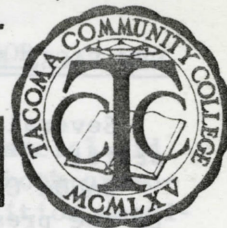


TACOMA COMMUNITY COLLEGE

Bulletin



Monday, October 20, 1975

Vol. XI, No. 3

MEETINGS SCHEDULED FOR THE JOHN H. BINNS ROOM

Several meetings are scheduled this week for the John H. Binns Room, Building One.

Tuesday, October 21, the Executive Committee of the Instructional Council will meet starting at 2:30 p.m.

Wednesday, October 22, a representative from the University of Washington will be meeting with interested students between noon and 2 p.m.

Wednesday, October 22, 3 p.m., Medical Records Technology Technology Advisory Committee meeting.

Thursday, October 23, regular meeting of the TCC Board of Trustees, executive session 12:30 p.m., regular open session, 2 p.m.

Friday, October 24, 9 a.m., student services staff meeting.

CASHIER OFFICIALLY LOCATED

The TCC cashier is officially located in Building Six.

Doris Colegate will be there between 8 a.m. and 5 p.m. Monday through Friday. Someone will be on duty through the lunch break for your convenience.

BUDGET TO BE TOPIC OF SPECIAL MEETINGS

TCC President Larry Stevens will be reviewing the proposed college operational budget at two special meetings Monday, October 20.

At 3 p.m. he will be meeting with the full-time faculty in Building 12.

A meeting with the classified staff is scheduled for 4 p.m. in Building 12.

ACCREDITATION STEERING COMMITTEE TO MEET

There will be an open meeting of the Accreditation Steering Committee Wednesday, October 22, at 3 p.m., Building 8.

The committee's draft report will be available for distribution at the meeting.

All faculty members interested in participating with the development of the report are urged to attend.

Steering committee members are: Doreen Amoroso, Shelley Waller, Bob Thaden, Karen Munson, Morris Skagen, George Huffman, Ed Zimmerman, Dick Falk, Shirley Strom, Luther Jansen, Harland Malyon and Paul Jacobson.

NEW FACES ABOARD TCC

Several new people are on the staff:

WANDA COATS is the new secretary to the president in Building 14....

SANDY JOHNSON can be found in Building 19 working for Lorraine Stephan....

DIANE MORGAN in Building 19 is working on medical records....

And welcome back, ELAINE POULIOT of the custodial staff....

Drop in and say hello!

EXPIRING SUBSCRIPTIONS

CAN BE GIVEN NEW LIFE

Faculty and staff members can donate subscriptions to periodicals to the TCC library.

Such donations are tax deductible. Morris, Dick or Pam would like to talk to anyone who would like to contribute in this fashion.

RECORDS PRACTITIONERS

TO MEET AT TCC

Members of the Tacoma Area Medical Records Association will meet Thursday, October 30, starting at 7 p.m. in the John H. Binns Room.

The group consists of medical records practitioners from area hospitals. They will be meeting at TCC the third Thursday of each month.

WHAT TCC PEOPLE ARE DOING . . .

DON HIATT has been named district coordinator for the Bicentennial Youth Debate. His district includes the University of Washington, Peninsula College, Pacific Lutheran University, Seattle Pacific College, Seattle University as well as TCC.

MARY GATES is in charge of the TCC competition.

RON MAGDEN has been awarded a National Endowment for the Humanities Grant for one year.

His project is a study of American religious attitudes towards the Russians from 1776 to 1956.

Four members of the art faculty will be participating in the Tacoma Arts and Crafts Association exhibit at the Kitteredged Art Gallery, University of Puget Sound.

They are: PAUL MICHAELS, RICHARD RHEA, DONALD E. TRACEY and ANNETJE CLARINGBOULD.

PAUL MICHAELS will also be presenting a one-man show of enamels at the White Whale Gallery in Gig Harbor during November. Preview is Wednesday, November 5, 7 to 9 p.m.

He will also have three works on display in the State Capitol Museum in Olympia during November.

