



TACOMA COMMUNITY COLLEGE
Meeting of the Board of Trustees
Northwest History Room

3:30 P.M.
January 24, 1974

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of minutes of December 27, 1973 meeting
4. Correspondence
5. Reports to the Board
 - a. Friends of the Library report
 - b. Enrollment report
 - c. Administrative organization chart
 - d. Progress report on plan for John Mundt re. operating within allocation limits
6. Unfinished Business
 - a. Resolution re. administrative annual vacation
7. New Business
 - a. Resolution re. TCC's 1974-75 academic calendar
 - b. Resolution re. TCC's capital project
 - c. Resolution re. parking fee proposal
 - d. Resolution re. 1974-75 catalog revisions
 - e. Resolution re. proposed tuition adjustments
 - f. Resolution re. efforts toward a student union building
 - g. Resignation of Gerald Vaughan
8. Audience Comments
9. Trustee Comments
10. Information
11. Adjournment

TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING
January 24, 1974

The regular meeting of the Board of Trustees was held on Thursday, January 24, 1974, in the Northwest History Room of the college.

Members and Officers of the Board in Attendance:

Mr. Don E. Anderson, Chairman
Rev. Robert M. Yamashita, Vice-Chairman
Mr. Tim R. O'Grady
Mr. Lewis C. Hatfield
Dr. Dewey H. Tuggle, Jr.
Dr. Thornton Ford, Secretary

Absent:

None

Administrative Staff, Faculty, Students, and Others Who Regularly Attend:

Ms. Doreen Amoroso	Dr. Robert C. Lathrop
Ms. Audrey Brady	Mr. Tom Pantley
Mr. Carl Brown	Ms. Paula Pascoe
Ms. Tanya Brunke	Dr. Robert R. Rhule
Mr. William A. Coats, AAG	Ms. Barbara Saur
Dr. James Crawford	Mr. Hal Smith
Dr. Richard C. Falk	Mr. Richard Sypher
Ms. Kay Gallaway	Mr. Ray Valez
Ms. Judy Gomez	Ms. Helen Volk
Mr. Philip Griffin	Mr. Frank Weihs
Dr. Paul Jacobson	Mr. Edward A. Zimmerman
Mr. Joseph Kosai	Ms. Lynn Schlick

Guests:

Col. Robert H. Myers
Mr. Irving Friese
Mr. Walter W. Lilyblad
Mr. Davey Smith
Ms. Francia Luessen

CALL TO ORDER

The meeting was called to order at 3:39 P.M. by the chairman, Mr. Don E. Anderson, who announced that a quorum was present with the full Board in Attendance.

APPROVAL OF MINUTES

The minutes of the December 27, 1973, Meeting of the Board were approved as mailed.

CORRESPONDENCE

President Ford noted (1) John Mundt's letter to the Governor advising him of the seriousness of the community college funding problem; and (2) letter from Acting President Philip Cartwright of the U of W inviting members of the Board, administration and faculty to the Sixteenth Annual University-Community College Conference to be held on February 21, 22 and 23. The purpose is to enhance the relationship between institutions through discussion of mutual concerns.

The Chair noted letter from SBCCE Board Member Louis Soriano regarding the Governance Symposium scheduled for February 15-16 at the Sea-Tac Holiday Inn. Each community college district has been asked to select a team of five people - trustee, president, faculty member, student, and administrator (other than president). This letter has been circulated to the various groups on campus, Dr. Ford said.

The Chair also reported that a request has been received from ASTCC President Judy Gomez to hold a meeting this coming Monday, January 28, to discuss common problems. He indicated he would attend.

REPORTS

Enrollment.--Joseph Kosai, Admissions and Records Officer, presented an analysis of the 8th day MIS-1 report for Winter 1974. Total FTE's for Winter 1974 (8th day) was 3299.5 as compared to Winter 1973 (final) which was 3307. Total Fall 1973 FTE's (final) was 3650.6. The median age of students is approximately twenty-five with forty-eight who are sixty years or older. Per cent of minority students is 17.78 for Winter 1974 as compared to 16.55 for Winter 1973. Total veterans: 1224 for Winter 1974 as compared to 1158 for Winter 1973. As benefits run out, the S.E. Asian veterans count declines steadily. Total head count: 4544 for Winter 1974 (8th day); 4676 for Winter 1973; and 5498 for Fall 1973.

Women's Studies and Services Center.--Tanya Brunke, a UPS Master's Candidate in Educational Administration, served as an intern at TCC in the position of the Women's Center Interim Director during Fall Quarter 1973.

Ms. Brunke presented a seventy-four page Fall Quarter 1973 progress report on this program. Included is a history of the women's studies and programs movement as well as a history of the movement at TCC. The report covered staff, administration and policy; physical quarters; enrollment and scheduling; curriculum and instructional personnel; guidance, counseling and referral services; projects; finances and funding; public relations; and research. Included as well are projections for future directions, and several appendixes.

"The Center does not claim a right to sanctify nor does it desire it. The Center looks forward to the future where it no longer exists on the TCC perimeter but is integrated into the curriculum, structure and mainstream of academic life. This program will remain an entity as long as women's interests require special advocacy on the campus and as long as the female students' needs are not being met elsewhere. The Center looks forward to the future of nonexistence where people and programs are not labeled by sex but as human." (Statement on p. 28 of report under "Future Directions.")

The Center's policy, Ms. Brunke said, is to interact, coordinate and utilize the resources within the institution (TCC).

Fall quarter enrollment included ninety-eight women and one man. Retention was very successful: there were two no-shows and two drop-outs.

President Ford commended Ms. Brunke saying this is one of the most successful programs in this area around the country, largely through her efforts.

Rev. Yamashita agreed with the philosophy of the program, i.e., to get the concerns and issues incorporated into the regular TCC curriculum, as well as seeing the needs of women from various minority perspectives. He felt this was a very positive aspect.

Successor to Tanya was introduced - second year law student Francia Luessen.

Instruction.--Dr. Rhule presented a four page report covering the following: (1) Humanities; (2) Math/Science; (3) Social Science; (4) Business Occupations; (5) Criminal Justice; (6) Human Service Worker; (7) Allied Health; and (8) Other.

