8453-1525

TACOMA COMMUNITY COLLEGE DISTRCT 22

BOARD OF TRUSTEES

<u>AGENDA</u>

June 16, 1983

SPECIAL PUBLIC MEETING
(in lieu of Regular Meeting)

3:00 p.m.
John Binns Boardroom
Tacoma Community College
5900 South 12th
Tacoma, Washington

I. GENERAL MATTERS

- A. Call to Order
- B. Changes or Additions/Approval of Agenda
- C. Approval of Minutes of May 10 and May 12, 1983

Tab I, Item C

- D. Introduction of Guests/Presentations
 - 1. Presentation by Athletic Department; Phyllis Templin
 - 2. Presentation to David Habura
- E. Correspondence

Tab I, Item E

- F. Information Reports/Remarks
 - 1. Associated Students of Tacoma Community College (ASTCC)
 - 2. Tacoma Community College Faculty
 Representative (TCCFT)
 - 3. Tacoma Community College Classified Staff Representative (WFSE, WPEA)

Agenda
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I. GENERAL MATTERS (Continued)

4. Education Services

June Report

Tab I, Item F-4

5. Planning and Operations

June Report

Tab I, Item F-5

6. Business Services

a. Budget Status Summary Report for Period Ending May 31, 1983

Tab I, Item F-6-a

b. TCC's Audit for Fiscal Year Ended June 30, 1982 Tab I, Item F-6-b

II. UNFINISHED BUSINESS

1983-84 Auxiliary Enterprises'
Budgets (Bookstore, Food
Service, Parking and NonCredit Instructional Program);
approval of

Tab II

III. NEW BUSINESS

A. Request for Professional Leave for Carolyn Simonson; approval of

Tab III, Item A

B. Request for Professional Leave for Devon Edrington; approval of

Tab III, Item B

C. Request for Leave-Without-Pay for Marion L. Thornburg; approval of

Tab III, Item C

D. Request for Administrative Leave for Priscilla Bell; approval of

Tab III, Item D

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III. NEW BUSINESS (Continued)

Amendment to Board Policy Manual, Chapter IV, Student Services, Section 4.1041, Tuition and Fee Refund; approval of

Tab III, Item E

Resolution 83-11

F. Increase in Tuition and Operating Tab III, Item F Fees; approval of

Resolution 83-12

G. Revision of Ungraded Course Fees for the Industrial First Aid, Emergency Medical Technician and Senior Citizens Courses; approval of

Tab III, Item G

Resolution 83-13

Amendment to Board Policy Manual, Chapter IV, Student Services, Section 4.5000, Student Academic Achievement; approval of

Tab III, Item H

Resolution 83-14

1983-84 Tentative Operating Budget; I. acceptance for study and review

Tab III, Item I

IV. CITIZEN REMARKS

BOARD MEMBER REPORTS/REMARKS

VI. EXECUTIVE SESSION

"...to consider the selection of a site or the acquisition of a site or the acquisition of real estate by lease or purchase, which publicity regarding such considerations would cause a likelihood of increased price; to consider the disposition of real estate by lease or sale, when publicity regarding such considerations would cause a likelihood of decreased price; to consider the appointment, employment, or dismissal of a public officer or employee; to plan or adopt collective bargaining strategy or position; or to consult with legal counsel."

Agenda Page Four June 16, 1983

VII. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

VIII. NEXT MEETING

Board Retreat

August 19-20, 1983 (location not yet determined)

Study Session (July Study Session has been cancelled)

Regular Meeting

July 14, 1983 3:00 p.m. John Binns Boardroom

Study Session September 6, 1983 7:00 p.m.

John Binns Boardroom

Regular Meeting

September 8, 1983 3:00 p.m.

John Binns Boardroom

IX. ADJOURNMENT

Interpreters for the people with hearing impairments and brailled or taped information for people with visual impairments can be provided. Please contact Wanda Coats in the President's Office, 5900 South 12th, Tacoma, Washington 98465, 756-5100, by June 13, 1983.

Among others, the Agenda for the June 14 and June 16, 1983, meetings have been forwarded to:

Board of Trustees College Employee Groups College Education Government (ASTCC)

State Board for Community Associated Student Attorney General's Office Area Newspaper and Radio Stations

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF MEETING

June 16, 1983

The Special Meeting of the Board of Trustees was held on June 16, 1983, in the John Binns Boardroom of Tacoma Community College.

MEMBERS OF THE BOARD OF TRUSTEES

Alan Vandevert, Chairman Robert Hunt, Jr. Ellen Pinto Marliss Swayze Anne Wade

TACOMA COMMUNITY COLLEGE FEDERATION OF TEACHERS

WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

STAFF, VISITORS AND GUESTS

Carl Brown
Bill Bruzaz
Cece Carr
Bob Dezell
Bob Fiorito
Lisa Foster
James G. Kautz
Pat Loth
Phyllis Templin
JoAnn Torgerson
Lilly Warnick
Norm Webstad
Wanda Coats (Secretary to the President)

ADMINISTRATIVE OFFICERS
OF THE COLLEGE

Dr. Melvin Lindbloom,
Interim President
Donald Gangnes
Frank Garratt
David Habura
Tom Kimberling

ASSOCIATED STUDENTS OF TACOMA COMMUNITY COLLEGE

James Martin

WASHINGTON FEDERATION OF STATE EMPLOYEES

ASSISTANT ATTORNEY GENERAL

Shirley Moore

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Call to Order

Chairman Vandevert called the meeting to order at 3:00 p.m. The roll was called with all Board members in attendance.

Changes or Additions/Approval of Agenda

Chairman Vandevert noted that since this was a Special Meeting, no additions could be made to the Agenda. The Agenda was approved as published.

Approval of Minutes

President Lindbloom presented to the Board the Minutes of the May 10 and May 12, 1983, meetings of the Board.

MOTION:

Mr. Hunt moved that the Board approve the Minutes of May 10 and May 12, 1983, as published. Mrs. Wade seconded the motion. The Minutes of May 10 and May 12, 1983, were unanimously approved as published.

Introduction of Guests/Presentations

Phyllis Templin, TCC Athletic Director, reported that this had been the College's most successful year in sports. She noted that out of nine varsity sports, six of those made it to State tournaments. Mrs. Templin reported that 90 athletes at TCC were able to participate in athletics at the State level. She felt it was due to the fine quality of student athletes and our excellent coaching staff.

JoAnn Torgerson, TCC Women's Tennis Coach, and Cece Carr, a member of the team, presented to the Board the 1st Place Trophy the team won at the State Tournament. Ms. Torgerson indicated it was her last year as coach, however, she was proud to have been a part of the program at TCC and she enjoyed working with Phyllis Templin.

Bob Dezell, TCC Golf Coach, presented the 3rd Place Trophy received by the team at the State Tournament. Mr. Dezell indicated he was pleased the team could be successful and thanked Mrs. Templin for her assistance.

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June 16, 1983

Introduction of Guests/Presentations (Continued)

Bob Fiorito, Track Coach, presented to the Board of Trustees the 3rd Place Trophy earned by the TCC track team at the State Tournament. Mr. Fiorito noted that eight out of the nine team members qualified for State. Mr. Fiorito also reported that our track team members were well liked by coaches throughout the State because they are fine athletes and courteous individuals.

Norm Webstad, Associate Athletic Director and Baseball Coach, presented to the Board of Trustees the League Championship Trophy received by the TCC Baseball Team. Mr. Webstad noted that ten athletes were planning to attend four-year schools next year. He indicated that the Athletic Department would continue to strive for quality and excellence in all our athletic programs.

Phyllis Templin reported to the Board of Trustees that our Basketball Team placed 1st in the State Tournament for the second year in a row.

Chairman Vandevert thanked Mrs. Templin and the coaching staff for their dedication and outstanding efforts in working with our student athletes.

Dr. Lindbloom reported that Executive Dean David Habura had resigned his position with the College. Chairman Vandevert presented to Mr. Habura a plaque from the Board of Trustees thanking him for his service to the College.

Mr. Habura thanked the Board for their support over the years and stressed that the Board was one of the finest in the country and that TCC was fortunate to have a dedicated and outstanding faculty and staff.

Correspondence

President Lindbloom presented to the Board the correspondence published in the Agenda. He made special note of the letter and Resolution 83-6 from James Martin, ASTCC President, about our future affiliation with the University of Puget Sound.

Minutes Page Four June 16, 1983

Information Reports/Remarks

1. Associated Students of Tacoma Community College (ASTCC): James Martin, ASTCC President, reported that the new ASTCC Constitution was approved by the students (102 to 4). He also reported that the questions by students on the Tacoma Learning Center had been answered.

The ASTCC President noted that the wording in ASTCC Resolution 83-6 regarding TCC's affiliation with the University of Puget Sound takes a clear stand for civil rights.

Mr. Martin introduced to the Board the newly elected ASTCC President, Bill Bruzaz, and the newly elected ASTCC Secretary, Lisa Foster.

Mr. Vandevert thanked Mr. Martin for his services to Tacoma Community College this past year and wished him success in the future.

- 2. <u>Tacoma Community College Faculty Representative (TCCFT):</u> None.
- 3. Tacoma Community College Classified Staff Representative (WFSE, WPEA): None.
- 4. Education Services: Acting Executive Dean for Education Services, Frank Garratt, reported to the Board that Richard Spangler, Division Chairman of Learning Services, was elected President-Elect of the Washington Association for Developmental Education (WADE) for 1984.

Mr. Garratt reported that he had been invited to teach a class at Pacific Lutheran University this summer in a program for academically gifted high school students. The class is titled "A Master Class in Writing."

A team of students from the Respiratory Therapy Technician Program at TCC won the "Student Bowl" contest at the annual Respiratory Therapy Session held at Bellevue in May. This makes the fourth year in a row that TCC has won the trophy. Bill Leffler is Program Director for the Respiratory Therapy Technician Program.

Minutes Page Five June 16, 1983

<u>Information Reports/Remarks</u> (Continued)

Mr. Garratt reported that Floyd Shoemaker, a representative from the Atlantic Richfield Company, was guest speaker during the Solar Energy Principles and Development class. He discussed solar energy technology, home applications and Atlantic Richfield's solar development program. Mr. Garratt also noted that the second of two free public classes on "passive solar design" was recently held at TCC. The class covered ideas on collection, storage and distribution of solar heat, along with specific design applications and costs.

Mr. Garratt reported that a special workshop to help people "break the ice" with computers was held at the TCC Downtown College Center. It gave the participants an overview of the computer revolution and explored basic computer concepts, computer languages, hardware and software and the many applications of computer systems. The workshop was sponsored by the Office of Continuing Education.

The history and music of bagpipes in the British Isles was the subject of an educational program. Musicians from Seattle and Tacoma discussed and demonstrated different types of bagpipe instruments from England, Scotland and Ireland.

The free "Pops Concert" was held June 6 in the TCC Theater and featured the TCC Jazz Ensemble, directed by Michael Jaap, and the Clef Dwellers, directed by Gene Nelson. The TCC Music Department presented the musical "Shenandoah" June 1-4 in the College Theater. Mr. Garratt also reported that the annual Summer Arts Workshop for local high school students will present the musical "Seven Brides for Seven Brothers" on July 28-29-30, August 4-5-6. Scholarships will be presented by the Exchange Club of Tacoma.

Mr. Garratt reported that Dorothy DeBolt, founder of the national organization, Aid to Adoption of Special Kids, was the keynote speaker at TCC's "Parents Unlimited" program on June 4.

Allen Correll, Director of the Tacoma Human Relations Commission, was the speaker at the first annual Black Student Union awards ceremony. Mr. Garratt reported that an award was presented to Bill Muse, retiring TCC biology instructor, who was the first advisor to the BSU. In addition, two academic awards, one Black Student of the Year Award and 11 activities awards were given.

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<u>Information Reports/Remarks</u> (Continued)

Executive Dean Garratt reported that over 125 people attended the annual Student Awards Banquet on June 1 in the TCC Cafeteria. He indicated that the "Ellen Pinto Outstanding Student of the Year Award" was presented to Skip Card. Also, Susan Wilson was awarded "Woman Athlete of the 1982-83 School Year." She has been very active in sports at TCC, is a second-year veteran in volleyball and softball, was captain of the volleyball team for the last two years, and played basketball during her sophomore year at TCC. Ms. Wilson originally came to TCC on a sports scholarship.

Spring Jam Week was held May 10-13. Mr. Garratt reported the opening of the new central plaza was celebrated with a special barbecue, a band called "Footloose," the TCC Clef Dwellers and the TCC Jazz Ensemble. Approximately 250 students, faculty and staff enjoyed opening day.

After recommendation by the respective departments, divisions, the College's Instructional Council, and the Executive Dean for Education Services, the following new courses were approved by the President:

COMPUTER PROGRAMMING: COBOL

4 credits

SYSTEMS ANALYSIS

3 credits

5. <u>Planning and Operations</u>: Donald Gangnes, Executive Dean for Planning and Operations, reviewed the following personnel activities with the Board:

Jim Kautz and Mike Gillen attended a pavement maintenance and repair seminar on May 19.

Jim Kautz attended a professional development program presented by the Washington Community College Administrator's Association on May 25.

The Facilities & Grounds staff attended training sessions for the new SCAN telephone procedures.

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Information Reports/Remarks (Continued)

Frank Brown attended the Mayor's Advising Committee on Veterans' Affairs, the Governor's Advising Committee on Veterans' Affairs, and the Annual American Association of Minority Veterans Program Administrators.

Noel Helegda attended the Washington State Work-Study Advisor Committee Meeting.

Noel Helegda and Kim Emery attended the National Council Meeting of the National Association of Student Financial Aid Administrators, and the Spring Conference of the Washington Financial Aid Association.

Don Gangnes and Dan Small attended a twoday workshop in Marketing.

Mr. Gangnes reviewed with the Board of Trustees the following capital improvement projects: walkways, central plaza, jogging path, building 5 renovation, HVAC project, and building signs.

Executive Dean Gangnes reported that four surplus postal jeeps were purchased to replace unreliable vehicles used by Security, Buildings and Grounds Maintenance, and Mail Services. He noted the jeeps are in excellent condition and will greatly enhance the College's support capability.

Mr. Gangnes reported that marketing teams, consisting of staff and faculty, were assigned to a booth during the "Good Earth Exposition" which was held at the Tacoma Dome June 3-5.

Twelve outreach visits during May resulted in College outreach teams having direct contact with approximately 73 seniors from nine high schools in the Tacoma/Pierce County service area. In addition, Mr. Gangnes reported that Rae McIntire and Loyd Percy conducted a tour of the campus for eight students from the Tacoma Community House and participated in two career-day conferences at two local junior high schools, providing information about the College to more than 100 students.

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Information Reports/Remarks (Continued)

Executive Dean Gangnes reported that enrollment statistics for Summer Quarter as of June 2, 1983, show a headcount of 842 and an FTE total of 436.2. A comparison of these statistics with those of Summer Quarter, 1982, reflects a 194 decrease in headcount and a 124.4 decrease in FTE.

Mr. Gangnes reported that currently-enrolled students began registering for Fall Quarter on May 23 and will continue through September 23, 1983. The enrollment statistics, as of June 2, 1983, show a headcount of 406 and an FTE of 359. He noted the enrollment pattern indicates fewer students are registering for classes than at the same time last year.

Mr. Gangnes reported that the Tacoma-Pierce County Consortium has identified the College as a work site for youths between the ages of 16 and 21 who have been selected to participate in the federally sponsored SUMMER YOUTH EMPLOYMENT PROGRAM. The youths will be performing such tasks as receptionist/clerical, grounds maintenance, inventory and food service duties.

6. <u>Business Services</u>: Tom Kimberling, College Business Manager, reviewed with the Board the Budget Status Summary Report for the Period Ending May 31, 1983.

Mr. Kimberling presented to the Board the "Report on Agency Compliance" and the "Report on Internal Accounting Control" which were submitted by the Office of the State Auditor. The College Business Manager noted the last paragraph on the Report on Agency Compliance states:

"In our opinion, Tacoma Community College has complied with the laws and regulations we tested. Further, based on our examination, nothing came to our attention to indicate that the College has not complied with other laws or regulations."

Chairman Vandevert noted this was a significant achievement by our College and thanked Mr. Kimberling and his staff for their outstanding efforts. Minutes Page Nine June 16, 1983

UNFINISHED BUSINESS

Tom Kimberling, College Business Manager, reported to the Board that the development process for the 1983-84 Auxiliary Enterprises' Budgets (Bookstore, Food Service, Parking, and Non-Credit Instructional Program) has been continuous throughout the past year. The initial budget requests were developed through direct involvement with the various auxiliary services managers and staff. Mr. Kimberling indicated the budget requests were compiled by each operational area involved and forwarded to the President's Office for review and revision by the Executive Staff. The budgets were accepted for study by the Board of Trustees in May and reviewed at the June 14 Study Session.

Mr. Kimberling noted that the Bookstore and Food Services budgets had been developed under the assumption of an enrollment increase by 120 FTE's. He indicated that the Community Service budget included an expansion of 700 students.

Chairman Vandevert asked what happens if we have less than the increase of 120 FTE's. Mr. Kimberling indicated less purchases would be made and methods to control expenses would be put into effect.

