



MEETING OF THE BOARD OF TRUSTEES

THE JOHN H. BINNS ROOM

2:00 p.m.

August 28, 1975

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of minutes of July 24, 1975, meeting
4. Correspondence
5. Reports to the Board
 - a. Personnel/affirmative action report
 - b. WFSE report
 - c. TCCFT report
 - d. Instruction report
 - e. Student services report
 - f. ASTCC
 - g. Budget status report
6. Unfinished Business
7. New Business
 - a. Resolution re. fees
 - b. Resolution re. Commendation of Frank Mitchell
 - c. Authorization of Pres to enter contracts
8. Audience Comments
9. Trustee Comments
10. Information
11. Adjournment

TACOMA COMMUNITY COLLEGE

TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
August 28, 1975

The regular meeting of the Board of Trustees was held August 28, 1975, in the John H. Binns Room of the College.

MEMBERS OF THE BOARD

Mr. Lewis C. Hatfield, Chairman
Ms. Ellen Pinto, Vice Chairman
Ms. Lawanna B. Lee
Mr. Daniel C. Smith
Rev. Robert M. Yamashita

ADMINISTRATIVE OFFICERS
OF THE COLLEGE

Dr. Larry Stevens, President
Dr. Paul E. Jacobson
Dr. Robert C. Lathrop
Mr. Carl R. Brown
Mr. James Call

STUDENT GOVERNMENT

Sidney Breckenridge, ASTCC President

ATTORNEY GENERAL
REPRESENTATIVE

Mr. James Kaiser

STAFF, VISITORS and GUESTS

Doreen Amorosa
Shah Amit
Dave O. Argunga
Richard Brodsack
Russell E. Clark
Pauline Click
Wanda Coats
Akelullah al Essa
Cindy Finton
W. Hopkins

B. W. Jones
Joseph H. Kosai
Steve Kriven
Doni Linnemeyer
Dr. Ronald Magden
Lorene Miller
Jonathan Nesvig
Kim Ostbo
Paula Pascoe
Tony Passanante

L. H. Pedersen
Wendy S. Pennell
Domi Petrinovich
Bill Polloch
Rick Ramseth
Judi Runyan
Dick Russell
Helen Skog
Lorraine Stephan
Rosa Westnedge

CALL TO ORDER

The meeting was called to order at 2:14 p.m. by Chairman Hatfield. The roll was called and all members of the Board were present.

APPROVAL OF THE MINUTES

The minutes were published and reviewed by the Board. There having been no additions or corrections, they were approved as published.

CORRESPONDENCE

Dr. Stevens introduced as correspondence: (1) The work-study grant received by the College. Dr. Lathrop informed the Board that the work-study grant monies would increase from \$88,000 during the past year to \$141,000 for the coming year; (2) The College received from the Law Enforcement Assistance Administration \$3,870 for the law enforcement program.

REPORTS

A. Personnel/Affirmative Action: Mr. Brown advised the College had been contacted by the Citizens Concerned for the Preservation of African-American Heritage concerning a proposed cooperative venture between the Metropolitan Development Council and Tacoma Community College for development of an African-American Cultural Service Center in the Tacoma area. Dr. Stevens requested Mr. Brown to elaborate on this proposal. After explaining the proposal to the Board, Mr. Brown requested that the Board approve the cooperative venture. Chairman Hatfield moved the matter to new business for the Board's consideration and action.

B. WFSE: No Report.

C. TCCFT: No Report

D. Instruction: Dr. Jacobson reported that classes will start on September 22, 1975, and that the College was experiencing relatively heavy early enrollment. The Library-Media Annual Report was filed with the Board. Dr. Stevens commended the report to the Board of Trustees. In addition, Russell Clark filed with the Board a report concerning the McNeil Educational Program for the 1975-76 academic year and informed the Board that the program at McNeil had over 240 enrollees as of August 21, 1975.

E. Student Services: The Summer Quarter Report of Student Programs and the Summer Quarter Counseling Report were filed with the Board. Dr. Lathrop reported that the Summer Quarter Counseling Report indicated the value of various programs. Dr. Lathrop also advised that the financial aid area is receiving numerous requests. He indicated that the annual fiscal report would be presented to the Board at its next meeting.

F. Student Government Report: Mr. Breckenridge, ASTCC President, presented to the Board the ASB Budget Calendar Time Line. He requested a meeting with the Board in mid September. The Board indicated its desire to have such a meeting. Dr. Stevens commended Mr. Breckenridge on his efforts in dealing with the administration these past several weeks in the development of an interim student budget and for participating in a joint effort with faculty to develop long range budget planning procedures.

G. Budget Status Report: Mr. Call presented the final Financial Report for the 1974-75 fiscal year.

UNFINISHED BUSINESS

None.

NEW BUSINESS

MOTION: Ms. Lee moved that the recommendation of the administration that Tacoma Community College join in a cooperative venture with the Metropolitan Development Council for the development of an African-American Cultural Service Center in the Tacoma area be approved by the Board, and that the President be delegated authority to take actions necessary for the program.
The motion was seconded and unanimously passed.

Dr. Stevens proposed to the Board, Resolution No. 75-2 regarding fees.

MOTION: Chairman Hatfield moved that the Resolution be adopted. The motion was seconded and a discussion followed, during which time it was clarified that the fees would take effect during winter quarter, 1975.
The motion was unanimously adopted.

Dr. Stevens presented to the Board, Mr. Frank Mitchells letter of resignation. The letter of resignation was accepted by the Board.

Dr. Stevens commended Mr. Mitchell on a job well done and proposed to the Board, Resolution No. 75-3 commending Mr. Mitchell for his services to the College.

MOTION: Ms. Lee moved that the Resolution be adopted.
The motion was seconded and unanimously adopted.

The Board instructed Dr. Stevens to deliver the original of the Resolution to Mr. Mitchell retaining a copy in the Board's file.

Dr. Stevens proposed to the Board, Resolution No. 75-4 which authorizes and delegates to the President the authority to enter into contracts of employment with necessary administrative and academic personnel consistent with the latest offer made by management during negotiations.

MOTION: Reverend Yamashita moved that the Resolution be approved. The motion was seconded and a discussion followed. During the discussion, Mr. Kaiser, Assistant Attorney General for the State of Washington, indicated that the Resolution gave the President authority to act in the Board's stead in issuing employment contracts.
The motion was seconded and adopted unanimously.

TRUSTEE COMMENTS

Mrs. Pinto welcomed Chairman Hatfield back and welcomed Dr. Stevens to Tacoma Community College.


AUDIENCE COMMENTS

The food service facility at the College was discussed. Dr. Stevens was asked about the continuation of this service when classes open September 22, 1975. He indicated that the food service facility was under review and that a formal report was being prepared for the Board of Trustees. He anticipated that the report would be presented to the Board at the September 25, 1975, meeting and that no formal action would be taken until that time. Dr. Stevens gave his assurance to the student government that some form of food service would be provided when the fall quarter begins.

ADJOURNMENT

The meeting was adjourned at 3:01 p.m.

The next regular Board meeting will be September 25, 1975, at 2:00 p.m. in the John H. Binns Room.



Larry Stevens, Secretary

LS:wc

2 A

CROWN ZELLERBACH FOUNDATION

ONE BUSH STREET

SAN FRANCISCO, CALIFORNIA 94119

OFFICE OF THE PRESIDENT

SEP 10 1975

CHARLES E. STINE
VICE PRESIDENT AND SECRETARY

September 8, 1975

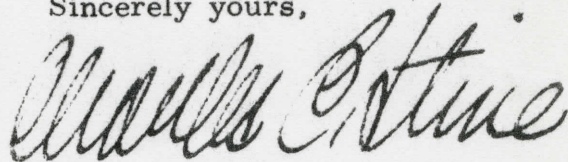
Dr. Robert R. Rhule
Acting President
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Dear Dr. Rhule:

I am pleased to enclose a check in the amount of \$1,500 covering three Crown Zellerbach Foundation Scholarships of \$500 each, awarded to Alan C. Nelson, Michelle Smith and Lucinda Summer, for use at Tacoma Community College during the academic year just commencing.

Payment of these scholarship funds may be made in accordance with your customary payment procedures.

Sincerely yours,



CES/ck

Enclosure



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

4

Bureau of Postsecondary Education
In Reply Refer To:
OE/BPE/OSA/DSSSP/PSB

DR ROBERT RHELE
ACTING PRESIDENT
TACOMA COMMUNITY COLLEGE
5900 SO 12TH STREET
TACOMA

WA 98405

THIS IS AN OFFICIAL ALLOCATION LETTER FOR THE COLLEGE WORK-STUDY PROGRAM

Award Period: July 1, 1974, through June 30, 1975

OE Vendor Number: 003796

Date: JUNE 23, 1975

NIH Grantee Account Number: 888870

ORIGINAL AWARD: \$ 94,462
RELEASE OF FUNDS: - \$ 6,000

Transaction Number: 75094560
ENTITY NO: 1510E24677A1

Approved Level of
Federal Expenditures: \$ 88,462

Dear President:

We are pleased to approve the level of Federal expenditures as specified above for the operation of your College Work-Study Program under pertinent statutes, the applicable regulations, and your application for the grant period July 1, 1974, through June 30, 1975.

