

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

April 22, 1971

3:30 P.M.

Northwest History Room

Revised Agenda

1. Roll call
2. Minutes
3. Correspondence
4. Unfinished business
 - (a) College calendar for 1971-72
 - (b) Sabbatical leaves for 1971-72 Dr. Jacobson
5. New business
 - (a) Resolution endorsing Tacoma Public Schools special levy
 - (b) Supplementary faculty appointments
 - Supplement 5-b-1 Dr. Jacobson
 - Supplement 5-b-2 Dr. Lathrop
 - Supplement 5-b-3 Mr. Rhule
 - (c) Resolution commending forensics team
 - (d) TV distribution system Dean Van Mieghem
 - (e) Change in Associate Degree requirements
 - (f) Resolution regarding membership in the NWAACC (Northwest Athletic Association of Community Colleges)
6. Reports
 - (a) ASB Mr. Whitbeck
 - (b) WACCSG Mr. Rico
 - (c) TCCA Mr. Jansen
 - (d) TCCSA Mrs. Hildebrand
 - (e) Instruction Dr. Jacobson
 - (f) Student Services Dr. Lathrop
 - (g) Community Services Mr. Rhule
 - (h) Administrative Services Dean Van Mieghem
 - (i) Instructional Resource Center Mrs. Amoroso
 - (j) Planning and Program Development Dr. Falk
 - (k) President's Report Dr. Ford
7. Information
 - (a) Commencement

TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
April 22, 1971

The regular meeting of the Board of Trustees was held on Thursday, April 22, 1971, in the Northwest History Room at Tacoma Community College.

Members and Officers of the Board in Attendance:

Mr. John Binns, Chairman
Rev. Robert Yamashita, Vice-Chairman
Mr. Charles Edmunds
Dr. Dewey Tuggle
Mr. Don Anderson
Dr. Thornton Ford, Secretary

Absent:

None

Administrative Staff and Other Campus Personnel Present:

Mrs. Doreen Amoroso	Mr. Luther Jansen
Dr. Richard C. Falk	Mr. Robert E. "Skip" Patterson
Mr. Howard Ferguson	Mr. Loyd Percy
Mrs. Lorraine Hildebrand	Mr. Robert Rhule
Dr. Paul Jacobson	Mrs. Mary Ann Schrawyer
Mr. Warren Jaech	Mr. George Van Mieghem
Miss Dianna Jaycox	Mr. Steve Whitbeck
Mr. Joseph Kosai	Mr. Dale Wirsing

CALL TO ORDER

The meeting was called to order by Chairman Binns at 3:45 P.M. A quorum was present with all members of the Board in attendance.

APPROVAL OF MINUTES

Minutes of the meeting of March 25, 1971, were approved as circulated.

CORRESPONDENCE

Dr. Ford noted a letter of commendation from Senior Centers, Inc. (an Office of Economic Opportunity program) expressing the appreciation of seniors taking part in a Community Services course called "Nature of the Place," and asking for a repeat.

Dean Van Miegheem explained the Higher Education Personnel Board correspondence relating to the bargaining unit for custodial/maintenance personnel. This is the same unit, he said, that has been representing these employees in the past, prior to the creation by the Legislature of the Higher Education Personnel Board in September, 1969. The HEPB, who now has jurisdiction in these matters, felt they should take official action to certify the International Union of Operating Engineers, Local No. 286, as the exclusive representative of TCC's custodial/maintenance employees. No TCC Board action is required at this time since approval has already been granted to this organization by the Trustees.

Other correspondence included a memorandum from Dr. John Terrey to district presidents on "legislative actions relating to budget." This will be covered in the President's Report.

UNFINISHED BUSINESS

Dr. Jacobson, in explaining the 1971-72 academic calendar, said that it is complete except for advising and registration days for Winter and Spring Quarters. A committee is currently working on this.

Motion: Mr. Anderson moved and Mr. Yamashita seconded that the Board adopt Resolution No. 71-6 (academic calendar for 1971-72) as contained in supplement 4-a.

Motion carried unanimously and the resolution was adopted.

Dr. Jacobson reported that Mary Palo has withdrawn her request for a sabbatical leave for 1971-72 which was granted by the Board February 25, 1971. Mr. William Anderson now requests one-quarter sabbatical leave and there is another request for two quarters.

The Chair requested that this item be passed until the next meeting because of possible legislative action prohibiting any sabbatical leaves for this biennium.

NEW BUSINESS

At this time Mrs. Mary Ann Schrawyer, representative of the TCC forensics team, was introduced. This team recently won the State Community College Forensics Championship. It is the second time in three years that TCC has won the state championship.

Motion: Dr. Tuggle moved and Mr. Yamashita seconded that the Board adopt Resolution No. 71-8 (supplement 5-c) commending the forensics team for winning the state championship.

Motion carried unanimously and the resolution was adopted.

NOTE: The Chair asked that the resolution be prepared for the signature of all Trustees and that copies be provided to each of the members of the team and their coach.

After discussion regarding the propriety of the Board's taking a stand on a political issue (Tacoma Public Schools special levy), the following action was taken:

Motion: Mr. Edmunds moved and Dr. Tuggle seconded that the Board adopt Resolution No. 71-7 (supplement 5-a) urging voters to go to the polls April 27th and cast an affirmative vote for the special levy for the Tacoma Public Schools.

Motion carried unanimously and the resolution was adopted.

Dr. Jacobson reported on the candidates recommended as supplementary faculty for TCC credit courses for Spring Quarter, 1971.

Motion: Mr. Yamashita moved and Dr. Tuggle seconded that agenda supplement 5-b-1 be accepted as listed.

Motion carried unanimously.

In Dr. Lathrop's absence, Dr. Ford reported on the recommendations for supplementary faculty for TCC Student Services for Summer Quarter, 1971.

Motion: Mr. Edmunds moved and Mr. Yamashita seconded that the Board approve of agenda supplement 5-b-2 as listed.

Motion carried unanimously. 55

Mr. Rhule reported on the candidate recommended for a Community Services non-credit course in Physical Education at TCC Spring Quarter, 1971.

Motion: Dr. Tuggle moved and Mr. Edmunds seconded that the Board approve of agenda supplement 5-b-3 as listed.

Motion carried unanimously. 15

Dean Van Mieghem discussed the results of bids on a T.V. Distribution System (Project No. 70-202) and called attention to a letter from the State Department of General Administration recommending the rejection of the low bid of Tyee Construction Company of Bellevue because Tyee's bid did not meet equipment specifications. The Department recommended the acceptance of the second low bidder, Totem Electric of Tacoma, Inc., at a price of \$16,600.

