

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

April 23, 1970

3:30 p.m.

Agenda

1. Roll call
2. Election of officers
3. Minutes
4. Correspondence
5. Unfinished business
 - (a) Ratification of building bids
 - (b) Co-curricular budget (supplement 5-b)
 - (c) Fee to National School Boards Association
6. New business
 - (a) Minority Affairs Officer (supplement 6-a)
 - (b) Tenure Policy (supplement 6-b)
 - (c) Summer School faculty -- Dr. Jacobson (supplement 6-c)
 - (d) Insurance Broker
7. Reports
 - (a) TCCA -- Mr. Clarke
 - (b) Student Government -- Mr. DeVore -- Mr. Shinn
 - (c) Community Services -- Mr. Schafer
 - (d) Instruction -- Dr. Jacobson
 - (e) Student Services -- Dr. Lathrop
 - (f) Planning -- Dr. Falk
 - (g) Administrative Services - Mr. Van Mieghem
Budget for 1970-71
 - (h) President's report
Consortium budget

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

April 23, 1970

The regular meeting of the Board of Trustees was called to order by Mrs. Maxine Myers, at 3:30 p.m., April 23, 1970, at Tacoma Community College.

Present: Maxine Myers, John Binns, Don Anderson, Charles Edmunds, Dewey Tuggle, Robert Yamashita and Thornton Ford, Secretary

Guests: Allan Clarke, John DeVore, Paula Eisenman, Howard Ferguson, Dennis Hale, Robert Lathrop, Robert Patterson, George Van Mieghem and Helen Volk

Election of officers

Mr. Edmunds nominated and Mr. Yamashita seconded the nomination of Mr. Binns to serve as Chairman of the Board for 1970-71. The nomination was unanimously approved.

Dr. Tuggle nominated and Mr. Binns seconded the nomination of Mr. Yamashita to serve as Vice-Chairman. The nomination was unanimously approved.

Mrs. Myers expressed her gratitude to the Board, Administration, Faculty and students for the cooperation extended to her during the past three years and indicated that she plans to continue in her efforts on behalf of the college.

Mr. Binns thanked the Board for the honor of being elected to the Chairmanship. He mentioned that the original appointees are no longer in the majority and stressed the importance of the following two policies which the original Board instituted:

1. That this institution is committed to the idea of the open-door policy and that the Board persuade the Legislators to make necessary appropriations to carry out this policy.
2. That the Board has instituted a policy, spearheaded by Dr. Ford, which has enabled the Board to keep in touch with the administration, faculty and students.

Mr. Binns presented a certificate of appreciation to Mrs. Maxine Myers for her leadership and efforts on behalf of the college. He also informed the Board that Mrs. Myers has accepted a position on the Board of the Friends of the Library.

Mrs. Myers and Mr. Binns both received gavels as the outgoing and incoming Chairmen.

Minutes of the meeting of March 26, 1970, were approved as submitted.

Correspondence

Dr. Ford informed the Board of a letter from Attorney Harold T. Hartinger, concerning Law Day USA observance on May 1, 1970.

He also read a letter from Jack Hyde accepting his sabbatical leave for 1970-71 and thanking the Board and administration for the opportunity to continue his schooling.

Unfinished business

Mr. Van Miegheem explained the bid from General Builders and the deduct change orders which were necessary to lessen the cost of the faculty building.

Mr. Edmunds moved and Dr. Tuggle seconded that the Board ratify acceptance of the building bids for the faculty office building. The motion carried.

Mr. Swedberg indicated that the plans will be submitted to the State Division of Architecture and Engineering next week. They will be reviewed and will suggest a date for bid opening.

Dr. Lathrop brought the Board up-to-date on the Co-curricular Activities budget.

Dr. Tuggle moved and Mr. Edmunds seconded approval of the Co-curricular budget. The motion carried.

After some discussion Mr. Edmunds moved and Mr. Anderson seconded that the Board not join the National Schoolboards Association at this time. The motion carried.

New business

Dr. Ford informed the board that the Administrative Organization Committee has recommended that the position of Minority Affairs Officer be established. The faculty screening committee has recommended the name of Carl Brown to serve in this position.

Dr. Tuggle moved and Mr. Yamashita seconded approval of establishing the position of Minority Affairs Officer and also the job description. The motion carried.

Mr. Edmunds moved and Dr. Tuggle seconded the approval of Carl Brown as the person to fill the position to be known as Director of Minority Affairs. The motion carried.

Mr. Edmunds moved and Mr. Yamashita seconded that Mr. Don Anderson be seated on the Board. The motion carried.

The faculty tenure committee will meet next week with Mr. Patterson, the college's legal counsel, to discuss the policy. Mr. Patterson will file a notice of intent to adopt the tenure policy at the next meeting.