In the Humanities there is approximately a 10-11 per cent decrease from Fall Quarter.

Math/Science Fall 1973 enrollment was about 25 per cent higher than Fall 1972. Winter 1974 was higher as well.

3858 students enrolled during Fall 1973 in the Social Sciences with Winter Quarter 1974 estimated at 3313.

Business Occupations have a slight increase over Winter 1973 with a conservative estimate of 85 per cent fill of number of seats offered. Two courses appeared in Saturday College for Winter 1974 - for the first time. Student enrollment equal to 30 per cent (about 75 students) of total Saturday registration exceeded the most optimistic hopes, Dr. Rhule said. With evening classes scheduled, the possibility of taking a "full load" at night exists.

A new course in Criminal Justice is structured to give students who are interested in the field of probation or parole an opportunity to intern in the court system. Students contract to spend 12-15 hours per week within an agency.

The Human Service Worker program started on schedule Winter Quarter with enrollment of thirty-three (very close to target). Under federal guidelines, all students are disadvantaged. Student feedback on the program is positive. Pete Hansen, M.S.W., has been hired as a part-time instructor to handle the major teaching load and Dr. Rhule added that he (Hansen) is doing a marvelous job.

The Associate Degree in Nursing program has doubled in enrollment with admission of the second group of first year nursing students (forty-seven). All Allied Health programs continue to be enrolled to capacity.

The "pilot" Paramedic Training program is scheduled to start in February and will train twenty-five Fire Fighters and ambulance personnel to perform paramedic services. This program is totally supported by special contract with the City of Tacoma.

Four Adult Basic Education (ABE) classes are in session presently. One is in the Salishan area for Black students and one is at Tacoma Community House for Japanese. Two additional classes have been initiated for Korean students with the strong possibility of more in the near future.

Part-time Academic Employees - Winter Quarter 1974.--A list of part-time academic employees was provided together with data showing the college's continuing efforts to provide equal employment opportunity for minority ethnic groups and women. Total part-time academic employees for this quarter (excluding full-timers who are moonlighting) is 145 (81 males and 64 females). Of this 145 total there are 132 Caucasians, 13 Non-Caucasians (11 females and 2 males).

Full-time academic employees with additional part-time contracts total 16 (males 14, females 2). In this regard the 1973-74 summary shows that last Summer Quarter there were 52 full-timers moonlighting and 22 in Fall 1973.

Instructional Resource Center.--Ms. Amoroso presented a Library-media Statistical Summary for Fall Quarter 1973. This summary reflects staff efforts to maintain basic services and to make progress on priority objectives in spite of severe budget curtailments. Notable achievements for the quarter, Ms. Amoroso said, included initiation of a two-credit course in basic library science, compilation of a list of periodical holdings of the community college libraries of this area, completion of the TCC AV catalog, and establishment of a rental policy for inter-institutional use of TCC films. She also noted the accommodating spirit of the Technical Services staff, several of whom have provided peak hour support to meet critical library and laboratory staff shortages.

TCC Friends of the Library.--Ms. Amoroso introduced the current president - Davey Smith. Also, she introduced several past-presidents including Dr. M. A. Tweit, Walter Lilyblad and Irving Friese, as well as special guest Colonel Robert H. Myers.

The Friends presented the college with a collection of contemporary paperback books as a memorial to the late Maxine Myers. Ms. Myers was cited as a civic leader of outstanding ability and service, having served on the Junior College Advisory Committee, TCC Board of Trustees 1967-70, Governor's Conference on Libraries, and Board of Trustees of the Friends of the TCC Library 1970-73. Because of Ms. Myers' long-standing interest in young people and education, the Friends felt this collection would be worthy of her name. They obligated themselves to quarterly updating of the collection.

The Chair requested that TCC's graphic arts department prepare a list of Ms. Myers' accomplishments to be pasted in each of these books.

Invitations to become members of the Friends were distributed in a brochure setting out "Who are the Friends?" and "What do they Do?"

To help raise funds for the TCC library, the Friends are presenting "Seven Year Itch" on April 30 in the Little Theater.

ASTCC.--Ms. Gomez, President, said the students are opposed to the revision of tuition fees as proposed by the Council on Higher Education (CHE). (See resolution under "New Business.")

1200 tickets have been sold to the Friday night Bachman-Turner Overdrive concert, according to Ray Valez, student programs advisor.

Student Government presented the Trustees with their proposal for a Day Care Program on campus. Their goal is to plan, develop, build, equip and organize a complete facility, to commence operation as of the first day of Fall Quarter 1974.

The proposal, they said, is a result of interest expressed by the ASB Senate and Government, the administration and faculty of TCC, and the Board of Trustees. Justification is stated as follows: as of February 1973 there were 272 operating full-time Day Care Programs in this state with average enrollment of 42+ children in each; Pierce County, however, second largest county in the state, had only nine facilities in operation offering services for 1010 children.

Student Union Committee.--Investigations into the possibilities of state and/or federal funding have proved negative.

A presentation by Lynn Schlick of the student activities staff, in which she discussed ways of attracting private grants, was encouraging. "A lot of money is available," she said, stating that "143.9 billion dollars per year is given in the United States with 36 per cent going to education." She called attention to the Tax Reform Act of 1969 which forces foundations to give away their profits.

They are presently gathering a grant committee together, seeking out people who have expertise in this area, to make the initial contact. Ms. Schlick stressed the need for a unified view on campus on exactly what such a building would be used for.

Ms. Schlick invited the Board's enthusiastic support in this kind of a venture (see resolution under "New Business").

President's Report.--Dr. Ford noted his memorandum dated January 17, 1974 to the Select Committee and the Administrative Staff (with copies to the Board). This memo, he said, reflects the Select Committee recommendation for a budget in which instruction would receive a somewhat greater amount of money than prescribed by the allocation formula. One dramatic recommendation of the Committee report is to limit enrollment to the State Board FTE allocation - which would set the stage for the budgeting pattern described. Staff reaction to the Committee's report essentially recommends a general belt tightening through a slightly reduced class schedule, less use of part-time instructors, slightly increased class loads, re-assignment of faculty from low enrollment areas to higher demand areas, teaching assignments for administrators and reduction of non-essential services.