Assistant Attorney General Robert Patterson explained the position of the Department of General Administration in regard to rejection of bids.

After considerable discussion regarding the role of the Department of General Administration usurping the local Board of Trustees authority in rejecting bids, the following action was taken:

Motion: Mr. Yamashita moved and Mr. Anderson seconded that the Board accept the second low bid, Totem Electric of Tacoma, Inc., at a price of \$16,600, for a T.V. Distribution System, Project No. 70-202, Provided, That the proper procedures for the future be pointed out to Mr. Brown of General Administration.

Motion carried unanimously.

NOTE: Dean Van Mieghem was asked to draft the letter to Mr. Brown with approval to come from the Chair.

President Ford reported on changes in Associate Degree requirements (see supplement 5-e). These changes, he said, have gone to the faculty, the Associated Student Body, and to the Administrative Council, and are now before the Board for approval. They were made for the purpose of being able to make better judgments for each candidate, such as the occupational student.

Mr. Whitbeck, newly installed ASB President, asked for (1) clarification of when the changes in degree requirements will take effect, (2) student representation on the Associate Degree Committee, and (3) formation of a grievance committee for students.

Dr. Jacobson replied that students were not put on this committee because of the confidential records handled.

The Chair suggested the faculty take another look at the subject. Dr. Jacobson was asked to work with Mr. Whitbeck on an appeal procedure, with a report to be brought to the next Board meeting.

In discussing the many different degrees offered in the Washington State system, Dr. Ford indicated the State Board is working in the direction of standardization of degrees in the community college system.

Motion: Mr. Edmunds moved and Dr. Tuggle seconded that the Board accept the changes as noted in the Associate Degree requirements contained in supplement 5-e.

Motion carried unanimously.

Lloyd Percy talked to the Trustees about the Northwest Athletic Association of Community Colleges (NWAACC) and the reasons for asking the Board to approve TCC's application for membership in this association, which is put together on a regional basis.

Motion: Mr. Anderson moved and Mr. Yamashita seconded that Resolution No. 71-9 (supplement 5-f) be adopted by the Board empowering the president to sign an agreement for TCC to join the NWAACC.

Motion carried unanimously and the resolution was adopted.

REPORTS

ASB.--Mr. Whitbeck, the new president, said that student participation in campus governance will be the number one priority of student government. He recommended a college Central Senate with equal representation to come from students, faculty and administrators.

WACCSG.--Dianna Jaycox, newly elected student senator, reported that WACCSG is taking part in "Earth Week." She said students are also working on an amendment to S.B. 152 (originally proposed by Representative Wojahn) to try to obtain funds for relocatable buildings for a temporary student union. She asked that telegrams be sent to Senator Durkan in this regard.

The Chair said the Board will send such a telegram.

TCCA.--Mr. Jansen, President, reported that Dr. Ronald Magden is chairman of the legislative committee. He said the faculty will schedule a meeting after President Ford has had an opportunity to be heard.

TCCSA.--Mrs. Hildebrand, President, advised that classified employees are busy sending telegrams and letters to legislators.

Instruction.--No report.

Student Services.--Mr. Kosai reported for Dr. Lathrop. He said enrollment for Spring Quarter is down about 6 per cent from Winter Quarter, and that applications for next fall are about 2 per cent ahead of last year. They are working with the high schools and anticipate an increase.

Community Services.--Mr. Rhule, Director, reported they have more requests than they have time for.

Administrative Services.--Dean Van Mieghem reported on TCC's application for Title VI funds for specialized audio-visual equipment. He said there were 29 applications in the State of Washington with TCC's grant application scoring second highest in the state. This resulted in a grant in the amount of \$5,862.

Instructional Resource Center.--Mrs. Amoroso's report is contained in supplement 6-i.

Planning and Program Development.--Dr. Falk's report is contained in supplement 6-j--"Status of Developing Programs and Related Activities." This report has information regarding the (1) Community Outreach Program--Disadvantaged, (2) Career Development Program--Disadvantaged, (3) Interpersonal Growth and Development Program--Handicapped, (4) Adult High School Completion Program, and (5) Pre-Employment and Related Occupational Program Developments. The unanswered questions, Dr. Falk said, are the money questions.

President's Report.--Dr. Ford discussed the contents of his memorandum to the Trustees dated April 21, 1971--"Appropriations--Senate Version." (See supplement 6-k.)

An open meeting for any interested persons is scheduled for 3:00 P.M. April 29 in the Little Theater to discuss the implications of the operating budget which is now in a Joint Conference Committee.

The Senate figure for the Community College System, Dr. Ford said, stands at \$115,396,486--or \$3,026,156 less than the Governor's proposed budget and \$1,636,401 less than the House approved version.

As the bill presently stands, the highest estimate TCC could receive in increased dollars is \$51,858, and this only if the college serves the projected increase of 191 FTE's.

Expenditure of funds for sabbatical leaves will be prohibited. There is to be a reduction in state salaries by varying percentages for all individuals whose present compensation exceeds \$15,000 per annum. It appears doubtful that TCC can provide increments without the assist of additional funds. (Mr. Van Mieghem estimates that increments alone would cost TCC \$46,000 next year).

It may become necessary to eliminate classes with small enrollments and some staff may have to be reassigned to occupational courses and programs. There will have to be a curtailment of all purchases, including library acquisitions.

Some other alternatives include: (1) non-renewal of contracts with Tacoma and Peninsula school districts for adult education programs, (2) cancellation of institutional memberships in state and national professional organizations, (3) continuation of the current stringent travel policy, and (4) close examination of any means by which management and instructional economies can be effected.

Dr. Ford told the Trustees that "It is my sincere intention at this time to see to it that the budget for TCC will enable us to operate next year without a curtailment of faculty or staff."

INFORMATION

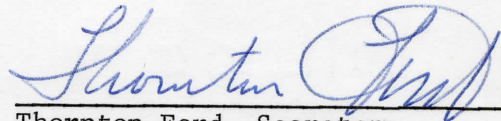
Dr. Jacobson informed the Trustees that TCC's commencement will take place at 6:00 P.M. on Saturday, June the 5th, in the gymnasium. The program will be limited to 45 minutes to one hour.

NEXT MEETING

The next regular meeting will be held at 3:30 P.M. on May 27, 1971.

ADJOURNMENT

The meeting was adjourned by the Chair at 5:55 P.M.



Thornton Ford, Secretary

SENIOR CENTERS, INC.

