

TACOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES

MINUTES OF MEETING  
August 26, 1971

The regular meeting of the Board of Trustees was held on Thursday, August 26, 1971, in the Northwest History Room at Tacoma Community College.

Members and Officers of the Board in Attendance:

Rev. Robert M. Yamashita, Chairman  
Dr. Dewey Tuggle  
Mr. Robert Springer  
Dr. Thornton Ford, Secretary

Absent:

Mr. Charles L. Edmunds, Vice-Chairman  
Mr. Don E. Anderson

Administrative Staff and Others Who Regularly Attend:

Mr. James Call	Mr. Joseph Kosai
Dr. Richard C. Falk	Dr. Robert Lathrop
Mr. Howard Ferguson	Mr. Robert E. Patterson
Mr. Dennis Hale	Dr. Robert R. Rhule
Mrs. Carolyn Hotel	Mr. H. J. Schafer
Mr. George Huffman	Mr. George Van Mieghem
Dr. Paul Jacobson	Mr. Jerry Vaughan
Mr. Luther Jansen	Mr. Ed Zimmerman

Guests:

Mr. Rex Rouse

CALL TO ORDER

The meeting was called to order by Chairman Yamashita at 3:40 P.M. It was noted that Trustees Edmunds and Anderson were absent.

APPROVAL OF MINUTES

The minutes stand approved as printed.

CORRESPONDENCE

None.

UNFINISHED BUSINESS

Resolution No. 71-21 (supplement 4-a) on the Cooperative Board-Certificated Personnel Relations Agreement was discussed. Mr. Jansen, president of the TCCA, advised that the faculty would like to present some amendments to Section V - Academic Freedom. The TCCA was asked to furnish the suggested wording to Assistant Attorney General Robert Patterson for his reaction. Mr. Patterson then will present a written recommendation to President Ford for action at the September Board meeting.

Mr. Van Mieghem reported on supplement 4-b, the revised operating budget proposal for 1971-72. He said this proposal presents a balanced budget with available funds placed at \$3,866 and that the Administration's recommendation to the Board is that this amount be placed in the category of salaries for people. The first priority for use of these excess funds would be in the instructional program for those who would be moving across the salary schedule.

In discussion, Mr. Patterson advised that the college cannot now provide any additional health benefits (above the present \$10.00) until the Presidential wage-price freeze goes off on November 12, 1971.

Motion: Mr. Springer moved and Dr. Tuggle seconded that Resolution No. 71-27 (operating budget) be adopted.

The resolution was amended to read " . . . final college budget in the amount of \$3,420,102 for 1971-72 . . . "

Motion carried unanimously, and the resolution, as amended, was adopted.

Resolution No. 71-28 (supplement 4-c) on the proposed agreement with the International Union of Operating Engineers, Local 286 of Tacoma, Washington was discussed. Mr. Rex Rouse of the Union was present. In discussion, the resolution was modified as follows:

RESOLUTION NO. 71-28

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, FIRST, That the president be empowered to execute an agreement in the form and substance of Attachment 4-c attached hereto and incorporated herein with the International Union of Operating Engineers, Local 286 of Tacoma, Washington; and

SECOND, That the attachment be further amended by adding a new section 6.60 to read:

The Employer agrees to make available group health and other appropriate programs to employees as are authorized in RCW 28B.10.660. The Employer further agrees to contribute \$20.00 per employee per month for the employee's participation in the Employer's health care policy; and

THIRD, That implementation of the subject agreement shall be subject to the current Presidential wage-price freeze.

Motion: Mr. Springer moved and Dr. Tuggle seconded that Resolution No. 71-28 be adopted with the amendments, as the secretary will confirm.

Motion carried unanimously.

#### NEW BUSINESS

Dr. Rhule reported on the proposed faculty appointments for the Receptionist-Clerk and Junior Accountant programs as well as supplementary faculty for Occupational Education credit courses.

Motion: Dr. Tuggle moved and Mr. Springer seconded that faculty appointments listed in supplement 5-a-1-a and supplementary faculty listed in 5-a-1-b be approved by the Board.

Motion carried unanimously.

Mr. Schafer discussed recommendations for one-year faculty appointments for the Conifer grant program. There were 90 applicants, he said, with 20 persons interviewed.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board approve faculty appointments in supplement 5-a-2.

Motion carried unanimously.

Dr. Jacobson explained that supplement 5-a-3 recommends the appointment of Phyllis Templin as a physical education instructor--a replacement for Susann Skrivseth who resigned.

Motion: Mr. Springer moved and Dr. Tuggle seconded that the faculty appointment contained in supplement 5-a-3 be approved by the Board.

Motion carried unanimously.

There was some discussion regarding the use of the word "probationary" in the appointment of new full-time faculty members.

Motion: Mr. Springer moved and Dr. Tuggle seconded that supplement 5-a-1-a, 5-a-2, and 5-a-3 be amended by inserting the word "probationary" before the words "faculty appointment."

Motion carried unanimously.

Resolution No. 71-29 (supplement 5-b) regarding a data processing contract between Tacoma Community College and United States Computers, Inc. was discussed by Mr. Van Mieghem.

Section II. c. on page 1 of the "Contract for Computer Services" was amended as follows:

" . . . set forth in the flow chart consisting of four loose leaf volumes attached hereto as Exhibit A . . . "

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 71-29 as amended.

Motion carried unanimously.

NOTE: A notation is to be placed in each of the four volumes (Exhibit A) reading as follows: "This volume is made a part of the agreement entered into between United States Computers, Inc. and Tacoma Community College."

Dr. Ford reported on the seven items contained in Resolution No. 71-32 (supplement 5-c) -- negotiations.

TCCA President Luther Jansen asked George Huffman, Chairman of the TCCA Negotiating Committee, to speak on behalf of the faculty, specifically on three points: (1) What had been agreed upon by TCCA and the Board up until July 22, 1971; (2) the section of the minutes of the last negotiating session on August 3, 1971, pertaining to part-time help; and (3) longevity. Mr. Huffman advised that the faculty overwhelmingly accepted these three segments with one revision--they would like to have activities courses defined by the Dean of Instruction.

Motion to

Amend: Dr. Tuggle moved and Mr. Springer seconded that the President be authorized on behalf of the Board of Trustees to negotiate with the TCCA on a definition of the activities courses to be developed and agreed to by the faculty.

Motion carried unanimously.

Motion to

Amend: It was moved and seconded that Item No. 2 of Resolution No. 71-32 be amended to read: "Up to a maximum of \$20.00 per month health benefits." (Maximum by statute)

Motion carried unanimously.

Motion: Dr. Tuggle moved and Mr. Springer seconded that Resolution No. 71-32, as amended, be adopted.

Motion carried unanimously.

Mr. Schafer noted that Resolution No. 71-26 (supplement 5-d) is a renewal of an annual agreement with the U. S. Department of Justice, Bureau of Prisons, for educational services at McNeil Island Penitentiary.

Motion: Mr. Springer moved and Dr. Tuggle seconded that the Board adopt Resolution No. 71-26.

Motion carried unanimously.

Resolution No. 71-31 (supplement 5-e) - faculty contract agreements for the 1971-72 instructional year - was discussed. Mr. Patterson was asked to draft the wording for an amendment to the resolution.

Amendment: " . . . but for the President's Wage and Price Freeze (Executive Order 11615), shall be implemented for the balance of this contract period to the extent allowed by (~~and immediately following~~) the dissolution or lifting of said freeze(~~(=)~~), and in addition, shall be applied retroactively to the commencement of this contract period if expressly authorized by the President of the United States.

Motion: Dr. Tuggle moved and Mr. Springer seconded that Resolution No. 71-31, as amended, be adopted.

Motion carried unanimously.

There was some discussion as to the possibility of a similar resolution covering classified employees. Mr. Patterson advised the Board that as a matter of law and by virtue of statute there are rules and regulations outside the hands of the Trustees in regard to the classified service. He said, further, that the Board of Trustees really has no control over these employees who come under the jurisdiction of the Higher Education Personnel Board.

Resolution No. 71-30 (supplement 5-f) - consultant contract with Dr. Blankenship - was discussed by Dr. Lathrop.

Motion: Mr. Springer moved and Dr. Tuggle seconded that the Board adopt Resolution No. 71-30.

Motion carried unanimously.

#### REPORTS

ASB.--No report.

WACCSG.--No report.

TCCA.--No report.

TCCSA.--No report.

Student Services.--Dr. Lathrop presented the Board with an ethnic count of student applications together with a breakdown of high schools represented from this area, other states, and foreign countries. The total applications as of this afternoon stand at the figure of 1,471, or 100 fewer than on the date of August 28th of last year.

Instruction.--No report.

Community Services.--No report.

Occupational Education.--No report.

Instructional Resource Center.--No report.

Administrative Services.--Mr. Van Mieghem advised that arrangements are currently being made with the Department of Social and Health Services to sell food stamps at the Bookstore.

Planning and Program Development.--No report.

President's Report.--Dr. Ford said the new parking lots are about finished and striped and he invited the Trustees to tour the area.

The student lounge and other rooms in Bldg. 15 have now been modified and Admissions and Records has moved into Bldg. 6. Dr. Lathrop's counseling group will move into 5-A.

Trustee Comments.--Dr. Tuggle formally welcomed Mr. Schafer back to the college in the capacity of the position he previously held.

Dr. Lathrop reported that three people on the TCC campus are now qualified to register voters. They are: Janette Bratrud, Ethelda Burke, and himself.

Dr. Tuggle said that he regularly sees former Board member John Binns and that Mr. Binns' concerns "are still with us, and TCC."

#### INFORMATION

President Ford called the Board's attention to a letter received from Seattle University advising that TCC's Associate of Arts degree program will be fully accepted by them and that students granted the A.A. degree will enter Seattle University with junior status. Dr. Lathrop informed the Trustees that similar letters have been received from Western Washington and Central Washington State Colleges.