For those institutions entering the program for the first time during this grant period, this letter constitutes authority to begin your program on or after the date on which the terms of agreement covering the operation of the program have been executed for the Commissioner of Education.

The approved level of Federal expenditures for your institution may not be exceeded during the grant period ending June 30, 1975, by using unexpended cash or unexpended authorization from grant periods ending on or before June 30, 1974.

Payments will be made by the National Institutes of Health Grant Management Fund under the same pattern as that employed previously. Questions pertaining only to payments should be directed to Mr. James H. Bouvet, Federal Assistance Financing Branch, National Institutes of Health, Room 4A17, Westwood Building, Bethesda, Maryland 20014, telephone (area code 301) 496-7041. Whenever you contact NIH, you should refer to the NIH Grantee Account Number shown above.

Sincerely yours,

James G. Allen
Chief, Program Support Branch
Division of Student Support
and Special Programs

CAN 42003082

APPROPRIATION NO. 7540293

O.C. 41.31

INSTITUTION - PRESIDENT

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
REGION X

Federal Building
Room 3292
915 2nd Avenue

180 AMDOVER PARK/EAST
SEATTLE, WASHINGTON 98188 98174
(206) 442-1170



4

JUL 22 1975

Mr. Robert R. Rhule, President
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Dear Mr. Rhule:

This letter transmits your Fiscal Year Award for the Law Enforcement Education Program (LEEP). Because the program has been cut nationally by 45%, and in this region by 49.7%, it is imperative that the Special Conditions of the Award and the new Guideline Manual be followed to maintain as much continuity in the program as possible.

Admittedly, the level of your award is disappointing, however it reflects the general cutback in the program. It was determined by extracting last year's expenditures for priorities 1, 2, and 3 for fall, winter, and spring terms (equivalency for semester schools). Summer term was not considered. Deducted from your total expenditures was the cost associated for students who graduated in 74-75. Adjustments were made to four-year institutions that will be receiving priority 3 students, (transfer, returning in-service recipients). In many instances adjustments were made to deduct for the cost of books. Furthermore, the recommendations of the State Planning Agency and their advisory committees were considered. Our objective in this thorough examination was to develop a set of award decisions that were as equitable as possible, given resource limits and program requirements.

To clarify and expand upon the Special Condition of your award, the following may be helpful. For next year the cost of books is not to be paid for by LEEP, nor can funds be used for summer school. LEEP funds are not to be used to fund students in off-main campus courses unless prior approval has been given. Every institution is authorized to pro-rate one group (priority) of students as explained in paragraph 83 b (3) and c of the Guideline Manual. This special approval has been added because of limited resources and will permit your funds to go further. Since our calculations were based on your past expenditures for priorities 1, 2, and 3; we expect that these may be the only students you will be able to fund. No new students can be funded.

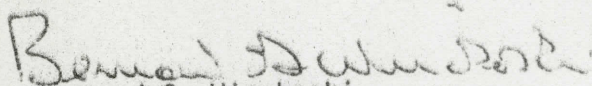
Page two

LEEP assistance for all eligible applicants must be allocated for the complete fiscal year in descending order of priorities. For example, if your award is \$3,000, 1/3 or \$1,000 is the maximum that could be used per quarter; or on a semester basis, 1/2 or \$1,500 per semester could be used. Student notes must be numbered upon receipt and at the same time marked with the appropriate priority number according to paragraph 82 of the Guidelines. You should then fund students sequentially by priority as far as the \$1,000 will go on the basis of first-come, first-serve. It is not likely that we will have deobligated funds during the fiscal year to continue the practice of making supplemental awards, nor is there a regional office excess of funds.

Other Guideline revisions include paragraph 60 which clarifies in-service eligibility. The burden of establishing eligibility rests with the employing agency and the respective employee. Job or position descriptions should be obtained from all in-service students and maintained in the student's file. Your institution must retain full documentation for decisions made on eligibility matters. Questionable cases should be referred to this office. Accurate and timely fiscal reporting is required. Notes must be submitted to Washington, D. C. no later than twenty (20) calendar days after the end of the rebate period as contained in para 146 of Guideline Manual M 5200.1B. A copy of the LEEP 5 (the Summary Sheet) must be sent to this office.

I am most appreciative of your commitment to this program and your concern for student needs. I am aware of the difficulties involved in administering a program with reduced funding; however, I am confident you will continue to maintain a high quality LEEP program. If you are in need of technical assistance or have questions, please feel free to call Galen N. Willis, 206/442-1365.

Sincerely,


Bernard G. Winckoski
Regional Administrator

Enclosure

UNITED STATES DEPARTMENT OF JUSTICE
 LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
 Washington, D. C. 20530



LAW ENFORCEMENT EDUCATION PROGRAM
 GRANT AWARD FY 19 76 -

GRANTEE NAME AND ADDRESS Tacoma Community College Tacoma, Washington 98465	APPLICATION DATE						DOCUMENT CONTROL NO.
	April 11, 1975						
	AWARD DATE						
	July 15, 1975						
GRANT AWARD AMOUNT							
\$3,870							
AMOUNT AWARDED TO DATE							
\$3,870							
VENDOR CODE	ACCOUNTING CLASSIFICATION CODE					76-0050	
003796 / 76-LP-10-0050	FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.		SUB.
GRANT PERIOD	X	A	50	10	10		01
July 1, 1975 THRU June 30, 1976							

In accordance with provisions of Part D of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (P. L. 90-351) as amended, and on the basis of the application submitted, the Law Enforcement Assistance Administration hereby awards to the foregoing grantee an award in the amount and for the period shown above.

Law Enforcement Education Program funds in the total amount of \$3,870 have been approved for the grantee for fiscal year 19 76, subject to the availability of funds.

Because Congressional action on the Law Enforcement Assistance Administration's appropriation for fiscal year 19 76 has not yet been finalized, authorized expenditures cannot exceed the amount awarded to date as shown above. Additional Grant Award announcements will be issued during the fiscal year to provide increased expenditure authority, as funds become available.

Bernard G. Winckoski
 BERNARD G. WINCKOSKI
 Regional Administrator

See Special Conditions Attached.

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION



Federal Building
Room 3292
915 2nd Avenue

REGION X
130/ANDOVER/PARK EAST
SEATTLE, WASHINGTON 98108/ 98174
(206) 442-1170

SPECIAL CONDITIONS

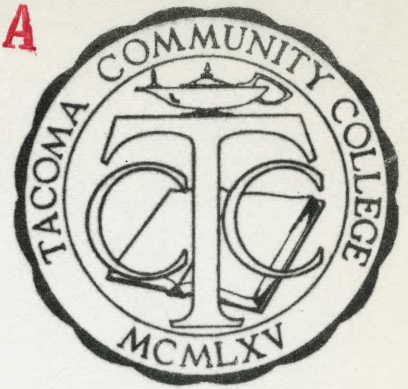
Grantee: Tacoma Community College

Grant Number: 76-LP-10-0050

1. This grant award, or portion thereof, is conditional upon subsequent congressional or executive action which may result from Federal budget deferral or rescission actions pursuant to the authority contained in Sections 1012(a) and 1013(a) of the Congressional Budget and Impoundment Control Act of 1974, 31 U.S.C. 1301, Pub. L. 93-344, 88 Stat. 297 (July 12, 1974).
2. Your institution must fund all eligible applicants IN DESCENDING ORDER OF PRIORITIES, para 82, Guideline Manual M 5200.1B and funds cannot be used for summer session/term. When funds are inadequate, for all eligible students in any given priority group, applicants in that group must be assisted on a first-come, first-serve basis.
3. Your institution is granted a waiver of para 83 a, Guideline Manual M 5200.1B, the requirement to fund the costs of books; and may adjust student awards by pro-rating the award for one priority group of students in conformance with para 83 b (3) and c.
4. These funds cannot be used for off-main campus courses, extension courses or external degree programs unless prior Regional Office approval and/or instructions have been given.
5. These funds may not be used to fund training courses as set forth in Chapter 3, Guideline Manual M 5200.1B.
6. Your institution is NOT authorized to award funds to any new pre-service students as set forth in para 82 a (7), Guideline Manual M 5200.1B.

Tacoma Community College

5 A



MEMORANDUM

Date: August 14, 1975

To: Dr. Larry Stevens and Board of Trustees

From: Carl R. Brown

Subject: Tacoma Community College/Metropolitan Development Council
Cultural Program

During the summer a community organization, the Citizens Concerned for the Preservation of African-American Heritage, contacted me and requested that Tacoma Community College, through its Minority Affairs Office, become the delegate agency for a proposal which the organization had submitted to Metropolitan Development Council, a local agency designated to administer federal grants in Tacoma and Pierce County.

The long range goal of the proposal was the establishment of an African-American Cultural Service Center in the Tacoma area; however, the agency, unable to fund a project of this magnitude, advised the group to prepare a work program which would include activities designed to impact the long range goal.