Before a final plan is adopted, Dr. Ford said, certain issues and principles ought to be discussed and assigned some rank or value. They include in part: (1) a workable definition of services to students; (2) the concept of primacy of the instructional effort along with administrative services to sustain that effort; (3) an accurate assessment of class load trends (4) the consequences of reducing services in light of the open door goal and priority; and (5) recognition of the necessity for preservation of programs and services throughout the college.

A final FTE allocation projection and a cost savings analysis of recommended cut-backs has not yet been completed, Dr. Ford said. Following that, a discussion will be held with Mr. Hilmar Kuebel of the SBCCE and then a joint recommendation will be prepared for discussion with the college community and the Board. (See also "Information.")

Administrative Organization.--The Chair requested a study session on this subject to be held within a couple of weeks.

UNFINISHED BUSINESS

Annual vacation benefits for administrators is still unresolved. An alternate proposal showing graduated benefits was introduced by the Chair, which will go back to the administrative group for consideration. Hopefully, a resolution can be brought to the February meeting.

NEW BUSINESS

Resolution No. 74-2 (Sup. 7-a) re. the 1974-75 college calendar was introduced. The Calendar Committee, Dr. Lathrop reported, comprised of members from faculty, administration and student body, recommended adoption. TCCFT President Ed Zimmerman reported that the Union has had an opportunity to review the calendar and stated that it conforms to the Negotiated Agreement. ASTCC President Judy Gomez said students are satisfied.

MOTION: By Mr. O'Grady, seconded by Rev. Yamashita,

That the Board adopt Resolution No. 74-2.

Motion carried unanimously.

Resolution No. 74-1 (Sup. 7-b) re. Capital Project No. 73-648 (Occupational Education addition to Bldg. 19) was presented. The SBCCE will be requested to approve a maximum budget of \$1,304,953.95 for this project. Schematics and related documentation have been prepared in accordance with necessary directions and these meet functional program needs as defined by appropriate program and administrative personnel, Dr. Falk reported.

The college architect, Mr. Lyle Swedberg, answered questions in regard to flexibility of space, etc. He stated that the building is geared to 77 per cent efficiency (all new buildings must be 75 per cent efficiency). There will be some folding partitions and some fixed walls with a good deal of flexibility designed into the building. In response to a question put from the Chair, Mr. Swedberg said that the State (SBCCE) determines what additional space is needed for faculty offices and that if these guidelines are not followed, the money will not be forthcoming.

MOTION: The Chair asked for a vote on Resolution No. 74-1.

Motion carried, all members present voting "Aye."

A certified copy of the adopted resolution will be forwarded to Mr. William Julius of the SBCCE.

Resolution No. 74-3 (Sup. 7-c) relating to parking fees was introduced. The Campus Development Committee, Dr. Falk said, has completed a study and has recommended a reduction in fees to \$1.50 per quarter or \$4.00 per fiscal year for all privately owned vehicles parked on the college campus.

In discussion, it was noted that initial parking fees were established to create parking lots on a pay-as-you-go basis and that it has now been determined they are adequate. Accrued funds will pay off all commitments and the new reduced fees will cover maintenance and supervision costs.

Considerable discussion was had regarding the possibility of using extra parking fees for other projects but in order to preserve credibility the consensus was that fees should be reduced when the lots were finished.

The new fees will take effect Summer Quarter 1974 and will be printed in the 1974-75 college catalog.

MOTION: By Mr. Hatfield, seconded by Rev. Yamashita,

That the Board adopt Resolution No. 74-3.

Motion carried 4-1. Trustee O'Grady voted "No."

A short recess was called for by the Chair at 6:15 P.M.

* * * Recess * * *

The meeting was reconvened at 6:30 P.M. in the same place.

Resolution No. 74-6 re. catalog revisions for the 1974-75 college catalog was introduced and discussed by Public Information Officer Barbara Saur. She stated that all changes in procedure have been cleared through the Dean of Students and the Registrar. As indicated above, the new parking fees have been included. All catalog material has been distributed to appropriate deans, divisions and departments for additions and/or deletions.

MOTION: By Mr. O'Grady, seconded by Rev. Yamashita,

That the Board adopt Resolution No. 74-6.

Motion carried unanimously.

Resolution No. 74-4 (Sup. 7-e) requesting support of the Board in seeking continuance of tuition fees at the present level was presented by the ASTCC. Students are opposed, Ms. Gomez said, to the Council on Higher Education's proposal that part-time student fees be reduced and that full-time fees be increased.

Students have the support of administration in this regard, Dr. Ford said. He added that no new revenue would be created by the CHE's proposal - it would simply cost less to some and more to others.

Mr. Hatfield commented that he did not feel the Board should encourage increase of tuition. Mr. O'Grady was concerned that the resolution, as presented, might be saying the Board wants limited enrollment - and suggested an amendment, as follows:

(Third WHEREAS) "WHEREAS, The ASTCC feels that the ((proposed)) revision of tuition fees as proposed by the Council on Higher Education (CHE) would be detrimental to that belief; . . . "

In further discussion, Ms. Gomez said that: "Education should be more of a priority to the people of this country."

MOTION: By Mr. Hatfield, seconded by Rev. Yamashita,

That the Board adopt Resolution No. 74-4, as amended.

Motion carried unanimously.

Resolution No. 74-5 (Sup. 7-f) requesting approval and endorsement of the Board of Trustees in efforts toward obtaining funds to build a student union building at TCC was introduced (see also "Student Union Committee" under REPORTS). It was noted that when this campus was designed priority was given to instructional facilities and that TCC has no adequate facility for the use of students as a student union building. Enthusiastic support was given by the Board toward all efforts in this regard.

MOTION: The Chair moved, and Mr. O'Grady seconded,

That the Board adopt Resolution No. 74-5.

Motion carried unanimously.

A letter of resignation from Mr. Gerald A. Vaughan (Sup. 7-g) was introduced by President Ford, and he recommended acceptance by the Board. With reduction to a two-thirds contract this year, the financial situation made it necessary for Mr. Vaughan to seek other employment. He has accepted a position with the Multnomah County Human Services Division in Portland. Jerry has served the college as an administrator, teacher, and tremendously successful forensics coach, Dr. Ford added, and said further that he felt Jerry showed a refreshing approach as well as courage in finding another job.