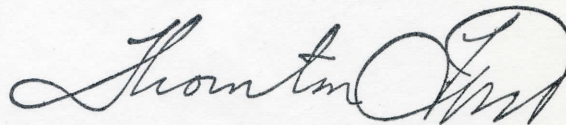
Board members will be mailed a copy of the new guidelines for sabbaticals received from the Council on Higher Education.

#### NEXT MEETING

The next regular meeting of the Board of Trustees will be held at 3:30 P.M. on September 23, 1971, in the Northwest History Room at the college.

ADJOURNMENT

The meeting adjourned at 5:55 P.M.

A handwritten signature in cursive script, appearing to read "Thomson", written over a horizontal line.

Secretary

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

August 26, 1971

3:30 P.M.

Northwest History Room

AGENDA (Revised)

1. Roll call
2. Minutes
3. Correspondence
4. Unfinished business
  - (a) Resolution re. Cooperative Board-Certificated Personnel Relations Agreement (Sup. 4-a)
  - (b) Resolution re. adoption of revised budget - 1971-72 (Sup. 4-b)
  - (c) Resolution re. labor agreement with Operating Engineers Local 286 (Sup. 4-c)
5. New business
  - (a) Faculty appointments
    1. Occupational Education - Dr. Rhule (Sup. 5-a-1-a and 5-a-1-b)
    2. Community Services - Mr. Schafer (Sup. 5-a-2)
    3. New regular faculty - Dr. Jacobson (Sup. 5-a-3)
  - (b) Resolution re. data processing contract - Mr. Van Mieghem (Sup. 5-b)
  - (c) Resolution re. negotiations - Dr. Ford (Sup. 5-c)
  - (d) Resolution re. agreement with U.S. Dept. of Justice, Bureau of Prisons, for educational services at McNeil Island - Mr. Schafer (Sup. 5-d)
  - (e) Resolution re. 1971-72 faculty contracts (Sup. 5-e)
  - (f) Resolution re. Dr. Blankenship contract (Sup. 5-f)
6. Reports
  - (a) ASB - Mr. Whitbeck
  - (b) WACCSG - To be announced
  - (c) TCCA - Mr. Jansen
  - (d) TCCSA - Mrs. Hotel
  - (e) Student Services - Dr. Lathrop
  - (f) Instruction - Dr. Jacobson
  - (g) Community Services - Mr. Schafer
  - (h) Occupational Education - Dr. Rhule
  - (i) Instructional Resource Center - Mrs. Amoroso
  - (j) Administrative Services - Mr. Van Mieghem
  - (k) Planning and Program Development - Dr. Falk
  - (l) President's Report - Dr. Ford
  - (m) Trustee Comments
7. Information



RESOLUTION NO. 71-21

WHEREAS, The agreement on COOPERATIVE-BOARD CERTIFICATED PERSONNEL RELATIONS has proved to be mutually beneficial; and

WHEREAS, The Tacoma Community College Association (TCCA) has indicated a desire to extend the agreement; therefore, be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the COOPERATIVE-BOARD CERTIFICATED PERSONNEL RELATIONS agreement, as amended, be extended until August, 1972, pursuant to provisions for renewal contained in Section VI of the agreement.

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Carried over  
to next month*

COOPERATIVE BOARD-CERTIFICATED PERSONNEL RELATIONS

Between the Board of Trustees Tacoma Community College District 22 and  
the Tacoma Community College Association

The Board of Trustees of the Tacoma Community College District 22 and the Tacoma Community College Association do hereby agree that the educational welfare of the students of Tacoma Community College is of paramount importance and shall be accepted as the basic consideration by both parties. Pursuant to Chapter ((143)) 196, Laws of ((1965)) 1971, ((Revised-Code-of-Washington)) 1st Extraordinary Session, the parties do hereby agree as follows:

I  
RECOGNITION

The Board of Trustees of Tacoma Community College District 22, hereinafter known as the Board, recognizes that teaching is a profession and that the Tacoma Community College Association, hereinafter referred to as the Association, having received the majority of votes cast by the certificated staff of the college, shall be the representative of all the ((certificated-personnel)) academic employees employed, or to be employed, by the Board. The Association recognizes the Board as the duly authorized governing body of Tacoma Community College District 22 and as the employer((s)) of all ((certificated-personnel)) academic employees. The purpose of recognition is the mutual agreement that the parties will negotiate with regard to matters as outlined in Section II-C.

II  
PRINCIPLES

A. Attaining Objectives

Attainment of objectives of the educational program of the district requires mutual understanding and cooperation between the Board and the professional personnel. Free and open exchange of views is desirable and necessary, with all parties participating in deliberations leading to the determination of matters of mutual concern.

B. Professional Teaching Personnel

Teaching is a profession requiring specialized qualifications, and the success of the instructional program in the college depends upon the maximum utilization of the abilities of ~~((certified-personnel))~~ academic employees who are satisfied with the conditions under which their services are rendered.

~~((Certified-personnel))~~ Academic employees have the right to join, or not to join, any organization for their professional or economic improvement, and membership in any organization shall not be required as a condition of employment.

C. Representation

The Board and the president, or their designated representatives shall meet with representatives of the Association to negotiate in good faith on policies governing professional compensation~~((;))~~; faculty leave~~((;))~~; conditions of employment~~((;))~~; the recruitment of instructors, deans, and the president~~((;))~~; community support for the school program~~((;))~~; budget preparation~~((;))~~; communications~~((;))~~; and other matters which affect the quality of the educational program.

III  
PROCEDURES

A. Association Participation

When requested by either party, the president of the college and/or the Board of Trustees shall meet with Association representatives to confer on matters outlined in Section II-C. Matters not satisfactorily resolved at these meetings may, at the request of either party be the subject of negotiation between a committee of Board members, the president of the college, and Association representatives.

B. Meetings

Meetings between the Association representatives, the Board, and the president of the college shall be called upon the written request of any one of the parties involved. Requests for meetings shall include specific statements of the reasons for the requests.

C. Directing Requests

Requests from the Association for meetings between Association representatives, the Board, and the president, shall be made to the president of the college. Requests from the president of the college or the Board shall be made to the president of the Association. A mutually convenient meeting shall be arranged within fifteen days of the date of the request.

D. Statements of Positions

Proposals, counterproposals, information and supporting data shall be exchanged freely and in good faith during the meeting or meetings in an effort to reach mutual understanding and agreement. The Association negotiations committee, the president of the college, and where applicable a committee of the Board shall act, insofar as possible, as a committee of the whole.

E. Requests for Assistance

All participants have the right to utilize the services of their own consultants in the deliberations.

F. Agreement reached by the participants shall be put in written form and shall be subject to ratification by the Board and the Association.

G. Nothing in this agreement shall be interpreted as denying the right of ((a-certificated)) an academic employee to appear before the Board on his own behalf on matters as outlined in Section II-C. In the event such matters shall affect other ((certificated)) academic staff members, the Association shall have the right to express its considered professional judgment before the Board prior to the Board's final decision on an individual case.

IV  
RESOLUTION OF DIFFERENCES

A. Special Committee

If the participants reach an impasse or if they reach agreement but such agreement is not ratified by both parties, either party may within five days thereafter, and provided twenty-four (24) hours notice of such intended action has first been served upon the other party, request the Office of the State Director of Community Colleges or whoever else may be the duly authorized authority, by registered mail, to appoint a special committee to assist and advise in the resolution of differences. Said committee shall make a written report with recommendations to both parties within ~~((fifteen))~~ twenty calendar days of receipt of the request for assistance.

V  
ACADEMIC FREEDOM

The Board recognizes and respects the right of citizens to make suggestions for the improvement of the college, but the Board also recognizes that the educational profession has both the right and the responsibility to insist that students must be free to learn and faculty members free to teach broad areas of knowledge, including those which may be considered controversial~~((r))~~, consistent with the purposes for which they are employed. Whenever any group or individual brings charges against a faculty member concerning the faculty member's freedom to teach, if the Board concurs with the faculty member's position, it may provide~~((; without charge))~~ to the faculty member the necessary and sufficient leave, ~~((legal-assistance;))~~ and other support for the protection of academic freedom.

VI  
RENEWAL

The provisions of this agreement shall continue in effect for one year following the date of signing and ~~((shall))~~ may be renewed at the regular meeting of the Board of Trustees in the month of renewal unless challenged by an employee organization showing proof of at least thirty per cent membership of the college's ~~((certificated-personnel))~~ academic employees. This agreement may be amended or supplemented at any time by mutual agreement of the parties thereto. It may be terminated at the end of each annual period by either party by giving written notice of intent to terminate not less than thirty days prior to the renewal date.

~~((VII))~~  
~~((CONTRACT-RIGHTS))~~

~~((It-is-mutually-agreed-that-all-contract-rights-which-were-held-by-members-of-the faculty-with-the-Tacoma-School-District-Number-10,-and-which-have-not-been specifically-amended-or-superseded-under-this-agreement,-remain-in-force.))~~

~~((VIII))~~ VII  
SAVING CLAUSE

If any provision of this agreement or the application thereof to any person or circumstance is held invalid, the agreement can be given effect without the invalid provision or application; and to this end the provisions of this agreement are declared to be severable.

In the event a portion of the agreement is held to be invalid, then the parties to this agreement shall renegotiate to bring that portion into conformity with the law.

~~(IX)~~ VIII  
ACCEPTANCE

This agreement is signed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Chairman,  
Board of Trustees

\_\_\_\_\_  
President,  
Tacoma Community College Association

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Association Secretary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Board Secretary

RESOLUTION NO. 71-28

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, FIRST, That the president be empowered to execute an agreement in the form and substance of Attachment 4-c attached hereto and incorporated herein with the International Union of Operating Engineers, Local 286 of Tacoma, Washington; and

SECOND, That the attachment be further amended by adding a new section 6.60 to read:

The Employer agrees to make available group health and other appropriate programs to employees as authorized in RCW 28B.10.660. The Employer further agrees to contribute \$20.00 per employee per month for the employee's participation in the Employer's health care policy; and

THIRD, That implementation of the subject agreement shall be subject to the current Presidential wage-price freeze.