A conference with representatives from Metropolitan Development Council and Tacoma Community College resulted in the planning portion of the proposal being considered for funding at a level of from \$3,000 to \$5,000 for a period of 30 days, the funds being used to implement the activities in the attached program prospectus and to hire a person for activity coordination. After the thirty (30) day period has expired, the agency representatives agreed to evaluate the planning activities and indicated that a favorable evaluation would have positive implications for the proposal to be funded at a much higher level during the Council's next fiscal year, beginning October 1, 1975.

I am requesting that you and the Board of Trustees to approve this cooperative venture between the Metropolitan Development Council and Tacoma Community College.

1s
Attachment

TACOMA COMMUNITY COLLEGE/METROPOLITAN DEVELOPMENT COUNCIL PROGRAM PROSPECTUS

September 1, 1975 through September 30, 1975

Multicultural Pluralism

African-American Component

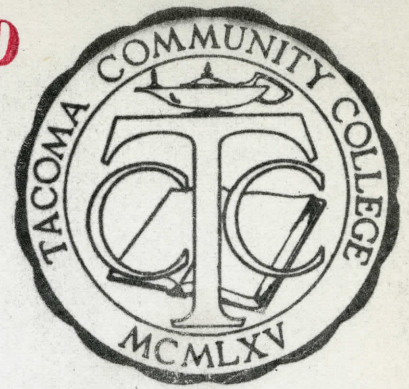
Goal: Development of a comprehensive plan for the permanent establishment of an African-American Cultural Service Center.

Activities under this agreement will include:

- A. Conduct of one community based workshop to facilitate socio-economical awareness and adjustment into the American society.
- B. The organization of the Citizens Concerned for the Preservation of African-American Heritage as an advisory committee.
- C. Identify people resources for the development and maintenance of the programmatic aspects of the center.
- D. Mobilize physical resources for operation of cultural center.
- E. Development of instrument to determine programmatic needs.
- F. Develop the job description for the permanent project coordinator.
- G. Development of a funding plan for the first years operation of the cultural center program.

Tacoma Community College

5 D



MEMORANDUM

Date: August 18, 1975
To: Members of the Board of Trustees
From: Paul Jacobson
Subject: August 1975 Report from Instruction

Attached are copies of the Resource Center annual report and the tentative schedule for the 1975-76 academic program at McNeil Island.

Otherwise, there is no special report from instruction at this time. Present activity in instruction mainly concerns itself with preparation for the fall quarter, the organization of advising schedules for the forthcoming year, and a budget request review aimed at reducing the level of projected expenditures.

Please let me know of any questions about the instructional program which you may have.

p1
Attachments

PEJ

Paul E Jacobson

TACOMA COMMUNITY COLLEGE
LIBRARY-MEDIA ANNUAL REPORT FOR 1974/75

General Assessment

Continuing a trend of recent years, 1974/75 was a year of increasing stringency for Tacoma Community College's library-media program. Insufficient personnel and frozen funds restricted service capacities.

Staffing problems, which had accelerated with position reductions during 1973/74, became increasingly critical in 1974/75. AV Librarian Ernest Anderson retired in June, 1974. Because of fiscal constraints, employment of Nick Huddleston to fill the faculty vacancy was delayed until several weeks after the beginning of fall quarter. Throughout the year, a library classified position remained vacant for reasons of medical leave. Fewer and fewer part-time student assistants were provided under work study funding.*

Budgetary problems severely curtailed acquisition of all types of learning resources. Even with the cushioning effect of a small Title II grant, only the most essential library materials could be purchased, and additions of films and other media were minimal. Because of a freeze on expenditures most of the equipment orders which could be accommodated were delayed until the end of the year.

In the face of severe limitations, the over-riding objective for the year was to minimize deterioration of services by re-ordering priorities, streamlining procedures and making the best possible use of available resources. To this end, staff assignments were adjusted to give precedence to direct services to students and faculty. Time required for technical procedures was reduced by revising cataloguing processes, obtaining the services of a jobber, and postponing some inventory and other project schedules. Technical services classified staff thus were able to lend support in the library during peak hours of demand.

Librarians also shifted and shared responsibilities in new ways. Morris Skagen added to his reference responsibilities the supervision of technical services and the cataloguing of print materials. He also served as evening librarian. In his absence during the morning hours, Pam (Lynch) Huddleston undertook heavier reference responsibilities, at the same time continuing to supervise circulation services. She also served as Head Librarian, coordinating student staffing throughout the program. To give Media Specialist Nick Huddleston time to concentrate on media production and video services, Dick Aiken supervised media distribution services in addition to cataloguing nonprint materials and being on call to lend support in the library.

An approval plan for ordering books was adopted by which the jobber delivered, for examination with the right to return, titles pre-selected from Publishers Weekly. The plan, which has facilitated critical evaluation of limited purchases, has also proven effective in reducing time-consuming selection processes. Unfortunately, the

*An application to the Volunteer Bureau of Tacoma and Pierce County brought the library its first community volunteer during spring quarter: Mrs. Jean Følven, who helped to relieve the strain at the circulation desk by contributing approximately twelve hours of assistance a week.

hoped-for benefits of the professional and technical hours saved were essentially lost by lack of sufficient student help. Much of the year, in order to keep basic services going, library-media faculty as well as classified personnel constantly had to interrupt their work to perform essential routines formerly assigned to student assistants--a costly misuse of human resources.

Handicaps notwithstanding, to the credit of the staff, 1974/75 was a year of some estimable accomplishments:

1. Despite severe fiscal, staffing, and housing constraints, TCC's inter-disciplinary, multi-program Learning Assistance Center was implemented as a result of cooperative effort by personnel from instruction, student services, and library-media services. (See separate LAC annual report.)
2. TCC provided leadership in expanding the Puget Sound Library Cooperative into the statewide Community College Library Cooperative (CCLiC). The Director served as chairman; the Circulation/Reference Librarian and her staff updated the union list of periodicals which they had previously developed; the Library Specialist provided accelerating inter-library loan services; and the Media Technician facilitated rental access to TCC's film collection.
3. Hours open for service were in general maintained. Because of staff pressures, tallies of some services were less complete than in previous years; however, as reflected in available statistics and staff impressions, levels of usage remained, in general, at or above those of the previous year. Services to members of the community and to the Community College Library Cooperative (CCLiC) increased.
4. As in previous years, the Friends of the Tacoma Community College Library, under the continuing chairmanship of Davey Smith, was constant in expressing community support of the college. Besides maintaining the Maxine Meyers' Memorial Collection, the Friends, with Morris Skagen acting as staff coordinator, submitted two applications for funding under the Washington State American Revolution Bicentennial Celebration. The first, which would have added to the library collection, was not approved; but the second, to develop sound slide units covering selected events in Pacific Northwest History, was approved for funding in the amount of \$3,000 to be matched by the organization. Under Dr. M. A. Tweit's leadership, the Tacoma Community College Friends and the Tacoma Public Library Friends cooperated in a book drive which culminated in June in a successful used-book sale. The Tacoma Community College Friends also supported the college Fine Arts Festival in May, holding their open annual dinner meeting in conjunction with that event.
5. Book and AV Department inventories had to be postponed, but a major inventory of periodicals was nearly completed--the first since the library opened, and the Listening/Language Laboratory card catalog was updated to accurately reflect the Music Department's collection of recordings. In connection with the periodical inventory, the linedex (public record) was completely revised, as were the cardex (acquisition record), the shelf list, and the subject guide to TCC's periodicals.

6. Librarians and their support staff continued to provide orientation tours and instructional services to classes as requested by instructors; to provide laboratory services for Study Skills Library Orientation Workshops; and to teach growing enrollments in Library Science 100, a two-credit, self-paced course initiated winter quarter, 1974.
7. Security measures were improved throughout the Resource Center, and a 3-M Tattle Tape electronic security system was installed in the library.* Because of unavoidable delays in the inventory schedule, the effect on book losses has not yet been documented, but staff feel confident that reductions have occurred.

* An inventory of one-fourth of the book collection in December, 1973, revealed 438 volumes, at an original purchase price of \$2,494, missing. The rate of loss over a fifteen-month period, since the previous inventory, was less than three percent; but projecting for the entire collection would indicate a total loss of 1,752 volumes at an original purchase price of \$9,967. That amount, which did not take into account periodical losses, processing costs, or the effect of inflation, was equivalent to two-thirds of the cost of purchasing and installing the 3-M Tattle Tape Book Detection System.

Library

Some 1974/75 library use statistics* are incomplete because short-handed staff were unable to maintain tallies. Others are not readily comparable to similar statistics for previous years because of changes in policy and counting methods occasioned by installation of an electronic security system in September.

For example, it is not true, as the figures suggest, that library attendance increased by 69%, although staff impressions are that library activity in general was heavier than the year before, and that both evening and weekend attendance accelerated. It is true that reserve circulation was reduced by more than one third. The reduction occurred because the protection of the electronic security system made it possible to remove from the reserve collection many materials previously placed there for security reasons. Such items thus, of course, became accessible on open shelves and no longer were subject to brief circulation periods.

Other tallies indicate growth in use. Periodical circulation was slightly reduced, but circulation of general stack materials grew by 12%; circulation of reference materials by nearly 50%. TCC's interlibrary loan requests to other libraries were 37% fewer, but requests to TCC from other libraries increased an overwhelming 262%, much of the increase reflecting TCC's service to members of CCLiC (Community College Library Cooperative). Forty more library cards were issued to community users in 1974/75 than in 1973/74.