TACOMA - PIERCE COUNTY

MARY ANN TRUITT, EXECUTIVE DIRECTOR • 923 North 13th, • TACOMA, WASHINGTON 98403 • PHONE MA 7-2183

7 April 1971

Mr. Robert Thornburg
Coordinator Community Services
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465

Dear Bob:

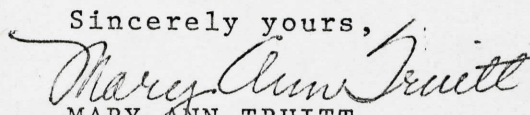
Enclosed is our check in the amount of \$27.00 which represents \$1.00 tuition for 27 "pupils" in NATURE OF THE PLACE class which was in session during the month of March.

The seniors were so thrilled with the teacher and the information and course content that they wish to have this particular course repeated as soon as possible.

Just as soon as we have registration on the physical education course completed we shall send you the slips and check.

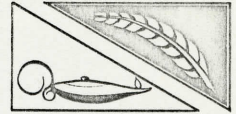
We cannot begin to express in words what these classes mean to the seniors - and we thank you for your financial and moral support.

Sincerely yours,


MARY ANN TRUITT
Executive Director

STATE OF WASHINGTON

Higher Education Personnel Board



LOCATION: 1202 BLACK LAKE BLVD.
DOUGLAS E. SAYAN, DIRECTOR

MAIL ADDRESS: P. O. BOX 1729, OLYMPIA, 98501
TELEPHONE 753-3850

DANIEL J. EVANS, GOVERNOR

PERSONNEL BOARD
F. CLEARY, CHAIRMAN
GLEN NORMAN
J. BERT TROUP

April 14, 1971

Dr. Thornton M. Ford, President
Tacoma Community College
5900 South 12th Street
Tacoma, WA 98465


Re: HRU 15 Bargaining Unit at Tacoma Community
College for Custodial/Maintenance
Personnel

Dear Dr. Ford:

Enclosed is a copy of the Higher Education Personnel Board's Findings, Conclusions and Recognition Order for Bargaining Unit in the above referenced matter, the original of which has been signed and filed in the Board's official file.

Sincerely,

DOUGLAS E. SAYAN
Director

By: 
DERYL L. WOOD
Chief of Personnel Services

DES:DLW:j
enc.

cc: Mr. John Lindal, Personnel Officer, Tacoma Community College
Mr. Kenneth Elfbrandt, Assistant Attorney General, HEPB

1 BEFORE THE HIGHER EDUCATION PERSONNEL BOARD

2 STATE OF WASHINGTON

3 IN RE: BARGAINING UNIT AT) NO. HRU 15
4 TACOMA COMMUNITY) FINDINGS, CONCLUSIONS AND
5 COLLEGE FOR CUSTODIAL/) RECOGNITION ORDER FOR
 MAINTENANCE PERSONNEL.) BARGAINING UNIT

6
7 THIS MATTER Coming on before the Higher Education Personnel
8 Board on its own motion for recognition of a bargaining unit com-
9 posed of all custodial/maintenance personnel at Tacoma Community
10 College, and the Board having fully investigated the circumstances,
11 reviewed the files and records herein, and being fully advised in
12 the premises, now, therefore, the Board enters its Findings,
13 Conclusions and Order of Recognition.

14 FINDINGS

15 I.

16 On August 6, 1968, a list of employees contained in a
17 custodial/maintenance personnel bargaining unit at Tacoma Commu-
18 nity College was submitted by George Van Mieghem, Dean of Admin-
19 istrative Services, Tacoma Community College, to Willard Olson,
20 Mediator for the Washington State Department of Labor and
21 Industries, and an election was held. On September 24, 1968, a
22 Certification of Representative was issued. The bargaining unit
23 has remained intact and at the present time contains nineteen
24 employees, sixteen of whom pay dues to the exclusive bargaining
25 representative, International Union of Operating Engineers,
26 Local 286.

27 II.

28 On March 1, 1971, George Van Mieghem stated that the
29 following classifications are in this unit:

- 30 1. Chief Custodian
31 2. Custodian Lead Man
 3. Custodian

FINDINGS (HRU 15)

4. Maintenance Man I
5. Maintenance Man II
6. Plant Mechanic

III.

A substantial number of the employees in the above classifications desire the establishment of this bargaining unit, and the officials of the International Union of Operating Engineers, Local 286, and the administration of Tacoma Community College concur in the recognition of the bargaining unit.

IV.

All of the employees who will comprise the unit are engaged in maintenance, operation and custodial services, and work similar hours and exercise varying degrees of the same skills. Interaction among the employees and their interrelated work requires the application of similar working conditions by their employer.

V.

There is in effect a bargaining unit at Tacoma Community College (HRU 14) which includes office, clerical and food service personnel who are represented by the Tacoma Community College Staff Association; however, no bargaining unit for the custodial/maintenance personnel at Tacoma Community College was established by the permanent personnel committee prior to July 1, 1969, nor has a bargaining unit been established by the Higher Education Personnel Board since that time.

CONCLUSIONS

I.

The Higher Education Personnel Board has jurisdiction over the subject matter and over the parties interested herein.

II.

The common working conditions, hours of employment, and participation in the International Union of Operating Engineers, Local 286, indicate a community of interest which demonstrates

FINDINGS (HRU 15)

1 the appropriateness of the requested unit.

2 III.

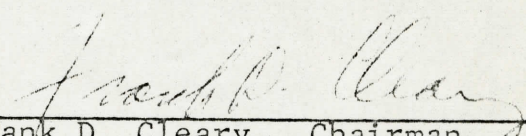
3 The employees' membership in the International Union of
4 Operating Engineers, Local 286, and the history of this employee
5 organization and its relationship to the Tacoma Community College
6 demonstrates a history of collective bargaining on behalf of the
7 classified personnel.

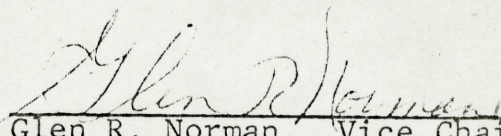
8 ORDER

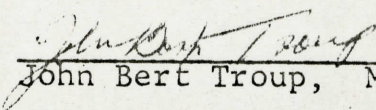
9 IT IS HEREBY ORDERED That a bargaining unit to contain all
10 custodial/maintenance personnel at Tacoma Community College should
11 be, and the same is, hereby affirmed and recognized.

12 DATED this 16th day of March, 1971.

13
14 HIGHER EDUCATION PERSONNEL BOARD

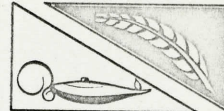
15
16 
17 Frank D. Cleary, Chairman

18
19 
20 Glen R. Norman, Vice Chairman

21
22 
23 John Bert Troup, Member

STATE OF WASHINGTON

Higher Education Personnel Board



LOCATION: 1202 BLACK LAKE BLVD.