Rev. Yamashita affirmed Dr. Ford's statements and said he felt that through Jerry's insights and determination he has contributed much to the college and to the community.

MOTION: By Mr. O'Grady, seconded by Rev. Yamashita,

That the Board accept the resignation of Gerald Vaughan.

MOTION TO AMEND: By Dr. Tuggle,

That the Board accept Mr. Vaughan's resignation, and further, That a framed resolution be prepared showing recognition for his contributions.

The motion, as amended, carried unanimously.

A resolution commending Mr. Vaughan will be brought to the February meeting for action.

TRUSTEE COMMENTS

Campus lighting.--The Chair asked that lighting be improved at the entrance to the campus, in order to help prevent accidents.

Collegiate Challenge.--In response to a question by Mr. O'Grady as to why the college newspaper has not been delivered to him, a representative from the paper, Audrey Brady, said the matter will be taken care of.

McNeil Island Penitentiary.--Paula Pascoe, Student Activities Advisor, reported on a trip to McNeil with President Ford, Dr. Ronald Magden and Mr. Russell Clark (program administrator for McNeil) at which time the students presented that institution with a stereo record player together with speakers. She also praised the Weyerhaeuser contribution of \$15,000 for library books that was given to McNeil.

Of the full-time faculty, members have specifically requested the programs at McNeil and some go voluntarily on their own time, Dr. Jacobson reported, adding that they like the people they meet there. He said that Joe Betz is a tennis coach and reported that Joe Kosai and Gary Miller, in particular, spend quite a lot of time there.

Joseph Palmquist, Supervisor of Education at McNeil, made a special point of expressing the high degree of satisfaction they have with TCC's services to the Island, Dr. Ford reported. He added that he feels they have an enlightened administration.

This spring one of the McNeil students will receive a high school diploma and an Associate in Arts degree from TCC as well as a B.A. degree from Pacific Lutheran University - all at the same time.

Purdy Treatment Center.--Trustee O'Grady inquired about programs at Purdy. Dr. Jacobson replied that these are not so popular. Twenty-two students are enrolled in TCC's high school completion. Dr. Falk added that a number of the residents come to this campus for courses.

As budgets become tighter and money decreases, we will have to take a closer look at these programs (McNeil and Purdy), the Chair stated, saying that they will be the ones to suffer.

INFORMATION

Dr. Ford said he delivered to the Board Chairman a proposed evaluation for the president that has not as yet been shared with other Board members.

As mentioned in "President's Report" regarding activity on campus, Dr. Ford said that hopefully a plan can be put together within the next two weeks to be shared with the Board in a study session before presenting to SBCCE Director John Mundt. This is in regard to the task of operating the college within the budget allocation formula by the beginning of the 1975-77 biennium.

The Campus Development Committee is still studying the matter of proper recognition to various individuals from the campus community, Dr. Falk reported. The CDC hopes to bring in a recommendation within a month.

March 12-14, 1974 has been set for the accreditation team from the Northwest Association of Secondary and Higher Schools to visit the TCC campus, Dr. Falk reported. An informal session is scheduled for 9:00 A.M. on March 12 in the Northwest History Room for those who wish to attend, including Trustees. In the evening on the same day there will be an informal gathering at Johnny's on the Mall with the whole visitation team invited.

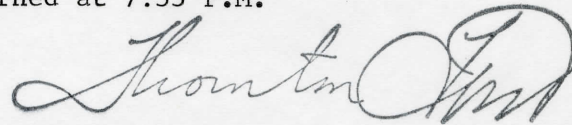
NEXT MEETING

As noted under INFORMATION, a study session will be called soon on the subject of budgeting within the allocation model, as well as one on organization.

The next regular meeting of the Board of Trustees will be held on February 28, 1974, commencing at 3:30 P.M. in the Northwest History Room.

ADJOURNMENT

The Chair declared the meeting adjourned at 7:33 P.M.



Thornton Ford, Secretary



STATE OF WASHINGTON

state BOARD for community college education

January 14, 1974

319 Seventh Avenue
Olympia, Washington 98504
Telephone: (206) 753-2000
753-7442

The Honorable Daniel J. Evans
Governor
Legislative Building
Olympia, Washington 98504

Dear Governor Evans:

The State Board for Community College Education has directed me to advise you and the Legislature of the seriousness of the community college funding problem. The State Board considers the problem to be so critical that unless sufficient support is provided by the 1974 legislature, the Board will assume that the open door policy has been terminated by the executive and legislative branches of government.

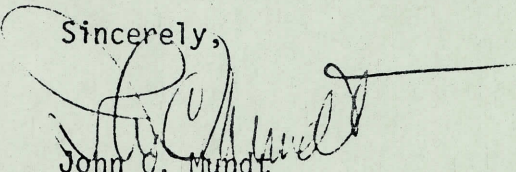
The open door policy was mandated by the 1967 act establishing the state system of community colleges (See Sec. 28B.50.020). The State Board urges that the policy be continued and that adequate funding be provided. More than any other factor, the open door policy has made the American community college a democratic institution of unprecedented popularity.

But the community colleges of Washington simply cannot continue the practice of accepting a declining level of budget support per student, deferring maintenance of valuable buildings, putting off repair and replacement of instructional equipment and permitting libraries to languish to the point where accreditation is endangered-- in order to accept an enrollment that almost without exception grows annually beyond the levels for which we receive funds. We can no longer accept all who come to us without regard for the quality of their education.

In recognition of the state's revenue situation, the Board has established three priorities in its supplemental budget request as indicated in the attached summary.

If the 1974 legislature is unable to provide at least the level of funding indicated under Priority One, the State Board will assume that the executive and legislative branches of government have in effect determined that the open door policy is terminated as it exists today and that enrollment limitations should be instituted. We will then instruct district boards of trustees to proceed accordingly.

