~~ A student who withdraws from all classes ~~prior-to-the-eleventh-day-of-instruction~~ within ten calendar days following the first day of instruction for the student's classe(es) in a given quarter shall receive a refund equal to eighty percent (80%) of tuition and fees paid. A student who withdraws from all classes after the tenth calendar day shall receive no refund of tuition and fees with the following exceptions:

- (a) after the tenth calendar day and through the last instructional day in the quarter for the student's classes, a student withdrawing from all classes shall receive a twenty percent (20%) refund of tuition and fees provided the student first schedules and receives an exit interview conducted by a member of the College's professional counseling staff; or
- (b) after the tenth calendar day and through the last instructional day in the quarter for the student's classes, a student withdrawing from all classes shall receive a full refund of tuition and fees on presentation of a bona fide medical or psychological reason to the Dean of Student Services or his/her designee.



# TACOMA COMMUNITY COLLEGE

Tab V, Item C

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE	May 26, 1977
FROM: <b>PRESIDENT</b>	CATEGORY	A.S.
SUBJECT: Professional Leave Request, Paula Pascoe	ITEM & FILE NO.	V, C
REASON FOR BOARD CONSIDERATION:	ENCLOSURE(S)	
<b>APPROVAL</b>		

### Background:

Mrs. Paula Pascoe has submitted a request to the Board of Trustees through the Office of the President for a Professional Leave for 1977-78. Mrs. Pascoe, has served the College for nine and one-half years (including eight and one-half years as a member of the faculty). Mrs. Pascoe is presently in her first year as Assistant to the Dean of Student Services for Student Programs and Activities.

The President has reviewed the request for Leave in detail, has consulted Dr. Batdorf, and has reviewed the matter with other members of the campus community.

### Recommendation:

The President recommends to the Board of Trustees that Mrs. Paula Pascoe be granted a Professional Leave for 1977-78 and that the terms and conditions for the Leave not exceed those as mandated by Board Policy.

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



# TACOMA COMMUNITY COLLEGE

Tab V, Item E

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

<b>TO: BOARD OF TRUSTEES</b>	<b>DATE</b> May 26, 1977
<b>FROM: PRESIDENT</b>	<b>CATEGORY</b> B.S.&P.
<b>SUBJECT:</b> College Fee Schedule	<b>ITEM &amp; FILE NO.</b> V, E
<b>REASON FOR BOARD CONSIDERATION:</b>	<b>ENCLOSURE(S)</b>
<b>ACCEPTANCE</b>	Exhibit "A"

### Background

The President previously created the College Fee Study Committee to study the relevancy of fees currently being charged and to make recommendations for modification in the College fee schedule for the 1977-79 biennium.

The Operational Council accepted a report from the Committee, and after reviewing the Committee's report, the College Council made its recommendation to the President.

### Status

The College is currently preparing its 1977-78 Operating Budget for presentation to the Board of Trustees. An integral part of the budget is the amount of money which will be generated by course fees; and, therefore, adjustments in those fees will have a direct bearing on budget revenue totals.

The changes being recommended to the Board for approval do not represent a significant change for students in the upcoming biennium.

### Recommendation

The President recommends to the Board of Trustees that it adopt those changes in the College fee schedule as reflected in Exhibit "A" for 1977-78.

<b>ADMINISTRATOR INITIATING ITEM:</b>	<b>FINAL DISPOSITION</b>
L. P. Stevens	
<b>BOARD ACTION DATE</b>	
<b>EFFECTIVE DATE</b>	

EXHIBIT "A"

<u>Special Fees</u>	<u>1977-78</u>
Records Fee	\$ 5.00
Advanced Tuition Registration	\$25.00
Program Change	\$ 2.00
Transcripts	\$ 1.00
Course Challenges	\$ 2.00 per credit
<u>Allied Health</u>	
Nursing 101, 102, 103, 104, 105	\$ 1.50
Nursing 201, 202, 203	\$ 1.50
Rad. Tech. 140, 141, 142, 243, 244, 245	\$ 7.50
All Allied Health	\$ 3.00
<u>Arts &amp; Humanities</u>	
Pottery 131, 231, 232, 233	\$ 5.50
Design 110	\$ 4.50
Photography 220, 221	\$ 5.50
Printmaking 150, 250, 251	\$ 5.50
Sculpture 172, 272, 273, 274	\$ 4.50
Music Lessons (Private)	\$50.00
<u>Business &amp; Office Education</u>	
Accounting 240*	\$ 7.00
Business 235*	\$ 7.50
<u>Mathematics &amp; Science</u>	
Astronomy	\$ 2.50
Biology	\$ 2.50
Chemistry	\$ 3.50
Engr./Physics (no computer cost)	\$ 2.50
Geology/Oceanography	\$ 3.50
Engineering 141*	\$12.00
Math 114*	\$12.00
<u>Physical Education</u>	
Archery	\$ 4.00
Swimming	\$ 8.50
Tennis	\$ 1.00
Handball/Racquetball	\$ 6.50
Bowling	\$ 7.50
Golf	\$ 4.50
Ice Skating	\$ 3.50
Other P. E. Activities	\$ 1.00

ADDENDUM

The Tacoma Community College District No. 22  
Board of Trustees  
Agenda - May 26, 1977

V. NEW BUSINESS

E. Business Services and Planning  
College Fee Schedule

Tab V, Item E

Addendum to Exhibit A:

The special fees listed above are on-going assessments related to admissions and course enrollments. Additional fees may be assessed for special workshops, seminars, courses or events.



# TACOMA COMMUNITY COLLEGE

Tab VII

5900 South 12th Street Tacoma, Washington 98465

## AGENDA ITEM BACKGROUND

TO: <b>BOARD OF TRUSTEES</b>	DATE <b>May 26, 1977</b>
FROM: <b>PRESIDENT</b>	CATEGORY <b>Trustees</b>
SUBJECT: <b>Election of Vice-Chairman</b>	ITEM & FILE NO.
REASON FOR BOARD CONSIDERATION: <b>APPROVAL</b>	ENCLOSURE (S)

### Background:

Mr. Rick Evans had been elected as Vice-Chairman of the Board of Trustees prior to his departure from the Board in January, 1977. Due to the fact that Mr. Evans has been replaced on the Board, it is appropriate for the Board to consider the election of a Vice-Chairman to fill that vacancy. The Board By Laws require the election of a Chairman and Vice-Chairman at the regular June meeting of the Board of Trustees each year. However, it appears to be necessary to fill that vacancy of Vice-Chairman at this time.

### Recommendation:

The President recommends that the Board of Trustees of Community College District 22 elect a Vice-Chairman for May through June, 1977.

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