DOUGLAS E. SAYAN, DIRECTOR

MAIL ADDRESS: P. O. BOX 1729, OLYMPIA, 98501

TELEPHONE 753-3850

DANIEL J. EVANS, GOVERNOR

PERSONNEL BOARD
F. CLEARY, CHAIRMAN
GLEN NORMAN
J. BERT TROUP

April 14, 1971

Mr. Daniel Warren
Business Representative
International Union of Operating
Engineers Local 286
2716 Western Avenue
Seattle, WA 98121

Re: HRU 15 Bargaining Unit at Tacoma Community
College for Custodial/Maintenance
Personnel

Dear Mr. Warren:

Enclosed is a copy of the official Notice of Certification
identifying your organization as the exclusive bargaining
representative of custodial/maintenance personnel as
described therein.

Sincerely,

DOUGLAS E. SAYAN
Director

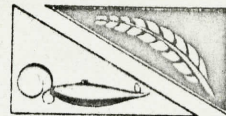
By: *Deryl L. Wood*

DERYL L. WOOD
Chief of Personnel Services

DES:DLW:j
enc.

cc: Dr. Thornton M. Ford, President, Tacoma CC
Mr. John Lindal, Personnel Officer, Tacoma CC
Mr. Kenneth Elfbrandt, Assistant Attorney General, NEPB

Higher Education Personnel Board



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DANIEL J. EVANS, GOVERNOR

PERSONNEL BOARD
F. CLEARY, CHAIRMAN
GLEN NORMAN
J. BERT TROUP

NOTICE OF CERTIFICATION


PETITION OF: International Union of Operating Engineers,
Local No. 286
HRU #15

INSTITUTION: Tacoma Community College

You are hereby certified as exclusive representative of the employees in the following bargaining unit located at Tacoma Community College. This bargaining unit was determined appropriate by the Higher Education Personnel Board pursuant to Chapter 28B.16 RCW on March 16, 1971:

"All Maintenance, Operations, and Custodial employees, including but not limited to Chief Custodians, Custodian Lead Man, Custodian, Maintenance Man I and II, and Plant Mechanic, employed by Tacoma Community College; and excluding all clerical employees and all other employees."

DATED this 14th day of April 1971.



DOUGLAS E. SAYAN
Director

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

M E M O R A N D U M

TO: District Presidents

FROM: John N. Terrey
Acting Director

RE: LEGISLATIVE ACTIONS RELATING TO BUDGET

April 15, 1971

I would like to outline to you for your benefit and for the benefit of your board of trustees and others who are involved in the budget planning for the operation of your district for the next year. Some of the actions which the legislature has taken which will have impact on your planning. In this respect, I would like to talk about four items:

1. Sabbatical Leaves
2. Increments
3. Proviso that no college will receive less money next year than this year
4. Salary increases

Sabbaticals

A floor amendment was adopted yesterday when the Senate debated Engrossed Substitute House Bill 151, which is the general operating budget. That amendment introduced by Senator John Stender won the support of the Senate and declared that no part of the appropriation would be used for sabbatical leaves. As you know, the budget will go to Conference Committee, and the Conference Committee probably will ask for powers of free conference and, therefore, any and all aspects of the budget will be subject to change. What will happen to the sabbatical leave provision in the Conference Committee is in doubt. However, it would be very prudent on your part to provide some kind of qualification so that if that proviso stays in the budget prohibiting the use of any part of the funds for support of sabbatical leaves, that you have a position in which the leaves could be cancelled if it became necessary. I believe that the earlier this fact is made known to the faculty, the better off we will be.

Increments

In the budget as prepared by the Senate Appropriations Committee and sustained in the Ways and Means Committee, there was a proviso that said that no increments would be paid out of the general operating budget. That proviso has been taken out, and it will be possible to pay increments from the general operating budget for the next two years. This has obvious budget implications for you in your planning.

District Presidents

April 15, 1971

Page 2

It has been my position all along that the increments represent an agreement between the boards of trustees and the faculty and classified personnel. This agreement represents, in my judgment, a moral commitment. Therefore, I am suggesting to you that in your planning you allow for the payment of increments to the professional and classified personnel.

Proviso

A proviso was attached in the Ways and Means Committee which said that no community college would receive less money in the next biennium than it is receiving in the current 1970-71 academic year. Attempts were made to strike that proviso, but the attempts failed. Therefore, the proviso is still in the budget. If the proviso stands in the Conference Committee, then it means that we must find a way to provide about \$600,000 in order to meet the conditions of the proviso. The only way in which this can be done would be to take money from those colleges now scheduled under the formula to receive increases and to re-allocate those monies to the five colleges who under the formula are scheduled for reductions. I would like to see an attempt made to identify the five colleges as special problems which the legislature must take into consideration and that the legislature should make a special appropriation to take care of those institutions. In this way, there would be a subsidy for the colleges faced with severe hardships and at the same time not subsidize them by subtracting the funds that are sorely needed for other colleges who are confronting growth and other problems. I would appreciate whatever you can do to encourage the legislature to recognize these as special problems requiring a special appropriation.

Salary Increases

There is a proviso in the budget that no money from the general operating budget will be used for increases in salaries. This is a factor which must be taken into consideration in your budget planning for the next year. I have said repeatedly, and I will reiterate again, that it is the position which I have taken and which I will encourage you to take that if that proviso is in the budget, that we do not provide any salary increases for any employees. To put this in a different way, unless the legislature makes a specific appropriation earmarking funds for increasing salaries, it is my position that the local boards of trustees in negotiating with faculty should take the position that there is no money for general salary increases. The only alternative is to increase salaries by reducing funds that are needed to support programs. The programs are so severely jeopardized at the present time, that to use any of those funds to provide salary increases--no matter how warranted they are--would be impossible at this time.

Conclusion

Please bear in mind that the budget still has a long ways to go in that changes are still likely. However, we cannot wait until May 10

District Presidents
April 15, 1971
Page 3

when the legislature will reach final action on the budget before proceeding with our planning for the next year. Therefore, the comments which I have made here I hope will serve as guidelines for you in that planning.

JNT:mv

~~March 25, 1971~~

Passed 4/22/71 by Bd

RESOLUTION NO. 71-6

IT IS HEREBY RESOLVED by the Board of Trustees of
Tacoma Community College, That the academic calendar for
1971-72 be adopted as hereinafter noted.