Sincerely,


John G. Mundt
Director

JCM:dp
Attachment

cc: Senator Martin Durkan
Senator Gordon Sandison
Representative John Bagnariol
Representative Peggy Maxie

State Board Members
Community College & District Presidents
Wallace Miller
James Furman

UNIVERSITY OF WASHINGTON
SEATTLE, WASHINGTON 98105

Office of the President

January 14, 1974

President Thornton M. Ford
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98405

Dear President Ford:

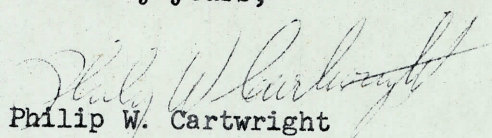
It is my pleasure to invite you to the campus of the University of Washington on February 21, 22 and 23 for the Sixteenth Annual University-Community College Conference. We also extend the same invitation to the members of your Board of Directors, Administration and Faculty.

The preliminary program suggests an opportunity to participate in a variety of activities designed to enhance the relationship between our institutions through discussion of mutual concerns. Arrangements are being made for Thursday, February 21, for representatives of your college to interview former students who are now enrolled at the University. The morning of Friday, February 22, will be devoted to a general session of broad interest to university and community college personnel alike. In the afternoon, discussion groups will concentrate on matters related to admission, advising, and articulation problems of community college transfers.

Saturday, February 23, will provide opportunities for departmental chairmen and instructors in several academic disciplines to meet with University faculty members in departmental seminars.

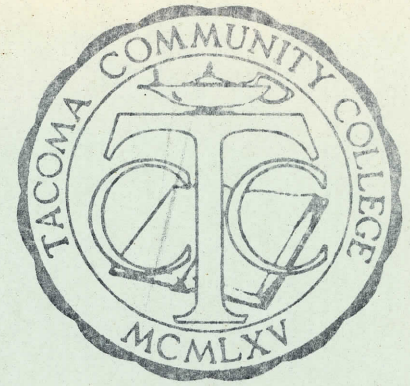
The details of the Conference are being handled by Ms. Linda Kwon, Administrator, School-College Relations. Copies of the program will be mailed to you by that office in the near future. I know she joins me in extending a cordial invitation to be with us.

Sincerely yours,


Philip W. Cartwright
Acting President

PWC:gb

Tacoma Community College



MEMORANDUM

Date: January 24, 1974
 To: Dr. Lathrop, Dean of Students
 From: Joe Kosai, Admissions and Records Officer
 Subject: Analysis of the 8th day MIS-1 report Winter, 1974

The following comparisons are submitted for your information. Please remember that the Winter Quarter, 1974 data is based on the 8th day report while others are on the final.

	Fall, 1973 (final)	Winter, 1974 (8th day)	Winter, 1973 (final)
<u>Full time Equivalent</u>			
Academic	2,657.3	2,411.4	2,603.1
Occupational	993.3	888.1	703.9
Total	<u>3,650.6</u>	<u>3,299.5</u>	<u>3,307.0</u>
<u>Student Count</u>	5,498	4,544	4,676
<u>Student Load</u>			
Mean	9.96	10.89	10.61
Median	10.00	12.00	12.00
Mode	15.00	15.00	15.00
<u>Student Age Bracket</u>			
Median	25 (approx.)	25 (approx.)	25 (approx.)
Mode	30-39	30-39	n/a
<u>Ethnic Background</u>			
Amer. Indian	69	42	40
Black American	599	504	501
White American	4,127	3,504	3,613
Mexican American	46	33	52
Asian American	89	77	69
Other American Ethnic Min.	92	92	78
Foreign Students	53	60	34
Not Indicated	423	232	289
% of minority students	17.24	17.78	16.55
<u>Veterans</u>			
S.E. Asia Vets	231	345	80
All Others	1,012	879	1,078
Total	<u>1,243</u>	<u>1,224</u>	<u>1,158</u>

cc: Dr. Ford

Tacoma Community College



MEMORANDUM

Date: January 18, 1974
To: Board of Trustees
From: Robert Rhule
Subject: January Instructional Report to the Board

Humanities

The Humanities Division enrollment for Winter Quarter 1974 seems to be following the pattern, set by the campus as a whole, which indicates an approximate 10-11% decrease from the enrollment of Fall Quarter of this year. The division is able to absorb this fluctuation because of its number of part-time sections. Winter Quarter, for the first time, the Music Department is offering "Class Guitar," for college transfer credit as a performance instrument. The popular classes of the division are fully enrolled.

The college is maintaining its ratio of two credit classes per quarter at the Purdy Women's Treatment Center. English 268, "American Literature from 1860-1900" and History 243, "A Social History of the American People: 20th Century" are the classes offered Winter Quarter.

Saturday (Week-End) College is maintaining its enrollment pattern by showing an enrollment of nearly 240 students in eight credit classes, and an average of between 70-80 additional students making use of the Math Lab. The program enrollment is greater than 80% of capacity. For the first time, classes in the Business Occupations are being offered in the Saturday program with marked success. Business 102, "Personal Finance" and Business 143, "Small Business Management" are the new classes. Tacoma Transit System has agreed to extend its 7:45 a.m. 11th Street Saturday run from Moorlands Drive to Mildred Avenue in order to accommodate TCC Saturday students who must depend upon public transportation.

Math/Science

The Fall, 1973 enrollment in the Math/Science departments was about 25% higher than Fall, 1972. The Winter, 1974 enrollment seems to be higher also. Only the geology discipline seems to have suffered a loss of FTE's.

The McNeil Island Program has increased from 12 classes in the Fall of 1972 and 17 in Winter, 1973 to 19 for Fall, 1973 and 24 for Winter, 1974: an increase in the Fall of 40% and an increase in the Winter of 20%. With this increase, McNeil has one of the largest total educational programs in the U. S. Penal System.

Social Science

The Social Science Division enrolled 3,858 students during the Fall, 1973 Quarter, and the estimated enrollment for Winter Quarter, 1974, is 3,313 students. Forty-four of the Winter Quarter classes on campus were filled to capacity and only two were cancelled because of low enrollment. There were 113 classes offered.

At McChord Air Force Base, 229 students were enrolled during Fall Quarter, 1973. There are 193 students presently registered for Winter Quarter, 1974, but registration at the airbase will be open until January 21. We are offering 10 academic classes at McChord Winter Quarter. Five are already filled to capacity and one has been cancelled because of low enrollment.