Adopted 8/26/71



A G R E E M E N T

It is the desire of Tacoma Community College, District No. 22 (hereafter referred to as Employer), and the International Union of Operating Engineers, Local 286 of Tacoma, Washington (hereafter referred to as Union), to promote good and harmonious relations, believing that this can best be accomplished by reducing to writing this policy, which has been established by mutual agreement.

Therefore, it is agreed by and between the Employer and the Union as follows:

1.00 UNION RECOGNITION

- 1.10 The Board of Trustees of Community College District No. 22 recognizes the Union as the bargaining agent for all engineers, firemen, custodians and employees of the maintenance department in all employee relationships between such employees and the Employer which are not pre-empted by rule or regulation of the Washington State Higher Education Personnel Board or chapter 28B.16 RCW, the higher education personnel law.
- 1.20 All collective bargaining with respect to matters over which the Employer may lawfully exercise discretion shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.

2.00 PROBATIONARY PERIOD

- 2.10 A new employee shall serve a probationary period of six months during which time he shall have no seniority rights, nor shall he be required to become a member of the Union.
- 2.20 Upon successful completion of the probationary period the employee shall be classified as a permanent employee and shall be credited for all seniority acquired during the probationary period.

3.00 SENIORITY AND TERMINATION PRACTICES

- 3.10 Seniority according to this Agreement shall be based on the continuous service of an employee with the Employer and shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off.

- 3.20 The Employer shall maintain and make available for inspection current lay-off and seniority lists.
- 3.30 When it is necessary to reduce the force because of lack of funds or curtailment of work, employees shall be laid off on the basis of seniority. Written notice of at least two calendar weeks must be given such employees.
- 3.40 No permanent employee shall be laid off without being offered those positions, in classes for which he meets the minimum requirements and passes the qualifying examination, which currently are being held by part time, temporary, provisional or probationary employees.
- 3.50 The Tacoma Community College Reduction in Force Procedure, attached and marked Exhibit "A", is incorporated in and made a part of this agreement by this reference.
- 3.60 Permanent and probationary employees who have been laid off shall be re-employed in preference to all other eligibles in positions for which they are qualified in accordance with seniority.
- 3.70 The Employer agrees to act in good faith in the dismissal, demotion or lay-off of any employee. Should the Union present a grievance in connection with such action or actions, it shall be reviewed pursuant to the terms of the grievance procedure.

#### 4.00 PROMOTIONS

Promotions to a higher job classification shall be according to the State of Washington Higher Education Personnel Board rules for the classified staff service of the Employer.

#### 5.00 DISCRIMINATION

- 5.10 The Employer and the Union agree that there shall be no discrimination against any employee or candidate for employment because of race, creed, color or national origin.
- 5.20 The Employer shall have the right to determine the competency and qualifications of its employees and the right to discharge any employee for just and sufficient cause: PROVIDED, HOWEVER, That no employee shall be discriminated against or jeopardized in seniority standing or suffer any loss of employment on account of membership or activity in his Union as observer or shop steward: PROVIDED, That such activities are not carried on during working hours in a manner which detrimentally affects the performance of his and/or others' employment duties.

6.00 WORKING HOURS AND PERSONNEL POLICIES

- 6.10 All time worked in excess of eight hours per day, forty hours per week, or on the sixth consecutive day shall be paid for at the overtime rate of time and one-half. All time worked on the seventh consecutive day or on Sunday shall be paid for at double time.
- 6.20 Minimum pay for call-back time shall be two hours at the overtime rate.
- 6.30 A custodian shall be assigned to clean buildings used on weekends.
- 6.40 Part time student help may be used to supplement, but in no case to replace permanent employees.
- 6.50 The custodial holiday scheduling, the College personnel policies, and the custodial department operating section rules, as may be negotiated from time to time, shall be made a part of this agreement.

7.00 SHIFT PREMIUM AND PAY PERIOD

- 7.10 A shift premium of 25¢ per hour shall be paid all graveyard shift workers.
- 7.20 Pay periods shall be semi-monthly.

8.00 GRIEVANCE PROCEDURE

- 8.10 Crucial to the cooperative spirit with which this agreement is made between the Union and the Employer is the sense of fairness and justice brought by the parties to the adjudication of employee grievances. Should an employee feel that his rights and privileges have been violated, he shall consult with his Union. The aggrieved employee and his Union shall within five days of the date the grievance occurred, present the facts in writing to the Plant Manager. Within five days thereafter the Plant Manager shall submit his answer to the Union and the aggrieved employee.
- 8.20 Should the Union decide that the reply of the Plant Manager is unsatisfactory, the Union shall within five days submit the facts of the grievance in writing to the Personnel Director. The Personnel Director shall reply to the Union in writing within five days.
- 8.30 Should the Union decide that the reply of the Personnel Director is unsatisfactory, then the rule for procedures for hearing appeals (chapters 251-12

and 251-16 WAC) of the State of Washington Higher Education Board rules may be implemented.

9.00 UNION MEMBERSHIP

The Employer has no objection to employees in the bargaining unit becoming and remaining members in good standing of the Union and the Union accepts the responsibility to represent fairly all employees of the bargaining unit identified in section 1.10 hereof.

10.00 HIGHER EDUCATION PERSONNEL BOARD RULES

The Higher Education Personnel Board Rules (Title 251 WAC), attached and marked Exhibit "B", together with WAC 132U-12-048, 132U-12-096(1), (1)(a), (1)(b) and (3), 132U-12-120(4), and 132U-12-165, all of which are attached and marked Exhibit C, are incorporated in and made a part of this agreement by this reference.

11.00 SAVING CLAUSE

Any provision of this Agreement which now or hereafter is in conflict with a Higher Education Personnel Board rule, the higher education personnel law, or other applicable law is void: PROVIDED, That the remainder of this Agreement shall not be affected and shall remain in full force and effect.

DURATION OF AGREEMENT

THIS AGREEMENT shall be in full force and effect for one year from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_, and in the event of renewal must be renewed by mutual agreement of both parties.

TACOMA COMMUNITY COLLEGE

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 286

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
President

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

OR:

President, delegated the authority  
and directed to sign in behalf of  
Community College District No. 22

APPROVED AS TO FORM:

Robert E. Patterson  
Assistant Attorney General

Tacoma Community College

Meeting of the Board of Trustees

August 26, 1971

*probationary*

The following candidates are recommended for faculty appointments for the year 1971-72 commencing on September 9, 1971. It is further recommended that the Board authorize President Ford to enter into an agreement with the candidates for services rendered.

Karen L. Munson, M. S.

Receptionist-Clerk, Instructor-Coordinator

Montana State University, B.S., 1968

Montana State University, M.S., 1971

Sam L. Heritage, M.A.

Junior Accountant, Instructor-Coordinator

University of Puget Sound, B.A., 1948

University of Puget Sound, M.A., 1949

Tacoma Community College  
Meeting of the Board of Trustees  
August 26, 1971

The following candidates are recommended as supplementary faculty for Occupational Education credit courses for Fall Quarter, 1971. It is further recommended that the board authorize President Ford to enter into an agreement with the candidates at a rate of pay consistent with the college's part-time rate of pay.

Chung, Sun Do, B.A.	Physical Education
Coghlan, Kathleen, B.A.	Instructor-Coordinator for Respiratory Care Technology
Coubrough, Jewel, B.S.	Instructor-Coordinator for Medical Record Technology
Godderis, Gene, J.D.	Political Science
Harnish, James, M.A.	History
Joyce, Burtrum, M.A.	Sociology
Martin, Alan, M.A.	Mathematics
Minetti, Gary, M.Ed.	Psychology
Ripley, Doris, B.A.	English

TACOMA COMMUNITY COLLEGE  
MEETING OF THE BOARD OF TRUSTEES

August 26, 1971

*probationary*

The following candidates are recommended for one-year faculty appointments commencing on September 1, 1971. It is further recommended that the Board authorize President Ford to enter into agreements with the candidates for services rendered.

Tommy Lee Hilyard, B.A.  
Western Washington State College, B.A., 1971      Assistant for Instruction & Development - Conifer Project

Carlane Joyce Ollee', B.S.  
Grambling College, B.S., 1969      Assistant for Instruction & Development - Conifer Project

Nolan Lee Osher, M.A.  
University of Montana, B.A., 1963  
University of Montana, M.A., 1968  
Washington State University, Ph.D. candidate, 1971      Assistant for Research & Evaluation - Conifer Project



**SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT**  
Adult Education Act of 1966, Section 309(b), Title III, P.L. 89-750  
**PROPOSAL ABSTRACT**

DATE PREPARED

1. FULL TITLE OF PROJECT <i>(Title should not exceed 100 typewritten characters)</i>			COMPREHENSIVE EDUCATIONAL INTERVENTION IN LOW INCOME HOUSING COMMUNITIES	
2. NAME OF APPLICANT TACOMA COMMUNITY COLLEGE				
ADDRESS <i>(Number, street, city, county, State, ZIP code)</i>				CONGRESSIONAL DISTRICT
5900 South 12th Street, Tacoma, Pierce, Washington, 98465				6th
3. NAME OF PROJECT DIRECTOR GERALD A. VAUGHAN				
4. DURATION OF PROJECT		5. NUMBER OF		6. TYPE OF TRAINING OFFERED
FROM	JULY 1, 1971	MONTHS	WEEKS	COMP. SERV.
TO	JULY 1, 1972	12	-	
				7. NUMBER OF PARTICIPANTS 1,425

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing proposed project and its methodology, its special features, and the reasons why it is worthy of support.