MOTION:

Mr. Hunt moved that the Board approve the 1983-84 Auxiliary Enterprises' Budget (Bookstore, Food Service, Parking, and Non-Credit Instructional Program) as presented. Mrs. Pinto seconded the motion. The motion was unanimously approved.

NEW BUSINESS

Executive Dean Garratt noted that the Board of Trustees has the authority to grant professional leave as referred to in the Negotiated Agreement between the Board of Trustees and the TCC Federation of Teachers. The Agreement states that the purposes of professional leave are: (1) to provide the academic employee with an opportunity to improve or extend his/her professional skills through a plan of study, research or creative work, and (2) to provide needed and useful service to the College upon academic employee's return, utilizing a specified project to be completed while on the leave.

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NEW BUSINESS (Continued)

Mr. Garratt indicated Carolyn Simonson (English instructor) has requested Professional Leave for the 1983-84 academic year to develop specific English composition assignments and lesson plans on a logically hierarchical basis. Also, she will be researching the future use of Computer Assisted Instruction in English classes.

MOTION: Mrs. Pinto moved that the Board grant Professional Leave to Carolyn Simonson (English) for the 1983-84 academic year. Mrs. Swayze seconded the motion. The motion was unanimously approved.

Mr. Garratt reported to the Board that Devon Edrington (Philosophy instructor) has requested Professional Leave for the 1983-84 academic year. The leave will give him additional background in the area of innovative learning techniques which are used by other areas of the campus besides philosophy.

MOTION: Mrs. Wade moved that the Board grant Professional Leave to Devon Edrington (Philosophy) for the 1983-84 academic year. Mrs. Swayze seconded the motion. The motion was unanimously approved.

Mr. Garratt noted that Marion L. Thornburg was granted leave without pay by the Board for the 1982-83 academic year to update her professional medical record administrative skills. She was also continuing graduate courses in Business Administration at the University of Nevada, Las Vegas. Mr. Garratt indicated Mrs. Thornburg has requested an additional leave extension for the 1983-84 academic year without pay to finish her graduate work in Business Administration with an emphasis in Management Information Systems (computer systems) at the University of Nevada, Las Vegas.

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NEW BUSINESS (Continued)

Mr. Garratt indicated Marion Thornburg's leave would not create a hardship for the College in her area of teaching (Medical Records Technology) and will benefit the College with current information and expertise in the areas of management and systems analysis and design.

MOTION:

Mrs. Swayze moved that the Board grant Leave-Without-Pay to Marion L. Thornburg for the 1983-84 academic year with all stipulations as noted in the Negotiated Agreement remaining in force during the extent of the leave. Mr. Hunt seconded the motion. The motion was approved unanimously.

Dr. Lindbloom indicated that the Board is authorized to grant leaves with compensation for such duration, and for such purposes as are consistent with the objectives and priorities of the College. He indicated individuals receiving such leave shall receive compensation at the rate applied in the case of faculty professional leave, seventy-five (75%) percent of the normally contracted salary for the period of the leave.

Dr. Lindbloom noted that individuals granted such leave are required to return to the College in a professional status for a period commensurate with the amount of leave granted. In the event they do not meet this requirement, they are required to return to the College the full compensation received during the period of the leave on terms satisfactory to the President of the College.

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June 16, 1983

NEW BUSINESS (Continued)

Dr. Lindbloom reported that Priscilla Bell, Associate Dean for Student Development, has requested leave with compensation for the period of May 31, 1983, through August 26, 1983, to continue studies leading to a Doctor of Philosophy Degree at the University of Texas. The studies will apply directly to her current and probable future assignment at the College.

MOTION:

Mr. Hunt moved that the Board grant an Administrative Professional Leave to Priscilla Bell for the period of May 31, 1983, through August 21, 1983, and the Leave is to be in compliance with Board Policy, Chapter II, Section 2,3071. Mrs. Wade seconded the motion. The motion was unanimously approved.

Mr. Kimberling noted that for years the tuition and fee refund statute has not provided community colleges the authority to extend equitable refund opportunities to students enrolled in courses that begin after the first week of the instructional quarter or who are required to withdraw for medical reasons. Consequently, for most of our late starting courses students are denied a full refund and, in many cases, even a partial refund unless they withdraw long before the course is scheduled to begin.

Mr. Kimberling reported that the Legislature has recently modified the tuition and fee refund statute to allow Board of Trustees the local authority for adopting policies for refund of tuition and fees for courses that begin after the start of the regular quarter, and for students withdrawing for medical reasons.

Minutes Page Thirteen June 16, 1983

NEW BUSINESS (Continued)

Mr. Kimberling presented to the Board Resolution 83-11 amending the <u>Board Policy Manual</u>, Chapter IV, Student Services, Section 4.1041, Tuition and Fee Refund.

MOTION: Mrs. Pinto moved that the Board adopt Resolution 83-11. Mr. Hunt seconded the motion. Resolution 83-11 was adopted unanimously by the Board.

Mr. Kimberling reported to the Board that in 1981, Senate Substitute Bill (SSB) 4090 established automatic increases in tuition, operating and services and activities fees proportionate to the cost of instruction at the various public institutions of higher education. The services and activities fee may be increased at the direction of each local Board of Trustees from \$17 per full-time student, per quarter, to a maximum of \$24.17. Mr. Kimberling indicated that in May of this year the Board had adopted a revised services and activities fee of \$21.50 per full-time student. Also, during the 1982 special session, Second Substitute House Bill (SSHB) 784 further amended the tuition and fee charge at the rate of two credits, and additional fee charges for all students enrolling in excess of 18 credit hours. SSHB 784 also redefined residency requirements for military and federal employees and their dependents.

Mr. Kimberling noted that as a result of these legislated increases in tuition and operating fees and establishments of minimum and maximum fee rates, the Board of Trustees is required to adopt the new rate effective Fall Quarter, 1983. He, therefore, presented to the Board Resolution 83-12 approving the tuition and operating fees for the period of Fall Quarter, 1983, through Summer Quarter, 1985, as shown in the attachment presented to the Board of Trustees and marked Exhibit A.

MOTION: Mrs. Wade moved that the Board adopt Resolution 83-12.
Mrs. Swayze seconded the motion. Resolution 83-12 was unanimously adopted by the Board.

Minutes Page Fourteen June 16, 1983

NEW BUSINESS (Continued)

Mr. Kimberling reported that the State Board for Community College Education adopted revised fee rates for ungraded courses at its meeting on May 6, 1983. The fee scheduled adopted at that time included a provision for automatic fee escalation for certain courses. Those increases are to be consistent with normal tuition and operating fee increases. Mr. Kimberling noted that as a result of the State Board action, the Board is required to adopt revised ungraded course fee rates effective Fall Quarter, 1983.

Since the Board of Trustees had reviewed the proposed ungraded course fees at the June 14 Study Session, Mr. Kimberling presented Resolution 83-13 revising the rates for ungraded course fees for the Industrial First Aid, Emergency Medical Technician and Senior Citizens courses.

MOTION: Mr. Hunt moved that the
Board adopt Resolution 83-13.
Mrs. Wade seconded the motion.
Resolution 83-13 was adopted
unanimously by the Board.

Acting Executive Dean Frank Garratt reported to the Board that the College's Academic Review Policy has not been thoroughly reviewed for quite sometime. He indicated that two changes should be made on the proposed Policy:

Section 4.5023 Academic Suspension: change (See 4.3000) to (See 4.5027); and

Section 4.5027 Re-enrollment Following Academic Suspension B) 2): change "To Impose conditions on the student in lieu of suspension" to "To impose conditions on the student's program of studies."

MOTION: Mrs. Swayze moved that the Board adopt Resolution 83-14 amending Chapter IV, Student Services, Section 4.5000, Student Academic Achievement, of the Board Policy Manual. Mrs. Pinto seconded the motion. Resolution 83-14 was unanimously adopted as amended.

Minutes Page Fifteen June 16, 1983

NEW BUSINESS (Continued)

Executive Dean Donald Gangnes presented to the Board the 1983-84 Tentative Operating Budget. He indicated that the departments and programs of the College developed their budgets for 1983-84. The preparation of the 1983-84 Tentative Operating Budget involved a number of processes to match operational budgets with available resources and to allocate resources to program and service thrusts for 1983-84.

Mr. Gangnes reviewed with the Board the enrollment "penalty" which could be imposed on TCC if we underenroll. He also reviewed the "Budget Comparison by Sub-Program 1982-83 vs. 1983-84." He indicated the instructional program is set up to serve 3,162 FTE's.

MOTION: Mrs. Swayze moved that the Board accept the 1983-84
Tentative Operating Budget for study as presented.
Mr. Hunt seconded the motion.
The motion was unanimously approved by the Board.

Chairman Vandevert emphasized the seriousness of the enrollment problem. He stressed our challenge for 1983-84 must be to not only stop the decline of enrollment but to increase the number of citizens we serve in our community.

CITIZEN REMARKS

Since it was his last meeting, Dr. Lindbloom expressed his appreciation to the Board for the opportunity to serve as Interim President this year. He now realizes that there is "life after Green River Community College."

Dr. Lindbloom indicated that through a combination of a dedicated Board of Trustees, faculty and staff, he enjoyed his year at TCC. He also thanked the Board for the plaque and thanked the entire campus community for the very meaningful scholarship in his name.

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BOARD MEMBER REPOARS/REMARKS

Mrs. Pinto reported that exciting things are going to happen in the TCC Foundation as we have a dynamic group of citizens working with the College.

Also, Mrs. Pinto thanked everyone for their efforts in putting together the TCC Cruise. She gave a special thanks to Dr. Lindbloom for his outstanding efforts this past year.

Mr. Hunt also thanked Dr. Lindbloom and hoped there was "life after Tacoma Community College."

Chairman Vandevert noted it was a very special meeting with permanent staff leaving temporarily; temporary staff leaving permanently; and permanent staff leaving permanently.

NEXT MEETING

Chairman Vandevert reported that the July Study Session is cancelled and that the meeting on July 14 has been changed to 4:00 p.m. instead of 3:00 p.m. He noted that would make the meeting a "Special" meeting.

Chairman Vandevert also reported that the August 19-20 Board Retreat will be held at the Doubletree Plaza Hotel and that an Agenda would be sent to the Board prior to that meeting.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Melvin Lindbloom Secretary to the Board WHEREAS, the objective of the "Statement of Board Policies" as reflected in the <u>Board Policy Manual</u> is to establish clear lines of policy and responsibility for the Board of Trustees, the President, and all other College employees concerning the operation of Tacoma Community College District 22; and

WHEREAS, the Board of Trustees of Tacoma Community
College District 22 revised Chapter IV, STUDENT SERVICES,
on February 11, 1982, to reflect revisions made by members
of the Board and campus community; and

WHEREAS, subsequent changes in State regulations allow an amendment to college refund policy; now, therefore, be it

RESOLVED by the Board of Trustees of Community

College District 22 that it hereby adopts the amendment
to Chapter IV, STUDENT SERVICES, Section 4.1041, <u>Tuition</u>
and Fee Refund, of the <u>Board Policy Manual</u>, as attached
hereto and incorporated herein by this reference.

DATED this day of May, 1983.

CHATRMAN, BOARD OF TRUSTEES
Community College District 22

EXHIBIT A

4.1041 Tuition and Fee Refund

Regulations and procedures for the refund of tuition and fees to students shall be consistent with state statute. Refunds will be made in accordance with the schedule below:

During the first five (5) calendar days of the Quarter.....100%

From the 6th through 30th calendar days of the Quarter..... 50%

After the first 30 calendar days of the Quarter......... 0%

A student who withdraws from all classes after the 30th calendar day following the beginning of instruction shall receive no refund of tuition and fees with the following exceptions:

(a) After the sixth calendar day of instruction and through the last instructional day in the quarter for the student's classes, a student withdrawing from all classes shall receive a full refund of tuition and fees if called into the military service of the United States or who is withdrawing for documented medical reasons.

EXHIBIT A (Continued)

- (b) No-charge-is-made-for dropping-classes.
- (b) No refund will be given to a student who is dismissed from the college for disciplinary reasons or one who fails to follow official withdrawal procedures.
- (c) For courses beginning after the 5th instructional day of the quarter, a 100% refund will be allowed for 5 calendar days after the beginning of the course and a 50% refund will be allowed for five additional calendar days.

RESOLUTION 83-12

WHEREAS, Senate Substitute Bill 4090 and Second Substitute House Bill 784 increase tuition and operating fees effective each academic year; and

WHEREAS, the Board of Trustees has authority to establish services and activity fee rates; and

WHEREAS, the increased fee rates for tuition and operating fees have been established by the Legislature with a minimum tuition and fee charge at the rate of two credits and additional fee charges for all students enrolling in excess of 18 credit hours; and

WHEREAS, an increase in the services and activities fee to \$21.50 per quarter was adopted by the Board of Trustees in May 1983; now, therefore, be it

RESOLVED by the Board of Trustees of Community

College District 22 that the tuition, operating, and
services and activities fees for the period of Fall

Quarter 1983, through Summer Quarter 1985, be established
at the rates displayed in EXHIBIT A.

DATED this day of June, 1983.

CHAIRMAN, BOARD OF TRUSTEES
Community College District 22

ATTEST:
Secretary to the Board

1983-85
PER CREDIT DISTRIBUTION OF STUDENT TUITION AND FEE CHARGES
EFFECTIVE FALL QUARTER 1983

Student		1983-85		NG FEE 1983-85		ACTIVITIES 1983-85		⁻ AL 1983-85	% Change
RESIDENT	\$ 4.25	\$ 4.25	\$10.90	\$12.70	\$ 1.80	\$ 2.15	\$16.95	\$19.10	12.7%
Non-Resident	13.45	13.45	52.30	60.30	1.80	2.15	67.55	75.90	12.4
VIET NAM VET (2)	3.50	3.50	3.20	3.20	1.45	1.45	8.15	8.15	0.0

- (1) Maximum student activities fee authorized by legislation if \$2.42 per credit, to a total not to exceed \$24.17 per quarter. (TCC fees increased from \$1.80 to \$2.15/credit effective Summer 1983)
- (2) Rates frozen at October 1, 1977, levels for all qualifying students enrolled by May 7, 1982.

<u>Other</u>

- Minimum Fee All students enrolling for two credits or less will be required to pay for minimum of two credits. (Resident = \$38.20; Non-Resident = \$151.80)
- Maximum Fee All students, except Viet Nam Veterans and students enrolled in required courses in vocational preparatory programs, enrolling for more than 18 credit hours will be required to pay the appropriate per credit charge, excluding student activities fees, for each hour in excess of 18. (Resident = \$16.95; Non-Resident = \$73.75)

Military Personnel and Federal Employees and their dependents will be considered non-resident unless they qualify for residency status under normal situations applicable to other non-military students.

RESOLUTION 83-13

WHEREAS, the State Board for Community College
Education has the authority to designate certain courses
as ungraded courses, and establish tuition and fee rates
that differ from the standard rates set by statute; and

WHEREAS, the State Board for Community College
Education adopted revised rates for ungraded courses on
May 6, 1983; and

WHEREAS, local districts are required to meet general standards of system-wide consistency of tuition and fee charges when essentially similar services are provided; now, therefore, be it

RESOLVED by the Board of Trustees of Community College
District 22 that the ungraded course fees for the Industrial
First Aid, Emergency Medical Technician and Senior Citizens
be adopted as shown in EXHIBIT A; be it further

RESOLVED that these fees become effective Fall Quarter, 1983.

DATED this by day of June, 1983.

CHAIRMAN, BOARD OF TRUSTEES Community College District 22

EXHIBIT A

Ungraded Course Fee Charges Effective Fall Quarter 1983 Per Credit Charge

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Course	Tuiti 1982-83	on 1983-85	OPERATION 1982-83	NG FEE 1983-85	STUDENT A 1982-83	1983-85	Tot <u>1982-83</u>	1983-85
Industrial First Aid	\$ 4.25	\$ 4.25	\$ 10.90	\$ 12.70	\$ -0-	\$ -0-	\$ 15.15	\$ 16.95
Emergency Medical Tech.	1.40	1.40	3.60	3.60	-0-	-0-	5.00	5.00
SENIOR CITIZEN COURSES	1.00	1.00	1.00	1.00	-0-	-0-	2.00	2.00

THE MINIMUM TWO-CREDIT RATE IS WAIVED FOR UNGRADED COURSES, THEREFORE, UNGRADED COURSES WHICH GENERATE ONLY ONE CREDIT SHALL BE CHARGED AT THE ONE CREDIT RATE.

RESOLUTION 83-14

WHEREAS, the objective of the "Statement of Board Policies" as reflected in the <u>Board Policy Manual</u> is to establish clear lines of policy and responsibility for the Board of Trustees, the President, and all other College employees concerning the operation of Tacoma Community College District 22; and

WHEREAS, the Board of Trustees of Tacoma Community College District 22 revised Chapter IV, STUDENT SERVICES, on February 11, 1982, to reflect revisions made by members of the Board and campus community; and

WHEREAS, since the adoption of Chapter IV of the Policy Manual, the Academic Review Policy has been thoroughly reviewed; and

WHEREAS, changes to the Academic Review Policy have been endorsed by the College community; now, therefore, be it

RESOLVED by the Board of Trustees of Community

College District 22 that it hereby adopts the amendment

to Chapter IV, STUDENT SERVICES, Section 4.5000,

Student Academic Achievement, of the Board Policy Manual,

as attached hereto and incorporated herein by this

reference.