Preliminary
TACOMA COMMUNITY COLLEGE
1971-72 Calendar

2/17/71

1. Pre-Instructional Days

Sept. 9-10	New Faculty Orientation
Sept. 13-22	Advising and Registration*
Sept. 23-24	Faculty Retreat* (Tentative)

2. Instructional Days

Sept. 27	First day of classes, Fall Quarter
Oct. 11	Statutory holiday, full instruction schedule. The non-certified staff will trade this day for Nov. 26.
Oct. 25	Veteran's Day. No classes.
Nov. 2	Election day. Full instructional schedule. A skeleton crew of non-certified staff will work.
Nov. 25-26	Thanksgiving. No classes.
Dec. 13-16	Fall quarter tests.
Dec. 17	Fall quarter final grades due in Records Office.
Jan. 3	Winter quarter late registration. No classes.
Jan. 4	First day of classes, winter quarter.
Feb. 11	Legal holiday, full instructional schedule. A skeleton crew of non-certified staff will work.
Feb. 21	Legal Holiday. No classes.
Mar. 13-16	Winter quarter tests.
Mar. 17	Winter quarter final grades due in Records Office.
Mar. 27	Spring quarter late registration. No classes.
Mar. 28	Spring quarter classes begin.
May 29	Legal Holiday. No classes.
June 4	Commencement
June 5-8	Spring quarter tests.
June 9	Spring quarter final grades due in Records Office.
June 19	Summer session registration.
June 20	Summer session classes begin.
July 4	Legal Holiday. No classes.
Aug. 18	End of summer session. Grades due in Records Office.

*All faculty members will participate.

Fall Quarter:	57 Instructional Days
Winter Quarter:	53 Instructional Days
Spring Quarter:	<u>53 Instructional Days</u>

TOTAL:	163 Instructional Days
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TACOMA COMMUNITY COLLEGE
School Calendar
1971-72

2/17/71

Sept. 27 - Fall Qtr.
classes start

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	(27)	28	29	30		

Mar. 13-17
Exam week

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	14	15	16	(17)	18
19	*	*	*	*	*	25
26	*	(28)	29	30	31	

*Mar. 20-26 Incl.
Spring vacation

*Mar. 27 - Late regis-
tration - No classes

Mar. 28 - Classes begin

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct. 11 - non-
certified staff will
trade this day for
Nov. 26.

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	(11)	12	13	14	15	16
17	18	19	20	21	22	23
24	*	26	27	28	29	30
31						

* Oct. 25 - Veterans
Day
No classes

Nov. 2 - Election
Day
(Skeleton crew)

NOVEMBER						
S	M	T	W	T	F	S
		1	(2)	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	*	*
27	28	29	30			

Nov. 25-26 - Thanksgiving
Vacation -
No classes

*May 29 - Memorial
Day - no classes

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 13-17
Exam week

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	(12)	13	14	15	16	17
18	19	*	*	*	*	25
26	*	*	*	*	*	

*Dec. 20 - Jan. 2 Incl.
Winter vacation

June 4 - Commencement

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	(10)	(11)	(12)	(13)	(14)	(15)
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 5-9
Exam week

*June 19 - Registration
No classes

June 20 - Classes begin

*Jan. 3 - Late regis-
tration - No classes

JANUARY						
S	M	T	W	T	F	S
						1
2	*	(4)	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 4 - Classes begin

*July 4 - Independence
Day - No classes

JULY						
S	M	T	W	T	F	S
						1
2	3	*	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Feb. 11 - Lincoln's
Birthday
(skeleton crew)

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	(11)
12	13	14	15	16	17	18
19	20	*	22	23	24	25
26	27	28	29			

Aug. 18 - Summer
session ends

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*HOLIDAYS - No Classes

- October 25 - Veterans Day
- November 25-6 - Thanksgiving
- February 21 - Washington's Birthday
- May 29 - Memorial Day
- July 4 - Independence Day

HOLIDAYS - Full Class Schedule

- October 11 - Columbus Day
- November 2 - Election Day
- February 11 - Lincoln's Birthday

(Oct. 11 - the non-certified staff
will trade this day for Nov. 26)
Nov. 2 and Feb. 11 - A skeleton crew
of non-certified staff will work.

April 22, 1971

RESOLUTION NO. 71-7

Whereas, the quality of education provided by Tacoma Public Schools directly affects the instructional program at Tacoma Community College; and

Whereas, Passage of a 16.6-mill special levy is imperative if the present level of quality in Tacoma School District Number Ten's programs is to be maintained; and

Whereas, Passage of the special levy will not increase taxes to property owners in the district; therefore, be it

Resolved by the Board of Trustees of Tacoma Community College, That registered voters in Tacoma School District Ten are urged to go to the polls April 27 and cast an affirmative vote for the special levy.

Adopted 4/22/71

Tacoma Community College
 Meeting of the Board of Trustees

April 22, 1971

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

Eugene H. Lewis (11 years broadcasting experience)	Communications
Alan Cummings (30 years broadcasting experience)	Communications
Bonivieve Waggoner (20 years secretarial experience)	Typing

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

Robert Adams, M.A.	Anthropology
Frank Dippolito, M.F.A.	Art
Richard Rhea, M.F.A.	Art
William Muse, M.S.	Biology
Barry Boyer, M.S.	Business, Economics
Gary Sigmen, M.A.	Business, Economics
Rolland Evans, M.B.A.	Business, Occupational Program Coordinator
Lorraine Stephan, M.B.A.	Service Representative Instructor-Coordinator
Edward Daniszewski, M.B.A., C.P.A.	Business
Karen Becker, M.A.	Career Development Program Coordinator
Edgar McNeal, M.S.	Chemistry
Dale Potter, Ph.D.	Chemistry
Georgia McDade, M.A.	English
Jacques Cassidy, M.A.	English
Frank Weihs, M.A.	English
Frank Garratt, M.Ed.	English
Robert Arpke, B.A.	English
Joanne McCarthy, M.A.	English
Sharon Jane Knight, M.A.	French
Joanne Shelley, B.A.	Geology
J. Stewart Lowther, Ph.D.	Geology
Dedre Marriott, M.A.	German
Ronald Magden, Ph.D.	History
Harland Malyon, M.A.	History
George Huffman, M.A.	History
Sue Butschun, M.S.	Mathematics
Joseph Betz, M.A.T.	Mathematics
Loyd Percy, M.Ed.	Mathematics
Warren Jaech, M.Ed.	Mathematics

(continued)

Tacoma Community College
Board of Trustees Meeting
April 22, 1971

David Whisner, M.M.	Music
Wally Jacobson, Ph.D.	Philosophy
Edward Fisher, M.S.	Physical Education
Jack Heinrick, M.A.	Physical Education
Kenneth Gentili, M.S.	Physical Science
John Swarthout, M.A.	Political Science
Richard Giroux, M.S.	Psychology
Gerald Shulenbarger, M.Ed.	Psychology
William Anderson, M.Ed.	Psychology
Carole Wines, M.Ed.	Reading
Robert Thaden, M.Ed.	Social Science
Luther Jansen, M.A.	Sociology
William Packard, M.A.	Sociology
Mario Faye, M.A.	Spanish
Charles Summers, M.A.	Speech
B. Howard Shull, M.A.	Speech
Richard Aiken, M.L.S.	Librarian
Ernest Anderson, M.L.S.	Librarian
Morris Skagen, M.L.S.	Librarian

Tacoma Community College
Meeting of the Board of Trustees

April 22, 1971

The following candidates are recommended as supplementary faculty for Tacoma Community College student services for Summer Quarter, 1971. It is further recommended that the Board authorize President Ford to enter into an agreement with the candidates at a rate of pay consistent with the college's part-time rate of pay.