Business Occupations

Saturday College - Two Business Occupations courses (Small Business Management and Personal Finance) appeared in the Saturday College Winter, 1974, schedule for the first time. Student enrollment equal to 30% (about 75 students) of the total Saturday registration exceeded our most optimistic hopes and has given this division encouragement to continue the scheduling of Saturday classes. With fingers crossed and a hope, EDP Accounting (Programming) will be tried in the Spring, 1974, quarter; further, the Business Department has also agreed to offer Business Law 200.

Evening classes - Winter Quarter, 1974 launched us into a policy of making it possible for those students who cannot attend day classes to complete their career programs at night school. Contact has been made with the speech, math, and psychology departments to coordinate their support offerings with the Business Occupations offerings. Advanced accounting and real estate prelicense courses are only two examples of our efforts in this direction. Taking additional advantage of the 6 p.m. time option, the possibility of taking a "full load" at night exists.

Total Business Occupations Enrollment - Although current enrollment reports are not available yet, a class-by-class survey seems to indicate, conservatively, an 85% fill of number of seats offered, or to put it another way, a slight increase over Winter, 1973. Preliminary class rosters show 35 students out on work internships. Interestingly, we have more work stations available than students to fill them; however, I see no possibility of meeting this demand until dollars are released for the additional support equipment that is essential to any expansion of our programs. In fact, I foresee being forced to set limits on the number of students allowed in each occupational program. Should this come about, it would be unfortunate for at least two primary reasons:

1. The flexibility of transferring from one program to another would be virtually stopped. The ability to transfer is very important since circumstances develop in which the student and coordinator agree that the student's needs would be better served in a different program.

2. The student's education in a chosen career would commence at the time we opened the door - not when he wants to enter.

In summary, Business Occupations is continuing to attract interest and looks forward to further improvement. With adequate resources and continued support we will maintain quality and dynamic Business education programs at TCC.

Criminal Justice

A new Criminal Justice course is being offered Winter Quarter. This course, Criminal Justice 207, is a 5-credit course, structured to give criminal justice students who are interested in the field of probation or parole an opportunity to intern in the court system. Students taking this course contract to spend 12-15 hours per week within an agency. Under this contract, the agency involved agrees to direct the student's activities while at the agency, (i.e. keep time records, supervise, train, etc.). In addition, a student's progress during the internship will be monitored by periodic reports (3) to the Criminal Justice Coordinator from the supervising agency and by periodic interviews (3) involving the student/intern and the Coordinator. There are four Criminal Justice students registered in the course for the Winter quarter. Three are interning with the Pierce County Juvenile Court's Probation Department at Remann Hall and one student is interning with the Pierce County Adult Probation Department.

Human Service Worker

After a great deal of last minute preparation and many anxious moments, the Human Service Worker Program started on schedule Winter Quarter. The program has a starting enrollment of 33 students, which is very close to the target. The students range in age from 21-56. Of the 33 students, only 5, or about 15%, are men, and only 8, or 25% are members of racial minorities. Taking into account racial affiliation, poverty and referral sources (Public Assistance, Work Incentive Program, Department of Vocational Rehabilitation), however, under the Federal guidelines all members of the group are disadvantaged. Six students, or about 18%, have chosen the one-year program and the remainder of the group is undecided or wish the two-year associate degree program.

Pete Hansen, M.S.W., has been hired as a part-time instructor, to handle major teaching load this quarter. He is doing a marvelous job. The program is scheduled so that all three subjects for this quarter can be taught in large blocks of time, which is ideal for learning counseling skills. Arrangements are being made so that this teaching style can continue.

The students seem to be pleased with the program, with most of the student feedback being positive. Many students are already interested in enrollment procedures and requirements for the second group to begin in the program Fall, 1974.

Allied Health

With the admission of the second group of first year nursing students, (47 students) the ADN program doubled in enrollment Winter Quarter. The admission of this second group at this time conforms to the original schedule established for the start up of the ADN program and enrolls the program to full capacity (both first and second-year students). The increased student load is being picked up by full-time and some part-time faculty. Other Allied Health programs continue to be enrolled to capacity Winter Quarter.

The "pilot" Paramedic training program, which has been under discussion for over a year, is finally scheduled to start in February. The program will train 25 Tacoma Fire Fighters and ambulance personnel to perform paramedic services. The program is supported totally by a special contract with the City of Tacoma. Karen Campbell, R.N., was hired in December as Instructor/Coordinator for the program and Jack Cvitanovic, EMS planner for the college during last year, has been hired by the City of Tacoma to direct EMS operations for the Fire Department.

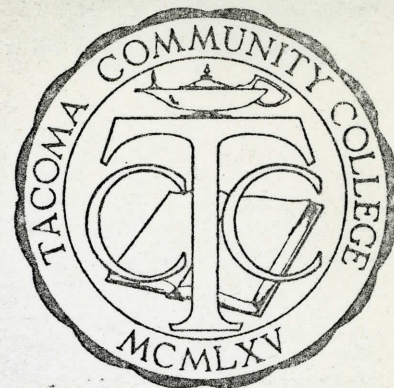
Other activities Fall and Winter Quarters involving Allied Health faculty include: (1) a two-day workshop at TCC on Problem Oriented Record Systems, sponsored by the area Medical Record Association and organized by Carolyn Anderson (TCC Medical Record Instructor/Coordinator). The workshop drew over 75 participants; (2) Two TCC continuing education courses for area nurses (Fall: Nursing 210, Patient Care Management and Winter: Nursing 212, Problem Oriented Medical Records); and (3) a continuing education course for area nurses offered at TCC by Bellevue Community College. The course, Emergency Room Nursing, is taught through tele-lecture technique.

Other

There are presently four Adult Basic Education (ABE) classes in session. Two of the classes are continuations of previous classes; one in Salishan area for black students and one at the Tacoma Community House for Japanese. Through recruitment efforts with Tacoma Community House, two additional classes have been initiated for Korean students to be held at Immanuel Baptist Church, with a strong possibility of more classes in the near future.