DATED this /// day of June, 1983.

CHAIRMAN, Board of Trustees Community College District 22 4.5000 STUDENT ACADEMIC ACHIEMENT

ative quarters

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reinstatement:

led to the student;

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4.5010 GRADING SYSTEM

The following system of grading and grade point values are to be used for reporting and determining academic achievement:

ints

Grade	Description	Grade Points Per Registered Credit
Grade	Descripcion	Registered ereare
-MOTOMS	Honor	4
ibsos no-	Good	3
an tga W	Average	2
e Ex o cut es or hi	Minimum	1
fil g d, shall me the stud	Failed to complete minimum requirements	0
er vwews o allow forward	Official withdrawal from course	0
) o _i rai	Incomplete	0
S TRANKT	Satisfactory (S grades count toward a degree but are not considered in computing grade	
ply-for-	point average)	0
N	Audit	0
lo Ri-li p-ani-lo o-ano-od	Repeat of course (Higher grade and corresponding grade points used in computing resultant	
	GPA)	0
anollena	Non-Credit (Community Service) 0
4-5020	ACADEMIC - PROBATION	

4.5020 --- ACADEMIC -PROBATION

College sports and

-Any-student whose quarterly grade -point average falls below 2.0--will be placed on academic probation.

4-5030--- ACADEMIC-SUSPENSION-

-A-student-whose-quarerly-grade
-point-average-is-below-2.0-for-three-(3)-consecutive-quarters-(excluding-summer-session)-is-subject-to-academic-suspension-at-the-end-of-the-third-quarter.
-A-student-placed-on-academic-suspension-will-not-be-permitted-to-register-for-classes-for-the-quarter-immediately-following-his/-

4-5040---APPEAL-FROM-SUSPENSION-

-her-suspension .-

Grade Points Per

0

-A-student-placed-on-academic-suspension-may,-no-later-than-the-Wednesday-of--the-first-week-of-classes,-appeal-in-writing-to-the-Executive-Dean-for-Education-Services-or-his/her-designee(s):-If-the-appeal-is-filed,-the-Dean-or-his/-her-designee(s)-shall-meet-with-the-student,-giving-the-student-an-opportunity-to-present-his/her-views,-and-expeditiously-decide-whether-to-allow-reinstatement:-A-decision-will-be-forwarded-to-the-student,
-in-writing,-within-two-(2)-days-after-the-meeting:-

93

-

3.0

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4.5050 - ACADEMIC REINSTATEMENT

-A-student-may-apply-for-readmission-following-one-term-(other-than-summer-session)-on-academic-suspension.--If-a-student-is-readmitted,-his/her--academic-work-will-be-closely-monitored-and,-at-the-end-of-the-quarter,-he/she-will-be-subject-to-one-of-the-following-actions:-

- A.--Removal-of-probationary-and
- -B.--Continuation of the same or additional restrictions for one additional quarter.-
 - -C.--Indefinite suspension if the studenthas demonstrated a consistent and clear inability to profit from the College's programs.

4.5020 ACADEMIC REVIEW POLICY

Academic review is designed to help an unsuccessful student become a successful student. The purpose of the following Policies is to expediently identify any student whose grade point average falls below 2.00 and provide that student with a means to improve his or her academic standing.

4.5021 <u>Academic Probation</u>

A student is placed on institutional academic probation under one of the following circumstances:

- A) When he or she earns a grade point average of below 2.00 in any quarter.
 - B) When he or she has attempted a total of 30 credits or more over two or more quarters and has failed to complete at least half of those credits. "Failed to complete" refers to those course credits for which a student received an E, I, or W.

The Records Office will notify a student by mail that he or she has been placed on institutional academic probation by the end of the second week of the subsequent quarter.

The student will be required to meet with his or her advisor and to participate in a program designed to improve the student's academic standing.

4.5022 Removal of Academic Probation

A student is removed from probationary status when he or she completes at least 5 credits or one-half the credits attempted in the previous quarter, whichever is greater, with a grade point average of 2.00 or above.

4.5023 Academic Suspension

The student on institutional academic probation for two consecutive quarters will be suspended for the following quarter. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER SHALL COUNT AS PART OF FALL QUARTER.

The Records Office will notify a student by certified mail by the first day of classes that he or she has been suspended.

Following a one-quarter suspension, a student may reenroll subject to meeting the college's ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION (see 4.3000).45027
Should a student them be placed on academic probation, thereby having been on probation in each of his or her last three quarters at the college, the student will be suspended for three consecutive quarters.

4.5024 Appeal Procedures

the end of the second week of the subsequent quarter.

ive quarters will be suspended for the following

The Records Office will notify a student by certified mail

s to those course credits for which a

ficinate in a program designed to improve

Academic suspension may be appealed to the Academic Review Committee. A student will not be suspended during the course of the appeal process.

- A) Any appeal by a student notified of academic suspension must meet the following conditions:
- The appeal shall be in writing and clearly state factual errors or other matters which justify the appeal.

30

2) The appeal shall include:

a means to improve his or her academic standing.

- noited of medical and further in academic deficiency.
 - ned to aid dily teem of beb) Proposed plans to improve academic standing.
 - c) Evidence of any error in the college records.
 - 3) The appeal shall be filed through the office of the Associate Dean for Student Development.

For winter and spring quarters, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended.

For fall quarter, the appeal must be filed no later than one week before the start of classes.

- owt not nottedong of medica 4) Failure to appeal will result in suspension.
- B) After reviewing the student's academic records and all information pertinent to the appeal, the Committee will decide by majority vote:
 - - 2) To confirm academic suspension.
 - 3) To impose conditions in lieu of suspension.

- 4) To request the student meet with the committee before a final decision on the appeal is made.
- a) The student shall be given notice of the time, date, and place of this meeting.
 - b) This meeting shall take place no later than the 10th instructional day of the academic quarter for which the student has been suspended.
- c) The student's failure to attend the meeting will not preclude the committee from making a final decision regarding the appeal.
 - C) The committee shall notify the student of its decision no later than the 13th instructional day of the quarter.
 - D) The decision of the committee shall be final, subject to appeal to the President.

4.5025 Withdrawal or Termination of the Appeal

studies and class schedule

- A) The student may officially withdraw the appeal, in writing, at any time.
- B) Failure of the student to appear for any scheduled committee meeting without prior notification and without evidence of extenuating circumstances shall terminate the appeal.

4.5026 Composition of the Academic Review Committee

- The College shall have an Academic Review Committee Alearning assistance and/or composed of four standing members who shall be chosen no later than October 15 of each academic year to serve for a period of two years. In addition, the dent who enrolls at Tacona committee shall include one ad hoc member. The memberg a quarter or more of susship of this committee shall consist of one member of nitored through means determined the administration, chosen by the President; one Review Committee. counselor, chosen by the Counseling Department Chair; one faculty member, chosen by the Executive Dean for Education Services; and one student, chosen by the is following academic suspension ASTCC President. The ad hoc member will be the student's advisor. Should either the advisor, the counselor, or the faculty member not be available to hear the appeal, the Executive Dean for Education Services may appoint a substitute to serve on the committee. Should the student not be available to hear the appeal, the President of the student body may appoint a substitute to serve on the committee.
 - B) A quorum of the committee shall consist of three members.

4.5027 Re-enrollment Following Academic Suspension

- A) After having been suspended, a student shall appear before the Academic Review Committee prior to reenrolling at Tacoma Community College. The student shall present to the committee a petition which shall include, but not be limited to, the following:
- belonged and to very some land the coming quarter, signed by the student's assigned advisor.
- 2) A proposed program of studies, signed by the student's assigned advisor, which encompasses at least two quarters and which identifies short-range and long-range educational goals.
- 3) Evidence that the factors that contributed to academic deficiency have been eliminated.
 - B) After reviewing the student's academic record and petition, as well as other pertinent information, the committee shall decide by majority vote to take one or more of the following actions:
 - 1) To permit the student to register according to his or her proposed program of studies and class schedule.

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- Isda sons tomorio en 12) To impose conditions on the studento in lieu of suspension. proposed program of studies.
 - 3) To require that the student undergo further academic testing prior to registration.

hear the appeal, the President of the student body may appoint a substitute to serve on the committee.

B) A quorum of the committee shall consist of three members.

- 4) To refer the student for learning assistance and/or counseling during the subsequent quarter.
- C) The academic work of a student who enrolls at Tacoma
 Community College following a quarter or more of suspension will be closely monitored through means determined
 by the college's Academic Review Committee.

Should a student be placed on probation for the first quarter he or she re-enrolls following academic suspension, the student will be suspended for three consecutive quarters. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER WILL COUNT AS PART OF FALL QUARTER.

4.5060 COURSE REPEATS

A student, except one who is enrolled in an Allied Health Program with specific course repeat limitations, may repeat a course in which he/she has received a grade of C or lower no more than two (2) times. In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used.

4.5040

4-5070 COURSE AUDITS

A student may audit courses in which he/ she has interest, provided he/she does not displace a student who wants to take the same course for credit. By paying the regular tuition and fees, the student will be allowed to participate in all course activities. A student auditing a course will not receive credits or be issued a grade for the course.

4.5050 4-5080

COURSE CHALLENGE

A student enrolled for five (5) or more credit hours may earn additional credit hours in some courses by a challenge examination provided the department/discipline has developed a challenge examination.

An examination fee of SEVEN AND 50/100 (\$7.50) DOLLARS per credit hour will be charged for each course challenged.

Students who successfully challenge a course will receive an S grade.

4.5060

COLLEGE-LEVEL EXAMINATION PROGRAM

Tacoma Community College participates in the College Level Examination Program (CLEP) and grants credit for successful scores on the CLEP examinations. The acceptable level of scores on the CLEP General Examinations is the 45th percentile for general areas. Division and department requirements for specific areas may vary. Credit is granted for subject examinations when approved by the appropriate department.

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES		DATE June 16, 1983		
FROM: President		CATEGORY GM		
SUBJECT: Minutes	ITEM & FILE NO. I, C ENCLOSURE (S) Minutes of			
REASON FOR BOARD CONSIDERATION: APPROVAL		May 10 and May 12, 1983		

The Minutes of the Study Session held May 10, 1983, and the Minutes of the Regular Meeting held May 12, 1983, are presented to the Board of Trustees for its approval.

ADMINISTRATOR INITIATING ITEM: M. Lindbloom	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

COMMUNITY COLLEGE DISTRICT 22

Tab I, Item E

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES		DATE June 16, 1983
FROM: President		CATEGORY GM
SUBJECT: Correspondence	ITEM & FILE NO. I , E ENCLOSURE (S)	
REASON FOR BOARD CONSIDERATION:	Letters	
	Hetters	

The following correspondence is presented for review by the Board of Trustees.

ADMINISTRATOR INITIATING ITEM: M. Lindk	loom	FINAL DISPOSITION
BOARD ACTION DATE		
EFFECTIVE DATE		



Executive Dean Education Services

May 26, 1983

Dr. Melvin Lindbloom President Tacoma Community College Tacoma, Washington

Dear President Lindbloom:

It is with considerable regret that I submit my resignation to accept the position of Vice Chancellor at Saddleback College.

2112 SOUTH TYLER . TACOMAL WASHINGTON 98

I am leaving Tacoma Community College with personal regrets, but great confidence that the College is in excellent hands and is well prepared for the future. It has been a privilege to work for you this past year. Your reputation as a community college leader is well deserved.

I hope you will express to our Board of Trustees my appreciation for their vision and commitment to the community college ideal. It has been a privilege to work with them.

I want to thank our excellent faculty, my administrative colleagues, and our staff for their fine work. My years at Tacoma have been personally and professionally rewarding. I will miss each and every one of you.

I am proud to have been a part of Tacoma Community College and a part of the Washington Community College system. I hope to return one day to our state.

Sincerely,

David P. Habura Executive Dean

Education Services

DPH:cs

1983 MAY 5



TACOMA PUBLIC SCHOOLS HENRY FOSS HIGH SCHOOL

2112 SOUTH TYLER • TACOMA, WASHINGTON 98405 • 752-9200

I am leaving Tacoma Community College with pe

Tacoma have been personally and professionally

ensemble to have been a part of Tacoma Malana

will miss each and every one of you.

hope to return one day to our state.

HOME OF THE FALCONS

Copies mailed to:

Mel Lindbloom Carl Brown Loyd Percy

40

April 29, 1983

Mr. Don Ganges, Associate Dean and design eldereblence data at all Tacoma Community College reported solv to notified and agrees of 5900 South 12th Street Tacoma, Washington 98465

Dear Mr. Ganges: on is a spellod and that considered the confidence that the confidenc

I would like to take this opportunity to thank you for having such a capable group of speakers at our "Senior" assembly. The student attendance was embarrassing low and points out the fact we need to tighten our attendance procedures. It was an excellent presentation and we have been considering having a career day next year for all Tacoma seniors. If the idea develops in September, we will be sure to call you.

I want to thank our excellent f Thanks again for your cooperation.

Respectfully,

and a part of the Washington Community Colleg Eileen S. Jensen Assistant Principal

Henry Foss High School

jd

COMMUNITY COLLEGE DISTRICT 22 5990 S. 12TH STREET, TACOMA, WASHINGTON 98465

Item C

presentation was developed and tailored especially for the

personnel. All twenty-four students who attended the cour

CLOVER PARK SCHOOL DISTRICT NO. 400 • PIERCE COUNTY, WASHINGTON

MAY 2 4 1983

Mr. Bavid Hours

Dear Dean Habura:

Tacona, Community, College

Greenwood Elementary School NORTH DIVISION AND IDAHO FORT LEWIS, WASHINGTON 98433

May 23, 1983

Dr. Melvin Lindbloom Acting President Tacoma Community College two ent not not serges energies of granges of data I 5900 S. 12th St. microcomputers prepared and presented to Coast Guard personn Tacoma WA 98465

Dear Dr. Lindbloom:

We of Greenwood Elementary School would like to express our appreciation to Tacoma Community College for the resources for the study of other cultures that are available to us through your institution.

In particular, we'd like to express our thanks for the appearance of Mrs. Michiko Freeman and a group of Japanese students on Friday, May 20. These kind people contributed so much to our efforts to make the study of Japan a living, memorable experience for our students.

We feel that we are very fortunate in being able to use the colleges and universities in our area, including Tacoma Community College, as resources for the enrichment of learning for our elementary students. We hope to continue this practice in the future, as we work to educate young people about the most important subject of all--other people.

Mancy Synakowske Nancy Synakowski, Chairman

Committee for Asian-Pacific Studies

NS:jj





Dr. Melvin Lindbloom

students. We hope



DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD

USUMANDE OF STATES
USOS RESIDENT INSPECTOR OFFICE
TACOMA BOATBUILDING CO., INC.
1840 MARDIE VIEW DRIVE
TACOMA, WASHINGTON 19622

MAY 3 1 1983 . 1500 EDUCATION SERVICES 27 MAY 1983

Mr. David Habura
Dean of Instruction
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Dear Dean Habura:

I wish to express my sincere appreciation for the outstanding course on microcomputers prepared and presented to Coast Guard personnel by Mr. Gary Sigmen, Director of the Downtown College Center. Mr. Signmen's presentation was developed and tailored especially for the needs of RIO personnel. All twenty-four students who attended the course had the highest praise for both the course content and the presentation. Mr. Sigmen had the unique ability to adopt his presentations to accommodate the special needs of the Resident Inspector Office and the diverse backgrounds of the students. Mr. Sigmen's course will help us to install and implement a microcomputer system.

I again express my appreciation for Mr. Sigmen's outstanding course.

Sincerely, while a many

W. R. JOHANEK Commander

U. S. Coast Guard Commanding Officer

Manoy Synakowski, Chairman Committee for Asian-Pacific Studies





May 5, 1983

LYLE SMITH SHERIFF

In Reply: Refer to File No.

Tanya A. Brunke Associate Dean, Continuing Education Tacoma Community College 5900 South 12th Street Tacoma, WA 98465

Dear Tanya:

members at the forefront of those deliv I want to thank you and the Tacoma Community College for your help in sponsoring the Search & Rescue Management Orientation. The facilities at the College were excellent and the staff was most helpful and courteous. I really appreciate the professional atmosphere that the College lent to the seminar. and the American Association of Community and Jun

Because of your assistance in this program we now have fifty volunteer Search & Rescue Leaders who are equipped to render much greater service to the professional Search Managers. This hopefully will result in quicker finds of lost persons and lives saved.

Thank you again for your full cooperation and I am looking forward to working with you in January 1984.

provide the services of higher education within

endeavor. Let me know if the association or

Sincerely,

LYLE SMITH, SHERIFF

Lt. Robert Van Gieson

SAR Coordinator

Pierce County Sheriff's Department

RVG:qb

1001 7 3 YAM

May 20, 1983



Melvin Lindbloom
Interim President
Tacoma Community College
5900 S. 12th Street
Tacoma, WA 98465

Dear Dr. Lindbloom:

In a recent meeting with Arden Pratt, Director, Servicemembers Opportunity Colleges (SOC), it came to my attention that Tacoma Community College has renewed its membership in this consortium. I want to congratulate you on your decision to rededicate your institution to the principles, criteria and guidelines which place SOC members at the forefront of those delivering high quality, flexible programs to military personnel.