In cooperation with Conifer Developments Inc. and the Tacoma Model City program, this project will bring comprehensive educational services to over 1400 low income residents of housing communities created by Conifer through the FIA subsidy 221 (d) (3) MIR and BMIR and 236 programs under Title II of the Department of Housing and Urban Development. Included will be Adult Basic Education, Ethnic Education, Pre and Post Retirement Education and an innovative feature, Family Education: Learning Together (FELT). This comprehensive approach to the problems of persons with educational deficiencies will be supplemented with a rent incentive or equivalent component to encourage optimal resident participation. Moreover, the program will develop a service model demonstrating how a private developer, working in conjunction with an educational institution, can provide these services within the financial capability of the developer and the institution without resorting to continuous federal assistance or other public funding. The project will also be utilized to train and develop persons in the target group as an instructional resource. In addition to standard measurements determining increases in basic educational skills and employment marketability, an evaluation of changed behavior resulting in reduced rent delinquency, better property management and care, and stabilized occupancy will provide developers with meaningful evidence justifying financially, as well as socially, a solid rationale for continued involvement in the provision of these services. Upon project completion, Conifer will utilize the model in other cities where they maintain similar developments.

August 12, 1971

POSITION AVAILABLE

ASSISTANT DIRECTOR FOR RESEARCH AND EVALUATION

**Description:** This job is available for the period of July 15, 1971 to June 30, 1972, under the terms and conditions of a grant received by the college from the Department of Health, Education and Welfare. EMPLOYMENT BEYOND THE TIME OF THIS PROJECT GRANT CANNOT BE GUARANTEED.

**Duties:** The Assistant Director for Research and Evaluation will be generally responsible for the day to day operation, maintenance, development, and evaluation of a federally funded program providing educational services to adults in the model neighborhood area. Among other tasks, the applicant must perform are:

- (1) Adult education curriculum design in adult basic education, ethnic education, and interest education.
- (2) Establishing and maintaining classes.
- (3) Assist in identifying and hiring instructional personnel.
- (4) Develop and utilize evaluative instruments relating to educational deficiency profiles, self-evaluation profiles, rental deficiencies, property maintenance and occupancy rates.
- (5) Other duties as assigned by the project director.

The professional staff will be asked to be available on a flexible basis.

**Qualifications:** A Master's Degree in education or planning and administration is desired OR a Bachelor's Degree plus SUBSTANTIAL work experience in education, adult basic education or related services. The residents of the model neighborhood area who meet other requirements will be allowed an employment preference. There is no written examination, but applicants will be required to attend an extensive interview with the project director.

**Salary:** \$10,500 to \$12,000 depending on background and qualifications.

INTERESTED PERSONS SHOULD CONTACT MR. GERALD A. VAUGHAN, OFFICE OF COMMUNITY SERVICES, TACOMA COMMUNITY COLLEGE, LO 4-7200, EXT. 634.

August 12, 1971

POSITION AVAILABLE (2)

INSTRUCTOR - ADULT BASIC EDUCATION

DESCRIPTION: This job is available for the period of August 1, 1971 to June 30, 1972, under the terms and conditions of a grant received by the college from the Department of Health, Education, and Welfare. EMPLOYMENT BEYOND THE TIME OF THIS PROJECT CANNOT BE GUARANTEED.

DUTIES: The instructor in this program will be responsible for the development and instruction of an adult basic education curricula for low income educationally deficient adults. Among other tasks the applicant must be able to perform are:

- (1) Designing adult basic education courses.
- (2) Teaching adult basic education courses.
- (3) Assist in supervising para-professional personnel.
- (4) Test and evaluate students.
- (5) Other duties as assigned.

The professional staff will be asked to be available on a flexible basis.

QUALIFICATIONS: A Masters Degree with substantial background in English, Mathematics, Reading Skills, or Composition is desired, OR a Bachelors Degree plus SUBSTANTIAL work experience in adult basic education. Residents of the Model Neighborhood area who meet these qualifications will be allowed an employment preference.

SALARY: \$8,000.00 - \$10,000.00, depending on background and qualifications.

INTERESTED PERSONS SHOULD CONTACT MR. GERALD A. VAUGHAN, OFFICE OF COMMUNITY SERVICES, TACOMA COMMUNITY COLLEGE, LO 4-7200, EXT. 631.

Tacoma Community College

Meeting of the Board of Trustees

August 26, 1971

*Probationary*

The following candidate is recommended for a faculty appointment for the year 1971-72 commencing on September 9, 1971. It is further recommended that the Board authorize President Ford to enter into an agreement with the candidate for services rendered.

Phyllis M. Templin, M.A.

Physical Education Instructor

Pacific Lutheran University, B.A., 1959  
Oregon State University, M.A., 1968

RESOLUTION NO. 71-29

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma  
Community College, That the president be empowered to execute an agreement  
with United States Computers, Inc. to be effective September 1, 1971, and  
to be terminated as of August 31, 1972.

*Adopted 8/26/71*

C O N T R A C T   F O R  
C O M P U T E R   S E R V I C E S

This is an agreement between United States Computers, Inc., (hereinafter referred to as USC) and Tacoma Community College (hereinafter referred to as TCC) who mutually agree to the terms, conditions, and covenants as set forth below.

I. TERM OF AGREEMENT. The provisions of this agreement shall be effective September 1, 1971, and unless otherwise extended shall terminate as of August 31, 1972. Any work in process or incomplete as of August 31, 1972, relating to the Summer Quarter of that year shall be completed under the terms of this contract and at the prices set forth herein.

II. DUTIES OF USC. USC agrees to:

- a. Pick up source documents at TCC and deliver completed reports to TCC on a regular schedule;
- b. Key punch and verify input data where required;
- c. Perform those computing services for TCC in a manner, form, and at the volume of performance set forth in the consisting of four loose leaf volumes flow chart attached hereto as Exhibit A and incorporated herein by reference;
- d. Provide stock listing paper, IBM cards, magnetic tapes, disc packs, and all other normal operating supplies except for custom forms, cards, and labels and as otherwise provided herein;

- e. Maintain a complete system of documentation;
- f. Maintain, with the assistance of TCC, a User's manual describing all systems and procedures to be followed by TCC;
- g. Redesign where necessary, suitable source documents.

III. DUTIES OF TCC. TCC agrees to furnish:

- a. Programs belonging to TCC in a condition acceptable to TCC;
- b. All input information necessary for USC to perform the services set forth herein;
- c. A tentative schedule for the entire school year showing probable dates when data shall be submitted and reports shall be required. As soon as such dates are firmly established, USC shall be advised;
- d. Requests for each non-scheduled report as soon as requirements are identified but not less than 48 hours in advance. Telephone requests shall be confirmed in writing;
- e. Where possible, control totals with the input data for balancing purposes;
- f. All custom forms required by TCC including but not limited to:

Mailed student schedules

Transcripts

Special IBM cards

IV. PRICES AND PAYMENT. TCC agrees to pay for services provided in accordance with the following:

a. Student Records.

\$1.00 per student per quarter for the first 3000 students.

\$.80 per student per quarter for the next 2000 students (3000 to 5000 students). \$.60 per student per quarter for each student over 5000.

b. Business Office Cash Receipts.

A minimum of \$25.00 per week which will include the first 1000 transactions. An additional charge of \$5.00 for each thousand transactions or part thereof over the initial 1000.

c. Inventory Listing.

A base charge of \$25.00 per listing requested. A charge of \$4.75 per hour for the keypunching or verifying required.

A charge of \$10.00 for each thousand transactions or part thereof in the updating procedure.

d. Other Processing.

Non-scheduled and special processing shall be charged at the rate of \$60.00 per clock hour of computer time and \$4.75 per hour of keypunching or verifying time required.

e. Programming.

Programming services performed by USC shall be:

(1) \$10.00 per hour where programs are co-owned by TCC and USC.

(2) \$18.50 per hour on programs which are the exclusive property of TCC.

(3) No charge shall be made for any programming by USC where such programming is to accommodate changes in computer hardware or otherwise to benefit USC.



f. Billing and Payment.

USC shall bill TCC on a monthly basis for its services at the rate of 25¢ per student in each of the first two months of the school quarter and the remainder at the end of the final month of the quarter. TCC shall pay such invoices within 30 days of receipt.

V. ACCURACY OF PERFORMANCE.

TCC agrees to accept results checked and balanced to control figures supplied by TCC as satisfactory performance hereunder. USC shall bear no responsibility for delays occasioned by utility or machine failure.

VI. INDEMNIFICATION.

a. USC agrees to indemnify TCC for all loss, damage, or destruction of input materials, records, and custom forms supplied to and in the possession of USC caused by the negligent act or omission of USC or its employees.

b. USC shall perform all services as an independent contractor and it shall not be considered as an agent of TCC or of any of its departments, divisions, or employees.

c. Any and all claims that arise under the Workmen's Compensation Act on behalf of USC or its employees while engaged in the duties and services contemplated, and any and all claims that may be made by a third party as a result of any act or failure to act on the part of USC, shall be USC's sole obligation and USC shall indemnify TCC and hold it harmless.

VII. VERBAL AGREEMENT.

It is mutually agreed and understood that no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein, or no alterations or agreements or variations of the terms hereof unless made in writing between the parties hereto shall be binding.

VIII. PROHIBITIONS AGAINST ASSIGNMENT.

This contract or any interest therein shall not be assignable by either party.

This agreement executed at Tacoma, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 1971.

Approved as to Form this  
18<sup>th</sup> day of  
August, 1971,

Robert E. Berts  
PRESIDENT  
By and for United States  
Computers, Inc.

SLADE GORTON  
Attorney General

Robert E. Patterson

ROBERT E. PATTERSON  
Assistant Attorney General

\_\_\_\_\_  
PRESIDENT  
By and for Tacoma Community  
College, The Board of Trustees

RESOLUTION NO. 71-32

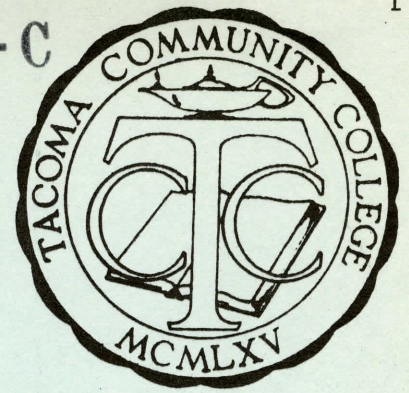
BE IT RESOLVED by a majority of the Board of Trustees of Tacoma Community College, That an agreement be ratified and accepted as negotiated between TCCA and the Board which provides for the following additional wage and fringe benefits for faculty members:

1. Longevity proposal
2. Up to a maximum of \$20.00 per month health benefits (maximum by statute)
3. Limitation on employment of part-time faculty
4. Limitation on assignment of faculty to any duties for which they are not qualified (reworded)
5. Restatement of existing policies and procedures
6. For new 1971-72 faculty, an optional method of crediting work experience for increment advancement
7. Cooperative study by faculty and administration during 1971-72 of  
(a) crediting work experience, (b) identification and classification of various categories of administrative and support personnel,  
(c) evaluation of administrative, support and instructional faculty; and

BE IT FURTHER RESOLVED, That the President be authorized on behalf of the Board of Trustees to negotiate with the TCCA on a definition of the activities courses to be developed and agreed to by the faculty.