FUMES BARRED FROM ROOMS

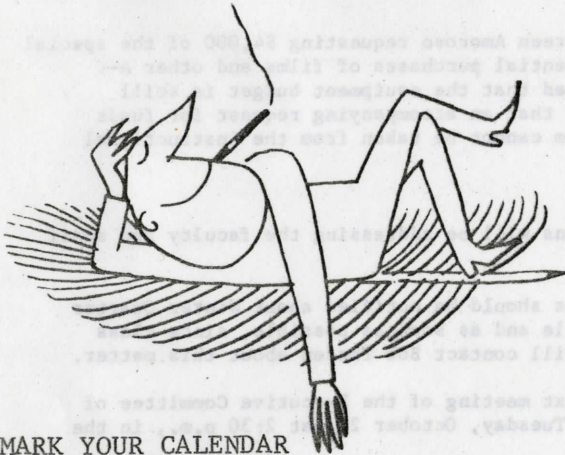
New state laws which delineate smokeless areas affect TCC.

Smoking is not permitted in classrooms, lecture halls, the library, theater and rooms in which meetings are open to the public.

Signs have been posted.

Carl Brown, Director of Administrative Services, notes:

"Responsibility for enforcement of this regulation depends on the courtesy and willingness of individual smokers to abide by its provisions and on nonsmokers requesting others to do so."



MARK YOUR CALENDAR

November 15, gym, Kendo tournament, starting at 11:30 a.m. (Kendo is a martial art involving bamboo poles.)

November 19-22, "Our Town" at Building Three Theater, 8 p.m.

December 3, Christmas music program at Building Three Theater, featuring TCC stage band, swing choir and TCC choir.

FINANCIAL AID SUPERVISOR POSITION OPEN AT TCC

The position of financial aid supervisor is open to both promotional and open-competition candidates.

Selective certification from the eligible lists may be invoked to meet the goals of the college's affirmative action and corrective employment program.

The financial aid supervisor is in charge of the administration of the TCC financial aid programs.

Salary range is from \$773 to \$989 a month.

Minimum qualifications are two years of college-level course work; and two years of counseling or public contact experience, at least one of which must have been related to student financial aid.

Also required are a knowledge of financial aid accounting and reporting procedures and requirements, supervisory experience in dealing effectively with subordinates, ability to work under pressure, ability to work cooperatively with college staff and students. Additional qualifying experience may be substituted, year for year, for education.

To be considered for the job, the applicant must have both the official application and the supplemental application form in the personnel office by October 23, 1975.

For further information contact the personnel office, Building 14, Ext. 5044.

TACOMA COMMUNITY COLLEGE

Executive Committee

Minutes #3

of the Instructional Council

October 14, 1975

Members present: Lorraine Stephan, Paul Jacobson, Tim Keely (for Ron Magden),
Bob Thornburg, Russ Clark, Wendy Pennell (ASB), Nancy Sullivan (ASB)

Old Business1. Winter Schedule

- (a) Planning Deadlines -- The deadline for divisional class schedules is October 16. Paul Jacobson said he will meet with each Division Chairperson to go over the division's planned FTE and expenditure levels.
 - (b) General Education Classes -- There is need for more evening General Education classes, but at the present time there are no funds available to add them.
 - (c) Budget -- A general discussion ensued, directed toward the need to find additional economies in the instructional program.
2. Course Lists for State Office -- The State Office has asked all Washington community colleges for complete course lists. The TCC response is almost ready, although the Humanities and Math/Science lists are still being worked on.
 3. Adviser Lists -- The development of adviser assignments for Winter and Spring Quarters has been postponed until after the establishment of the Winter Quarter class schedule.

New Business

1. Budget for A-V -- A memorandum from Doreen Amoroso requesting \$4,000 of the special instructional equipment budget for essential purchases of films and other A-V materials was distributed. It was noted that the equipment budget is still being worked on. It was further noted that an accompanying request for funds to maintain the library security system cannot be taken from the instructional equipment funds.

Other

1. Paul Jacobson announced that Dr. Stevens will be addressing the faculty and staff soon regarding the 1975-76 budget.
2. It was suggested that enrolled students should be notified about Winter Quarter registration plans by all means possible and as soon as possible, since class space may be limited. Paul Jacobson will contact Bob Thaden about this matter.

The meeting adjourned at 3:45 p.m. The next meeting of the Executive Committee of the Instructional Council will be held on Tuesday, October 22, at 2:30 p.m., in the John Binns Room of the Resource Center.

JOBS AVAILABLE

Check the bulletin board in the administration building for more information.

Accounting Assistant II, Evergreen State College, closing date 10/21.

Program Assistant II-Cashier, Evergreen State College, closing date 10/21.

History instructor, Everett Community College, closing date 10/31.

Dentist, clinic instructor, Seattle Community College, closing date 10/30.

Resident-director, Western Washington State College, closing date 10/22.