As you may know, SOC is jointly sponsored by the American Association of State Colleges and Universities and the American Association of Community and Junior Colleges, without whose efforts there would not be a SOC system as it exists today. The list of cooperating agencies includes practically all of the national associations representing higher education in America today.

I am gratified that Tacoma Community College plans to maintain an active role in our common effort to provide the services of higher education within the challenging context of a servicemembers career. Please be assured of my interest and support in this worthy endeavor. Let me know if the association or I can assist you in meeting this need.

Sincerely

Dale Parnell President

cc: Arden L. Pratt, Director, SOC



Office of the Mayor Doug Sutberland

May 9, 1983

Mr. Joseph H. Kosai

Mr Joe Kosai Tacoma Community College 5900 South 12th Tacoma, WA 98465

Dear Mr. Kosak

I would like to congratulate you on your appointment to the new Tacoma/Pierce County Private Industry Council (PIC) being formed under the Job Training Partnership Act (JTPA). Our list of appointments will now be sent to the Governor for certification as specified by law. This certification is required to ensure that the nomination process has been followed and that all the appropriate sectors of the community are represented. Once the Governor's concurrence has been granted, an advisory meeting will then be convened within 30 days.

The main purpose of the PIC will be to provide policy guidance and oversight with respect to employment and training programs funded under JTPA. I expect the first meetings will consist of training on the provisions of JTPA and preparation for the many important decisions to be made in the next few months. Program goals and objectives as well as funding allocations must be developed for a nine month period, October 1, 1983 through June 30, 1984. This job training plan will then be submitted for the Governor's approval to enable full program operations by the October 1st start date. As with most transition periods, the PIC will face several tasks within a short time period. Your willingness to serve is very important and greatly appreciated.

The staff of the Tacoma/Pierce County Employment and Training Consortium will keep you informed of the Governor's PIC certification process. If you require additional information at this time, please contact Les Crowe, the Consortium Executive Director, at 591-5468.

Since ely,

MAYOR DOUG SUTHERLAND,

Chairman

Consortium Executive Board

DS: lw

10,0



1983 Jewsmakers of Tomorrow

HONORARY CHAIRPERSONS Booth Gardner

CHAIRPERSON Elbert H. Baker, II

Doug Sutherland

TIME MAGAZINE Robert D. Sweeney Irina Bagaration

BLUE RIBBON COMMITTEE MEMBERS

Thomas W. Anderson Donald I. Barber Dan Baty William E. Baxter, Sr. Aldo J. Benedetti Harold J. X. Botley Dr. Ernest S. Brazill Charles E. Cereghino Charlotte N. Chalker Bill Dearborn Charles L. Edwards lack A. Fabulich L. R. Ghllarducci D. A. Gonyea Chester A. Hogan Michael E. McGowan Robert P. Mallon W. Howarth Meadowcroft E. Scott Minnich John O. Morgan Elgin E. Olrogg, Sr. William W. Philip Ellen Pinto Donald A. Pugnetti R. W. Reinholt Rabbi Richard Rosenthal Denny D. Rowley Ned Shera Judge Hardyn B. Soule (Retired) Harry Sprinker Patrick A. Steel Judge Donald H. Thompson George H. Weyerhaeuser

nation at

May 20, 1983

Mr. Joseph H. Kosai Community/Social Services Committee Selection Chairman Newsmakers of Tomorrow c/o Tacoma Community College 5900 South 12th Street Tacoma, Washington 98465 of appointments will now be sent to the Governor

Dear Joe: itsoillises sidt was yd beilioega as solt ensure that the nomination process has been followe

Because of your prominent role in NEWSMAKERS of TOMORROW, you shall come to mind quite readily each time I pass the Tacoma Dome.

the main purgose of the PIC will be to provid Please accept my heartfelt gratitude for your efforts and to you and your committee members, I say: "Congratulations and best wishes always for a job well done!"

Most co

Selection Committee General Chairman Newsmakers of Tomorrow P.O. Box 9219 Tacoma, WA 98409

RPM/ds

program operati

Sincerely,



THE ASSOCIATED STUDENTS OF TACOMA COMMUNITY COLLEGE

June 1, 1983

Dr. Melvin Lindbloom Interim President Tacoma Community College Tacoma, Washington of the second of the seco

Dear Dr. Lindbloom: Womong of the age 1100 Maintage of the advocation and the age 100 Maintage of the

Please note the enclosed copies of the official version of ASTCC Senate Resolution 83-5 and 83-6. Both resolutions were debated and endorsed during the regular sessions of the Tuesday, May 24 meeting of the ASTCC.

The first resolution condemns any investments that Tacoma Community College may have in any business or financial institution that may have investments in the apartheid nation of South Africa. Both resolutions established an ethical foundation by which the ASTCC Senate feels it is compelled and dedicated to stand by. Anything less is a direct humiliation of those students who believe our institution of higher education must stand as a symbol of an open and hospitable environment for all, regardless of the heritage, race, color or creed. We are a united group of individuals who wish to be freed from the disgusting grip of racial and social injustice.

I respectfully request that copies of this letter and the attached resolutions be furnished to the members of the Board of Trustees and any other parties who may have a need to be informed of the position and decision of the Associated Students of Tacoma Community College.

The Associated Students of Tacoma Community College would be enraged by any inaction which would prevent the immediate implementation of these decisions. We hope that all involved will do their utmost to see that our actions are implemented with utmost speed. Actions which promote human dignity are long overdue.

> On behalf of the Associated Students of Tacoma Community College.

James A. Martin ASTCC President

The institution of Student Government works.

JM: dk

RESOLUTION 83-5

WHEREAS, the Associated Students of Tacoma Community College recognize that the existence of the apartheid in South Africa stands as a lucid example of racial and social injustice; and

WHEREAS, the Associated Students of Tacoma Community College believe that one of the essential roles of a community college is to promote an open and hospitable educational environment for all, regardless of race, color, or creed; and

WHEREAS, the Associated Students of Tacoma Community College believe the participation in any economic venture by Tacoma Community College that, aids in the degradation and humiliation of its student population stands in blatant contradiction to its professed values, goals and objectives; and

WHEREAS, the Associated Students of Tacoma Community College recognize that they have a fundamental obligation to promote and defend the integrity of all its constituents; now therefore, be it

RESOLVED by the Associated Students of Tacoma Community College that it stands in firm opposition to any investments that Tacoma Community College may have in any business or financial institution that owns or profits from maintaining any firm, subsidiary, or affiliate in the apartheid nation of South Africa.

DATED this 24 day of May, 1983.

PRESIDING OFFICER. ASTCC SENATE

SPONSORED BY:

INTRODUCED BY:

Senator Cornett Young

ASTCC PRESIDENT

Senator Bill Bridge

IDENT

P ASTCC President

RESOLUTION 83-6

WHEREAS, the Associated Students of Tacoma Community College promote the joint sponsorship of activities with the Associated Students of the University of Puget Sound; and

Sound, until such time as it adopts a firm stand against its wrivereity's

WHEREAS, the Associated Students of Tacoma Community College recognize that it participates in this relationship primarily to promote an increased awareness and opportunity for its students and community to experience the outstanding contemporary and traditional values of higher education; and

WHEREAS, the Associated Students of Tacoma Community College recognize that the actions of both student government institutions (ASTCC & ASUPS), reflects their dedication to the fundamental value of heightened educational and cultural awareness; and

WHEREAS, the Associated Students of Tacoma Community College recognize that the failure of the Associated Students of the University of Puget Sound to take a firm position against its university's investments in South Africa stands as a glaring and lucid contradiction of the professed values that both institutions purport to inculcate within its students; and

WHEREAS, the Associated Students of Tacoma Community College is entrusted to back all its students with actions that are consistent with its professed ralues; now, therefore, be it

RESOLVED by the Associated Students of Tacoma Community College that it hereby dissolves all existing and/or future agreements promoting the co-sponsorship of events with the Associated Students of the University of Puget Sound, until such time as it adopts a firm stand against its university's investments in the apartheid nation of South Africa.

RESOLUTION

that it participates in this relationship primarily to promote an increased

SPONSORED BY:

INTRODUCED BY:

STCC PRESIDENT

dents of Tacoma Community College

the Associated Students of the University of Puget Sound to

aumreness and opportunity for its students and co

outstanding contemporary and

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take a film position against its university's investments in South Africa stands

as a glaring and luoid contradiction of the professed values that both

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to hack all its students with actions that are consistent with its professed



OFFICE OF THE PRESIDENT JUN 2 1983

State of Washington

JOHN SPELLMAN, Governor OFFICE OF THE GOVERNOR

EXECUTIVE ORDER

EO 83-07

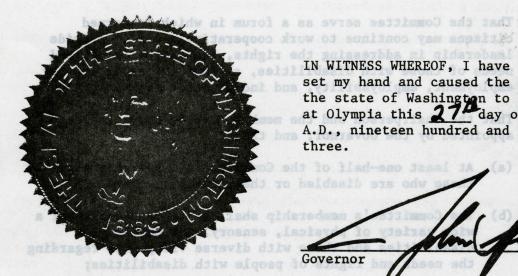
ESTABLISHING THE GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED That the Department of Employment Security shall be the lead

The policy of the state of Washington is to promote full participation and equal opportunity for all people with disabilities. The Washington State Employment Security Department has made a distinguished contribution to achieving equality for the disabled through support and funding of its ad hoc Committee on Employment of the Handicapped (GCEH). Recognizing the value of the Committee's achievements, this order establishes it formally in order to ensure that its efforts continue.

NOW, THEREFORE, I, John Spellman, Governor of the state of Washington, by virtue of the authority vested in me, do hereby order the following:

- That a Governor's Committee on Employment of the Handicapped 1. (the "Committee") be established;
- 2. That the Committee serve as a forum in which concerned citizens may continue to work cooperatively and to provide leadership in addressing the rights, responsibilities, and needs of those with disabilities, so that opportunities for employment, employability, and independence may be enhanced;
- That the Chairperson and the members of the Committee be 3. appointed by the Governor; and that:
 - (a) At least one-half of the Committee's membership shall be those who are disabled or their family members;
 - The Committee's membership shall be representative of a wide variety of physical, sensory, and mental disabilities and those with diverse viewpoints regarding the needs and rights of people with disabilities;
 - The Committee's membership shall, to the extent possible, include and represent diverse geographic areas and socio-economic groups of our state;

- That the Committee's duties include advising the Governor and E OF THE GOVERNOR other agencies whose programs and services affect the needs and rights of those with disabilities; the Committee may also provide assistance to employers and others interested in promoting the independence and employment of those who are disabled; HITCHING PROOF S COMMITTEE ; beldsaib
 - 5. That the Department of Employment Security shall be the lead agency in providing fiscal and administrative support to the Committee, including: The state of the state
 - (a) Providing direct fiscal and administrative support;
 - Seeking and securing, as necessary, additional support (b) for the Committee from other agencies serving those with disabilities; orwage of rebro at vilamiol at endelidades
 - (c) Coordinating the fiscal and administrative support that all other agencies and sources provide to the Committee.
 - That the Committee may also accept support and assistance from other agencies that serve those with disabilities.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the state of Washington to be affixed at Olympia this 270 day of Man A.D., nineteen hundred and eighty 1 three.

0

socio-economic groups of our state;

Legislative Building a Olympia, Washington 98504 a (208) 753-8780 a (Scan) 234-6780

The Committee's membership shall, to the include and represent diverse geographic

BY THE GOVERNOR:

Secretary of State

COMMUNITY COLLEGE DISTRICT 22

Tab I, Item F-4

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE June 16, 1983
FROM: President	CATEGORY GM
Education Services June Report	ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION:	
INFORMATION	

SPANGLER TO BE PRESIDENT-ELECT OF WADE

Richard Spangler, Division Chairman of Learning Services, was elected President-Elect of the Washington Association for Developmental Education (WADE) at the recent annual conference in Olympia. He will also serve as the general chairman for the 1984 annual WADE Conference.

ACTING DEAN WILL TEACH SUMMER CLASS AT PLU

Acting Executive Dean of Education Services, Frank Garratt, has been invited to teach a class at Pacific Lutheran University this summer in a program for academically gifted high school students from Western Washington. The Summer Scholars Program is co-sponsored by the Tacoma Area Council on Giftedness and Pacific Lutheran University. Mr. Garratt's class is titled "A Master Class in Writing."

RESPIRATORY THERAPY STUDENTS WIN "STUDENT BOWL"

A team of students from the Respiratory Therapy Technican Program at TCC has once again won the "Student Bowl" contest at the annual Respiratory Therapy Seminar held in Bellevue on May 22-24. The TCC team defeated Seattle Central Community College in the final round by a score of 230 to 130. This makes the fourth year in a row that TCC has won the trophy. Bill Leffler is Program Director for the Respiratory Therapy Technician Program.

ADMINISTRATOR INITIATING ITEM: F.	Garratt	FINAL DISPOSITION
BOARD ACTION DATE	16.75	
EFFECTIVE DATE		

TCC SPRING PLANT SALE SUCCESSFUL

The annual spring plant sale at the TCC greenhouse in late May offered a great variety of plants. Proceeds will benefit the horticulture program and the greenhouse at TCC.

BROWN BAG TRAVELOGUE WELL ATTENDED

The Brown Bag Travelogue in May featured a slide and narrative program on Australia and New Zealand presented by Morris Skagen. Faculty and staff enjoyed their brown bag lunches in the outback.

ATLANTIC RICHFIELD REPRESENTATIVE VISITS SOLAR CLASS

Floyd Shoemaker, a representative from the Atlantic Richfield Company, was a guest speaker during the Solar Energy Principles and Development class recently. He discussed solar energy technology, home applications and Atlantic Richfield's solar development program.

RETIRES HONORED RECENTLY Stow and besinding good feedors ve bester besinding to the story of the

Approximately 150 faculty, staff, former employees, and Board of Trustees members attended a get-together for five retiring TCC faculty members—Sam Heritage, Accounting; Vernon Hess and Monty Jones, English; Ron Magden, History; and Bill Muse, Biology.

PREMIERE FACULTY LECTURE SERIES CONCLUDED

Dr. Ronald Magden concluded the Premiere Faculty Lecture
Series when he discussed "Tacoma: Looking Forward." In the
lecture, Magden drew historical parallels to Tacoma's
development, comparing the rise of the city's port to ancient
Athens and other great port cities of the past and present.
He examined Tacoma's early prosperity and its recent
resurgence. Dr. Magden has recently completed The Working
Waterfront, a book about the history of the Port of Tacoma.

INTRODUCTION TO COMPUTERS WORKSHOP HELD

A special workshop to help people "break the ice" with computers was held at the TCC Downtown College Center, which gave the participants an overview of the computer revolution. The workshop also explored basic omputer concepts, computer languages, hardware and software and the many applications of computer systems. The workshop was sponsored by the Office of Continuing Education.

BAGPIPING DEMONSTRATION HOLDS PARTICIPANTS BREATHLESS

The history and music of bagpipes in the British Isles was the subject of an educational program at TCC recently. Musicians from Seattle and Tacoma discussed and demonstrated different types of bagpipe instruments from England, Scotland and Ireland during the free event.

PASSIVE SOLAR CLASS CONTINUES

The second of two free public classes on "passive solar design" was held recently at TCC. The class covered ideaa on collection, storage and distribution of solar heat, along with specific design applications and costs. The class was co-sponsored by TCC and the Tacoma-Pierce County Energy Information Office.

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FINAL POPS CONCERT HELD FIRE and more evided as a resemble by IT

A well-attended free pops concert was held June 6 in the TCC theater and featured the TCC Jazz Ensemble and the Clef Dwellers. The Clef Dwellers, under the direction of Gene Nelson, performed a variety of numbers. The Jazz Ensemble, directed by Michael Jaap, performed the works of Count Basie, Chick Corea, Herbie Hancock, Spyro-Gyra, and Chuck Mangione.

MUSIC DEPARTMENT PRESENTS "SHENANDOAH"

The TCC Music Department presented the musical "Shenandoah"
June 1-4 in the TCC Theater, directed by Gene Nelson.
Producer for the show was Doug Whittles; musical director--Jan Ball; choregraphy--Linda Cunningham; sets by Tom McElliott and Gene Nelson, and costumes by Gisela Kander. Other participants were TCC students and members of the community.

SUMMER ARTS WORKSHOP SCHEDULED

The annual Summer Arts Workshop for local high school students will present the musical "Seven Brides for Seven Brothers" on July 28-29-30, August 4-5-6. Scholarships will be presented by the Exchange Club of Tacoma.

DOROTHY DEBOLT SPEAKS FOR PARENTS UNLIMITED

Dorothy DeBolt, founder of the national organization, Aid to Adoption of Special Kids, was the keynote speaker at TCC's "Parents Unlimited" program June 4. The nationally known mother of 20--14 of whom are adopted--discussed "Parenting in the 80's." The seminar was sponsored by the college's Office of Continuing Education, which brought together experts in many facets of rearing children from nutrition to higher education.