# Tacoma Community College

5-C



## MEMORANDUM

Date: July 22, 1971  
To: Members of the Board of Trustees  
From: Tom Ford  
Subject: PROGRESS REPORT - NEGOTIATIONS WITH TCCA

Of the fourteen items presented to TCCA by me on behalf of the Board of Trustees on May 13, 1971 and the eight items presented to me on the same date by TCCA all but four items have been satisfactorily resolved after eleven meetings between the TCC and the TCCA negotiating teams. At this point the two teams have not agreed on the following:

- 1) TCCA's request for a 5 per cent increase in the base of the salary schedule. TCC has offered no salary increases for 1971-72.
- 2) TCCA's request for implementation of a longevity clause in the salary schedule. TCC has turned this down on two bases: first, that it represents an increase in salary for some (for which there are no funds) and second, that it would provide increases for those already at the top of the schedule instead of those still near the bottom.
- 3) The third item involves health benefits. Although the last legislature has made it permissible for the college to pay up to \$20.00 per month per employee it only provided funds for a \$5.00 increase--which would bring our contribution to \$15.00 This we have offered.
- 4) TCCA's proposal that pay for part-time people teaching more than 5 hours be calculated on a pro-ratio of full-time pay. TCC has rejected this on basis of the additional costs involved.

At least two matters will most likely be referred to a joint administrative/faculty study committee. They include:

- 1) Development of more specific criteria for evaluation of both administrators and faculty.
- 2) Development of a means by which persons are identified as "administrators" and a salary plan for administrators.

Just about everything else has been agreed upon and appears in one or the other attached rewrites by TCC and TCCA.

TF

TF:sh

STATUS SUMMARY OF NEGOTIATIONS TO DATETCC AND TCCA

July 15, 1971

TCC's May 13, 1971 Proposal

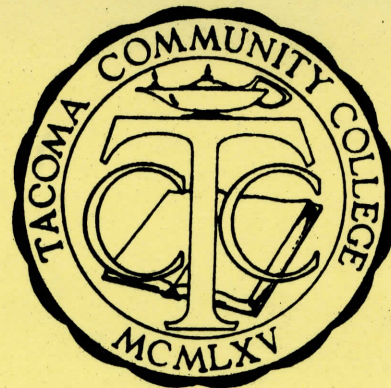
1. Salary Schedule - no agreement.
2. Longevity - rejected by TCCA on July 13 (including TCC's July 6th rewrite).
3. Travel - agreed that this is an administrative prerogative.
4. Health benefits - additional \$5 offered by TCC still being considered by TCCA.
5. No. 5, No. 8, No. 9, No. 10, and No. 14 amalgamated. See enclosed rewrite agreed to on June 22 by both TCCA and TCC.
6. Compensation of Division and Department Chairmen - amended to read: ". . . maintain the extra compensation schedule for departmental and division chairmen at the 1970-71 factor level." Agreed to by TCCA on June 8. (Amendment underlined.)
7. Summer contract - TCC and TCCA agreed to drop this on July 13, along with TCCA No.7.
8. See No. 5 above.
9. See No. 5 above.
10. See No. 5 above.
11. Contract Provisions - wording changed to read: "Faculty members may be assigned in any instructional program of the college but will not be assigned to any courses or duties for which they are not professionally qualified." Tentatively agreed to on June 1.
12. Part-time Salaries - discussion to be held July 15.
13. Extracurricular Compensation - accepted by TCCA on June 8.
14. See No. 5 above.

TCCA's May 13, 1971 Proposal

1. Salary Schedule - no agreement.
2. Longevity qualifications - accepted by TCC on July 6, as amended. See Attachment No. 1 revised on June 22, July 1, and July 6, and agreed to in principle on July 1 by TCC.
3. Administrator Salary Schedule - TCC agreed to in principle of amendment, Item "G" as set forth in minutes of July 1 and contained in TCCA's revised Attachment No. 1 as mentioned in 2 above.
4. Salary increase - rejected by TCC.
5. See Item "G" in TCCA rewrite mentioned above.
6. Part-time Salaries - to be discussed on July 15.

7. Summer Contracts - TCC and TCCA agreed to drop these on July 13, along with TCC's No. 7 (summer contracts).
8. See Item "G" on TCCA rewrite as mentioned above.

# Tacoma Community College



## MEMORANDUM

Date: May 13, 1971  
To: Vern Hess and Luther Jansen  
From: Tom Ford  
Subject: ITEMS FOR DISCUSSION AND/OR NEGOTIATION SPRING 1971

The items listed below have been developed by the administrative staff over the past several months. On March 26 I discussed the items with the Board of Trustees in executive session. I propose them to you (under section III-A of the Cooperative Board-Certificated Personnel Relations agreement initially adopted by the Board and the TCCA on July 27, 1967) as either continuing or modified policy and working agreements for the 1971-72 academic year.

### 1. Basic Salary Schedule

The 1970-71 salary schedule shall serve as the contractual basis for determining 1971-72 salaries.

The attached modification for contracts beyond 9 months and for occupational instructors shall be incorporated into the 1971-72 schedule.

### 2. Longevity

Suspension of the proposed longevity provision in the schedule will continue through 1971-72.

### 3. Travel

Present regulations regarding travel at state expense shall be modified as follows:

- a. Authorization for all travel should be based on the needs of the college.
- b. Authorization for travel which is not justified on the basis of the needs of the college may be considered for approval "without salary deductions and at no expense to the college district."

- c. Authorization for other travel may be considered for approval "with salary deductions and at no expense to the college district."
- d. Assuming there are no state-imposed restrictions on out-of-state travel, all such requests will be considered on their individual merits.

4. Health Benefits

The college will continue to pay the maximum of \$10.00 toward the full-time employee's health plan. The college will also continue to provide payment for health benefits for the entire year even though faculty members actually earn only nine months of benefits.

5. 1971-72 Academic Year

The academic calendar shall consist of 162 to 165 instructional days per year--instructional days to include all days scheduled for classes as well as all days scheduled for final examinations and the end of the quarter faculty workshops. In addition, all instructors and counselors shall share equally in the advising and registration duties of the faculty. Instructors and counselors not carrying an equal load in the advising and registration activities will be expected to handle extra duties in terms of (a) larger class sizes (see No. 10 below); (b) additional counseling hours; or (c) extra projects as requested by the administration.

Eight to ten days for new student advising are required prior to the first day of classes each fall quarter.

Faculty help is also necessary during the registration periods preceding winter and spring quarters. The total time required at these periods is usually three to four days.

The administration proposes that no change in the wording of the length of the annual contract be made, but that there be a firm understanding that the normal contract year for instructors, counselors and librarians will be 180 days in length. Portions of the 180 days which are not scheduled for normal duties will be compensated for through extra service.

6. Compensation of Division and Department Chairmen

The administration proposes to maintain the extra compensation schedule for division chairmen at the 1970-71 level and to revise the stipend schedule for department chairmen. The total compensation for department chairmen which includes compensation to the twelve academic department heads, as well as to the chairman of the counseling department and the head librarian, is to be the same dollar amount in 1971-72 as it was in 1970-71. The total amount of compensation is to be prorated to the department chairmen as follows:



Memorandum to  
Vern Hess and Luther Jansen

-3-

May 13, 1971

- a. There is to be a minimum amount established for department chairmanships.
- b. There is to be a compensation factor based upon the number of faculty members in each department.

These amounts, which are to be determined by the chairmen involved, are to be such that the maximum reimbursement is approximately twice the size of the minimum reimbursement.

7. Summer Contract

The present agreement guaranteeing summer contracts shall be suspended for 1971-72. Classes which do not have adequate enrollment (minimum of 15 students) will be cancelled.

8. Class Load and Hours

The normal class load shall continue to be 15 credit hours for lecture style courses and 20 to 22 contact hours for activity courses, or a prorated amount between these two kinds of course work as determined by the Dean of Instruction.

9. All "Pet" Courses to be Taught as Overload

All special topics courses and any others which are included in the schedule mainly because of an instructor's special interests shall be continued to be handled on an overload basis only.

10. Committee Responsibilities and Service during Registration--Alternative: Extra Class or Absorb Overloads

All faculty members not carrying committee responsibilities and/or not providing normal service during the registration process will be asked to perform extra duties as directed by the administration and/or be expected to handle larger classes as determined by the Dean of Instruction's office.

11. Contract Provisions

Faculty contracts shall be revised to include the following statement:

"Faculty members may be assigned to courses for which they are qualified in any instructional program of the college."

Memorandum to  
Vern Hess and Luther Jansen

-4-

May 13, 1971

12. Part-time Salaries

Part-time teaching salaries for 1971-72 shall remain at the current 1970-71 level.

13. Extracurricular Compensation

The current (1970-71) extracurricular compensation index shall remain in effect through 1971-72.

14. Faculty Evaluation

It should be understood that evaluation of performance of all faculty members is a continuous process which the college must carry on to keep faith with its objective of "excellence in teaching, counseling, and learning resources." Specifically, this means that tenured as well as untenured faculty should participate in and cooperate fully with evaluation procedures. It is the position of the administration that the TCCA should acknowledge that cooperation with continuing evaluation is a part of the contractual obligation involved in employment.