Not evident in statistics is the extent to which library staff, for lack of sufficient time, were less able to respond to requests for services. Only a limited number of bibliographic projects could be undertaken for faculty; at peak hours students could not be given ample attention; and capacity to respond on short notice was reduced. Still, Librarians, with staff assistance, managed to give orientation tours and demonstrations on request, provide extensive laboratory instruction for study skills Library Orientation Workshops, and instruct an average active quarterly enrollment in Library Science 100 of 24 students. The self-paced, two-credit course had a comparable enrollment of 15 for its initial two quarters the preceding year.

*See following page.

Indicators of Library Use Attendance	Summer	Fall	Winter	Spring	Annual 74/75
Weekdays	7,362	52,048	52,797	49,818	162,025
Evenings	671	6,085	7,580	7,587	21,923
Weekends	---	1,751	2,058	2,674	6,483
	<u>8,033</u>	<u>59,884</u>	<u>62,435</u>	<u>60,079</u>	<u>190,431</u>
Circulation*					
General	2,285	7,815	7,563	7,304	24,967
Reserve	895	2,382	2,518	2,272	8,067
Periodical	441	2,292	2,619	3,212	8,564
Reference	121	556	452	587	1,716
	<u>3,742</u>	<u>13,045</u>	<u>13,152</u>	<u>13,375</u>	<u>43,314</u>
Inter-Library Loans					
Requests to TCC	6	139	112	117	463
Requests from TCC	105	60	174	302	641
	<u>111</u>	<u>199</u>	<u>286</u>	<u>419</u>	<u>1,104</u>
Microfilm Viewing	(No record)	169	183	126	478
Community Library Cards Issued	53	148	147	148	496
Library Science 100					
Active Enrollment	--	15	27	30	72
Completions	--	11	15	19	45

*The general circulation period is approximately half a quarter. Periodicals circulate for one week, reserve materials for two hours to three days, and reference materials for overnight.

Audiovisual Services

The AV Department's media distribution statistics^{*} suggest a level of activity in 1974/75 not appreciably greater than in 1973/74, despite the fact that short handed staff were frequently overtaxed trying to keep up with the load. As in previous years, 16mm films were the most used media. More films were rented from other sources than the year before. Still Tacoma Community College's film collection provided 82% of the bookings. Although off-campus rentals of Tacoma Community College's films remained relatively small, there was a 30% increase in off-campus bookings (mainly to members of CCLiC, but also to Bellarmine and University of Puget Sound).

Academic classes accounted for more than 70% of media usage, with social science classes alone accounting for more than 30%--this in spite of the fact that social science bookings were nearly 18% fewer and humanities bookings 31% greater than in the previous year. Bookings to extend education classes, including the Women's Studies Program, increased by nearly 50%, and services to individuals and groups in the AV Department almost doubled.

Because of staff changes and work pressures, tallies of graphic, photographic, and other media production services were not maintained during most of 1974/75. Partial statistics for spring quarter suggest that activity for the year was generally comparable to that of 1973/74. Instructional use of video services and equipment, particularly with respect to classes in occupational education, speech, foreign languages, and drama, increased over the course of the year. This trend is hidden in the statistics, being more than offset by a drastic reduction in student activity use. In previous years, ASTCC had sponsored twice daily closed circuit news announcements. That activity was dropped in 1974/75.

Throughout 1974/75 development of media production services to instruction continued to be hampered, as formerly, by lack of basic equipment and technical support staff. Hopefully, future progress will be aided by addition of some elementary video components and audio and slide production units which were ordered at the end of the year.

*See following page.

Indicators of Media Use	Summer	Fall	Winter	Spring	Annual 74/75
Bookings* of Materials					
16mm films	215	681	611	556	2,063
8mm films	--	10	11	8	29
Filmstrips	13	40	57	32	142
Slides	137	1,263	1,522	521	3,443
Phonodiscs	10	12	16	20	58
Models	<u>1</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>1</u>
	376	2,006	2,217	1,037	5,736
Film Rentals/Loans					
To TCC	23	154	86	105	368
From TCC	10	24	26	25	85
Equipment Bookings*					
16mm projectors	195	642	695	632	2,164
8mm projectors	4	22	12	8	46
Filmstrip projectors	7	29	34	24	94
Overhead projectors	12	43	37	25	117
Opaque projectors	9	27	30	12	78
Record players	30	22	34	25	111
Slide projectors	13	45	44	37	139
Sound filmstrip projectors	9	35	42	35	121
Tape recorders	58	74	68	64	264
PA systems	7	7	9	14	37
Video equipment	<u>32</u>	<u>39</u>	<u>46</u>	<u>78</u>	<u>195</u>
	376	985	1,051	954	3,366
Equipment on semi-permanent loan	30	74	74	76	255
Curricular uses of media**					
Humanities	72	222	203	201	698
Social science	91	187	289	260	827
Math science	35	113	101	95	344
Allied health	11	32	34	40	117
Business occupations	1	14	25	30	70
Other occupations	--	47	29	55	129
Extended and adult education (campus)	22	40	53	22	137
Off-campus	30	53	56	46	185
In AV (individuals and groups)	<u>6</u>	<u>36</u>	<u>19</u>	<u>90</u>	<u>151</u>
	268	744	809	839	2,658

*A booking may be for one hour or for several weeks and often represents frequent showings.

**One or more items of media booked to an individual, class, or other group is counted as one use.

TACOMA COMMUNITY COLLEGE
INVENTORY OF AUDIO-VISUAL EQUIPMENT

EQUIPMENT	Purch.	Purch.	Missing	Missing	Traded	Discarded	CURRENT
	65-74	74-75	65-74	74-75	In		TOTALS
<u>PROJECTORS - 16 & 8 MM</u>							
16 mm Sound	41	6	2	0	5	4	36 (5 marginal)
16 mm Analyst	1						1
8 mm Reel/Sound	1						1
8 mm Reel	2						2
* 8 mm Loop/Sound	1						1
8 mm Cartridge	4						4
* 8 mm Loop	5						5
<u>PROJ. - 35 MM FILMSTRIP</u>							
** Silent	10						10
w/Record	4		1				3
w/Cassette	4						4
* Record w/screen	1						1
* Cassette w/screen	3						3
* Previewers	5						5
<u>PROJ. - 35 MM SLIDE</u>							
Carousel	27	4	3	2			26
** Viewlex	7						7
Lantern	1						1
Cassette/S.l.	2						2
Cassette/Sd./w/screen	2						2
<u>OVERHEAD</u>	35	4	4			2	33 (2 marginal)
<u>OPAQUE</u>	4						4
<u>PHONOGRAPHS</u>	9		1				8 (3 marginal)
<u>TAPE RECORDERS</u>							
Monaural	14		2				12
Stereo	2	2					4
Cassette	13						13 (4 marginal)
<u>MISCELLANEOUS</u>							
Tape Deck	1						1
Turntable	1		1				0
AM/FM Receiver	1		1				0
Carts	54	4					58
Diazo Printer	1						1
Electric Pointers	4	2					6
Thermofax	1						1
Reflecting Proj.	1						1
PA Systems	3						3
Recorder/Pulser	1						1
Seal Press	1						1
* Slide Previewers	5						5
Tripod Screens	10	3				3	10 (2 marginal)
Wall Screens	53	5				4	54 (? marginal)

* Equipment which can be used for individual study

** Dual use - counted both as slide and filmstrip projectors

Listening/Language Laboratory

Recorded attendance/uses^{*} of Listening/Language Laboratory media, mainly audio tapes, increased 10.5% in 1974/75 over the record for the previous year. Tape duplication services increased by 140%. New services in support of mediated, self-paced instruction included accommodation of the Eduputer and access to recorded instruction for Journalism 209.

As in 1973/74, language learning accounted for nearly 75% of laboratory business. In fact, with adoption of self-paced modes of instruction in French and Spanish, the Foreign Language Department has become increasingly dependent upon the laboratory. That department's peak-hour demands have increasingly absorbed facilities and staff attention, with attendant reduction in accessibility for other purposes. Comparing 1974/75 with 1973/74, use of French tapes increased nearly 10%; use of Spanish tapes, nearly 20%. But stereo listening to music (which accounted for 9.5% of laboratory attendance) decreased almost 25%. There also was a marked reduction in listening to recorded plays, poetry, speech materials, and lectures, as well as use of study skills lessons. Use of the laboratory by the Social Science and Math-Science Divisions remained negligible, with the exception that calls for psychology tapes increased several fold.

Not counting Eduputer services, use of the laboratory by Occupational Education accounted for nearly 13% of total laboratory activity. Comparison with the record for 1973/74 shows a 75% increase attributable mainly to audiovisual as well as audio access services for the nursing program. Some relief to peak hour congestion should occur with the opening of the new occupational education building. However, other curricular demands for self-paced access to media are emerging, for example, in support of remedial courses in verbal and computational skills.