ASTCC PRESIDENT CHOSEN

Bill Bruzas Jr. has been selected to serve as ASTCC President for the next academic year by the TCC Advisory Board. He assumed the position in June. Also selected as executive officers were: Mike Abegglen, activities manager; Lisa Foster,

FIRST ANNUAL BLACK STUDENT UNION AWARDS CEREMONY HELD

Allen Correll, Director of the Tacoma Human Relations Commission, was the speaker at the first annual Awards Ceremony of the TCC Black Student Union. He discussed "Black Academic Ahievement" and how you can take what you learn and put it back into the community. An award was given to Bill Muse, retiring TCC biology instructor, who was the first advisor of the BSU. In addition, two academic awards, one Black Student of the Year Award and 11 other activities awards 12. The final event of Spring Jam Week was a rock 'n roll.neve given

ANNUAL STUDENT AWARDS BANQUET IMPRESSIVE

The annual Student Awards Banquet was held on June 1 in the TCC Cafeteria. with over 125 in attendance.

student activities. Awards were given to winners The following Departmental Awards to Outstanding Students were given:

Allied Health and Physical Education

Ann Ficca, Ann Kiliz Medical Records Barbara Sovern, Dorinda Vicars Best Male Athlete Randy Fossum Randy Fossum Best Female Athlete Susan Wilson

11-15; and July 18-22.

Secretary/Office Skills Machel Bigelow 500 Barby 889 Masson Service Representative Teri Mitchels

doubles teams took first in the state. John Tord

and 1 record. This was TCC's first women's tennis

Counseling provided the few bod Kim Joy and bod the line is and the term

Humanities

English

atsize and as w Michelle Baydo and dow con--alog Journalism see aparto see Skip Card stants spartos valnummos Languages Karen Hedges Hade March Baronse Philosophy Deborah Easterday Deborah D

trophy, who took second place in the state. The team is Mathematics and Science | bad odw museof yours | listed dof yo bedseos

Biology Chemistry Mathematics Physics/Engineering

Julie Avila Dan Lee Long V. Nguyen Izzat Hasayen

Social Sciences

Administration of Justice Evelyn Gelegonya-Barbare History 98 DIROR WICE WAS 30 Violeta Olson Thomas June 1913 101

Resith and Physical Education

Physics/Engineering

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The Ellen Pinto Outstanding Student of the Year Award was presented to Skip Card.

STUDENT ACTIVITIES UPDATE

Spring Jam Week was held May 10-13. The opening of the new central plaza was celebrated with a special barbecue, a band called "Footloose," the TCC Clef Dwellers and the TCC Jazz Ensemble. Approximately 250 students, faculty, administrators, and staff enjoyed opening day.

Over 75 people attended the Beatle movie "Let it Be" held on May 11. Well over 200 people saw the Pink Floyd movie on May 12. The final event of Spring Jam Week was a rock 'n roll and the same dance on Friday, May 13, held in the cafeteria.

SPRING GOLF TOURNAMENT

Twenty-nine (29) golfers competed in a tournament sponsored by student activities. Awards were given to winners Gary Thomas, Kurt Martinsen, and Dave Williams.

HOT OFF THE PRESS IN SPORTS

TITANS BRING HOME TENNIS TROPHY

Tennis--The women's tennis team won the state tennis tournament on May 16-18 at Yakima by defeating Green River in the finals. The tennis team finished their season with a 13 and 1 record. This was TCC's first women's tennis championship in its history. Both TCC's first and second doubles teams took first in the state. JoAnn Torgerson, coach, was voted Coach of the Year.

Volleyball Sessions -- TCC women's volleyball coach, Tina Kailimai, will be instructing interested volleyball players at three different sessions in the TCC gym on July 4-18; July 11-15; and July 18-22.

Golf--TCC won the third place trophy in the state's community college finals, losing to Clark College. The two schools had finished the regular season as the league's co-champions with Clark winning the League's first place trophy, who took second place in the state. The team is coached by Bob Dezell. Randy Fossum, who had the only eagle, was medalist for TCC.

BlivA silut

Track--TCC placed third in the State meet held at Auburn High School. The team then went on to compete in Mt. Hood, Oregon where all of the community colleges in Washington and Oregon who took the top four places in individual events and relays competed.

For the second year in a row, the Titan men's track team brought home the third place trophy from the State community college meet. The team is coached by Bob Fiorito. Eight of the nine members of the Titan men's team qualified for the Washington/Oregon meet in Gresham.

<u>Baseball</u>—The Titan men's baseball team came in first this year in the Western League. At the state tournament in Yakima, TCC placed sixth out of eight. Norm Webstad coaches the team.

WOMAN ATHLETE OF THE YEAR NAMED

Susan Wilson was awarded "Woman Athlete of the 1982-83 School Year." Miss Wilson has been very active in sports at TCC, is a second-year veteran in volleyball and softball, and was captain of the volleyball team for the last two years. She also played basketball during her sophomore year at TCC. Miss Wilson originally came to TCC on a scholarship in sports.

After recommendations by the respective departments, divisions, the College's Instructional Council, and the Executive Dean for Education Services, the following new courses were approved by the President:

CENTERS/DATA PROCESSING

DPSYS 245 Computer Programming: COBOL / 4 / 4 / 0 / Cr. Lec. Lab.

An introduction to the structure and use of the COBOL programming language. Students will write several programs and study common business applications of of computer systems and COBOL language. Includes discussion on problem analysis and flowcharting.

B & F 250 Systems Analysis /3/3/0/ Cr. Lec. Lab.

An introduction to the concepts of systems development and data processing. Discusses the planning and implementation of a new system. Students will analyze systems, identify issues and considerations in system design and implementation, identify problem areas, and design practical economic solutions.

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

I	TO: BOARD OF TRUSTEES	DATE June 16, 1983
1	FROM: President	CATEGORY GM
	Planning and Operations June Report	ITEM & FILE NO. I, F-5 ENCLOSURE (S)
T	REASON FOR BOARD CONSIDERATION:	
L	INFORMATION	

PERSONNEL ACTIVITIES:

Jim Kautz and Mike Gillen attended a pavement maintenance and repair seminar on May 19, 1983. Presentations included information about slurry seal applications for road surfaces and rubberized sealants for roadway cracks.

Jim Kautz attended a professional development program presented by the Washington Community College Administrator's Association on May 25, 1983. The program was presented at the Sea-Tac Red Lion Inn. Material and presentations were provided to increase expertise in the Labor Relations fields. The primary speaker was Dr. David Kueckle from the Harvard University Graduate School of Education.

Members of the Facilities and Grounds staff attended training for the new SCAN telephone procedures.

Frank Brown, Veterans Affairs advisor, attended the Mayor's Advising Committee on Veterans Affairs. On May 10, 1983, he attended the Governor's Advising Committee on Veterans Affairs and on May 23-27, 1983, he attended the Annual American Association of Minority Veterans Program Administrators Meeting in Washington, D.C.

Noel Helegda, Program Manager of the Financial Aid office, attended the following meetings: May 4, 1983, Washington State Work-Study Advisor Committee Meeting, Seattle Pacific University; May 5, 1983, National Council Meeting of the National Association of Student Financial Aid Administrators; and May 25-27, 1983, Washington Financial Aid Association, Alderbrook Conference Center.

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

Noel Helegda is the president-elect of the Washington Association of Community College Financial Aid Administrators for the 1983-84 fiscal year. Because of her leadership during the 1982-83 academic year, Ms. Helegda was presented an engraved plaque by members of the Washington Financial Aid Association.

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Kim Emery, Financial Aid Advisor, attended the following meetings: National Council Meeting of the National Association of Student Financial Aid Administrators at Alderbrook Conference Center on May 5, 1983, and the Spring Conference of the Washington Financial Aid Association at the Alderbrook Conference Center.

Don Gangnes and Dan Small attended a two-day workshop in San Francisco on Marketing in Higher Education conducted by Dr. LaBaugh, Admissions Consulting Service, June 2 and 3, 1983.

CAPITAL IMPROVEMENT PROJECTS:

Walkways

All projected walkways for Buildings 4, 6 and 8 have been completed. An additional walkway was constructed to improve access to Building 14. New drainage systems were developed to remove standing water from the north side of Building 14.

Four surplus postal jeeps were purchased to replace un

Continuing to market it programs and services, the College

Central Plaza

All construction for Phase I is complete. The work accomplished has provided a pleasing environment for the campus. The new light fixtures have enhanced the night lighting and provide a nice setting for the evening hours. Hopefuly, funds will soon be available to complete the total project.

Jogging Path Appoints . sesses refrago remmus for snowing berefater

The jogging path is completed and ready for use by all active joggers. The course provides a nice setting for a pleasant workout and the surface should provide good footing for all weather conditions. The course length is 1.1 miles and everyone is welcome to run more than one lap.

having direct contact with approximately 73 seniors from Building 5 Renovation are a service area morning 5 Renovation area of the contact of

Renovation is complete and some minor punch list items are to be completed. Students have been using the new spaces and appear to be pleased with the facilities.

Other faculty and classified staff who volunteered to serve on teams were Carolyn Simonson, Chuck Summers, Shirley Johnson, Joe Mosei,

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HVAC Project as A nospaids Weds to tosle-packing and al sopeled look

Complications were encountered at the 170 foot level in the recovery well. Fine sand clogged the screen and it had to be removed. Drilling is continuing to reach a satisfactory strata that will provide a good supply of water as well as a good reservoir to accept water at a rate of 200 gallons per minute.

Mational Council Meeting of the National Association

Building Signs of American at Alderbrook Conference Canging Building Signs

A survey was conducted to determine preference for the prototype building signs that were installed by Buildings 3 and 5. Results of the survey will be used to assist in selection of signs for all the buildings.

GENERAL ITEMS

Equipment Acquisition

Four surplus postal jeeps were purchased to replace unreliable vehicles used by Buildings and Grounds Maintenance, Security and Mail Services. The jeeps are in excellent condition and will greatly enhance the College's support capability.

Registration at Tacoma Dome

Continuing to market it programs and services, the College assigned marketing teams to staff its booth during the "GOOD EARTH EXPOSITION," which was held at the Tacoma Dome from Friday, June 3 through Sunday, June 5, 1983.

The marketing teams consisted of faculty, who provided attendees with information regarding College programs, and classified staff, who registered persons for Summer Quarter classes. Although few persons registered, the team members did promote the programs and services of the College to many citizens.

provides a nice setting for

Customer Services Activities

Twelve outreach visits during May resulted in College outreach teams having direct contact with approximately 73 seniors from nine high schools in the Tacoma/Pierce County service area. In addition, Rae McIntire and Loyd Percy conducted a tour of the campus for eight students from the Tacoma Community House and participated in two career day conferences at two local junior high schools, providing information about the College to more than 100 students.

Other faculty and classified staff who volunteered to serve on teams were Carolyn Simonson, Chuck Summers, Shirley Johnson, Joe Kosai, Lorene Miller, Kris York, and Noel Helegda.

Summer Ouarter 1983 Registration

Summer quarter 1983 registration for currently-enrolled students began on May 10 and will continue through June 17, 1983. Summer quarter enrollment statistics as of June 2, 1983, show a headcount of 842 and an FTE total of 436.2. A comparison of these statistics with those of Summer Quarter 1982 reflects a 194 decrease in headcount and a 124.4 decrease in FTE.

New and returning students will register by appointment on June 20 and 21, 1983.

Fall Ouarter 1983 Registration

Admissions staff began registering currently-enrolled students for Fall Quarter on May 23 and will continue through September 23, 1983. The enrollment statistics, as of June 2, 1983, show a headcount of 406 and an FTE total of 359. Registration for new and returning students will occur on September 14, 15, 20, and 21. The enrollment pattern for Fall Quarter, 1983, indicates that fewer students are registering for classes than at the same time as last year.

College Selected As Work Site for SYEP

The Tacoma-Pierce County Consortium has identified the College as a work site for youths between the ages of 16 and 21 who have been selected to participate in the federally sponsored SUMMER YOUTH EMPLOYMENT PROGRAM.

Nine College departments submitted proposals requesting a total of 26 participants. The youths will be performing such tasks as receptionist/clerical, grounds maintenance, inventory and food service duties. Summer employment for Tacoma-Pierce County youth will begin on June 27, 1983.

The Consortium is the agency formed to manage not only the SYEP for the City and County, but also other federal programs having to do with employment and job training.

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

I	TO: B (OARD OF TRUSTEES	June 16, 1983
	FROM: Pr	esident	CATEGORY GM
	SUBJECT:	Budget Status Summary Report for Period Ending May 31, 1983	ITEM & FILE NO. I, F-6-a ENCLOSURE (S)
T	REASON FO	OR BOARD CONSIDERATION:	
		INFORMATION	

The Budget Status Report for the period ending May 31, 1983, will be presented to the Board of Trustees at its June 16 meeting for review.

ADMINISTRATOR INITIATING ITEM: T.	Kimberling	FINAL DISPOSITION
BOARD ACTION DATE		
EFFECTIVE DATE		

TACOMA COMMU Y COLLEGE
Budget Status Summary Report

For the Period Ending May 31, 1983

By Program	TOTAL 1982-83 BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE OBLIGATIONS	YEAR TO DATE BALANCE	TOTAL BUDGET BALANCE	TOTAL PERCENT REMAINING
Instruction & Primary Support	\$ 3,662,854	\$ 2,983,278	\$ 2,950,593	\$ 32,685	\$ 712,261	19.46%
Library Services	315,839	273,561	276,203	(2,642)	39,636	12.55
Student Services	638,193	537,314	536,807	507	101,386	15.89
Institutional Support	1,388,476	1,236,271	1,227,275	8,996	161,201	11.61
Plant Operations & Maintenance	848,204	723,547	710,941	12,606	 137,263	16.18
TOTAL	\$ 6,853,566	\$ 5,753,971	\$ 5,701,819	\$ 52,152	\$ 1,151,747	16.81%
By Object						
Salaries & Wages	\$ 4,947,603	\$ 4,101,767	\$ 4,033,316	\$ 68,451	\$ 914,287	18.48%
Personal Service Contracts	13,760	12,347	5,240	7,107	8,520	61.92
Goods & Services	946,395	823,065	794,750	28,315	151,645	16.02
Travel	29,162	27,639	39,635	(11,996)	(10,473)	(35.91)
Equipment	143,846	104,534	156,376	(51,842)	(12,530)	(8.71)
Employee Benefits	884,940	768,474	764,613	3,861	120,327	13.60
Transfer of Charges	(112,140)	(83,855)	(92,111)	8,256	 (20,029)	17.86
TOTAL	\$ 6,853,566 (1	\$ 5,753,971 (2	\$ 5,701,819	\$ 52,152	\$ 1,151,747	16.81%

⁽¹⁾ See back for explanation of budget adjustment

⁽²⁾ Include non-salary related encumbrances.

TACOMA COMMU. Y COLLEGE

Budget Status Summary Report

81-8 82-8 Sick To a A.B. A.B. Test GED Gene Stat	et as approved by 2 Carry over 3 Encumbrance bro Leave salary adjust required re E. Reduction E. Increase ing Program Testing ral Testing e Board Allotment Leave Adjustment	ought forward justment eserve	6v231, 1983 YEAR TO DATE OBLIGATIONS \$ 2,950,593 276,203 536,807 1,227,275	,810,386 29,469 16,187 (17,817) (15,520) (7,200) 4,800 18,600 2,153 200 16,635 (4,327)	For the TOTAL 1982-83 8UDGET. \$ 3,662,854 315,839 638,193 1,388,476	By Program Instruction & Primary Support Library Services Student Services Institutional Support
16.18	137,263	Total 82-83 Bu	dget \$ 6	,853,566	848,204	Plant Operations & Maintenance
16.81%	\$ 1,151,747	\$ 52,152	\$ 5,701,819	\$ 5,753,971	\$ 6,853,566	JATOT
						By Object
18.48%	\$ 914,287	\$ 68,451	\$ 4,033,316	\$ 4,101,767	\$ 4,947,603	Salaries & Wages
61.92	8,520	7,107	5,240	12,347	13,760	Personal Service Contracts
16.02	151,645	28,315	794,750	823,065	946,395	Goods & Services
(35.91)	(10,473)	(11,996)	39,635	27,639	29,162	Travel
(8,71)	(12,530)	(51,842)	156,376	104,534	143,846	Equipment
13.60	120,327	3,861	764,613	768,474	884,940	Employee Benefits
17.86	(20,029)	8,256	(92,111)	(83,855)	(112,140)	Transfer of Charges
16.81%	\$ 1,181,747	\$ 52,152	\$ 5,701,819	\$ 5,753,971(2)	\$ 6,853,566(1)	JATOT

⁽¹⁾ See back for explanation of budget adjustment

⁽²⁾ Include non-salary related encumbrances.

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

1	TO: BOARD OF TRUSTEES	DATEJune 16, 1983
	FROM: President	CATEGORY GM
	TO DESCRIPTION OF THE PROPERTY	ITEM & FILE NO. I, F-6-b ENCLOSURE (S)
	REASON FOR BOARD CONSIDERATION: INFORMATION	Opinion Statements

Each biennium the financial records of the College are examined by the Office of the State Auditor. Attached for the Board's review are copies of the opinion statements rendered for the College's audit for the fiscal year ended June 30, 1982.

ADMINISTRATOR INITIATING ITEM: T. BOARD ACTION DATE	Kimberling	FINAL DISPOSITION
EFFECTIVE DATE		

TACOMA COMMUNITY COLLEGE
Agency No. 678
Seventh Examination
July 1, 1981 Thru June 30, 1982

REPORT ON AGENCY COMPLIANCE

We have examined the combined financial statements of the State of Washington for the fiscal year ended June 30, 1982, and have issued a report thereon dated December 30, 1982. As a part of this examination, which was conducted in accordance with generally accepted auditing standards, we performed such tests of the accounting records of Tacoma Community College and such other auditing procedures at this agency as we considered necessary in the circumstances. These procedures included an evaluation of the agency's compliance with legal requirements that could materially affect the validity or accuracy of the information submitted by the agency for use in compiling the previously mentioned combined financial statements of the state.