TF

TF:sh

Attachments (2)

#1 - Basic Salary Schedule Attachment

Contracts for full-time faculty are prepared for the general period of time for which professional services are required by the college. The following table shows the contractual arrangements for the several types of service. The standard nine-month contract is the basis for all contracts. The number of days of service involved in the contract is determined by the type of service.

CONTRACTUAL ARRANGEMENTS			
Type of Service	Contract Period	Base Days	Salary and Service Characteristics
Instruction <sup>1</sup>	9 months	180	15 hr. weekly instructional load, plus advising
Department Chairmen	9 months	180	10% of salary schedule base
Division Chairmen	9 months	180	2/3 release time + 20% of salary schedule base + summer agreement
-----			
Student Services	The contract basis for these services is 195 days and 9 months. According to needs of the college, such contracts may be extended as follows:		8 hour day
Library and other I.R. Center services			8 hour day
Community Services Program Supervisors			8 hour day
Occupational Program Supervisors			8 hour day
Minority Affairs			8 hour day
Public Information			8 hour day
Curriculum development & other non-teaching services provided by any contracted professional personnel, <u>beyond the individual's basic annual contract period.</u>			8 hour day
General Administration (President, Assistant to the President, Deans, Directors)	12 months	260	responsibility factor <sup>2</sup>

1. Summer quarter contracts for instructional services normally cover a nine-week quarter and two-thirds of normal load, i.e., 10 quarter hours of instruction. Summer quarter instructional contracts carry a stipend of \$1600.

2. Annual contracts, which include 22 days of annual vacation, are issued to general administrative officers, who are responsible for the continuous operation of the college. Summer duties for such positions are the same as during the nine-month period. Contract figures for the positions included in this contract category are related to the nine-month salary schedule by the assigned responsibility factors.

<u>General Administrative Officer</u>	<u>Assigned Responsibility Factor</u>
President . . . . .	2.0
Assistant to the President and Deans. . . . .	1.5
Directors . . . . .	1.35

TACOMA COMMUNITY COLLEGE  
PROPOSED SALARY SCHEDULE 1971-72

Years of Experience	Bachelor's Degree or Qualification Acceptable for Certification in an Approved Occupational Specialty		Master's Degree		Master's Degree with 247 Quarter Hours		Master's Degree with 270 Quarter Hours		
	Rate	Base	Rate	Base	Rate	Base	Rate	Base	
0	.90	7,155	.00	7,950	.10	8,745	.20	9,540	0
1	.98	7,791	.08	8,586	.18	9,381	.28	10,176	1
2	1.06	8,427	.16	9,222	.26	10,017	.36	10,812	2
3	1.14	9,063	.24	9,858	.34	10,653	.44	11,448	3
4	1.22	9,699	.32	10,494	.42	11,289	.52	12,084	4
5	1.30	10,335	.40	11,130	.50	11,925	.60	12,720	5
6	1.35	10,733	.45	11,528	.55	12,323	.65	13,118	6
7	1.40	11,130	.50	11,925	.60	12,720	.70	13,515	7
8	1.45	11,528	.55	12,323	.65	13,118	.75	13,913	8
9	1.50	11,925	.60	12,720	.70	13,515	.80	14,310	9
10	1.55	12,323	.65	13,118	.75	13,913	.85	14,708	10
11	1.60	12,720	.70	13,515	.80	14,310	.90	15,105	11

Note: Doctorate - add .10 of base

Credit for Work Experience:

Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at Tacoma Community College. Full credit shall be given for professional experience in a non-academic setting for the first four years of such experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individual's primary assignment at Tacoma Community College, in which case credit will be allowed as if it were professional experience in a non-academic setting. (Approved by Tacoma Community College Board of Trustees action, August 24, 1967.)

REWRITE OF PARTS 5, 8, 9, 10, AND 14 OF THE TCC  
ADMINISTRATIVE NEGOTIATIONS PROPOSAL 6/10/71

PART I - EXISTING POLICIES AND PROCEDURES

The administration deems it to be wise and helpful to restate several existing operational procedures and policies at this time in order that there may be a firm understanding of the basis of further proposals. These existing procedures and policies are:

1. The academic calendar shall consist of 162-165 instructional days per year -- instructional days to include all days scheduled for classes as well as all days scheduled for final examinations and the end of the quarter faculty workshops.
2. & 3. Faculty help is needed for student advising and registration for the contract year. The number of days required for advising and registration for fall, winter, and spring quarters will be determined annually by the Dean of Students with the advice of SPAC. Insofar as possible, all faculty will share in advising and registering duties. Faculty assignments for these purposes will be made by division chairmen or appropriate supervisors.
4. The normal class load will be 15 credit hours for lecture style courses and 20 to 22 contact hours for activity courses, or a prorated amount between these two kinds of course work as determined by the Dean of Instruction.

Negotiations - 6/10/71  
Page 2

5. All special topics courses and any others which are included in the schedule mainly because of an instructor's special interests shall be handled on an overload basis, if after consultation with the department involved it is determined that the course primarily serves the interest of the instructor and infringes upon the regular offering of the department. Such courses will be identified by the Instructional Council Executive Committee and the Dean of Instruction.
6. Maximum class sizes, while negotiable by the faculty, shall normally be established by the Dean of Instruction.

#### PART II - PROPOSALS

1. The Board of Trustees, the administration, the faculty and staff reaffirm their commitment to the college's objectives. Specifically, they reaffirm their commitment to an open-door enrollment policy; excellence in instruction, counseling and learning resources; a comprehensive curriculum, including occupational and community service programs, special programs for disadvantaged and minority students; and student services which are beneficial to students. In light of the rather austere budget allocated to the college by the legislature and the State Board for Community Colleges, it is incumbent upon all Board members, administrators, faculty and staff to uncover ways of saving funds while maintaining their commitment to Tacoma Community College's objectives. Consequently, it is proposed that the TCCA and the administration recognize the need to develop intelligent procedures

for utilizing the college's resources during this adverse budget period. It is further proposed that the TCCA and the administration begin immediately to jointly develop the aforementioned procedures.

2. Because of the increased emphasis which the legislature, the State Office, the public and the student body are placing on high quality performances by the personnel involved in higher education, the entire administration, faculty, and staff go on record as supporting mandatory evaluations of administration, faculty, and staff at least once every four years. It is proposed that representatives of the administration, faculty, staff, and students jointly develop more specific criteria and procedures than exist at present.

# TACOMA COMMUNITY COLLEGE ASSOCIATION

5900 So. 12th St.

A/C 206 SK 2-6641

TACOMA, WASHINGTON 98465

MEMORANDUM

DATE: May 13, 1971

TO: Dr. Thornton M. Ford

FROM: TCCA Negotiating Committee

SUBJECT: Negotiable Items

TCCA's list of negotiable items consists of the attached eight items and all or any other items and matters that, in the course of discussions or negotiations, TCCA's negotiating committee believes are related to any or all of the attached proposals, either as possible alternatives or as items which may in some other way have a bearing on any or all eight of the attached eight proposals.

cc: Board of Trustees  
 Richard C. Falk  
 George Van Mieghem



# TACOMA COMMUNITY COLLEGE ASSOCIATION

5900 So. 12th St.

A/C 206 SK 2-6641

TACOMA, WASHINGTON 98465

DATE: May 13, 1971  
TO: Dr. Thorton M. Ford  
FROM: Tacoma Community College Association  
SUBJECT: Salary and Wage Proposal

The TCCA Salary Committee recommends the following eight-part proposal:

- 1) Adopt the revised salary schedule (See Attachment No. 1).
- 2) Attach to the salary schedule a longevity clause (See Attachment No. 1).
- 3) Adopt a new administrator salary schedule (See Attachment No. 2).
- 4) A 5% increase in the base of the salary schedule.
- 5) Retitle the Records Officer as Director of Admissions and Records and revise the responsibility factor from 1.2 to 1.35.
- 6) All personnel with a teaching load greater than five hours be paid at a rate prorated from a full-time contract based on fifteen hours.
- 7) All summer contracts for ten hours (evening and day) be prorated from 2/9 of the base pay.
- 8) A 12-month salary shall be a 9-month contract plus a summer contract.

cc: Board of Trustees  
Richard C. Falk  
George Van Mieghem

Approved by TCCA  
May 4, 1971

## TACOMA COMMUNITY COLLEGE

## SALARY SCHEDULE 1971-72

PROPOSED

Years of Teaching Experience	Column I	Column II	Column III	Column IV
0	.90 7515	1.00 8350	1.10 9185	1.20 10020
1	.98 8183	1.08 9018	1.18 9853	1.28 10688
2	1.06 8851	1.16 9686	1.26 10521	1.36 11356
3	1.14 9519	1.24 10354	1.34 11189	1.44 12024
4	1.22 10187	1.32 11022	1.42 11857	1.52 12692
5	1.30 10855	1.40 11690	1.50 12525	1.60 13360
6	1.35 11273	1.45 12108	1.55 12943	1.65 13778
7	1.40 11690	1.50 12525	1.60 13360	1.70 14195
8	1.45 12108	1.55 12943	1.65 13778	1.75 14613
9	1.50 12525	1.60 13360	1.70 14195	1.80 15030
10	1.55 12943	1.65 13778	1.75 14613	1.85 15448
11	1.60 13360	1.70 14195	1.80 15030	1.90 15865

**A - Qualifications:**

- Column I - Academic: Bachelor's Degree  
 - Occupational: Competency in field (6 years' experience in field or 3 years' experience in field with A.A. or B.A.)
- Column II - Academic: Master's Degree  
 - Occupational: 9 years' experience in field or 45 quarter hours acquired after beginning teaching.
- Column III - Academic: Master's Degree plus 70 quarter hours acquired after completing Bachelor's Degree.  
 - Occupational: 9 years' experience in field plus 25 quarter hours acquired after beginning teaching or 70 quarter hours acquired after beginning teaching.
- Column IV - Academic: Master's Degree plus 90 quarter hours acquired after completing Bachelor's Degree.  
 - Occupational: 9 years' experience in field plus 45 quarter hours acquired after beginning teaching or 90 quarter hours acquired after beginning teaching.