Mr. Edmunds moved and Mr. Yamashita seconded approval of agenda supplement 6-c (summer school faculty and part-time faculty). The motion carried.

Dr. Tuggle moved and Mr. Edmunds seconded that Farron Insurance Agency, Inc., be selected as the broker for the college. The motion carried.

Reports

Mr. Clarke mentioned that Mrs. Myers had been a member of the Systems Advisory Council. He thought that a recommendation should be made to Dr. Canfield and that perhaps one of the Board members could fill the vacancy. The Council serves in an advisory capacity to the Director and consists of Trustees, faculty members and students.

Mr. DeVore reported on the following:

- Reorganization of student government
- May 13 - primary election; May 20 - general election
- New group in student government -- Communications Club

Dr. Lathrop reported that the Student Conduct Rules and Regulations should be ready for the Board meeting next month.

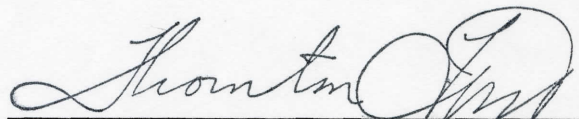
Mr. Van Mieghem explained where the college is in the budgetary process. A comparison of 1969-70 budget allocation with 1970-71 budget request was presented.

Mr. Binns extended a welcome to the TCCSA and Mrs. Volk, TCCSA's representative in attendance.

Dr. Ford explained the Puget Sound Regional Minority Affairs Consortium budget. The Consortium is an association of eight Western Washington community Colleges. This money will be used next year to expand recruitment, counseling, instruction and job placement activities for persons of minority races.

The next meeting of the Board of Trustees will be held on May 28, 1970.

The meeting adjourned at 5:25 p.m.



Thornton M. Ford, Secretary

Tacoma Community College



MEMORANDUM

Date: March 16, 1970

To: Administrative Council

From: Dr. Lathrop

Subject: CO-CURRICULAR ACTIVITY BUDGETING

The proposal set forth below represents the joint concensus of the following people: Chuck Cline, Dick Deyoe, Don Hiatt, Paula Eisenman, Loyd Percy, John DeVore, Steve Holmes, Daryl Kooley.

As you may be aware, these people have worked for many weeks in an attempt to present one proposal for adequate co-curricular budgeting. The problem was approached in three separate phases: (1) The overall philosophy of establishing a fixed sum for athletics, forensics, and drama. (2) The exact dollar or percentage figure had to be established. (3) The managerial or administrative process had to be agreed upon.

1. When the first item, the advisability of establishing a separate budget, was finally agreed upon, we proceeded to the second issue.
2. Three dollars and ten cents (\$3.10) was agreed upon as an initial figure for this model. This sum is to be specifically used for drama, athletics, and forensics.
3. The managerial or allocation problems will be handled by a committee composed of three students and three faculty and chaired by the Dean of Students. The student composition will be composed of the Audit Committee chairman and two others appointed by the student body president and approved by the student Senate. The president of the faculty will be requested to appoint the three faculty members. The Dean of Students shall vote only in the case of a tie. The adviser of any activity serving within this framework will not sit on the Review Committee.

All business involving budgeted funds will be transacted between the three activity advisers and the appropriate business office.

All funds not allocated or expended from the amount set aside for these three activities will carry over annually as a reserve to be managed by the review board.

The overall function of this Review Committee is as follows:

1. To evaluate budget proposals from those specific activities involved.
2. To consider requests for any changes in the program.
3. To recommend necessary changes as the need arises. All recommendations are to be forwarded to the President's Administrative Council for action.

ROUGH DRAFT

JOB DESCRIPTION - MINORITY AFFAIRS OFFICER

Function

1. To work with individual students and with the Dean of Students and through him the student services staff in maintaining liaison in those activities involving minority students.
2. To work with the Dean of Instruction and through him with the various divisions and departments under his direction in the development and modification of courses and instructional programs pertinent to minority studies.
3. To work with the Dean of Community Services and his staff toward the enhancement of community service programs involving minority students and courses.
4. To coordinate, with the administration, those programs and activities which involve the Puget Sound Minority Affairs Consortium.

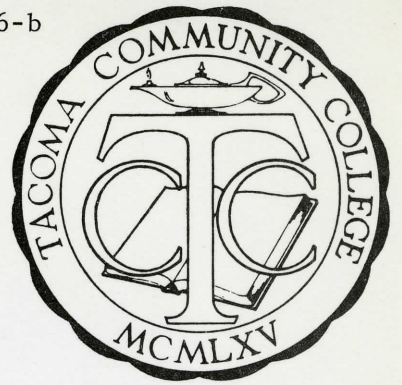
Responsibility

The Minority Affairs Officer shall be directly responsible to the President in carrying out the functions listed above.