In our opinion, Tacoma Community College has complied with the laws and regulations we tested. Further, based on our examination, nothing came to our attention to indicate that the College has not complied with other laws or regulations.

The state of the s

sibility, estimates and judgments by agency management are required to assess the expected benefits and related costs of control procedures. The objectives of the system of internal accounting control are to provide agency management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with agency management authorization and the laws of the state and recorded properly to peculate agency to submit to the Office of Financial Management any required accounting principles and the laws of the State of Washington.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to fature periods as subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of adherence to the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. However, in our opinion, the system of internal control in effect during the year ended June 30, 1982, was sufficient to provide reasonable, but not absolute, assurance that assets were safeguarded against dose, transactions were properly suthorized, executed and recorded, and legal requirements were met.

TACOMA COMMUNITY COLLEGE Agency No. 678 Seventh Examination July 1, 1981 Thru June 30, 1982

REPORT ON INTERNAL ACCOUNTING CONTROL

We have examined the combined financial statements of the State of Washington for the fiscal year ended June 30, 1982, and have issued a report thereon dated December 30, 1982. As a part of this examination, we made a study and evaluation of internal accounting control of Tacoma Community College to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for determining the validity and accuracy of accounting methods, procedures, and standards utilized by the College in preparation of its accounting information included in the state's combined financial statements.

The Office of Financial Management has established policies, regulations and procedures to be used as guidelines for developing individualized internal control practices for each agency. In fulfilling this responsibility, estimates and judgments by agency management are required to assess the expected benefits and related costs of control procedures. The objectives of the system of internal accounting control are to provide agency management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with agency management's authorization and the laws of the state and recorded properly to permit the agency to submit to the Office of Financial Management any required accounting information prepared in accordance with generally accepted accounting principles and the laws of the State of Washington.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of adherence to the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. However, in our opinion, the system of internal control in effect during the year ended June 30, 1982, was sufficient to provide reasonable, but not absolute, assurance that assets were safeguarded against loss, transactions were properly authorized, executed and recorded, and legal requirements were met.

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE June 16, 1983
FROM: President	CATEGORY UB
SUBJECT:	ITEM & FILE NO. II
1983-84 Auxiliary Enterprises' Budgets	ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION: APPROVAL	Exhibits A,B,D,C

Background

The development process for the 1983-84 Auxiliary Enterprises' Budgets (Bookstore, Food Service, Parking, and Non-Credit Instructional Program) has been continuous throughout the past year. The initial budget requests were developed through direct involvement with the various auxiliary services managers and staff.

Status

The budget requests were compiled by each operational area involved and forwarded to the President's Office for review and revision by the Executive Staff. The budgets have been accepted by the College Council and were presented to the Board in May for review and study.

Recommendation

The President recommends that the Board of Trustees approve the 1983-84 Auxiliary Enterprises' Budget (Bookstore, Food Service, Parking, and Non-Credit Instructional Program) as reflected by Exhibits A, B, C, and D attached hereto.

ADMINISTRATOR INITIATING ITEM:	т.	Kimberling	FINAL DISPOSITION
BOARD ACTION DATE			
EFFECTIVE DATE			

1983-84 PROPOSED BOOKSTORE BUDGET

PLANNING ASSUMPTIONS

ENROLLMENT INCREASED BY 120 FTE'S

MAINTAIN CURRENT LEVEL OF SERVICES AND STAFFING

GENERATE MODEST PROFIT OF APPROXIMATELY 2.6% OF SALES

BUDGETED PROJECTED % 1982-83 1983-84 SALES REVENUES \$ 612,300 \$ 651,500 100.0	BUDGET PROJECTIONS	e reasta	CURRENT STAFFIN	KEDUCE
REVENUES \$ 612,300 \$ 651,500 100.0 EXPENSES 002,441 OPERATING EXPENSES 93,443 102,047 15.7 EMPLOYEE BENEFITS 20,531 22,096 3.4	DODGET TROSECTIONS	BUDGETED	TI 108 PROJECTED	% GENERA
SALES		<u>1982-83</u>	1983-84	SALES
SALES \$ 612,300 \$ 651,500 100.0 EXPENSES 002,441 OPERATING EXPENSES 93,443 102,047 15.7 EMPLOYEE BENEFITS 20,531 22,096 3.4		патариня	CMV1193	בטטטכו דאט.
EXPENSES OOR MAI OPERATING EXPENSES 93,443 102,047 15.7 EMPLOYEE BENEFITS 20,531 22,096 3.4	CALEC	\$ 612,300	\$ 651,500	100.0
OPERATING EXPENSES OOR WALL SALARIES & WAGES 93,443 102,047 15.7 EMPLOYEE BENEFITS 20,531 22,096 3.4	Fydencec			REVENUES
UPERATING EXPENSES SALARIES & WAGES 93,443 102,047 15.7 EMPLOYEE BENEFITS 20,531 22,096 3.4	0.000 0.00 0.00 0	\$ 144,500		SALES
EMPLOYEE BENEFITS 20,531 22,096 3.4				032110
		93,443	102,047	15.7
OTHER NON-SALARY 23,945 25,115 3.9	EMPLOYEE BENEFITS	20,531	22,096	3.4
	OTHER NON-SALARY	23,945	25,115	3.90
TOTAL OPERATING EXPENSES \$ 137,919 \$ 149,258 22.9	TOTAL OPERATING EXPENSE	s \$ 137,919	\$ 149,258	22.9
Purchases \$ 468.285 \$ 485.500 74.5	Purchases	\$ 468.285	\$ 485,500	74.5
TOTAL EXPENSES \$ 606.204 \$ 634.758 0 34.097.4	TOTAL EXPENSES	\$ 606,204	\$ 634,758	JATO 97.4
PROJECTED NET INCOME \$ 6.096 \$ 16.742 2.6	PROJECTED NET INCOME	008 \$ 6.096	\$ <u>16.742</u>	232.69

RECOMMENDED DISTRIBUTION OF INCOME

\$10,000 RESERVE FOR FUTURE FACILITY/EQUIPMENT NEEDS
\$ 6,742 CURRENT INVESTMENT FOR REPAINTING INTERIOR, CLEANING
AND REPLACING WORN AREAS OF CARPET AND PURCHASE OF NEW
CASH REGISTER.

\$3.543 TO RETURE OURRENT FUND DEFICIT

TO UPGRADE FACILITY/EQUIPMENT

1983-84 PROPOSED FOOD SERVICE BUDGET

PLANNING ASSUMPTIONS

ENROLLMENT INCREASED BY 120 FTE'S

MAINTAIN BANQUET AND AMUSEMENT OFFERINGS

RECOGNIZE INCREASED COST OF PURCHASES

REDUCE CURRENT STAFFING LEVELS

GENERATE MODEST PROFIT OF 5% OF SALES

BUDGET PROJECTIONS	60 7007		REVENUES
\$ 651,500 100.0	BUDGETED 1982-83	PROJECTED 1983-84	% Sales
REVENUES			Sangaya
SALES	\$ 144,500	\$ 148,900	100.0
EXPENSES TAO SOL	93,443	RIES & WAGES	SALAI
22.096	20,531	OVER BENEFITS	EMPL
OPERATING EXPENSES	25,945	Y NON-SALARY	IBHTO.
SALARIES & WAGES	\$ 54.520	\$ 56.608	38.0
EMPLOYEE BENEFITS	14,180	14,124	9.5
OTHER NON-SALARY	6.550	9,125	11.9 HASES
TOTAL OPERATING EXPENSES	\$ 75,250	\$ 79.857	53.6
Purchases SAZ 31	67,800	\$ 61,500	0313 41/3
TOTAL EXPENSES	\$ 143,050 30 1	\$ 141,357	0/3/194.9
PROJECTED NET INCOME	\$ 1.450	\$	5.1%

AND REPLACING WORN AREAS OF CARPET AND PUR

CASH REGISTER.

RECOMMENDED DISTRIBUTION OF INCOME

\$3,543 TO RETIRE CURRENT FUND DEFICIT \$4,000 TO UPGRADE FACILITY/EQUIPMENT

High

EMPLOYEE BENEFITS

OVERHEAD TRANSPERS

TOTAL EXPENSES

1983-84

PROPOSED PARKING BUDGET

BUDGET PROJECTIONS databacos 48-282 1983-884	Budgeted 1982-83	PROJECTED 1983-84
Revenues		REVENUES
PARKING FEES PARKING FINES	\$ 33,000 <u>9,000</u>	\$ 73.000 <u>4.000</u>
TOTAL REVENUE	\$ <u>42.000</u>	\$ <u>77,000</u>
EXPENSES B - SALARIES & WAGES	MAGES ME FACULTY	EXEMPT EXEMPT PART-TI
TEMPORARY CLASSIFIED	\$ 10.125 20.160	\$ 12,500 29,140
TOTAL SALARIES AND WAGES	\$ 30,285010936	\$ 41,640
E - GOODS & SERVICES	RVICES	2 3 20000 -
COMMUNICATIONS OF CONTRACTUAL SERVICES	\$ 2.000 1.350 700 1.599	\$ 2.000 500 750 15.825
TOTAL GOODS AND SERVICES	\$ 5,649	\$ 19,075
L - EMPLOYEE BENEFITS	SING 800.6 2 2 2 2 2 2 2 2 2	\$ 8,380
OZZ TOTAL EXPENSES AL	\$ 42,000	\$ 69,095
\$ 2,100 \$ 1,250		- TRAVEL

\$ 17,000

\$ 147,332

Contract of the state of the st

\$ 17,000

PROPOSED COMMUNITY SERVICE BUDGET

BUDGET PROJECTIONS ZNOTTON	UDGET PROJ
DUDGETED BUDGETED	PROJECTED
1982-83 <u>1982-83</u>	1983-84
REVENUES	EVENUES
Non-Credit Course Fees \$ 148,000	156,000
9,000 <u>9,000</u> <u>9,000</u>	PARKIN
AL REVENUE \$ 42,000 \$ \$ ALOUGH \$ STANDON STAND	TOT
B - SALARIES & WAGES	
EXEMPT \$ 18,750 \$	131000
PART-TIME FACULTY 85,000	90.856
CLASSIFIED 730	-0-
TOTAL SALARIES & WAGES \$ 104,480	110.264
C - Personal Services 3 230\$ 1,000 AJAS \$	-0- Tor
E - Goods & Services	' 20000 -
	5,600
OOZ POSTAGE/TELEPHONE 950 ITADIMUM	MOJ1.800
	2.300
STAFF DEVELOPMENT 2301V400 JAUTDART	400 Con
MEMBERSHIPS/CONVENTION FEES 200	200
GUEST SPEAKERS/CONTRACTUAL SVCS. 2,200	3,200
ADVERTISING/PROMOTIONS 3,900	2.900
MISCELLANEOUS	150
TOTAL GOODS & SERVICES \$ 14,500 Magya \$	1016.550
G - TRAVEL \$ 2,100 \$	1.250
L - EMPLOYEE BENEFITS \$ 8.252 \$	10.939
T - Overhead Transfers \$ 17,000 \$	17,000
TOTAL EXPENSES \$ 147.332 \$	156.003



1983 - 84 BUDGETS

FOR

AUXILIARY ENTERPRISES

TACOMA, WASHINGTON 98465

1983-84 BUDGET

FOR

AUXILIARY ENTERPRISES

BOARD OF TRUSTEES:

Mr. Alan Vandevert, Chairperson

Ms. Ellen Pinto, Vice Chairman

Mr. Robert Hunt

Mrs. Anne Wade

Mrs. Marliss Swayze

PRESIDENT:

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Dr. Mel Lindbloom

BUDGET OFFICER:

Mr. Donald R. Gangnes

EXECUTIVE STAFF:

Mr. Donald R. Gangnes

Mr. David Habura

Mr. Tom Kimberling

$\underline{\mathsf{T}} \ \underline{\mathsf{A}} \ \underline{\mathsf{B}} \ \underline{\mathsf{L}} \ \underline{\mathsf{E}} \qquad \underline{\mathsf{O}} \ \underline{\mathsf{F}} \qquad \underline{\mathsf{C}} \ \underline{\mathsf{O}} \ \underline{\mathsf{N}} \ \underline{\mathsf{T}} \ \underline{\mathsf{E}} \ \underline{\mathsf{N}} \ \underline{\mathsf{T}} \ \underline{\mathsf{S}}$

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The state of the s

BOOKSTORE

GUFF McCray, Manager

BOOKSTORE

1983-84 BUDGET - SALES

Projected Revenue

Account			Change Increase	
Code	Description	1982-83	(Decrease)	1983-84
261-1810	New Books	\$423,500	\$ 1,500	¢425 000
261-1B11	Used Books			\$425,000
	used books	55,000	32,000	87,000
261 - 1B12	Trade Books	25,000	(3,000)	22,000
261-1B13	School Supplies	77,000	3,000	80,000
261-1B14	Novelties	9,200	3,300	12,500
261 - 1B15	Sundries	22,000	2,000	24,000
261-1816	Other	600	400	1,000
	Total Projected Revenue	\$612,300	\$39,200	\$651,500

1983-84 BUDGET - OPERATIONS

Projected Expenditures

	Account Code	<u>Description</u>	<u>1982-83</u>	Change Increase (Decrease)	1983-84
	Operations				
	261-1BK1-BD-0000	Exempt Part-Time	\$ 15,631	\$ 804	\$ 16,435
	261-1BK1-BK-0000	Classified Full-Time	77,812	7,800	85,612
	261-1BK1-EA-0010	Office Supplies - General	2,000	300	2,300
	261-1BK1-EA-0011	Office Supplies - Xerox	200	-0-	200
	261-1BK1-EA-0052	Reference Materials	375	225	600
	261-1BK1-EB-0010	Postage	800	-0-	800
	261-1BK1-EB-0020	Telephone	2,540	-0-	2,540
	261-1BK1-ED-0010	Building Rental	5,940	-0-	5,940
	261-1BK1-ED-0020	Equipment Rental	600	-0-	600
	261-1BK1-EE-0020	Equipment - Repairs	800	-0-	800
_	261-1BK1-EF-0010	Printing	100	-0-	100
	261-1BK1-EH-0010	Dues & Memberships	575	-0-	575
	261-1BK1-EJ-0010	Periodicals & Magazines	125	-0-	125
	261-1BK1-ER-0020	Misc. Contractual Services	1,360	-0-	1,360
	261-1BK1-EZ-0010	Advertising & Promotions	1,000	-0-	1,000
	261-1BK1-EZ-0021	Freight - Out	2,500	-0-	2,500
	261-1BK1-EZ-0050	Licenses	5	20	25
	261-1BK1-EZ-0052	Use Tax	300	25	325
	261-1BK1-EZ-0060	Depreciation	2,600	-0-	2,600
	261-1BK1-EZ-0080	Bank Card Discounts	900	-0-	900
	261-1BK1-GA-0000	Travel	1,225	-0-	1,225
	261-1BK1-JA-0000	Equipment	-0-	600	600
	261-1BK1-LA-0000	OASI	6,261	577	6,838
	261-1BK1-LB-0000	Retirement	5,060	556	5,616
	261-1BK1-LC-0000	Medical Aid & Ind. Insurance	490	432	922
	261-1BK1-LD-0000	Health Life & Disability	8,220	-0-	8,220
	261-1BK1-LF-0000	Reserve for Unemploy. Comp.	500		500
/		Sub-Total Operations	\$137,919	\$11,339	\$149,258

PROPOSED BOOKSTORE

1983-84 BUDGET - PURCHASES

Account Code	Description	1982-83	Change Increase (Decrease)	1983-84
Purchases				
261-1B10-EZ-0040	New Books	\$326,095	\$(7,345)	\$318,750
261-1B10-EZ-0041	Used Books	41,250	24,000	65,250
261-1B10-EZ-0042	Trade Books	17,500	(2,100)	15,400
261-1B10-EZ-0043	School Supplies	46,320	1,680	48,000
261-1B14-EZ-0044	Novelties	5,520	1,980	7,500
261-1B15-EZ-0045	Sundries	15,400	(1,000)	14,400
261-1B10-EZ-0020	Freight - In	16,200		16,200
	Sub-Total Purchases	\$468,285	\$17,215	\$485,500
	Total Projected Expenditures	\$606,204	\$28,554	\$634,758
Projected Resu	ults of Operations:			
	Projected Revenue	\$612,300		\$651,500
lace	: Projected Expenditures	606,204		
Less	. IT OJECTED Expellationes	000,204		634,758
	Retained Income	\$ 6,096		\$ 16,742

PROPOSED BOOKSTORE

1983-84 BUDGET - STAFFING

Position List:

		Change Increase	
Classified Full-Time	1982-83	(Decrease)	1983-84
Bookstore Manager C	\$23,475	\$2,907	\$26,382
Accounting Assistant II	14,868	1,041	15,909
Program Assistant I	14,868	1,041	15,909
Retail Clerk II	13,032	1,374	14,406
Stockroom Attendant I	11,569	1,437	13,006
Sub-Total	\$77,812	\$7,800	\$85,612
Exempt Part-Time			
Permanent (2,000 hours @ 4.28/hour)	\$ 8,036	\$524	\$ 8,560
Seasonal (2,050 hours @ 3.84/hour)	7,595	280	7,875
Sub-Total	\$15,631	\$804	\$16,435
Total	\$93,443	\$8,600	\$102,047