## Attachment No. 1 - Page 2

B - Extras: Credits applied to a Doctorate Degree for which a member is getting a 10% increase cannot apply to longevity.

Doctorate - Add 10% of the base.

Longevity - 1) If an employee has been in the 11th step of the last column for five years and has acquired 12 quarter hours in the last five years -- add 3% of the base.

Longevity - 2) If an employee has been in the 11th step of the last column for ten years and has acquired 24 quarter hours in the last ten years -- add 6% of the base.

Longevity - 3) If an employee has been in the 11th step of the last column for fifteen years and has acquired 36 quarter hours in the last fifteen years -- add 9% of the base.

C - Grandfather Clause:

Presently employed personnel who qualify for the current second or third column by September 1, 1971, will be placed in Column III or Column IV, respectively, of the new schedule.

PROPOSED

Tacoma Community College  
 Administrator Salary Schedule 1971-72

An administrator will be hired at the first step of the appropriate column. It is then between him and the Board of Trustees to negotiate when the remaining steps will be awarded.

<u>President (2.0)*</u>	<u>Dean (1.5)*</u>	<u>Director (1.35)*</u>
28,390	21,293	19,163
29,226	21,920	19,728
30,060	22,545	20,290
30,896	23,172	20,855
31,730	23,798	21,418

\*These factors are applied to the last five figures in Column IV of the faculty salary schedule.

Accepted by TCC in principle  
 July 1, 1971 - Longevity and  
 doctorate qualifications  
 accepted July 6, 1971.

TCCA's REVISION OF THEIR MAY 13, 1971 ATTACHMENT NO. 1  
 (Salary Schedule 1971-72)

June 22, 1971

The following would replace "A - Qualifications" below the proposed salary schedule:

- A. Any individual added to the faculty for the 1971-72 academic year will be given the choice of crediting his work experience as increment advancement (see "B" below) or column advancement (see "C" below).
- B. Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at TCC. Full credit shall be given for professional experience in a non-academic setting for the first four years of such experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individual's primary assignment at TCC, in which case credit will be allowed as if it were professional experience in a non-academic setting.
- C. Placement in any one of the several columns of the salary schedule shall be determined on the following basis:

Column I - Academic: Bachelor's Degree  
 Occupational: Competency in field (6 years' experience in field or 3 years' experience in field with A.A. or B.A.)

Column II - Academic: Master's Degree  
 Occupational: 9 years' experience in field or 45 quarter hours acquired after beginning teaching.

Column III - Academic: Master's Degree plus 70 quarter hours acquired after completing Bachelor's Degree.  
 Occupational: 9 years' experience in field plus 25 quarter hours acquired after beginning teaching or 70 quarter hours acquired after beginning teaching.

Column IV - Academic: Master's Degree plus 90 quarter hours acquired after completing Bachelor's Degree.  
 Occupational: 9 years' experience in field plus 45 quarter hours acquired after beginning teaching or 90 quarter hours acquired after beginning teaching.

D. A committee, comprised of academic and occupational faculty and administrators, shall be formed by January, 1972, to review both "B" and "C" above. The report forthcoming from the said committee, shall be considered, by all parties concerned, to be supplemental to negotiations.

E. Longevity Qualifications:

- 1 - If an employee has been in the 12th step of the last column for five years and has acquired 12 quarter hours in the last five years -- add 3 per cent of the salary schedule base.\*
- 2 - If an employee has been in the 12th step of the last column for ten years and has acquired 24 quarter hours in the last ten years -- add 6 per cent of the salary schedule base.\*
- 3 - If an employee has been in the 12th step of the last column for fifteen years and has acquired 36 quarter hours in the last fifteen years -- add 9 per cent of the salary schedule base.\*

\*Credits applied to a Doctorate Degree for which a faculty member is receiving 10 per cent of the salary schedule base cannot apply to longevity. If a member is working toward a Doctorate Degree but has not completed the degree program, he may receive longevity for which he is qualified.

For example: If a faculty member has been in the 12th step of the last column for fifteen years and has earned 36 hours while working toward a Doctorate Degree, he will receive for longevity 9 per cent of the salary schedule base. Upon completion of his Doctorate Degree, this member will receive 10 per cent of the salary schedule base in place of the 9 per cent for longevity. In order to receive longevity at this point he must now earn additional hours after completing his Doctoral program, and he will be eligible for longevity as soon as he has completed the additional hours.

F. Grandfather Clause:

Presently employed personnel who qualify for the current second or third column by September 1, 1971, will be placed in Column III or Column IV, respectively, of the new schedule.

G. Administrative Salaries:

A joint faculty and administrator committee to be formed to review the matter of identification of "administrator" at TCC and a method of payment commensurate with administrative duties. Equal number of faculty and administrators to be determined by TCC and TCCA Presidents. Faculty designated by TCCA President and administrators designated by President of the college. Presidents of TCCA and TCC to appoint committee by October 30, 1971, with written charge to committee. (Include administrative personnel listed on TCC Proposal No. 1 - Basic Salary Schedule between two dotted lines, plus President, Assistant to the President, Deans, Directors.) Add No. 3, No. 5, and No. 8 of the TCCA original proposal dated May 13, 1971.

## TACOMA COMMUNITY COLLEGE

## NEGOTIATIONS MEETING

Minutes

August 3, 1971

The Negotiating teams of TCC and TCCA met in the Old Faculty Library at 3:00 P.M. on August 3, 1971.

Present: Dr. Thornton Ford	)	Mr. George Huffman	)
Dr. Richard Falk	) TCC	Mr. Ed Zimmerman	)
Mr. George Van Mieghem	)	Mr. James Crawford	) TCCA
		Mr. Frank Garratt	)

The four items identified on Tom Ford's July 22, 1971, memo to the Board as those upon which agreement has not been reached were discussed.

## Item 4 - Part-time Pay Proposal:

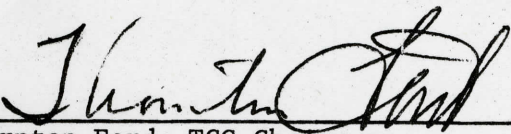
There was agreement by both sides that the following be accepted:

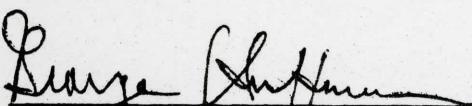
"No faculty member will be hired at a part-time pay rate who teaches more than ten credit hours unless he replaces a person for one year on sabbatical leave. A person who has taught more than ten hours per quarter during the 1970-71 year on a part-time pay basis is excluded from this limitation for the 1971-72 year only."

The matter of longevity was discussed and TCC offered to incorporate the longevity schedule as proposed by TCCA into the TCC salary schedule to be activated during the academic year 1972-73. Quarter hours applicable to longevity increments will be approved by the dean to whom the certified faculty member or administrator is responsible.

On the health benefits item, TCC offered to go beyond the college funded \$15.00 health benefit to the extent that the budget will permit.

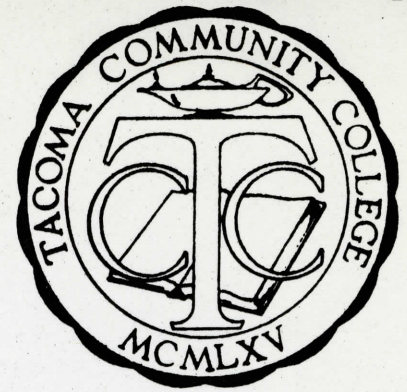
The next negotiations session is scheduled for Monday, August 9, 1971, between 1:30 and 3:30 P.M. The agenda items for that meeting will be (1) TCCA's reaction to TCC's longevity proposal and (2) TCC's health benefits proposal.

  
 Thornton Ford, TCC Chairman

  
 George Huffman, TCCA Chairman



# Tacoma Community College



## MEMORANDUM

**Date:** August 17, 1971  
**To:** Members of the Board of Trustees  
**From:** Tom Ford  
**Subject:** RECOMMENDATION FOR BOARD ACTION ON ITEMS NEGOTIATED WITH TCCA FOR 1971

Yesterday I received the recommendations from the Budget Advisory Committee (Attachment 1). You will note that in my reply (Attachment 2) I indicated an imbalance (in the black) of \$16,227. Although this may change a few dollars I believe it is reasonable to assume that some decisions can be made. I recommend that the approximately \$15,000 required to provide the maximum health benefits to all employees be given your number one priority. I also recommend that to the extent possible in the budget and permissible under President Nixon's wage-price freeze the longevity clause proposed by TCCA be funded for 1971-72.

I am sorry that I am not able to recommend an increase in our salary schedule base. It is certainly needed. However, there is simply no way to increase the base and serve the students with a quality program. My recommendation above for the health benefits contributions represents, in my opinion, the most equitable distribution of an extremely few dollars which appeared to be available for distribution. Obviously the President's recent action freezes all wages anyway for at least 90 days. I am hoping, however, that the special legislative session will provide some answers to the diminishing purchasing power problem the entire staff faces.