The American Institute of Savings and Loan in the past has been offering two classes in the Fall and Winter quarters. However, due to low enrollment for Winter, there will be only one class in Marketing. Classes are held at Tacoma Savings and Loan and the program seems to be meeting with success.

Tacoma Community College



MEMORANDUM

Date: January 22, 1974
To: Board of Trustees
From: Academic Personnel Office
Subject: PART-TIME ACADEMIC EMPLOYEES FOR WINTER QUARTER, 1974

COUNSELING AND LIBRARY SERVICES

Mary Beth Johnson, M.A.	Counseling
Morris W. Skagen, M.L.	Librarian

GENERAL EDUCATION AND UNIVERSITY PARALLEL COURSES

Janice I. Amsberry, M.A.	German
Robert A. Arnold, M.S.	Forestry
Michael G. Avey, M.A.	Anthropology
Rachel Bard, M.A.	Journalism
Keith Bauer, B.F.A.	Art
Warren Beecroft, M.A.	English
Ronald Bellamy, B.A.	Business
Charles H. Wm Benjamin, M.B.A.	Business
Lee Ann Bennett, M.A.	Anthropology
Christopher Boutelle, M.B.A./J.D.	Business
John N. Burch, M.M.	Music
Suzanne M. Butschun, M.A.	Mathematics
Edward F. Cadman, Jr., M.A.	English
Kathleen Casey, Ice Skating Prof.	P. E. (Ice Skating)
Annetje Claringbould, M.A.	Art
Robert B. Clayton, M.Ed.	Music
Frankie J. Donahoe, M.S.	English
Raymond J. Egan, M.S.	Business
John P. Evans, M.A.	Philosophy
Winnifred M. Fisher, M.A.	German
E. Marie Fortier, M.M.	Music
Sandra A. Gamble, B.A.	English
Henry A. Gordon, M.B.A.	Business
Marian Hagener, M.A.	Psychology
William E. Hays, B.D.	Philosophy
Mary V. Hicks, B.A.	English
Douglas A. Hooper, M.S.	Sociology
Warren K. Jaech, M.Ed.	Mathematics
Eugene W. James, M.A.	English
Luther Jensen, M.A.	Sociology
Edwin E. King, B.A.	Biology
Jean E. Kinnaman, M.S.	Psychology
Francis J. Kurriger, M.N.S.	Mathematics
Judith Lehde, M.N.S.	Mathematics
Clarence L. Lofing, M.A.	H.S. Completion

(continued)

James J. McLaughlin, Jr., M.A.	Social Services
Anthony Maskal, M.S.	Study Skills/Reading
David L. Milan, M.A.	English
Lorna Milham, B.A.	English
Richard A. Perkins, M.S.	Biology
Kenneth R. Peterson, M.S.	Chemistry
Robert V. Rife, M.A.	H.S. Completion
Doris E. Ripley, B.A.	English
Sandra L. Satterberg, B.S.	Mathematics
Jan Seferian, B.S.	Music
Joanne Shelley, M.S.	Oceanography/Chemistry
Gerald R. Shulenbarger, M.Ed.	Psychology
Gary E. Sigmen, M.A.	Business
Margaret Smith, B.A.	Mathematics
Juris Spade, B.S.	Engineering
David Stewart, B.F.A.	Art
Charles J. Stiffler, M.F.A.	Art
William Streeter, M.Ed.	Physical Education
Gary Sullivan, J.D.	Business
Carl Teitge, J.D.	Business
James J. Timson, M.S.	Biology
Richard D. Turnley	Speech/Forensics
Floyd M. Urschel, Jr. M.S.	Biology
Susan W. Wallner, M.A.	Psychology
Carolyn Washburn, M.A.	English
Joseph Wilcox, B.S.	Mathematics
Hilda Williams, B.A.	English
Vera Wiseman, M.A.	Biology
Frank C. Wright, M.A.T.	Mathematics

OCCUPATIONAL EDUCATION COURSES

Lois Agrelius, B.A.	Business (Pers.Fin. & Bus.Mach.)
Sid Bechard, 8 yrs Real Estate Exp.	Business (Real Estate)
James Caraher, J.D.	Criminal Justice PreService (CJ 101)
Edward Dabrowski, R.N.	Nursing (201)
Arthur Dearmon, B.S.	Adult Basic Education (Math.)
William Dodge, 10 yrs experience in field	Business (Real Estate)
Laura Elliott, A.A.	Business (Acct. 235) Substitute
Edward Froebe, B.A.	American Institute of Banking (AIB 106)
Kenneth Gentili, M.S.	Allied Health (Physics 108)
Peter Hansen, M.S.W.	Human Service Worker (HSW 100;101;102)
Sam Heritage, M.A.	Business (Acct. 231)
Kenneth Hilton, B.A.	Business (Bookkeeping)
Peggy Hinds, B.S.	Nursing (101)
Kumiko Kimura, B.S.	Adult Basic Education (English)
Michael Landon, B.S.M.E.	American Institute of Banking (AIB 120)
Donna Libby, X-Ray Technician	Allied Health (Rad.Tech. 141)
Lee Livingston, B.B.A.	Business (Pers. Finance)
Norman Marshall, 16 yrs business experience	Business (Sm. Bus.Mgt.; Bus. Comm.)