Philip Griffin, M.S.	Counselor
George Jansen, M.Ed.	Financial Aids
Ronald Lundquist, M.Ed.	Counselor
Paula Pascoe, M.A.	Student Activities

Tacoma Community College
Meeting of the Board of Trustees
April 22, 1971

The following candidate is recommended as supplementary faculty for a Community Services non-credit course at TCC Spring Quarter, 1971. It is further recommended that the board authorize President Ford to enter into an agreement with the candidate at a rate of pay consistent with the college's existing rate of pay for non-credit, Community Service instruction.

Harry H. Hammond, B.S.
P. E. Grad.

Physical Education

April 22, 1971

RESOLUTION NO. 71-8

Whereas, The Tacoma Community College Forensics Team has demonstrated a high standard of competitive excellence; and

Whereas, The Forensics Team has brought favorable attention to the college through its performance throughout the year; and

Whereas, the Forensics Team has won additional honor for Tacoma Community College by winning the State Community College Forensics Championship; therefore, be it

Resolved by the Board of Trustees of Tacoma Community College, That they hereby commend the Forensics Team and its coach, Donald A. Hiatt, for their fine performance.

John Binns, Chairman
Board of Trustees

Adopted 4/22/71

State of Washington

DANIEL J. EVANS GOVERNOR



DEPARTMENT OF GENERAL ADMINISTRATION

WM. E. SCHNEIDER DIRECTOR

DIVISION OF ENGINEERING AND ARCHITECTURE

WARREN A. BROWN SUPERVISOR

219 GENERAL ADMINISTRATION BUILDING OLYMPIA, WASHINGTON 98501

April 12, 1971

Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98365

ATTENTION: Mr. George Van Mieghem

RE: Project No. 70-202
T. V. Distribution System
Tacoma Community College
Tacoma, Washington

Gentlemen:

Enclosed is a letter written by Kenneth Williams, Jr., P. E., our consultant on the above referenced project wherein he recommends rejection of the bid of Tyee Construction Company, the low bidder, as not meeting the equipment specifications.

Your concurrence in the above is requested. Should board action be required to accept the second low bidder, that also is requested.

We request early action on this matter. By statute we are required to notify a bidder within 30 days after date of bid unless special request action is taken.

Sincerely,

FREDERICK R. MOTT
Architectural Assistant

FRM:dij

Enclosures

KENNETH WILLIAMS, JR., P.E.

Consulting Engineers

ELECTRICAL AND COMMUNICATIONS ENGINEERS

AREA CODE: 206
OFFICE: Broadway 2-7100
RES.: SKyline 2-5248

321 SOUTH 11th STREET
TACOMA, WASHINGTON 98402

'71 APR 9 AM 10:16
WAA

April 7, 1971

Mr. Frederick R. Mott,
Architectural Assistant
Division of Engineering & Architecture
219 General Administration Building
Olympia, Washington 98501

Re: Project 70-202
TV Distribution System
Tacoma Community College
Tacoma, Washington

Dear Mr. Mott:

After carefully looking at the proposed equipment and material list of the apparent low bidder Tyee Construction Company, I must recommend the bid be rejected.

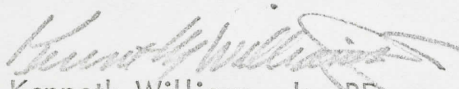
Shown on the attached page, are specific areas where the proposed equipment of Tyee Construction, does not meet the Television Distribution System specifications.

In general; The proposed strip amplifiers, pre-amplifiers and UHF to VHF converters, are of insufficient output capability to provide for the overall distribution losses in the system. The end results of this would be a finished system which would be unable to provide the minimum 1500 microvolt signal at each TV outlet as specified in 2.09.

The wall taps and line splitters proposed by Tyee Construction, would restrict the capability of the distribution system to TV channels 2 to 13. When using splitters and wall taps, as specified in out design, the system has the capability of future sub-carrier information, and UHF channels 14 to 83, in addition to the channels between 2 to 13.

Shown on the attached page are reasons for rejection of each item which does not comply with the design specifications.

Very truly yours,


Kenneth Williams, Jr. PE
Consulting Engineer

KW/jm

Registered Professional Engineers

#932 2 way splitters. Splitters are not of the type specified or equal. Splitters do not comply with frequency range in specification 7.01. ("2" way splitters shall have a flat frequency response over the entire operating band from 12 mhz to 216 mhz and from 470-890 mhz.) Type 932 splitter response is 50-220 mhz.

#933 4 way splitters. Splitters are not of the type specified or equal. Splitters do not comply with frequency range in specification 7.03. ("4" way splitters shall have a flat frequency response over the entire operating band from 12 mhz to 216 mhz and from 470-890 mhz.) Type 933 splitter response is 50-220 mhz.

#531 wall taps. Taps are not of the type specified or equal. Wall taps do not comply with frequency range in specification 8.09. (frequency range 12 to 216 mhz and 470-890 mhz.) Type 531 wall tap frequency range 50 to 220 mhz.

#945 Single channel strip amplifiers. Amplifiers are not of the type specified or equal. Amplifiers do not comply with minimum gain and AGC requirements of 5.01 and 5.02 or 5.08. (The single channel AGC amplifier shall provide a minimum full gain of 60 DB and shall have an output capability of 75.5 DBmv (6 volts across 75 ohms), for 1 DB compression. Type 945 single channel strip amplifiers have a listed minimum gain of 47 DB. Amplifier does not contain AGC action and output is less than the specified 75.5 DBmv output capability.

#5404 UHF to VHF Converters. Converter is not of the type specified or equal. Proposed converters do not comply with specifications 6.02 and 6.04. Type 5404 UHF to VHF converter is not crystal controlled. Oscillator stability does not meet 0.005% accuracy. Converter output is below the 10 DB minimum specified in 6.04.