TF

TF:sh

cc: Luther Jansen, President of TCCA

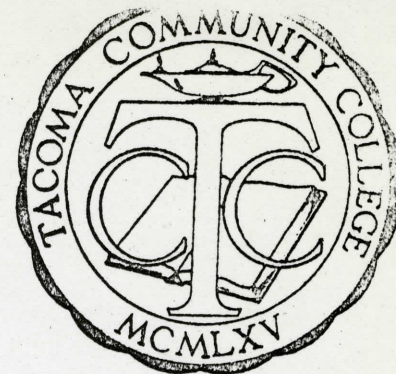
Attachments: No. 1 & 2

# Tacoma Community College

## ATTACHMENT 1

### MEMORANDUM

Date: August 16, 1971  
 To: Tom Ford  
 From: George Van Mieghem  
 Subject: BUDGET ADVISORY COMMITTEE RECOMMENDATIONS



In its attempt to balance the budget and still provide funds for a program consistent with the priorities established by the Board of Trustees, the Budget Advisory Committee has recommended the following for your consideration:

1. Reduce the request for the extension of contracts for two history instructors from 2/3 to full load at a savings of \$6,232.
2. Reduce the request for a full-time instructor in the typing lab back to the level of current operation at a savings of \$13,612.
3. Restore \$12,000 in the part-time instructor budget to provide for a program that will generate the required F.T.E. to meet the State Office projections for T.C.C.
4. Reduce the amount included in the budget request for conference type travel by \$5,635.
5. Reduce amount included in the request for supplies and equipment by \$5,680 as follows:
  - a. Take out 8 eye Models (Physics Dept.) . . . . . \$ 880
  - b. Take out 1 Gas Chromatograph (Chemistry Dept.) . . . . . 700
  - c. Reduce amount for maps, globes, charts (Res. Center). . . . . 500
  - d. Reduce amount for film strips (Resource Center) . . . . . 300
  - e. Reduce amount for 16 mm. films (Resource Center). . . . . 500
  - f. Reduce amount for printing library handbook (Res.Center) . . . . . 500
  - g. Reduce amount for books (Resource Center) . . . . . 2300

The effect of these recommendations, coupled with \$9,383 deficit will bring about a budget which is not balanced by \$13,106 on the plus side.

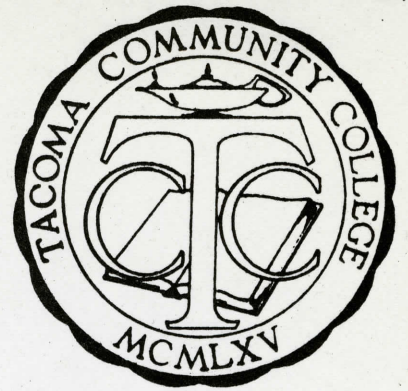
GVM

GVM:sh

cc: Budget Committee

# Tacoma Community College

ATTACHMENT 2



MEMORANDUM

Date: August 17, 1971  
To: Members of the Budget Advisory Committee  
From: Tom Ford

Thank you for your recommendations listed in the August 16 memorandum from George Van Mieghem.

I have decided to accept all of your recommendations except items 5-a and 5-b which represent both a double budget cut (the Math-Science Division was given an across-the-board cut earlier) but also specific item cuts--a decision which ought to be left to the Math-Science Division. These items restored leaves the budget surplus reported in your memo smaller by \$1580--or at + \$11,526. Yesterday I confirmed with the State Board for Community College Education an additional \$4701 in federal disadvantaged funds which would increase our budget status to \$16,227.

This sum will provide nearly enough money for me to recommend to the Board on August 26 that one and possibly two of the still unresolved items under negotiations with TCCA be funded. I plan to prepare a recommendation to the Board of Trustees for their August meeting. The recommendation will cover both the budget and the unresolved negotiation items.

I want to express my appreciation to each of you for your service to the college via the Budget Advisory Committee. As you well know the balancing of the 1971-72 budget has been one of the toughest jobs we have faced as a college. Your role in this job has been vital. Thank you.

TF

TF:sh

RESOLUTION NO. 71-26

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, That the president be empowered to renew an annual agreement with the U. S. Department of Justice, Bureau of Prisons, for educational services at McNeil Island Penitentiary.

*Adopted 8/26/71*

UNITED STATES PENITENTIARY  
McNeil Island, Box 500  
Steilacoom, Washington 98388

Supplement No. #3

Contract No. J4c-3432

1. It is hereby agreed that the above contract may be renewed for the period July 1, 1971 through June 30, 1972, both dates inclusive, without change unless so detailed under paragraph 2 below.
2. Change other than renewal: Amount of contract is amended to read "Not to exceed Nine Thousand dollars (\$9,000.00)  
Par. 2a. So much as reads "(\$750.00)", is amended to read "(1000.00)"  
Par. 2b So much as reads: "15.63 per class hour" is amended to read: "22.73 per class hour."

THE UNITED STATES OF AMERICA

BY: R.D. GLASSFORD

Procurement Agent

Dated: August 2, 1971

CONTRACTOR

By:

SSN: Tacoma Community College

5900 South 12th St.

Address: Tacoma, Washington 98465

Dated:

RESOLUTION NO. 71-31

BE IT RESOLVED by a majority of the Board of Trustees of Tacoma Community College, That the president be authorized to execute, in behalf of the District, faculty contract agreements for the 1971-72 instructional year on the basis of the 1970-71 salary schedule, PROVIDED, That any increase in health insurance benefits, and any increment in salary (on the basis of the District's 1971-72 salary schedule) which the employee would be entitled to during the contract period, but for the President's Wage and Price Freeze (Executive Order 11615), shall be implemented for the balance of this contract period to the extent allowed by the dissolution or lifting of said freeze, and in addition, shall be applied retroactively to the commencement of this contract period if expressly authorized by the President of the United States.

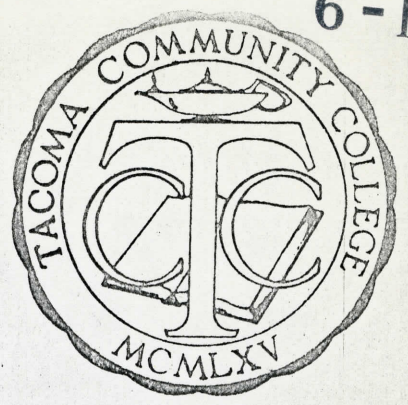
Adopted 8/26/71

RESOLUTION NO. 71-30

BE IT RESOLVED by a majority of the Board of Trustees of Tacoma Community College, That the president is directed to execute, on behalf of the District, a consultant contract with Dr. Blankenship to commence at midnight, September 13, 1971 and to terminate at midnight, June 13, 1972, at the rate of one hundred fifty (150) dollars per month.

*Adopted 8/26/71*

# Tacoma Community College



MEMORANDUM

Date: August 26, 1971

To: Dr. Robert C. Lathrop, Dean of Students

From: Joseph H. Kosai, Admissions and Records Officer

Subject: Ethnic Count

NATIONALITY	NUMBER OF APPLICATIONS
Afro-American	69
American Indian	5
Caucasian	1,059
Eurasian	2
French	1
German-French	1
Greek	1
Hawaiian	1
Irish, German & French	1
Italian	1
Indonesian	1
Mexican-American	8
Malayan	1
Melanesian-Indonesian	1
Mexican-Canadian	1
Oriental	6
Oriental-Italian	8
Oriental-Phillipino	2
Phillipino	6
Scotch Indian	10
Spanish American	4
No Specification	197
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
	1,370

*JHC*



TACOMA COMMUNITY COLLEGE

Applications for Fall Quarter, 1971

HIGH SCHOOLS

AS OF 8/26/71

Lincoln	73
Mt. Tahoma	127
Stadium	135
Wilson	207

TACOMA PRIVATE SCHOOLS

Aquinas	20
Bellarmino	27
St. Leo's	11
Anne Wright	3

PIERCE COUNTY

Bethel	23
Clover Park	65
Curtis	68
Fife	4
Franklin-Pierce	25
Lakes	51
Laughon	3
Peninsula	33
Olympia	6
Puyallup	28
Vashon	2
Federal Way	2
Sumner	2
Eatonville	2
Washington	13
Rogers	13

State of Washington 113

Other States 132

Foreign Countries 15

Did Not Complete High School 11

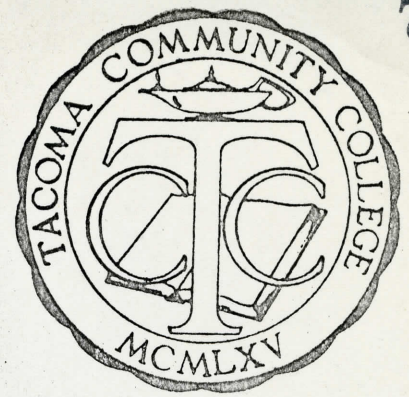
Subtotals 1,214

Readmittances 130

GED Exams 26

TOTAL 1,370

# Tacoma Community College



7.

## MEMORANDUM

Date: August 12, 1971  
To: Dr. Robert Lathrop  
From: Joseph Kosai  
Subject: Associate Degree

The attached letter has been received from Seattle University concerning our Associate degree.

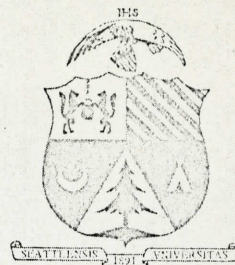
We hope a similar letter will be forth coming from all 4 year institutions in this state.

cc: Dr. Ford  
Dr. Jacobson  
Mr. Schafer  
Dr. Rhule  
Division Chairman  
Mr. Lundquist

Received JUL 8 1971

# Seattle University

ADMISSIONS OFFICE SEATTLE, WASHINGTON 98122



July 6, 1971

Mr. Joseph Kosai  
Admissions and Records Officer  
Tacoma Community College  
5900 South 12th Street  
Tacoma, Washington 98465

Dear Mr. Kosai:

We are pleased to inform you that your Associate of Arts degree program will be fully accepted by Seattle University and students granted the A.A. degree by your institution will enter Seattle University with junior status. All courses granted toward the A.A. degree by your college will count at least as an elective credit toward the bachelors degree at Seattle University. The only additional general education requirements not fulfilled by the A.A. degree are:

Theology - one five quarter hour elective course.

Philosophy-one five hour course if the student has taken the introduction to Philosophy as a part of the A.A. degree program.

-or two five quarter hour courses if the student has not taken the introduction to Philosophy course as part of the A.A. degree program.

These additional 10-15 quarter hours should not effect a student's ultimate graduation from Seattle University in another two years. Students electing to major in any given department will, of course, be expected to fulfill any special departmental major requirements during their experience at Seattle University.

We hope that this agreement will be mutually beneficial, but that the primary benefit will be enjoyed by the student who is transferring. Will you kindly share this letter with your own transfer student advisors.

Sincerely yours,

*William A. Guppy*  
Dr. William A. Guppy  
Acting Academic Vice President

*Jerry Evich*

Jerry Evich  
Associate Director of Admissions

WAG/jcl