Salary

The position requires an annual contract at a responsibility factor of about 1.2.

Tacoma Community College



MEMORANDUM

Date: February 5, 1970
To: All Concerned
From: TCCA Committee on Faculty Rights and Responsibilities
Subject: PROPOSAL FOR PROCEDURE TO BE FOLLOWED IN ESTABLISHING TENURE

1. Each probationer shall be assigned to a Tenure Review Committee by October 15 of the probationer's first year of employment. The Tenure Review Committee shall consist of the probationer's division chairman, a tenured faculty member appointed by the division chairman, and a second tenured faculty member selected by the probationer. The membership of each Tenure Review Committee shall be complete and ratified by a majority of the teaching faculty and faculty department heads acting in a body by December 15 of the probationer's first year of employment.
2. The Tenure Review Committee shall meet with the probationer at least twice during the fall quarter of the probationer's first year of employment. The purpose of these conferences will be to help the probationer adjust to his instructional duties and deal with any special problems that might arise. The Tenure Review Committee will remain available to the probationer for this purpose until the probationer is granted tenure or is relieved of his instructional duties.

3. The Tenure Review Committee shall formally evaluate the probationer during the winter quarter of the probationer's first year of employment. The purpose of this evaluation will be to assess the probationer's strengths and weaknesses in fulfilling his instructional duties. Special attention shall be paid to any deficiencies which, if not removed, might result in the probationer's not being granted tenure. Formal evaluation procedure may consist of:

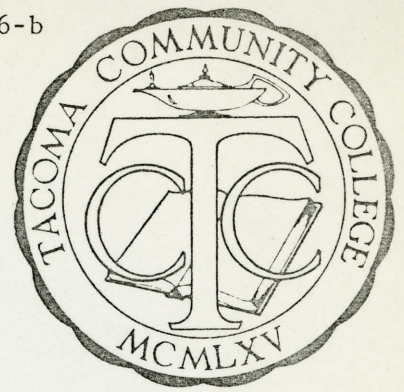
- A. Classroom observations by members of the Tenure Review Committee.
- B. Student evaluation administered by the director of testing.
- C. Assessment of the probationer's contributions to the department, division, and institution by the department and division heads.
- D. Self evaluation.
- E. If necessary, the probationer may ask for evaluation by an expert from outside the college. This might be necessary in the case of one-man departments or in a case where the probationer did not feel he could get an unbiased evaluation from a fellow faculty member. The expense to the college shall not exceed the prevailing fees the college will pay a consultant for a day.

Copies of all data gathered during the evaluation shall be sent to the President and the probationer. The probationer shall acknowledge his receipt of this data in writing and is encouraged to file a written response to the data with the Tenure Review Committee and the President. His acknowledgment of the receipt of the data shall not be construed to signify affirmation of the validity of that data.

4. If any deficiencies are discovered which might result in the probationer's not being granted tenure, the Tenure Review Committee shall be responsible for making every effort to help the probationer and make available any resources necessary to remove the deficiencies. Such help might include:
 - A. Observation of instructional techniques of colleagues
 - B. University course work.
 - C. Conferences with the evaluation team.
 - D. In-service workshops.
 - E. Consultations with media specialists.
 - F. Colleague conferences.
5. The Tenure Review Committee shall formally evaluate the probationer a second time during fall quarter of the probationer's second year of employment. Special attention shall be paid to any serious deficiencies noted in the first formal evaluation, and a judgment shall be made by the Tenure Review Committee as to the degree to which the deficiencies have been removed. Copies of all data gathered during the evaluation shall be sent to the President and the probationer. The probationer shall acknowledge receipt of the data in writing and is encouraged to file a written response to the data with the Tenure Review Committee and the President.
6. After due consideration of all data provided by the Tenure Review Committee and any recommendations of the President, the Board of Trustees shall give notice of tenure, non-renewal, or extension of the probationary period by February 15 of the probationer's second year of employment.

7. If the probationary period is extended, the Tenure Review Committee shall formally evaluate the probationer during the fall quarter of the probationer's third year of employment. Special attention shall be paid to those areas of concern which caused the Board of Trustees to extend the probationary period rather than grant tenure. Copies of all data gathered during the evaluation shall be sent to the President and the probationer. The probationer shall acknowledge receipt of the data in writing and is encouraged to file a written response to the data with the Tenure Review Committee and the President. After due consideration of all data and any recommendations of the President, the Board of Trustees shall give notice of tenure or non-renewal by February 15 of the probationer's third year of employment.