Because of peak-hour congestion, it has not seemed prudent in recent years to publicize the Listening/Language Laboratory as an interdisciplinary service. The problem relative to audio services could be remedied by augmenting staff and resources. A broader need exists, however. That is the need for multi-media facility to serve individuals and small groups. To the limited extent possible, the laboratory already has been providing individualized access to sound/sight learning materials. As soon as possible, it should be expanded into a multi-media laboratory serving the total curriculum.

*See following page.

Indicators of Lab Use	Summer	Fall	Winter	Spring	Annual 74/75
Recorded Attendance/ Uses*					
Humanities					
Literature	6	25	15	25	71
Speech	--	5	12	21	38
Study Skills	14	111	106	57	288
Journalism 209	--	--	--	130	130
English 41 & 42	9	77	73	121	280
French	1,206	2,342	2,109	1,778	7,435
German	--	595	630	561	1,786
Spanish	1,238	2,013	1,594	1,809	6,654
Other languages	--	53	52	--	105
Music	58	754	774	520	2,106
	<u>2,531</u>	<u>5,975</u>	<u>5,365</u>	<u>5,022</u>	<u>18,893</u>
Social Sciences					
History	--	9	--	--	9
Psychology	6	12	--	6	24
Sociology	84	124	5	15	228
	<u>90</u>	<u>145</u>	<u>5</u>	<u>21</u>	<u>261</u>
Math-Sciences-Geology	4	3	22	5	34
Occupational Education					
Nursing	71	1,680	372	315	2,438
Medical Terminology	--	--	175	139	314
Business typing	3	23	22	21	69
	<u>74</u>	<u>1,703</u>	<u>569</u>	<u>475</u>	<u>2,821</u>
Student Activities	--	7	4	--	11
	<u>2,699</u>	<u>7,833</u>	<u>5,965</u>	<u>5,523</u>	<u>22,020</u>
Tapes Duplicated					
Reel-to-reel	41	119	165	266	591
Reel-to-cassette	106	255	511	677	1,549
Cassette-to-cassette	281	513	1,303	2,025	4,122
Disc-to-reel	73	15	12	130	230
Disc-to-cassette	15	55	10	110	190
	<u>516</u>	<u>957</u>	<u>2,001</u>	<u>3,208</u>	<u>6,682</u>

*Use of one or more items during one period of attendance is counted as one attendance/use.

TACOMA COMMUNITY COLLEGE

050 - Resource Center/LAC Materials Acquisition Report
 Approved for Payment July 1, 1974 - June 30, 1975

<u>SUB-PROGRAM</u>	<u>ALLOCATED FUNDS</u>	<u>TITLE II</u>	<u>SBCC GRANT</u>	<u>TOTAL</u>
1100 - LAC				
Books 1 set + 21 vols.	121.11		2 sets 97.62	218.73
Periodicals			2 subsc. 21.31	21.31
Multi-Media 3 sets	<u>759.61</u>		3 sets <u>562.80</u>	<u>1,322.41</u>
	880.72		660.42	1,562.45
2000 - Library				
Books 1931 vols.	15,200.57*	232 vols. 1,755.73		16,956.30
Periodicals 576 subsc.	<u>10,433.88</u>			<u>10,433.88</u>
	25,634.45			27,390.18
3000 - AV Department				
Transparencies 1 set	201.63			201.63
Records, recorded tapes 4 sets	483.35	1 4.91		488.26
Sound Filmstrips 1 set	15.75			15.75
Slides w/sound 1 set	52.17	13 442.25		494.42
Slides 9 sets	243.53	14 188.16		431.69
16mm Films 1	194.25	6 1,833.75		2,038.00
Posters		12 10.20		10.20
	<u>1,190.68</u>	<u>2,479.27</u>		<u>3,669.95</u>
5000 - Ethnic Studies Lab				
16mm Films 3	1,641.00			1,641.00
Records, recorded tapes 5 records	37.65			37.65
Sound Filmstrips 4 sets	<u>203.70</u>			<u>203.70</u>
	1,882.35			1,882.35

<u>TOTAL MATERIALS</u>							
<u>Book Vols.</u>	<u>Book Sets</u>	<u>Period. Subsc.</u>	<u>Film Titles</u>	<u>Record Titles</u>	<u>AV Sets</u>	<u>Multi-Media</u>	
2185	3	578	10	5	48	6	1,641.00
							37.65
							<u>203.70</u>
							1,882.35

\$ 34,504.96

Adjusted copy to agree with Business Office 8/8/75

*Including \$224.35 transferred from Allied Health Funds

1974/75 Library-media Expenditures¹

	Administration 1000	Learning Assistance Center 1100	Library & Tech. Services 2000	AV Depart. 3000	L/L Lab 4000	ES Lab 5000	TOTAL
01 Salaries							
Certified			32,386	28,980			84,366
full time	23,000		4,857				4,857
part time							
Classified			56,222	9,512	10,287	12,505	97,878
full time	9,352						2,194
part time		2,194					
Exempt				3,519	579		4,098
full time							
part time							
Student			3,276	936	344		4,556
Non-work study		3,326	13,387	3,057	2,234	936	22,940
Work study							
	<u>32,352</u>	<u>5,520</u>	<u>110,128</u>	<u>46,004</u>	<u>13,444</u>	<u>13,441</u>	<u>220,889</u>
 03 Goods & Services							
Xerox reproduction		400	2,100	179	12	211	2,902
Dues & membership			500	600			1,100
Maintenance of equipment			263	975	160	65	1,463
Periodical subscriptions		11	280				291
Film rental				1,780			1,780
Supplies ²		265	8,754	4,470	873	1,376	15,738
Binding			42				42
Small Tools				147			147
	<u>-0-</u>	<u>676³</u>	<u>11,939</u>	<u>8,151</u>	<u>1,045</u>	<u>1,652</u>	<u>23,463</u>

1974/75 Library-media Expenditures¹ (continued)

	Administration 1000	Learning Assistance Center 1100	Library & Tech. Services 2000	AV Dept. 3000	L/L Lab 4000	ES Lab 5000	TOTAL
04 Travel							576
In-state travel		141	322	113			561
Out-of-state travel	300	261					
	<u>300</u>	<u>402</u> ³	<u>322</u>	<u>113</u>	<u>-0-</u>	<u>-0-</u>	<u>1,137</u>
06 Materials & Equipment							1,877
Office machinery		588	1,181	108			392
Fixtures		2,728	392				2,728
Furniture		1,717		11,480	649	470	14,316
Instructional equipment		219	17,164 ⁴				17,383
Books			10,097				10,097
Periodicals		1,322		3,651 ⁴		1,840	6,813
AV/Multi-media materials							
	<u>-0-</u>	<u>6,574</u> ³	<u>28,834</u> ⁴	<u>15,239</u> ⁴	<u>649</u>	<u>2,310</u>	<u>53,606</u>
07 Benefits	2,834	377	15,688	4,561	1,935	1,799	27,194
	<u>2,834</u>	<u>377</u>	<u>15,688</u>	<u>4,561</u>	<u>1,935</u>	<u>1,799</u>	<u>27,194</u>
	<u><u>35,486</u></u>	<u><u>13,549</u></u> ³	<u><u>166,911</u></u> ⁴	<u><u>74,068</u></u> ⁴	<u><u>17,073</u></u>	<u><u>19,202</u></u>	<u><u>326,289</u></u>

1974/75 Library-media Expenditures¹ (continued)

1 Based on year-end print-cut from the Business Office, with requested corrections

2 Supply expenditure breakdown:

	<u>1100</u>	<u>2000</u>	<u>3000</u>	<u>4000</u>	<u>5000</u>	<u>TOTAL</u>
Supplies - office	159	966	3		64	1,191
" - instructional	106	44	4			155
" - processing		6,729	42			6,771
" - GPO cataloging		1,013				1,013
" - media distribution			1,911		62	1,973
" - graphic, photographic, audio			1,763	873	1,250	3,888
" - TV		2	747			747

3 Included are the following expenditures, coded 1101, which were funded by a tutorial grant from SBCCE (See separate report.):
03 - \$183, 04 - \$362, 06 - \$2,405 = \$2,950 total

4 Included are the following expenditures, coded 2001, which were funded by a Title IIA Basic Grant: Books - \$1,756, AV Materials - \$2,479 = \$4,325 total

BUDGET PERCENTAGES, 1974/75

Of Total Institutional Expenditure (\$4,490,406):

Library and Technical Services	3.72%
Audiovisual Services	1.65%
Administration	.79%
Listening/Language Lab	.38%
Ethnic Studies Lab	.42%
Learning Assistance Center	<u>.30%</u>
	7.26%

By Sub-Program:

Administration	\$ 35,486	10.9%
Learning Assistance Center	13,549	4.2%
Library and Technical Services	166,911	51.2%
Audiovisual Services Department	74,068	22.7%
Listening/Language Lab	17,073	5.2%
Ethnic Studies Lab	<u>19,202</u>	<u>5.8%</u>
	\$326,289	100%

By Type of Expenditure:

Staff		76.0%
Salaries	\$220,889	
Benefits	<u>27,194</u>	
	\$248,083	
Materials		11.1%
Books	\$17,382	
Periodicals	10,097	
Periodicals (03)	291	
AV/Multi-Media	6,814	
Film Rental (03)	<u>1,780</u>	
	\$36,364	
Equipment		5.9%
Office Machinery	\$ 1,877	
Fixtures	392	
Furniture	2,728	
Instructional Equipment	<u>14,316</u>	
	\$19,313	
Supplies		4.8%
Office	\$ 1,191	
Instructional	155	
Processing	6,771	
GPO/Cataloging	1,013	
Media Distribution	1,973	
Graphic, Photographic, Audio	3,888	
TV	<u>747</u>	
	\$15,738	
Other Expenses	6,791	2.2%
	<u>\$326,289</u>	<u>100%</u>

AVERAGE PRICES, 1974/75

Library Books:	\$ 7.87
Periodical Subscription:	\$18.59
16mm Film:	\$369.90

Date: 7/8/75

To: Division Chairpersons, Program Managers, McNeil Instructors, VA Advisors,
Records and Admissions, and Bookstore

From: Russ Clark

Subject: McNeil Island Educational Program for 1975-76 Academic Year

The attached list of courses by quarter is for the McNeil Island Educational Program for the 1975-76 academic school year.