State of Washington

DANIEL J. EVANS GOVERNOR



DEPARTMENT OF GENERAL ADMINISTRATION

WM. E. SCHNEIDER DIRECTOR

DIVISION OF ENGINEERING AND ARCHITECTURE

WARREN A. BROWN SUPERVISOR

219 GENERAL ADMINISTRATION BUILDING OLYMPIA, WASHINGTON 98501

April 13, 1971

Tyee Construction Company
P.O. Box 1477
Bellevue, Washington 98009

Re: Project No. 70-202
TV Distribution System
Tacoma Community College
Tacoma, Washington

Gentlemen:

The bid, the proposed equipment, and the material list, submitted by your firm on the above referenced project, has been thoroughly reviewed by the consulting engineer.

The review, as shown on the attached copy of the letter from Mr. Kenneth Williams, Jr. P.E., shows that the materials proposed for use by your firm do not meet the specifications for this project; therefore, your bid has been rejected and the State will contract with the second low bidder.

Thank you for your interest in bidding on State work.

Sincerely,

A handwritten signature in cursive script, appearing to read "Warren A. Brown".

WARREN A. BROWN, A.I.A.

Supervisor, Contracts & Administration

WAB:iae

cc Richard Heath
Tacoma Community College, Mr. George Van Miegheem
Kenneth Williams Jr. P.E.
Fred Mott

DEGREES

Tacoma Community College grants three degrees: the Associate in Arts and Sciences for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in Liberal Arts for completion of a two-year program tailored to the unique educational aspirations of the student.

General requirements for all degrees are as follows:

1. A cumulative grade point average of 2.00.
2. A cumulative grade point average of 2.00 in course work completed at Tacoma Community College.

} added

Specific requirements for each degree are as follows:

Associate in Arts and Sciences. This degree is awarded on completion of a transfer academic curriculum paralleling the first two years of university study.

Requirements:

1. 90 quarter hours exclusive of physical education activity courses in courses number 100 or above. General Education Program courses (G-100 courses) are not accepted.
2. At least 30 of the last 45 applicable credits must be earned at TCC.
3. Course requirements for the Associate in Arts and Sciences may be met by completing a program as outlined in either Option A or Option B.

Option A:

Distribution requirements:

- a. English 101 and 102 or an alternative or substitute approved by the English Department. 10 q.h.
- b. Humanities (Any) 20 q.h.

} changed

Art, drama, literature, foreign language, music, poetry, philosophy, speech.

- c. Social Science (Not all from one field) 20 q.h.
Anthropology, business, economics, education,
geography, history, political science,
psychology, sociology.
- d. Math/Science 15 q.h.
Biology, chemistry, engineering, forestry,
geology, mathematics, oceanography,
philosophy 120, physics, zoology, physical science.
(Must include 5 credits in laboratory science.)
- e. Physical education -- any 3 activity credits.* 3 q.h.

Option B:

A student may meet the first and second year departmental requirements of the institution to which he plans to transfer. A list of these requirements and their equivalencies at TCC must be approved by the appropriate TCC department chairman and submitted to the Associate Degree Committee at least two quarters prior to graduation.

*policy added
changed*

*This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.

Associate in Liberal Arts. This degree is awarded upon completion of a two-year program tailored to the unique educational aspirations of the student. Technical training (no more than 45 credits) can also be applied toward this degree.

Requirements:

1. 90 quarter hours, exclusive of physical education activity credits.

2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.

3. Distribution requirements:

a. Any two of the following courses:

10 q.h.

English 101, 102, 104;

Speech 100 or Speech G100A but not both;

English G100A, G100B.

wasn't spelled out before

b. Humanities

10 q.h.

Art, drama, literature, foreign languages,
music, poetry, philosophy, speech.

c. Social Science

10 q.h.

Anthropology, business, economics, education,
geography, history, political science,
psychology, sociology.

d. Math/Science

10 q.h.

Biology, chemistry, engineering, forestry,
geology, mathematics, oceanography,
philosophy 120, physics, zoology, physical
science.

An application for the Associate in Liberal Arts which does not reflect this distribution must be accompanied by a written statement from the adviser to the Associate Degree Committee justifying exceptions. It is the intent of the Associate Degree Committee to recommend acceptance of other credit distributions when they reflect unique aspirations on the part of the student.

Associate in Technical Arts. This degree is awarded on completion of a combined academic and approved occupational or technical training program.

Requirements:

1. 90 quarter hours, including a minimum of 45 quarter hours in approved occupational or technical instruction.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College.
3. Credits must include at least two of the following courses:
 - English 101, 102, 104;
 - English G100A, G100B;
 - Business Communications 225;
 - Speech 100 or G100A but not both;
4. Physical education: waived for this degree.

*need pay
of last 45
qu hrs*

10 hrs.

RESOLUTION NO. 71-9

IT IS HEREBY RESOLVED by the Board of Trustees of
Tacoma Community College, That the President be empowered
to sign an application for membership in the Northwest
Athletic Association of Community Colleges.

NORTHWEST ATHLETIC ASSOCIATION OF COMMUNITY COLLEGES
OFFICIAL APPLICATION FORM

DEADLINE FOR RETURN OF THIS APPLICATION - May 1, 1971

I have read the code, by-laws and rules governing
the management of NWAACC and feel justified in committing
our institution to such a program of athletic activities.
I understand that my school will be placed in the
Metro Region.

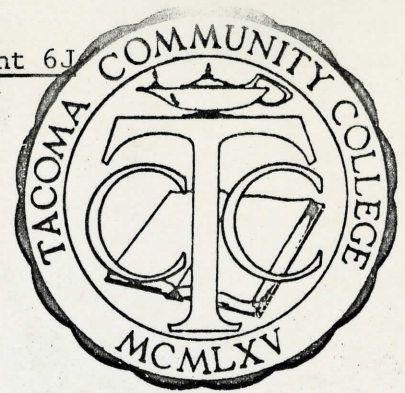
President's Signature

Tacoma
College

Date

Tacoma Community College

Supplement 6J



MEMORANDUM

Date: April 22, 1971
To: President Ford and Board of Trustees
From: Dick Falk
Subject: STATUS OF DEVELOPING PROGRAMS AND RELATED ACTIVITIES

COMMUNITY OUTREACH PROGRAM - Disadvantaged

<u>Type of Instruction</u>	<u>Cooperating Agency or Group</u>	<u>Number Participating</u>
- basic sewing	Redwood Park (Conifer)	11
- foods preparation	Gypsy Community - Central area	4-7
- Home Owner's Workshop	Tacoma Housing League	15
- Air Traffic Controller's Exam Tutoring	Federal Aviation Administration	16, 17 (two cycles)
- basic sewing (now developing)	Salishan - Tacoma Housing Authority	6-10 (estimate)

CAREER DEVELOPMENT PROGRAM - Disadvantaged

- An estimated 45 individuals served by short-term occupational advising.
- Two sections of program operating, Spring, 1971: one on campus and one at the Women's Treatment Center, Purdy.
- 11 FTE in Career Development Program, Spring, 1971 (continuous enrollment).
- 6 FTE actually turned away from Career Development Program because of inability to provide tuition assistance.
- Curriculum development funds requested from State Coordinating Council for Vocational Education (summer, 1971).