FOOD SERVICES

JESUS VILLAHERMOSA, MANAGER

PROPOSED FOOD SERVICES

1983-84 BUDGET - SALES

Projected Revenue

Account Code	Description	Revised 1981-82	Change Increase (Decrease)	1983-84
261-1F21	Food Sales	\$124,000	\$4,400	\$128,400
261-1F22	Vending	10,000	-0-	10,000
261-1F23	Amusements	4,000	-0-	4,000
261-1F25	Banquets & Special Events	6,500	0-	6,500
	Total Projected Revenue	\$144,000	\$4,400	\$148,900

FOOD SERVICE

1983-84 BUDGET - OPERATIONS

Projected Expenditures

Account <u>Code</u>	Description	Revised 1982-83	Change Increase (Decrease)	1983-84
<u>Operations</u>				
262-1FS1-BD-0000	Exempt Part-Time	\$ 7,642	\$ 475	\$ 8,117
262-1FS1-BK-0000	Classified Full-Time	46,878	769	47,647
262-1FS1-BD-0050	Student Work Study	-0-	844	844
262-1FS1-EA-0010	Office Supplies	300	(100)	200
262-1FS1-EA-0044	Laundry Supplies	300	50	350
262-1FS1-EB-0020	Telephone	375	100	475
262-1FS1-ED-0010	Building Rental	3,300	-0-	3,300
262-1FS1-EE-0020	Equipment - Repairs	750	100	850
262-1FS1-EZ-0050	Advertising & Promotions	480	(80)	400
262-1FS1-EZ-0060	Depreciation	1,000	(200)	800
262-1FS1-EZ-0089	Miscellaneous	-0-	2,500	2,500
262-1FS1-GA-0000	Travel	50	200	250
262-1FS1-LA-0000	OASI	3,653	140	3,793
262-1FS1-LB-0000	Retirement	3,047	78	3,125
262-1FS1-LC-0000	Med. Aid & Ind. Insurance	488	142	630
262-1FS1-LD-0000	Health Life & Disability	6,987	(411)	6,576
	Sub-Total Operations	\$75,250	\$4,607	\$79,857

FOOD SERVICES

1983-84 BUDGET - PURCHASES

Account Code De	escription	Revised 1982-83	Change Increase (Decrease)	1983-84
Purchases				
262-1FSO-EZ-0090	Paper Goods	\$ 6,500	\$ -0-	\$ 6,500
262-1FSO-EZ-0091	Food - Meats	8,500	(800)	7,700
262-1FSO-EZ-0092	Food - Produce	4,000	(600)	3,400
262-1FSO-EZ-0093	Food - Eggs	2,250	(350)	1,900
262-1FSO-EZ-0094	Food - Pastries	6,300	(700)	5,600
262-1FS0-EZ-0095	Food - Breads	2,250	(350)	1,900
262-1FSO-EZ-0096	Food - Dairy Products	3,000	(500)	2,500
262-1FS0-EZ-0097	Food - Staples	35,000	(3,000)	32,000
	Sub-Total Purchases	\$67,800	\$(6,300)	\$61,500
	Total Projected Expenditures	\$143,050	<u>\$(1,693</u>)	\$141,357
Projected Resu	Its of Operations:			
	Projected Revenue	\$144,500		\$148,900
Less	: Projected Expenditures	143,050		141,357
	Retained Income	\$ 1,450		\$ 7,543

FOOD SERVICES

1983-84 BUDGET - STAFFING

Position List:

Classified Full-Time	Revised 1982-83	Change Increase (Decrease)	1983-84
Food Services Manager A (10½ months)	\$19,500	\$(1,240)	\$18,260
Cook I (9 months)	9,208	1,597	10,805
Cook I (10 months)	8,800	2,420	11,220
Food Services Worker I (9 months - 7 hou	urs/day) 5,260	2,102	7,362
Food Services Porter (9 months)	4,110	(4,110)	
Sub-Total	\$46,878	\$ 769	\$47,647
Exempt Part-time	\$ 7,642	\$ 475	\$ 8,117
Cashier \$1,461 (396 hou	ırs)		
Evening Support 974 (264 hou	ırs)		
Evening Supervisor 2,658 (627 hou	ırs)		
Porter 2,314 (627 hou	ırs)		
Sick Leave Coverage	ırs)		
\$8,117			
Student Help (Work Study) (1,260 hours)	-0-	844	844
Total	\$54,520	\$2,088	\$56,608

COMMUNITY SERVICES NON-CREDIT INSTRUCTIONAL PROGRAM

TANYA BRUNKE, ASSOCIATE DEAN

COMMUNITY SERVICES NON-CREDIT INSTRUCTIONAL PROGRAM

1983-84 BUDGET - REVENUE

Projected Revenue

Community Service Non-Credit Course Fees

\$156,000

COMMUNITY SERVICES

NON-CREDIT INSTRUCTION PROGRAM 1983-84 BUDGET - OPERATIONS

Projected Expenditures	Proj	ected	Expend:	itures
------------------------	------	-------	---------	--------

Account Code	Description		
014-1140-BC-0000 014-1140-BD-0000 014-1140-BH-0000 014-1140-BH-0030 014-1140-BH-0031	Exempt Temp Full-Time J. Nilan (0.43) \$5,600 Exempt Temp Part-Time Faculty Part-Time Part-Time Summer 18,357	\$ 5,600 13,808 90,856	
014-1140-BH-0032 014-1140-BH-0033	Part-Time Fall 26,268 Part-Time Winter 21,901 Part-Time Spring 24,330		
	Sub-Total Salaries & Wages		\$110,264
014-1140-EA-0010 014-1140-EA-0020 014-1140-EB-0010 014-1140-EB-0020 014-1140-EF-0010 014-1140-EF-0040 014-1140-EF-0060 014-1140-EG-0010 014-1140-EG-0020 014-1140-EH-0020 014-1140-ER-0010 014-1140-ER-0010 014-1140-ER-0010	Office Supplies - General Instructional Supplies - General Postage Telephone On-Campus Repro - General On-Campus Printing - General Outside Printing - General Staff Development Faculty Development Convention/Meeting Fees Periodicals/Magazines Guest Speaker/Lecturer. Misc. Contractural Service Advertising & Promotions	\$ 900 4,700 950 850 500 1,200 600 200 200 200 150 1,700 1,500 2,900	
	Sub-Total Goods & Salaries		\$ 16,550
014-1140-GC-0000 014-1140-GF-0000 014-1140-GG-0000 014-1140-GJ-0000	In State Private Auto Mileage Out-of-State Sub. & Lodging Out-of-State Air Transportation Out-of-State - Other	\$ 500 300 400 50	
	Sub-Total Travel		\$ 1,250
014-1140-LA-0000 014-1140-LB-0000 014-1140-LC-0000 014-1140-LD-0000	OASI Retirement Med. Aid & Ind. Insurance Health Life & Disability	\$ 7,388 280 920 2,351	
	Sub-Total Employee Benefits		\$ 10,939
014-1140-TA-0000 014-1140-TA-0000	Transfer of Charges - Business Service Transfer of Charges - Instruct: Admin:	S	\$ 6,000 11,000
	Total Projected Expenditures -13-		\$156,003

PARKING BUSINESS ENTERPRISE

JIM KAUTZ, DIRECTOR

PARKING PROPOSED

1983-84 BUDGET - REVENUE

Projected Revenue

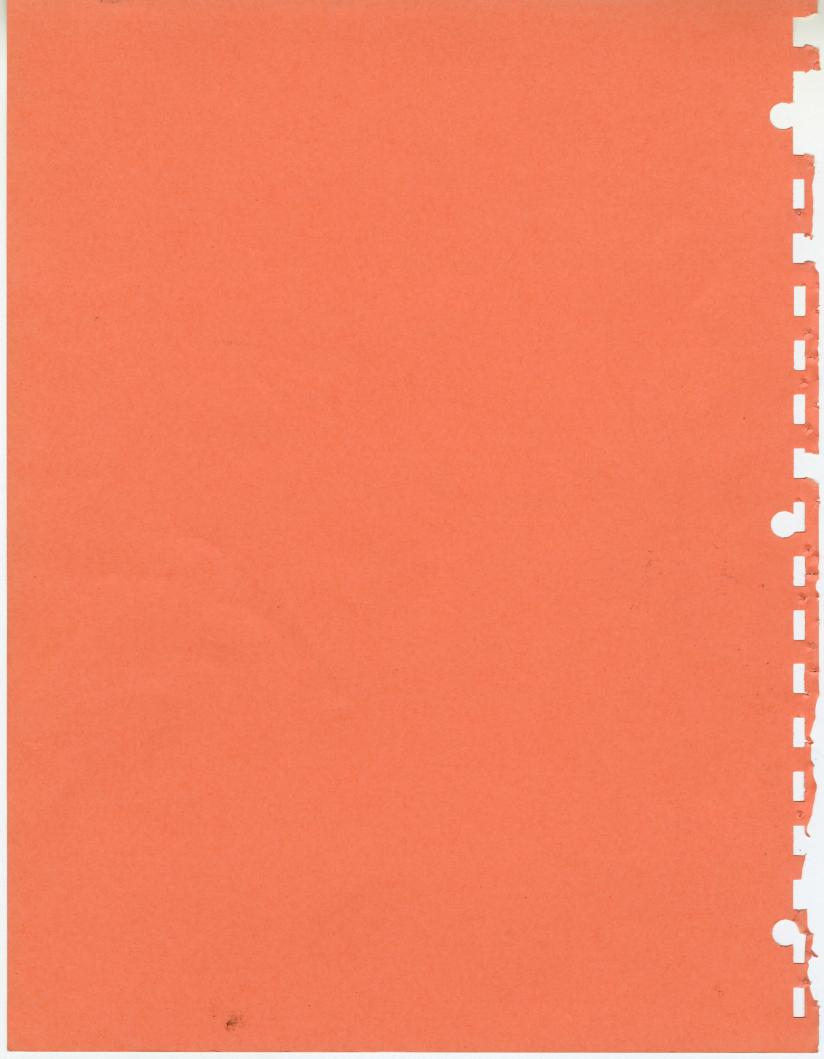
Parking Fees	\$73,000
Parking Fines	4,000

PROPOSED PARKING

1983-84 BUDGET - OPERATIONS

Projected Expenditures

Account Code	Description			
252-1P01-BD-0000	Exempt Temp Part-Time		\$12,500	
252-1P01-BK-0000	Classified Perm Full-Time		29,140	
252-1P01-BK-0005	Quinney, Charles (1.00)	15,138		
252-1P01-BK-0006	Johnson, Henreitta (1.00)	14,002		
	Sub-Total Salaries & Wages			\$41,640
252-1P01-EA-0010	Office Supplies-General		\$ 1,000	
252-1P01-EA-0042	Maintenance Supplies		1,000	
252-1P01-EB-0010	Postage		500	
252-1P01-EF-0010	On Campus Reproduction-General		250	
252-1P01-EF-0050	State Printing		500	
252-1P01-ER-0020	Misc. Contractual Services		15,825	
	Sub-Total Goods and Services			\$19,075
252-1P01-LA-0000	OASI		\$ 2,790	
252-1P01-LB-0000	Retirement		1,912	
252-1P01-LC-0000	Med Aid &		390	
252-1P01-LD-0000	Health Life & Disability		3,288	
	Sub-Total Employee Benefits			\$ 8,380
	Total Projected Expenditures			\$69,095



5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOAR	D OF TRUSTEES	DATE June 16, 1983
FROM: Preside	ent	CATEGORY NB
SUBJECT:	Request for Professional Leave for Carolyn Simonson	ITEM & FILE NO. III, A ENCLOSURE (S)
REASON FOR BO	DARD CONSIDERATION:	
	APPROVAL	

Background

The Board of Trustees of Tacoma Community College has the authority to grant professional leave as referred to in the Negotiated Agreement between the Board of Trustees of Tacoma Community College and the Tacoma Community College Federation of Teachers in Section 5.11 "Professional Leave." The Agreement states that the purposes of professional leave are: (1) To provide the academic employee with an opportunity to improve or extend his/her professional skills through a plan of study, research or creative work, and (2) To provide needed and useful services to the College upon the academic employee's return, utilizing a specified project to be completed while on the leave.

Status

Carolyn Simonson (English instructor) has requested Professional Leave for the 1983-84 academic year to develop specific English composition assignments and lesson plans on a logically hierarchical basis. The courses involved will range from the remedial through the developmental to the university-parallel levels. Her models of writing assignments may also be given to students in other departments for better understanding material they are reading and being tested on. She will give a series of in-service workshops for colleagues across the campus. Carolyn will also be researching the future use of Computer Assisted Instruction in English classes.

Recommendation

The President recommends that the Board of Trustees grant Professional Leave to Carolyn Simonson (English) for the 1983-84 academic year.

ADMINISTRATOR INITIATING ITEM: F. Garratt	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES		DATE June 16, 1983
FROM: President		CATEGORY NB
SUBJECT: Request for Professional Leave for Devon Edrington REASON FOR BOARD CONSIDERATION:		ITEM & FILE NO. III, B ENCLOSURE (S)
	APPROVAL	

Background

The Board of Trustees of Tacoma Community College has the authority to grant professional leave as referred to in the Negotiated Agreement between the Board of Trustees of Tacoma Community College and the Tacoma Community College Federation of Teachers in Section 5.11 "Professional Leave." The Agreement states that the purposes of professional leave are: (1) To provide the academic employee with an opportunity to improve or extend his/her professional skills through a plan of study, research or creative work, and (2) To provide needed and useful services to the College upon the academic employee's return, utilizing a specified project to be completed while on the leave.

Status

Devon Edrington (Philosophy instructor) has requested Professional Leave for the 1983-84 academic year. The leave will give him additional background in the area of innovative learning techniques which are used by other areas of the campus besides philosophy.

Recommendation

The President recommends that the Board of Trustees grant Professional Leave to Devon Edrington (Philosophy) for the 1983-84 academic year.

ADMINISTRATOR INITIATING ITEM: F. Garratt	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

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AGENDA ITEM BACKGROUND

I	TO: BOARD OF TRUSTEES	DATEJune 16, 1983
	FNOW. Fresident	CATEGORY NB
		ENCLOSURE (S)
	REASON FOR BOARD CONSIDERATION: APPROVAL	

Background

Marion L. Thornburg was granted a leave without pay by the Board of Trustees for the 1982-83 academic year to update her professional medical record administrative skills. She also was continuing graduate courses in Business Administration at the University of Nevada, Las Vegas.

Status

Mrs. Thornburg has requested, in writing, an additional leave extension for the 1983-84 academic year without pay to finish her graduate work in Business Administration with an emphasis in Management Information Systems (computer systems) at the University of Nevada, Las Vegas. Granting the leave will not create a hardship for the College in Mrs. Thornburg's area of teaching (Medical Records Technology) and will benefit the college with current information and expertise in the areas of management and systems analysis and design.

Recommendation

It is recommended that the Board of Trustees grant a Leave-Without-Pay to Marion L. Thornburg for the 1983-84 academic year with all stipulations as noted in Section 517(a)(1) of the Negotiated Agreement remaining in force during the extent of the leave.

ADMINISTRATOR INITIATING ITEM:	F.	Garratt	FINAL DISPOSITION
BOARD ACTION DATE			
EFFECTIVE DATE			

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DAT June 16, 1983
FROM: President	CATEGORY NB
SUBJECT: Request for Administrative Leave	ITEM & FILE NO. III, D
for Priscilla Bell	ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION:	
APPROVAL	

Background

The Policies adopted by the Board of Trustees of Tacoma Community College authorize the Board to grant leaves with compensation for such duration, and for such purposes as are consistent with the objectives and priorities of the College, upon the recommendation of the President (Section 2.3071). Individuals receiving such leave shall receive compensation at the rate applied in the case of faculty professional leave, seventy-five (75%) percent of the normally contracted salary for the period of the leave. Individuals granted such leave are required to return to the College in a professional status for a period commensurate with the amount of leave granted, and in the event they do not meet this requirement, to return to the College the full compensation received during the period of the leave on terms satisfactory to the President of the College.

Status

Priscilla Bell, Associate Dean for Student Development, has requested leave with compensation, as described in College Policy, for the period of May 31, 1983, through August 26, 1983, to continue studies leading to a Doctor of Philosophy Degree at the University of Texas. The studies will apply directly to her current and probable future assignment at the College.

Recommendation

The President recommends that an Administrative Professional Leave be granted to Priscilla Bell for the period of May 31, 1983, through August 21, 1983, and the leave is to be in compliance with Board Policy, Chapter II, 2.3071.