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TACOMA COMMUNITY COLLEGE
 SUPPLEMENTARY FACULTY - Summer Quarter 1970

Charles Riegel	Anthropology	M.A.
Richard Rhea	Art	M.F.A.
Frank Dippolito	Art	M.F.A.
Tim Keely	Business - Economics	M.B.A.
Rolland Evans	Business	M.B.A.
Robert Rogland	Chemistry	A.M.T.
Dale Wirsing	Communications	M.A.
Robert Rhule	English	M.A.
Vernon Hess	English	M.A.
Richard Lewis	English	M.A.
Joanne McCarthy	English	M.A.
Nancy Hughes	English	B.S.
J. Stewart Lowther	Geology	Ph.D.
Dedre Marriott	German	M.A.
Yun-yi Ho	History	M.A.
Harland Malyon	History	M.A.
George Huffman	History	B.A.
Tom McLaughlin	History	Ph.D.
Bill Wittenfeld	Mathematics	M.A.
Joseph Betz	Mathematics	M.A.T.
Suzanne Butschun	Mathematics	M.S.
Warren Jaech	Mathematics	M.Ed.
Edward Zimmerman	Mathematics	M.S.
Allan Clarke	Music	M.A.
Marie Fortier	Music	
Wallace Smith	Philosophy	M.A.
Ed Fisher	Physical Education	M.S.
Jack Heinrick	Physical Education	M.A.
Russ Clark	Physical Science	M.S.
John Swarthout	Political Science	M.A.
William Anderson	Psychology	M.Ed.
Luther Jansen	Sociology	M.A.
William Packard	Sociology	M.A.
Mario Faye	Spanish	M.A.
Howard Shull	Speech	M.A.
Ronald Magden	History - Drama	Ph.D.
Ernest Anderson	Library	M.L.S.
Richard Aiken	Library	M.L.S.

The following were added for Spring Quarter 1970:

Joanne McCarthy	English	M.A.
David Milan	English	M.A.

APR. 23 1970

TACOMA COMMUNITY COLLEGE

REVENUE ESTIMATE

	<u>1969-70</u>	<u>1970-71</u>
State Allocation	2,401,300	2,730,788 <i>has approved</i>
Income from Investments	2,755	4,000 <i>re</i>
Income from Property Rentals	6,045	6,000 <i>1490</i>
General Tuition and Incidental Fees	254,692	365,250 <i>estimate</i>
Other Fees	32,160	45,220
Minority Affairs Consortium	21,000	27,000
Federal Vocational Funds	1,348	1,500
Federal Funds	<u>175,700</u>	<u>90,000</u>
Estimated Total Available for Budget	2,895,000	3,269,758

COMPARISON OF 1969-70 BUDGET ALLOCATION WITH 1970-71 BUDGET REQUEST

progress report

<u>By Program</u>	<u>1969-70 Allocation</u>	<u>1970-71 Request Increment Only</u>	<u>1970-71 Request 7% Increase</u>
010 Administration	375,536	392,589	409,995
030 Student Services	315,053	407,413	431,453
040 Plant Operation & Maint.	301,441	415,990	433,784
050 Resource Center	309,274	577,887	593,610
060 Instruction	<u>1,572,696</u>	<u>1,687,434</u>	<u>1,709,981</u>
	<u>2,874,000</u>	<u>3,481,313</u>	<u>3,578,823</u>

By Object of Expenditure

01 Salaries & Wages	2,237,583	2,545,268	2,615,143
02 Personal Contracts	36,375	24,755	24,755
03 Other Contracts	258,586	255,675	255,675
04 Travel	20,597	35,503	35,503
05 Supplies & Materials	149,116	264,300	264,300
06 Equipment	49,524	201,230	201,230
07 Benefits	<u>122,219</u>	<u>154,582</u>	<u>182,217</u>
	* <u>2,874,000</u>	<u>3,481,313</u>	<u>3,578,823</u>

* Reflects Cut of \$8,035.00 in out of state travel

School	Voc. Edu. Allocat. Expended by 8-31-70	Exemp. Fund Allocat. Ex- pended by Sept-June 30, 1971	Total Allocat. Received	Total Budget Request
Olympic Community College	\$ 13,000	10,000	23,000	26,100
Shoreline Com- munity College	25,000	37,000	62,000	88,603
Highline Com- munity College	11,000	15,000	26,000	31,400
Tacoma Community College	21,000	27,000	48,000	133,912
*Green River Community College	22,000	11,000	33,000	31,400
Everett Community College	6,000	8,000	14,000	14,500
**Bellevue Com- munity College	28,000	28,000	56,000	152,800
**Seattle Com- munity College	50,000	25,000	75,000	221,129
Regional Consortium Office	<u>5,000</u>	<u>39,000</u>	43,000	
Total	\$ 181,000	200,000		