Special note: Community agencies have indicated great interest in the program and a willingness to refer clients in larger numbers, as soon as it is possible to waive tuition for the program.

INTERPERSONAL GROWTH & DEVELOPMENT PROGRAM - Handicapped

Further flexibility in use of Human Relations courses recommended by the Advisory Committee.

ADULT HIGH SCHOOL COMPLETION PROGRAM

- Special funds for curriculum development requested.
- Feasibility studies continue.

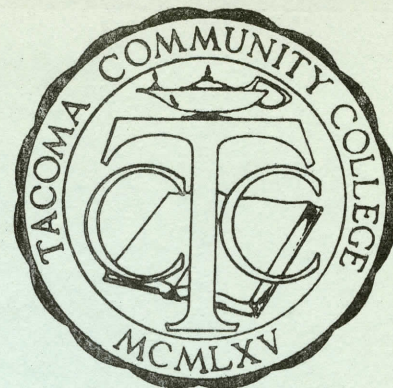
Note: A tentative evaluation of our present financial circumstances indicates a probable shift to a college-based adult education program for 1971-72.

PRE-EMPLOYMENT AND RELATED OCCUPATIONAL PROGRAM DEVELOPMENTS

	<u>Curriculum Developed</u>	<u>Staffing interviews completed</u>
Home & Family Life Education	X	tentative
Law Enforcement	X	X
Medical Records Technology	X	tentative
X-Ray Technology	tentative	tentative
Inhalation Therapy Assistant	tentative	tentative
A.D.N. planning	n/a	tentative
Diploma Nursing	continuing	n/a
Service Representative	X	X
Receptionist-Clerk	X	X
Junior Accountant	X	X
Real Estate	X	

Note: A survey team representing the American Medical Association and the American Medical Records Association will visit the campus (April 28-29) in connection with an accreditation survey of the TCC-St. Joseph Hospital Medical Records Technician Program.

Tacoma Community College



MEMORANDUM

Date: April 21, 1971

To: Members of the Board of Trustees

Mr. John Binns
Rev. Robert Yamashita
Mr. Charles Edmunds
Dr. Dewey Tuggle
Mr. Don E. Anderson

From: Tom Ford

Subject: APPROPRIATIONS - SENATE VERSION

The operating budget is now in a Joint Conference Committee (Senators Durkan, Dore, and Atwood; and Representatives Goldsworthy, Kopet, and Brouillet).

The Senate figure for the Community College System stands at \$115,396,486--or \$3,026,156 less than the Governor's budget and \$1,636,401 less than the House approved version. It represents a \$910,354 increase over the Senate Appropriations version.

Although the situation might change, the bill presently contains the following sections of special interest:

- a. Section 106 directs a reduction in state salaries by varying percentages for all individuals whose present compensation exceeds \$15,000 per annum.
- b. Section 107 declares that it is the intent of the Legislature that no salary increases be granted during the 1971-73 biennium.
- c. A proviso in Section 1 prohibits the expenditure of any appropriated funds for sabbatical leaves.
- d. A proviso at the end of the community college appropriation prohibits any college from suffering any reduction in allocation below that established for 1970-71, except in the case of a projected decline of FTE enrollment.
- e. A provision in the Senate Appropriations budget which would have prohibited the payments of increments has been stricken.
- f. The fee waiver provided for in H. B. 740 (tuition increase bill) has been reduced from 6 per cent to 3 per cent in the Senate bill. However, in the event that H. B. 740 does not pass (and this is a distinct possibility) we would still be required to waive 3 per cent of all fees collected--without additional tuition and fees to cover the cost.

- g. Section 96 establishes a minimum of 15 average weekly classroom contact hours for community college instructors.

The dollar effect on TCC would be as follows:

1970-71 state allocation (TCC) (includes PL 840 and government ^{Governors} cuts)	\$2,692,688
Projected 1971-72 allocation (TCC) with 191 additional FTE (for 1971-72 enrollment projection of 3856)	\$2,744,546
Highest estimate--increased dollars for 1971-72	\$ 51,858
Low estimate (see d. above) calculated effect on TCC--subtract \$11,605 from increased dollars 1971-72 leaving increase of	\$ 40,253

It should be understood that even these additional dollars will not be available unless we serve the 191 additional FTE students.

If the operating budget bill comes out of the Conference Committee without an assist from new taxes we face an extremely austere biennium. Some will experience salary reductions. Our ability to provide increments is in doubt.

Our problems would be a little less complex if we were able simply to maintain status quo. We cannot. Without additional enrollment next year's budget would be smaller than or the same as this year. It would also close the "open door." Without increased effort in occupational programs we do violence to one of our top priority objectives, perpetuate a low dollar allocation base, and reduce our allocation by 44 per cent per occupational FTE.

During the next weeks I will be discussing with you and with faculty, student, and staff leaders some of the alternatives which will be open to us if operation budget figures do not increase. Among those alternatives are the following:

1. The establishment of a minimum class size. This would reduce the number of courses--particularly at the sophomore level.
2. Reassignment of present staff, wherever possible, to occupational courses and programs for at least part of their load.
3. Curtailment of all purchases, including library acquisitions, to the level absolutely necessary for program survival.
4. Non-renewal of contracts with the Tacoma and Peninsula School Districts for adult education programs. We will have to handle these with our own staff.

Memorandum to Members of the Board of Trustees

April 21, 1971

Page 3

5. Cancellation of institutional memberships in state and national professional organizations such as the AAJC.
6. Continuation of our current stringent travel policy.
7. The close examination of any means by which management and instructional economies can be effected.

It is my sincere intention at this time to see to it that the budget we develop for TCC will enable us to operate next year without a curtailment of faculty or staff. We will need them all. I am convinced, however, that the coming biennium will test the talent and the commitment of all of us. I am confident that we are equal to the task.

TF

TF:sh

cc: Luther Jansen - TCCA President
Lorraine Hildebrand - TCCSA President
Steve Whitbeck - ASB President
Administrative Staff