ADMINISTRATOR INITIATING ITEM: M. Lindbloom	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

то:	BOARD OF TRUSTEES	DATEJune 16, 1983
FROM:	President	CATEGORY NB
SUBJECT	Amendment to <u>Board Policy Manual</u> , Chapter IV Student Services, Section 4.1041, Tuition	ITEM & FILE NOIII, E
	and Fee Refund	ENCLOSURE (S)
REASON	FOR BOARD CONSIDERATION: APPROVAL	Resolution 83-11

Background

For years the tuition and fee refund statute (RCW 28B.15.600) has not provided community colleges the authority to extend equitable refund opportunities to students enrolled in courses that begin after the first week of the instructional quarter or who are required to withdraw for medical reasons. Consequently, for most of our late starting courses students are denied a full refund and in many cases even a partial refund unless they withdraw long before the course is scheduled to begin. This is particularily evident during Summer quarter when many students enroll in second session courses and subsequently withdraw even before the course begins and yet are denied a refund. Similar problems have occurred for students who have had to withdraw after the 30th day of the quarter as a result of medical reasons.

Status

The Legislature has recently modified the tuition and fee refund statute to allow Board of Trustees the local authority for adopting policies for refund of tuition and fees for courses that begin after the start of the regular quarter, and for students withdrawing for medical reasons. The Executive Staff has reviewed the current policy and amended it to incorporate equitable refund considerations for these students. Those changes are reflected in the proposed revised refund policy described in EXHIBIT A.

Recommendation

The President recommends that the Board of Trustees adopt Resolution No. 83-11 to amend the College Tuition and Fee Refund Policy (4.1041) as described in EXHIBIT A and to be effective Summer Quarter 1983.

ADMINISTRATOR INITIATING ITEM: T. Kimberling	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE June 16, 1983
FROM: President	CATEGORY NB
SUBJECT:	ITEM & FILE NO III, F
Increase in Tuition and Operating Fees	ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION:	Resolution 83-12
APPROVAL	

Background

In 1981, Senate Substitute Bill (SSB) No. 4090 established automatic increases in tuition, operating and services and activities fees proportionate to the cost of instruction at the various public institutions of higher education. The services and activities fee may be increased at the direction of each local Board of Trustees from \$17.00 per full-time student, per quarter, to a maximum of \$24.17.

In May, 1983, the Board of Trustees adopted a revised services and activities fee of \$21.50 per full-time student.

In addition, Second Substitute House Bill (SSHB) No. 784, passed during the 1982 special session, further amended the tuition and fee charge at the rate of two credits, and additional fee charges for all students enrolling in excess of 18 credit hours. Further, SSHB No. 784, redefined residency requirements for military and federal employees and their dependents.

The continued effect of both statutory changes are reflected in EXHIBIT A.

Status

As a result of these legislated increases in tuition and operating fees and establishments of minimum and maximum fee rates, the Board of Trustees is required to adopt the new rate effective Fall Quarter, 1983.

Recommendation

The President recommends that the Board of Trustees approve the increases in tuition and operating fees for the period of Fall Quarter, 1983, through Summer Quarter, 1985, as shown in EXHIBIT A, and as set forth in Resolution 83-12.

ADMINISTRATOR INITIATING ITEM: BOARD ACTION DATE	т.	Kimberling	FINAL DISPOSITION
EFFECTIVE DATE			

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

1	то:	BOARD OF TRUSTEES	DATEJune 16, 1983
I	FROM:	President	CATEGORY NB
	SUBJECT	Industrial First Aid, Emergency Medical Technician & Senior Citizen Courses	ITEM & FILE NO. III, G ENCLOSURE (S)
	REASON	FOR BOARD CONSIDERATION: APPROVAL	Resolution 83-13

Background

The State Board of Community College Education, at its regular meeting on May 6, 1983, adopted revised fee rates for ungraded courses. The fee schedule adopted at that time included a provision for automatic fee escalation for certain courses. Those increases are to be consistent with normal tuition and operating fee increases.

Status

As a result of State Board action, the Tacoma Community College Board of Trsutees is required to adopt revised ungraded course fee rates effective Fall Quarter, 1983.

Recommendation

The President recommends that the Board of Trustees adopt Resolution 83-13 revising the rates for ungraded course fees for the Industrial First Aid, Emergency Medical Technician and Senior Citizens courses, as shown in Exhibit A, effective Fall Quarter, 1983.

ADMINISTRATOR INITIATING ITEM: T. Kimberling	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOA	ARD OF TRUSTEES	DATE June 16, 1983
FROM: Presi		CATEGORY NB
SUBJECT:	Amendment to Board Policy Manual, Chapter IV Student Services, Section 4.5000, Student Academic Achievement	,TEM & FILE NO. III, H ENCLOSURE (S)
REASON FOR	BOARD CONSIDERATION: APPROVAL	Resolution 83-14

Background

The objective of the "Statement of Board Policies" as reflected in the Board Policy Manual is to establish clear lines of policy and responsibility for the Board of Trustees, the President and all other College employees concerning the operation of Tacoma Community College. The Board of Trustees is the policy making body which employs a chief executive officer and delegates responsibility to him or her for carrying out the Policies established by the Board.

Status

From time to time, additions or revisions to Board Policy are made by the Board of Trustees. These changes are incorporated into the existing "Board Policy Manual" as they occur. The Academic Review Policy has not been thoroughly reviewed for quite sometime. Priscilla Bell and Frank Garratt drafted the new policy after many deliberations. The Policy was modified and finally endorsed by the College's Instructional Council and the College Council.

Recommendation

The President recommends that the Board of Trustees adopt Resolution 83-14 to amend the Board Policy Manual, Chapter IV, Student Services, as noted on Exhibit "A".

ADMINISTRATOR INITIATING ITEM: BOARD ACTION DATE	F.	Garratt	FINAL DISPOSITION
EFFECTIVE DATE			

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE June 16, 1983
FROM: President	CATEGORY NB
SUBJECT: 1983-84 Tentative Operating Budget	ITEM & FILE NO. III, I ENCLOSURE (S)
REASON FOR BOARD CONSIDERATION:	
ACCEPTANCE FOR STUDY AND RE	VIEW

BACKGROUND:

The departments and programs of the College have developed budgets for 1982-83. These budgets have been reviewed by operational managers and compiled to formulate a Tentative Operating Budget.

STATUS:

The development of the 1983-84 Tentative Operating Budget involved a number of processes to match operational budgets with available resources and to allocate resources to program and service thrusts for 1983-84. The 1983-84 Tentative Operating Budget will be presented to the Board for acceptance for review and study at the June 16, 1983, Board meeting.

RECOMMENDATION:

The President recommends that the Board of Trustees accept the 1983-84 Tentative Operating Budget for review and study.

ADMINISTRATOR INITIATING ITEM:	D.	Gangnes	FINAL DISPOSITION
BOARD ACTION DATE		400	
EFFECTIVE DATE			

DEPT/PROGRAM NUMBER	TITLE	FINAL BUDGET 1982-83	TENTATIVE BUDGET 1983-84
011-110A	Faculty Professional Development and Innovative Programs	\$ 27,200	\$ 20,000
011-110B	Instructional Equipment	64,972	150,853
011-110C 011-110D	Part-time Faculty Contingency	6,583	-0-
011-110E	Instructional Worksite Travel	4,500	4,500
011-110E	Part-time Faculty Health Insurance Faculty Merit Increase Pool	11,000	11,000
011-110X	Faculty Evaluation Program	70,731 -0-	70,731
011-110Y	Sabbaticals	-0-	11,549
011-1CW1	Work Study - Instruction	12,894	12,894
011-1100	Secretarial Support	92,514	97,620
	TOTAL INSTRUCTIONAL SUPPORT	290,394	389,147
011-1101	Learning Services Division Office	\$ 53,834	\$ 55,134
011-1102	Developmental Education	82,190	122,145
011-1103	Adult Basic Education	24,000	19,806
011-1104	Telecommunications Instruction	11,839	16,495
	TOTAL LEARNING SERVICES DIVISION		
	OFFICE AND DEVELOPMENTAL EDUCATION	\$171,863	\$213,580
011-1110	Professional-Technical Continuing Education	A 5 530	
011-1111	Peninsula/Gig Harbor College Center	\$ 5,513	\$ 4,954
011-1112	Southeast College Center	40,811 6,322	48,770 -0-
011-1113	Home and Family Life	6,660	5,236
011-1115	Continuing Education	-0-	22,607
	TOTAL CONTINUING EDUCATION AND		
	OFF-CAMPUS	\$ 59,306	\$ 81,567
011-1120	Communication Tiles I		
011-1120	Cooperative Education	\$ 10,726	\$ -0-
	TOTAL COOPERATIVE EDUCATION	\$ 10,726	\$ -0-
011-1130	Social and Behavioral Sciences		
	Division Office	\$ 40 025	¢ 40 E42
011-1131	History and Political Science	\$ 40,935 131,600	\$ 40,543 120,856
011-1133	Behavioral Sciences	196,372	203,615
011-1134	Administration of Justice	16,997	20,388
011-1135	Human Service Worker	46,706	42,294
	TOTAL SOCIAL AND BEHAVIORAL		
	SCIENCES DIVISION	\$432,610	\$427,696

DEPT/PROGRAM NUMBER	TITLE	FINAL BUDGET 1982-83	TENTATIVE BUDGET 1983-84
011-1150	Mathematics/Science Division Office	\$ 65,213	\$ 61,947
011-1151	Mathematics	244,882	267,215
011-1152	Physics	75,387	83,975
011-1153	Chemistry	129,407	117,551
011-1154	Earth Science	41,491	43,555
011-1155	Biological Science	140,046	128,889
011–1157	Energy Management	8,584	23,526
	TOTAL MATHEMATICS/SCIENCE DIVISION	\$705,010	\$726,658
011-1160	Humanities Division Office	\$ 41,589	\$ 41,581
011-1161	Philosophy/Language	91,576	92,332
011-1162	Music	82,349	81,185
011-1163	Art	123,438	122,346
011-1164	Speech	63,887	106,214
011-1166	English	512,818	492,094
011-1167	Honors Program	-0-	
011-1107	nonors Frogram	-0-	2,305
	TOTAL HUMANITIES DIVISION	\$915,657	\$938,057
011-1180	Allied Health Division Office	\$ 77,815	\$ 82,088
011-1181	Nursing	191,409	
011-1182	Radiology Technician		199,637
011-1183		51,288	50,798
011-1184	Respiratory Therapy Medical Records Technician	44,229	46,940
011-1184		35,535	36,996
011-1186	Emergency Medical Services	33,546	44,316
011-1189	Physical Education	78,617	79,695
	TOTAL ALLIED HEALTH AND PHYSICAL		
	EDUCATION DIVISION	\$512,439	\$540,470
011-1191	Business Administration	\$182,394	\$163,317
011-1192	Service Representative	44,024	54,247
011-1193	Secretarial Office Skills	96,589	95,055
011-1194	Computer Literacy	-0-	37,258
011-1195	Accountant	2,650	44,117
011-1197	Banking and Finance	20,189	23,045
011-1199	Downtown College Center	120,953	116,189
011-1201	Supervision and Management	6,132	6,568
	TOTAL BUSINESS AND OFFICE EDUCATION		
	DIVISION	\$472,931	\$539,796
	TOTAL PROGRAM 010	\$3,570,936	\$3,856,971
		, ,	12,200,2.2

DEPT/PROGRAM NUMBER	TITLE	FINAL BUDGET 1982-83	TENTATIVE BUDGET 1983-84
041-1411	Computer Instruction	\$ 21,189	\$ 25,942
	TOTAL ACADEMIC COMPUTING SERVICES	\$ 21,189	\$ 25,942
043-1430 043-1431	Release Time Faculty Union President Instructional Administration	\$ 10,946	\$ 10,380
043-1432	Secretarial Support Office of the Associate Dean for	12,839	12,865
043-1433	Occupational-Vocational Education Office of the Associate Dean for Continuing Education and Community	9,000	-0-
043-1435	Services Office of the Assistant Dean for	23,002	50,182
	Faculty and Staff Development	33,966	-0-
	TOTAL ACADEMIC ADMINISTRATION	\$ 89,753	\$ 73,427
	FEDERAL VOCATIONAL OFFSET	\$ 58,750	\$ -0-
	TOTAL INSTRUCTIONAL SERVICES	\$3,740,628	\$3,956,340
051-1512 051-1513 051-1514 051-10W5	Library Services Media Services Listening/Language Laboratory Work Study - Library	\$231,200 54,779 23,441 6,557	\$208,518 58,870 23,480 6,557
	TOTAL LIBRARY SERVICES	\$315,977	\$297,425
061-1610	Office of the Associate Dean for Student Development	4 62 003	
061-1611	College Commencement	\$ 63,991	\$ 60,520
061-1613	Office of Registration Services	4,000 61,469	4,000
061-1614	Office of Records Services	53,982	63,343
061-1615	Office of Admission Services	51,509	54,199 45,096
061-1616	Student Financial Services	84,087	87,537
061-1617	Career Center	-0-	35,374
061-1618	Counseling Services	169,134	152,311
061-1619	Veterans' Affairs Office	26,311	27,796
061-1620	Co-Curricular Activities	77,104	70,113
061-1621	Advising	-0-	83,911
061-1622	College Marketing	-0-	25,000
061-1CW6	Work Study - Student Services	7,479	7,479
061-1ST6	State Work Study	4,513	4,513
	FEDERAL VOCATIONAL OFFSET	\$ 11,250	-0-
	TOTAL STUDENT SERVICES	\$614,829	\$721,192

DEPT/PROGRAM		FINAL	TENATIVE BUDGET
NUMBER	TITLE	1982-83	1983-84
081-181G	Attorney General	\$ 29,286	\$ -0-
081-181н	Employee Contract Negotiations	7,260	7,260
081-181M	Auditor Revolving	6,637	-0-
081-181N	Contingency Reserve-Merit Pool	3,403	-0-
081-181P	Faculty Association of Community Colleges	750	750
081-181R	Contingency Reserve-Institutional	44,361	-0-
081-1810	Board of Trustees	13,200	12,200
081-1811	Office of the President	107,505	91,520
081-1812	Office of Executive Dean - Planning and Operations	76,806	
081-1813	Office of the Dean of Support Services	66,804	77,221
081-1815	Office of the Executive Dean -		65,868
081-1816	Education Services	82,109	56,258
001-1010	Office of Coordinator of Evening,		
081-1817	Saturday and Summer Operations	8,544	13,675
001-1017	Office of College Development	57,479	40,000
	TOTAL INSTITUTIONAL MANAGEMENT	\$504,144	\$364,752
082-1821	Office of the Director of Financial and Information Systems		
082-1822	Office of Accounting and Cashianing	\$ 51,575	\$ 51,986
002 1022	Office of Accounting and Cashiering	208,215	201,411
	TOTAL FISCAL OPERATIONS	\$259,790	\$253,397
083-1831	College Personnel Office	\$ 56,813	\$ 58,133
083-1832	Administrative Data Processing Financial Information System-Student		
	Information System-HEPPS	58,237	59,985
083-1833	Insurance	500	1,000
083-1835	Retirement Programs	45,957	70,646
083-1836	Unused Sick Leave Buyout	20,000	20,000
083-1837	HEPB Service	1,735	-0-
083-1839	Sick Leave—Retirement	28,329	-0-
083-1840	Unemployment Compensation	18,862	-0-
083-1CW8	Work Study-Institutional Support	2,334	2,334
		27554	2,334
	TOTAL GENERAL SUPPORT SERVICES	\$232,767	\$212,098

		FINAL	TENATIVE
DEPT/PROGRAM		BUDGET	BUDGET
NUMBER	TITLE	1982-83	1983-84
004 1041	Callers Printing and Page destina		
084-1841	College Printing and Reproduction Services	\$ 52,592	¢ 46 140
084-1842	College Mail Services	52,186	\$ 46,140 54,000
084-1843	Central Services Office	74,132	74,785
084-1844	College Tranportation Services	1,000	1,000
084-1845	College Telephone Services	93,000	100,482
	TOTAL LOGISTICAL SERVICES	\$272,910	\$276,407
085-1851	College Information Office	\$ 85,473	\$ 86,000
705 1051	College Information Office	Ų 03/473	¥ 007000
	TOTAL COLLEGE INFORMATION OFFICE	\$ 85,473	\$ 86,000
	TOTAL INSTITUTIONAL SUPPORT	\$1,355,084	\$1,192,654
091-1911	Utilities	6170 050	6101 272
091-1912		\$179,250	\$191,373
091-1912	Facility Rentals/Leasing	115,000	148,999
	TOTAL UTILITIES	\$294,250	\$340,372
		4254/250	4340/312
092-1921	College Grounds Maintenance Services	\$ 61,069	\$ 61,000
092-1922	College Custodial Maintenance Services	175,063	164,876
092-1923	College Building Maintenance Services	169,840	171,000
092-1CW9	Work Study Plant Operations and		
	Maintenance	6,023	6,023
	MOUNT MATAREMANANCE AND TANIFEDORIAS		
	TOTAL MAINTENANCE AND JANITORIAL SERVICES	¢411 00E	\$400.000
	SERVICES	\$411,995	\$402,899
093-1930	Office of Director of Facilities		
	and Grounds	\$ 55,297	\$ 55,508
093-1931	Office of Safety and Security	83,326	
093-1932	Waste Disposal	9,000	9,900
	TOTAL OPERATIONS AND MAINTENANCE		
	SUPPORT	\$147,623	\$141,721
	TOTAL UTILITIES AND PLANT OPERATIONS		
	MAINTENANCE	\$853,868	\$884,992
		7000 7000	Q004 7 332
	TOTAL COLLEGE BUDGET	\$6,880,386	\$7,052,603