The following calendar will be in effect for the three quarters of the program:

<u>QUARTER</u>	<u>FUNCTION</u>	<u>DATES</u>
FALL	Registration	August 18, 19, 20, 21, 1975
	Orientation of faculty	August 26, 7 p.m., Binns Room, T.C.C.
	First day of classes	September 2, 1975
	Last day of classes	December 12, 1975
	Make-up week	December 15-19, 1975
WINTER	Registration	December 15, 16, 17, 18, 1975
	Orientation of faculty	January 2, 1976
	First day of classes	January 5, 1976
	Last day of classes	April 16, 1976
	Make-up week	April 19-23, 1976
SPRING	Registration	April 19, 20, 21, 22, 1976
	Orientation of faculty	April 29, 1976
	First day of classes	May 3, 1976
	Last day of classes	August 5, 1976
	Make-up week	August 9-12, 1976

The above schedule encompasses 15 weeks of instruction for the Fall and Winter sessions and 14 weeks for the Spring session. All courses will meet only one night per week. If the instructor is unable to meet his class because of illness or holidays, the class is to be made up during the make-up week. Payroll deductions will be made for all missed classes according to the terms of the Negotiated Agreement. If you must be absent, the McNeil Island Education Officer, JU-8-5281, Ext. 31, must be called before 4:15 p.m. on or before the night the class is scheduled. If you are unable to contact McNeil Island, please call me at TCC, 756-5078, prior to the 4:15 p.m. deadline. The telephone exchange is closed at McNeil for the night at about 4:20 p.m. and consequently if McNeil is not notified the class will be meeting without an instructor.

The textbook order for McNeil will be the same as the textbook adoption list for the on-campus classes. Exceptions to the adoption list must be authorized by the McNeil Island Education Officer and the division chairpersons. The texts will be sent directly to the Education Officer at McNeil Island by the Bookstore.

All instructors for McNeil Island are expected to attend the orientation sessions for that particular quarter.

All instructors will be paid for one hour of travel time per night (\$7.71) in addition to their regular part-time salaries. Classes are expected to meet for the full three hours each night.

TENTATIVE SCHEDULE FOR TCC CLASSES AT McNEIL ISLAND 1975-76

FALL 1975

Monday

SS - Acct. 210
 H - Art 105
 MS - Biology 101
 O - Business 140
 H - Spanish 101

Tuesday

R - English 101
 SS - Anthropology 202
 SS - Crim. Just. 100
 SS - Econ. 200
 H - Music 107

Wednesday

H - English 104
 H - Spanish 102, 103
 MS - Geology 210
 SS - Psychology 205
 O - Real Estate 160

Thursday

SS - Business 101
 SS - Business 225
 MS - Math Lab
 H - Speech 100
 R - English 101

Friday

R - English 102
 O - Business 110
 H - English Lit. 270
 H - Philosophy 100
 SS - Sociology 262

WINTER 1976

Monday

SS - Acct. 220
 O - Business 141
 H - Art 109
 SS or MS - Geography 205

Tuesday

R - English 102
 SS or MS - Anthro. 201
 SS - Crim. Just. 101
 SS - Economics 201
 H - Music 101

Wednesday

H - Spanish 101, 102, 103
 O - MRT 130, 131
 SS - Psychology 100
 O - Business 102
 H - English 258

Thursday

SS - Business 101
 MS - Oceanography 101
 SS - History 289
 MS - Math Lab
 H - Speech 101

Friday

R - English 101
 SS - Sociology 110
 H - Philosophy 119
 MS - Physics 105
 O - English 104 (R for ALA)

SPRING 1976

Monday

MS - Phys. Sci. 100
 H - Art 100
 O - Business 225
 SS - Sociology 152
 H - Drama 101

Tuesday

SS - Crim. Just. 102
 R - English 101
 O - Business 110
 H - Speech 200
 MS - Biology 101

Wednesday

H - Spanish 101, 102, 103
 MS - Geology 101
 SS - Political Sci. 202
 SS - Psychology 100
 SS - Business 200

Thursday

SS - Anthropology 100
 O - Business 240
 R - English 102
 MS - Math Lab
 H - Philosophy 267

1975 SUMMER QUARTER REPORT OF STUDENT PROGRAMSNUMBER ATTENDEDDATESPECIAL EVENTS:

Old-Fashioned Sundaes	150	June 26, 1975
Watermelon Bust	100	July 3, 1975
Barbeque Tasting Party		August 20, 1975

SPECIAL EVENTS ATTENDANCE SUBTOTAL:

CRAFT WORKSHOPS:

Pottery	15	July 10, 1975
Batik	14	July 17, 1975
Houseplants	25	July 24, 1975
Sandcandles	20	July 31, 1975

CRAFT WORKSHOP ATTENDANCE SUB-TOTAL:

74

FIELD TRIPS:

Seattle Underground tour	24	July 11, 1975
Portland Train Trip	8	July 12, 1975
Ashland - Shakespearean Festival	31	July 18-20, 1975
Snoqualmie Falls Breakfast	13	August 1, 1975
Victoria B.C. weekend	10	August 8-9, 1975

FIELD TRIPS ATTENDANCE SUB-TOTAL:

86

OUTDOOR RECREATION TRIPS:

Lake Ozette Back-pack trip	8	July 25-26, 1975
Ross Lake Camping trip	15	August 1-2, 1975

OUTDOOR RECREATION ATTENDANCE SUB-TOTAL:

33

WATERSKIING WORKSHOPS:

17	July 2, 1975
13	July 9, 1975
13	July 23, 1975
11	July 30, 1975
10	August 6, 1975
14	August 13, 1975

WATERSKIING WORKSHOP ATTENDANCE SUB-TOTAL:

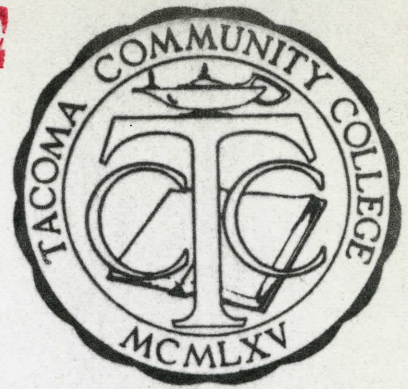
78

TOTAL PARTICIPATIONS:

521

Tacoma Community College

5-11



MEMORANDUM

Date: August 13, 1975
To: Dr. Lathrop
From: Phil Griffin
Subject: Summer Quarter Counseling Report

The figures below include the first 30 days of a 36-day contract.
Dates covered are June 23 to August 12.

PHONE: 470 calls :	Veteran Affairs:	39
	Women Studies:	17
	Counseling:	414

IN-PERSON: 499

Veteran Affairs:	72
Women Studies:	21
Testing:	19
Drop and Add:	11
Referred:	90*
Appointments:	113
Drop-Ins:	173

* Of this number, approximately 50 were referred elsewhere because the counselor was not available.

jjm

The Student Government Report will be sent
out with the late mailing August 22.

Tacoma Community College

5 G



MEMORANDUM

Date: August 14, 1975
To: Members of Board of Trustees
From: Jim Call, Business Manager
Subject: Financial Reports

Attached are the following financial reports for the period covering
July 1, 1974 through June 30, 1975.

:js

Summary of Budget & Expenditures
by Funds
Fiscal Year 1974-75

Total Available Budget 1974-75	\$4,651,433.01
Encumbrance Carry-Over 73-74	21,244.95
Federal Funds Carry Over	18,492.58
	<hr/>
	\$4,691,170.54

Expenditure by Fund Compared to Allocation:

	<u>Allocation</u>	<u>Expenditure</u>	<u>Goods on Order</u>	<u>Balance</u>
State Appropriations	\$3,449,388.27	\$3,428,980.60	-0-	20,407.67
Local Operating (149)	662,382.74	644,884.69	-0-	17,498.05
73-74 Encumbrance Carry Over	21,244.95	21,244.95	-0-	-0-
Federal Grants & Other Contracts (145)	539,662.00	376,803.10	-0-	162,858.90
74-75 Encumbrance Carry Over	18,492.58	18,492.58	-0-	-0-
	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$4,691,170.54	\$4,490,405.92	-0-	\$200,764.62

State Funds lapsed \$ 20,407.67

Local Funds available for
re-allotment to 75-76 year \$ 17,498.05

TACOMA COMMUNITY COLLEGE
Budget & Expenditure
Comparisons Report 1974-1975

<u>Programs</u>	<u>Proposed Budget 74-75</u>	<u>Actual Expendit. to date</u>	<u>Goods & Serv. Ordered</u>	<u>Remaining Balance</u>
<u>010 Administration</u>				
01 Salaries	265,971.03	278,777.73		(12,806.70)
02 Personal Contracts	10,500.00	8,686.50		1,813.50
03 Goods & Services	165,542.27	137,044.14		28,498.13
04 Travel	4,179.00	9,908.93		(5,729.93)
06 Equipment	10,500.00	5,892.12		4,607.88
07 Benefits	37,361.00	36,327.54		1,033.46
Total 010	494,053.30	476,636.96	-0-	17,416.34
<u>030 Student Services</u>				
01 Salaries	398,021.89	408,638.25		(10,616.36)
02 Personal Contracts	2,000.00	2,035.00		(35.00)
03 Goods & Services	46,888.35	43,313.85		3,574.50
04 Travel	4,958.00	5,336.93		(378.93)
06 Equipment	13,743.46	6,269.93		7,473.53
07 Benefits	46,750.00	46,767.36		(17.36)
Total 030	512,361.70	512,361.32	-0-	.38
<u>040 Plant Operation & Maint.</u>				
01 Salaries	267,148.00	278,988.52		(11,840.52)
02 Personal Contracts	1,848.00	421.88		1,426.12
03 Goods & Services	118,123.70	93,724.67		24,399.03
04 Travel	950.00	841.78		108.22
06 Equipment	5,000.00	1,160.57		3,839.43
07 Benefits	44,323.00	45,180.47		(857.47)
Total 040	437,392.70	420,317.89	-0-	17,074.81
<u>050 Library</u>				
01 Salaries	229,833.00	204,299.23		25,533.77
02 Personal Contracts	200.00	-0-		200.00
03 Goods & Services	35,960.65	21,924.60		14,036.05
04 Travel	1,511.00	1,097.56		413.44
06 Equipment	66,187.45	43,986.22		22,201.23
07 Benefits	29,549.00	24,882.78		4,666.22
Total 050	363,241.10	296,190.39	-0-	67,050.71
<u>060 Instruction</u>				
01 Salaries	2,354,565.26	2,320,475.09		34,090.17
02 Personal Contracts	67,069.54	23,131.80		43,937.74
03 Goods & Services	162,174.85	132,551.07		29,623.78
04 Travel	15,519.00	12,851.57		2,667.43
06 Equipment	48,598.29	62,839.69		(14,241.40)
07 Benefits	236,194.80	230,648.84		5,545.96
08 Grants		2,401.30		(2,401.30)
Total 060	2,884,121.74	2,784,899.36	-0-	99,222.38
BUDGET TOTAL	4,691,170.54	4,490,405.92		200,764.62

TACOMA COMMUNITY COLLEGE
Estimated Revenue & Actual Revenue
Comparisons Report

<u>Description</u>	<u>*Estimated Allocations</u>	
<u>State Appropriations</u>		
Treasury Appropriations Basic	\$2,851,011.00	
5% Salary Continuation	113,412.00	
Disadvantaged	18,250.00	
2% Salary Continuation	50,814.00	
Part Time Faculty Salary	85,991.00	
Continuation \$40 Classified Salary	61,671.00	
Classified Salry (HEPB Adjustment)	21,841.00	
Health Ins. \$5. Continuation	10,116.00	
Pool Distribution	12,798.00	
Classified Salary Adjustment	14,768.00	
Unallotted Balance (Salary & Health)	13,470.00	
Unallotted Balance (Classified Adjustment)	15,157.00	
State Board Financial Study	19,025.00	
State Board - Veterans	4,600.00	
Minority Affairs Commission Office	21,028.27	
Allocation for \$15 Health Ins. (Estimated)	30,348.00	
T.I.A.A./C.R.E.F. Increase	18,166.00	
Salary Increase for Faculty	63,945.00	
Salary Increase for Classified	22,977.00	
	\$3,449,388.27	
Total State Appropriations		\$3,449,388.27
 <u>Local Income (149)</u>		
	<u>*Estimated Revenue</u>	<u>Cash Receipts to date</u>
Operations Fees;		
Fall	88,170.00	86,013.30
Winter	83,946.00	100,891.60
Spring	79,746.00	89,477.85
Summer	92,027.00	121,246.72
Advance Deposits	-0-	8,327.50
	\$343,889.00	\$405,956.97
Total		
 <u>Other Fees</u>		
Sp. Music	4,500.00	5,850.41
Bronze Casting	1,350.00	1,350.00
Photo Lab	2,820.00	2,820.00
Jewelry Casting	-0-	921.40
Geology Fees	2,500.00	2,385.00
Application Fees	26,500.00	30,973.73
Special Class. Fees	11,400.00	8,583.28
Lab Fees	10,900.00	13,569.87
HighSchool Completion	5,900.00	8,492.50
Program Changes	2,800.00	3,178.40
Transcripts	2,000.00	1,850.30
Towel Fees	1,800.00	1,904.65
Course Challenge	400.00	114.00
Testing	-0-	948.25
	\$72,870.00	\$82,941.79
Total		

TACOMA COMMUNITY COLLEGE
 Estimated Revenue & Actual Revenue
 Comparisons Report

<u>Descriptions</u>	<u>*Estimated Revenue</u>	<u>Cash Receipts to date</u>
<u>Local Income</u> (cont.)		
VA Reporting Allowance		4,223.00
Adult Basic Education	-0-	5,869.67
Income from Investments	27,358.00	23,138.98
Community Service	6,000.00	9,633.58
Property Rental	-0-	1,746.17
Carry over from 73-74		95,317.00
Sale Telephone System	12,860.00	12,860.00
Miscellaneous Income	2,500.00	4,922.32
Administrative Allowance	-0-	6,635.06
Fines	-0-	2,326.59
Unemployment Ins. Recovery	5,285.00	14,021.03
State Work Study	-0-	1,478.27
Excess Revenue	96,303.74	
Total 149 Budget Revenue	\$662,382.74	\$671,070.43
<u>Federal Grants & Other Contracts (145)</u>		
*Federal Workstudy	94,462.00	65,781.15
*Work Study Match (A.S.B.)	9,450.00	9,450.00
*Health Service Consultant	1,500.00	1,495.00
Federal Vocational	99,828.00	80,328.55
*Veterans Cost of Instruction	53,860.00	53,860.00
*Nursing, Capitation Grant	14,931.00	18,813.00
*Mental Health Worker	26,781.00	26,781.00
City of Tacoma - Paramedic	50,347.00	27,088.95
*Medical Records Federal Grant	20,833.00	20,833.00
Radiological Technology Grant	34,973.00	27,500.63
*Title II - Library	4,235.00	4,235.00
*Title VI - A - Grant Equipment	13,078.00	13,078.00
*U.S. Postmaster	10,000.00	4,324.50
Wash/Alaska E.M.S.	8,500.00	-0-
E.M.S. Medical - Federal Grant	53,952.00	20,000.00
Social and Human Services Grant	15,000.00	-0-
Math Skills Lab Program for Adults	3,482.00	-0-
McNeil Penitentiary Contract	16,000.00	-0-
State Board Tutorial Program	2,950.00	-0-
Humanities Grant	5,500.00	-0-
Total	\$539,662.00	\$373,568.78
Total Budget Revenue	\$4,651,433.01	\$4,494,027.48

*All funds have been received that were budgeted, or receipts are equal to expenditures.

In some cases, unexpended balances of Federal Grants can be applied to the following budget period, (July 1, 1975 to June 30, 1976).

TACOMA COMMUNITY COLLEGE
 Contingency Minor Capital Fund
 Status as of June 30, 1975

	<u>CMC</u>	<u>Emergency</u>	<u>Total</u>
1973-74 Fiscal Year	\$20,988.33	\$ 8,995.00	\$29,983.33
1974-75 (7-1-74 to 6-30-75)	22,689.82	5,672.45	28,362.27
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	\$43,678.15	\$14,667.45	\$58,345.60
<u>Less: Projects Authorized</u>			
Replace Fans - Resource Center		-\$ 1,823.08	
Bike and Cycle Racks	-356.18		
Library Security System	-8,000.00		
Micro-Biology Lab	-21,300.00		
Photo Lab	-2,000.00		
		-1,816.00	
Heating-Cooling Unit Bldg. #4		-1,071.37	
	<hr/>	<hr/>	
Total Projects Authorized	\$31,656.18	\$ 4,710.45	\$36,366.63
Available Balance	12,021.97	9,957.00	21,978.97
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CMC Fund Projections for fiscal year 1974-75, based on 3925 FTE Annualized is \$35,325.00

EXPENDITURES TO June 30, 1975

	<u>Allotments</u>				
	<u>CMC</u>	<u>Emergency</u>	<u>Expenditure</u>	<u>Encumbrance</u>	<u>Balance</u>
Replace Fans - Res. Center		1,823.08	1,823.08	-0-	-0-
Bike & Cycle Racks	356.18		356.18		-0-
Library Security System	8,000.00		8,000.00		-0-
Micro Biology Lab	21,300.00		21,300.00		
Photo Lab	2,000.00		2,000.00	-0-	-0-
Emerg. Repair-Lang. Lab		1,816.00	1,816.00		-0-
Heating-Cooling Unit Bldg. #4		1,071.37	1,071.37		-0-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	\$31,656.18	\$ 4,710.45	\$36,366.63	-0-	-0-

June 30, 1975

TACOMA COMMUNITY COLLEGE

Local Building Fund
 Status as of June 30, 1975

Balance as of July, 1974	99,517.00
Revenue from July 1, 1974 to June 30, 1975	<u>7,939.70</u>
	\$107,456.70

Allocation for:

T.C.C. Samuel Minnitti Playground	10,000.00	
Learning Assistance Center	13,000.00	
Kiln-Art Department	<u>467.67</u>	
		(\$ 23,467.67)

Balance as of June 30, 1975	\$ 83,989.03
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Expenditures :

	<u>Allocation</u>	<u>Expenditure</u>	<u>Encumbrances</u>	<u>Balance</u>
T.C.C. Samuel Minnitti - Playground	10,000.00	39.69	-0-	9,960.31
Learning Assistance Center	13,000.00	-0-	-0-	13,000.00
Kiln - Art Department	<u>467.67</u>	<u>467.67</u>	<u>-0-</u>	<u>-0-</u>
Total	\$23,467.67	\$507.36	-0-	\$22,960.31

TACOMA COMMUNITY COLLEGE
Profit and Loss Statement
Bookstore
July 1, 1974 to June 30, 1975

Sales		371,352.52
Cost of Sales:		
Beginning Inventory	68,354.08	
Purchases	317,189.81	
Less Purchases Returns	<u>24,959.43</u>	292,230.38
Freight		<u>7,558.63</u>
Total		368,143.09
Less Ending Inventory	79,112.57	
Cost of Sales		<u>289,030.52</u>
Gross Profit		82,322.00
Operating Expense:		
Equipment Repair	27.42	
Saleries and Wages	53,384.89	
Benefits & Retirement	8,933.30	
Unemployment Insurance	1,497.50	
Depreciation Expense	1,838.36	
Travel	223.43	
Supplies and Subscription	1,311.41	
Dues	185.00	
Advertising & Goodwill	112.85	
Tax Expenses	32.67	
Rent & Utilities	3,250.00	
Telephone Expense	857.10	
Contract Service	430.70	
Freight Out	446.66	
Administrative Overhead	501.00	
Collection Expense	<u>5.34</u>	
Total Operating Expense		73,036.63
Net Profit from Operations		9,285.37
Other Income		
Cash discounts	416.25	
Misc. Receipts	1,345.43	
Cash Long	18.45	
Interest Income	<u>305.68</u>	
Total		<u>2,085.81</u>
Total Net Profit		<u>11,371.18</u>

TACOMA COMMUNITY COLLEGE

Print Shop
Profit and Loss

July 1, 1974 to June 30, 1975

REVENUE:

56,094.98

COST OF OPERATION:

Beginning Inventory	13,557.37
Papers	6,596.95
Ink & Fluid	886.94
Master Sheets	<u>1,327.42</u>
Total	22,368.68
Less Ending Inventory	<u>14,800.47</u>

COST OF GOODS

Sub - Total	<u>7,568.21</u>
	48,526.77

OPERATING EXPENSES

Machine Rental	<u>32,383.08</u>
Gross Profit	16,143.69

OPERATING EXPENSES:

Salaries	11,400.06
Benefits	1,803.75
Equipment Repair	153.02
Unemployment Insurance	684.00
Miselleneous Expenses	<u>21.74</u>
	<u>14,062.57</u>
	2,081.12

Work Study Reimbursement

Net Profit	<u>1,357.80</u>
	<u>3,438.92</u>

TACOMA COMMUNITY COLLEGE

Motor Pool
Profit & Loss

July 1, 1974 to June 30, 1975

Revenue from Operation		9,107.32
Beginning Inventory	864.97	
Purchases	<u>5,788.21</u>	
	6,653.18	
Less Ending Inventory	623.87	
Cost of Operations		<u>6,029.31</u>
Gross Profit from Operations		<u>3,078.01</u>
Operating Expenses		
Insurance	4,728.00	
Repair	2,065.18	
Miscellaneous	121.35	
Depreciation Expense	<u>3,002.80</u>	
		<u>9,917.33</u>
Net Profit from Operation		(6,839.32)
Profit from Sales of 2 Vehicles		1,686.72
Net Loss		(5,152.60)

TACOMA COMMUNITY COLLEGE

FOODSERVICE

Profit & Loss

July 1, 1974 to June 30, 1975

	<u>Year to Date</u>
SALES:	96,088.39
COST OF SALES:	
Inventory - Beginning	9,422.06
Purchases	50,408.46
Total	59,830.52
Less Inventory - Ending	6,518.91
COST OF SALES:	53,311.61
Gross Profit from Operation:	42,776.78
EXPENSES:	
Salaries	43,520.49
Linen - Laundry	578.94
City Tax	104.37
Equipment Repair	235.42
Office Supplies	-0-
Retirement & Benefits	6,875.40
Rental	1,800.00
Cleaning Supplies	469.93
Depreciation Expense	2,109.36
Unemployment Insurance - Actual Paid	3,654.26
Total Expense	59,348.17
Net Profit or Loss from Operation	(16,571.39)
Cash <u>Long</u>	88.76
Net Loss	(16,482.63)

RESOLUTION NO. 75-2

WHEREAS, the Instructional Council of the College has approved laboratory courses in communication skills and study skills; and

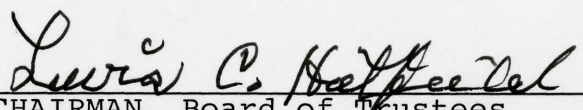
WHEREAS, in view of the cost of reproducing study materials for laboratory courses, the Instructional Council has further approved a materials fee for new courses to partially defray the expense; and

WHEREAS, existing courses continue to incur a similar expense in the reproduction of study materials; and

WHEREAS, the Board of Trustees is charged with the responsibility for setting tuition and fees for the College; now, therefore, it is:

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That a \$1.00 per student materials fee for all communication skills lab and study skills courses effective winter quarter, 1975, be approved and included in the forthcoming college catalog for each and every succeeding quarter.

APPROVED AND ADOPTED this 28th day of August, 1975.



CHAIRMAN, Board of Trustees

RESOLUTION NO. 75 - 3

WHEREAS, Mr. Frank Mitchell served Tacoma Community College as Superintendent of Buildings and Grounds between November 1, 1967, and August 29, 1975; and

WHEREAS, in that capacity he was responsible for the building of the Tacoma Community College campus in its beginning stages to the present level; and

WHEREAS, his efforts have contributed beauty and warmth to the environment of the entire campus and Tacoma communities; now, therefore, be it:

RESOLVED by the Board of Trustees of Community College District No. 22, that Mr. Frank Mitchell be highly commended for his significant contribution to the Tacoma Community College.

APPROVED AND ADOPTED this 28th day of August, 1975.

Lewis C. Hatfield
Chairman, Board of Trustees

Ellen Finto
Vice-Chairman, Board of Trustees

Lawanna B. Lee
Member, Board of Trustees

Robert M. Yamashita
Member, Board of Trustees

Daniel C. Smith
Member, Board of Trustees



Tacoma Community College



MEMORANDUM

Date: August 19, 1975

To: Dr. Stevens

From: Frank Mitchell *[Signature]*

Subject: DISABILITY

This is to fill you in on some of the facts about my health problems: In September 1967 I suffered a heart attack (this was the second one). The exact date of the first one can only be guessed at as the scar tissue was discovered during an examination at Virginia Mason Clinic which took place in 1963.

During my recovery from the heart attack in 1967 I suffered a massive blood clotting that required major surgery called a sympathectomy. At this time there was some question as to whether or not my legs would have to be removed. From that time on I have been limited to light physical duty due to angina pectoris. This is also brought on by undue emotional stress.

Since our last conversation, at which time I was told I have a negative attitude and my work load would be added to by giving me Mel Botnen's duties as well as the duties I have always done, I have been under enough stress that I have practically lived on sorbitrate (nitro glycerine) pills.

At noon on Tuesday, August 19, 1975, I consulted my doctor. He advised me that I have two choices: 1. Work under these conditions until I drop dead, 2. Apply for total permanent disability.

Any omissions from this memo may be found in my personnel record.

The attached questionnaire must be returned to the Retirement Board before the 10th of September, 1975.

I will go on sick leave effective August 21, 1975; at the completion of using all sick and annual leave I will terminate employment.

FM:rm

Encl. - 1

cc: Carl Brown

RESOLUTION NO. 75 - 4

BE IT RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That it hereby authorizes and delegates to the President the authority to enter into contracts of employment with necessary administrative and academic personnel consist with the last offer made by the management during negotiations.

DATED this 28th day of August, 1975.

Luwin C. Hatfield
CHAIRMAN, Board of Trustees

Amended - See Res. 75-6