Joseph Mladinov, L.L.B.	Criminal Justice Pre-service (CJ 101)
Michelle Morkel, B.A.	Business (Typing, Work Exp. Intern.)
Karen Munson, M.S.	Business (Bus. Mach.; Trans.; Key punch)
William Muse, M.S.	Allied Health (RCT 133)
Richard Nevitt, B.A.	Business (Real Estate)
Sharon Newcomb, B.A.	Business (Math; typing)
Carol Oehme, AIB Certified	American Institute of Banking (AIB 160)
JoAnn O'Neill, A.R.T.	Allied Health (MRT 130; 131; 140)
Janna Roderick, M.A.	Criminal Justice (In-Service)(Poli.Sci.)
Thaddeus Rogers, 5 yrs Exp. Pierce County Assessor	Business (Real Estate)
Robert Rozen, 4 yrs experience/field	Business (Real Estate)
James St. John, AIB Certified	American Institute of Banking (AIB 102)
Mary Scheyer, B.A.	Business (Typing, Bus. Mach.)
Alma Shea, B.A.	Business (Acct. 235)
Raye Staples, B.A.	Business (Bookkeeping, Shorthand)
Beverly Tibbetts, R.N.	Nursing (212)
George Vanek, AIB Certified	American Institute of Banking (AIB 132)
Thomas Wold, Real Estate Specialist	Business (Real Estate)

UNIVERSITY PARALLEL COURSES

McNeil

Mark. L. Bubenik, J.D.	Real Estate #160
Timothy S. Carlson, M.A.	Psychology #205
Mario Faye, M.A.	Spanish
Henry A. Gordon, M.B.A.	Accounting #210
William E. Hays, B.D.	Philosophy #100
Lawrence E. Jensen, M.S.	Oceanography #101
Robert E. Johnston, M.A.	English #102
Robert A. Klein, J.D.	Criminal Justice #102
David Kretschmar, B.A.	Art
Frank Kurriger, M.N.S.	Mathematics
Peter C. Luttrop, M.B.A.	Economics #201
James F. O'Neill, M.A.	Spanish #101
Michael Roskin, M.A.	Sociology #152
J. William Ryan, B.Ed.	English #101
Gerald J. Schmeling, M.A.	Geography #205
Ronald L. Schneider, M.S.	Biology #101
M. Rosetta Simms, M.S.W.	Sociology
Jack H. Stonestreet, M.B.A.	Business #102
David R. Whisner, M.M.	Music #107
Douglas A. Whitaker, B.A.	Speech #100
Dale R. Wirsing, PhD.	Journalism #210

McChord

Donald Barnard, Emerg. Hosp. Tech	Emergency Medical Care #110
Keith Bauer, B.P.A.	Art #220
Beverley Brown, M.A.	Art #100
Jane Buxton, B.S.	Reading #110
Leslie A. Crowe, M.B.A.	Career Planning #200
Richard Giroux, M.A.	Psychology 100; 204
Jack Hyde, PhD.	Oceanography #101
Gene Kronlund, M.S.	Mathematics

CONTINUING EDUCATION CLASSES
(in accordance with Resolution No. 72-71)

Gerry Allen, exp jewelry casting Marshall Armor, B.A.	Jlry cast & sculp, bronze casting Real Estate Invest in Income Producing Property
Margaret Backstrom (exp guitar tchr) Toby Butler (exp guitar tchr) Sun Do Chung, B.A. Howard Church, M.S. Carol Clark (cert Int Decorating) Cecilia Combs, M.A. Jolene Emery (dance dir, choreography, owner of dance studio)	Intermediate Guitar Beginning Guitar Karate (MC CHORD) Small Business Incorporation Interior Decorating Beginning French Classical Ballet & Modern Jazz
Larry Faulk, B.A. Robert Glueck, M.B.A. (20 yrs work exp) Lois Gross (10 yrs exp creative writing teaching)	Practical Politics Investment: Stocks and Bonds Creative Writing
Theodore Gulhaugen, M.A. Charles Hamrick (17 yrs exp Russian) Marian Hawkins (exp macrame' inst) Jennie Howard (commercial artist) Fumiko Kimura, B.S. Matilda Kling, M.A. Barbara Koch (exp yoga instructor) Tony Maskall, M.S. Gloria Moorer (reg antique dealer) Karen Morris, A.A.S. Richard Mulkey, B.A. Mary Ann Manley, B.A.S. Isolde Nicholson (exp art inst)	Beginning & Advanced Norwegian Beginning Russian Macrame' Acrylics Sumi Watercolor (sections) Creating with Stained Glass Yoga Speed Reading All About Antiques Creative Stitchery Beginning Photography Life Drawing (MC CHORD) Beg, Interm, Adv Oil Painting, & Watercolor (MC CHORD)
Lila Powers (exp meditation inst) Merria Quigley, B.S. M. Cecilia Schneider, B.A. John Slipp, B.S. Mei Lynn Statler (exp Tahitian dancer) Kenneth Stevens, Ph.D. Marjorie Stockwell (exp sign lang tchr) Catherine Switzer, B.A. Vernon Trevellyan, M.F.A. William Wambold, B.S. Gloria Wiley (exp piano teacher) Terri Wyatt, B.A.Ed.	Meditation Psychology of Jung Beginning Spanish Nature of the Place Tahitian Dancing Potterswheel Ceramics Beg, Int, Adv Sign Language Beginning Oil Painting Life Drawing Sensitivity Training Class Piano Art for Everyone

Tacoma Community College



MEMORANDUM

Date: January 23, 1974
 To: Board of Trustees
 From: Academic Personnel Office
 Subject: PART-TIME ACADEMIC EMPLOYEES - WINTER QUARTER 1974

The following pertains to the college's part-time employment of academic employees for winter quarter. The data show the college's continuing efforts to provide equal employment opportunity for minority ethnic groups and women.

A. Part-Time Academic Employees (Winter 1974)

This category does not include those full-time faculty members who are also holding part-time contracts:

Total:	145	Caucasians	132
		Non-Caucasians	13
Males	81	Female Non-Caucasians:	
		Black	8
Females	64	Asian	3
		Male Non-Caucasians:	
		Black	1
		Black-West Indian	1

B. Full-Time Academic Employees with Additional Part-Time Contracts (Winter 1974)

Total:	16	Caucasians	14
		Non-Caucasians	2
Males	14	Female Non-Caucasian:	0
		Male Non-Caucasians:	
Females	2	Black	1
		Spanish	1

C. 1973-1974 Summary to Date:

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
1. Total Personnel employed on part-time basis:	108	168	161	
2. Full-time faculty members also employed on part-time basis (moonlighting):	52	22	16	
3. Total males employed on part-time basis:	77	106	95	
4. Total females employed on part-time basis:	31	62	66	
5. Total minority persons employed on part-time basis:	12	12	13	

Tacoma Community College



MEMORANDUM

Date: January 16, 1974

To: Members of the Board of Trustees and Administration of TCC

From: Doreen Amoroso

Subject: Library-media Statistical Summary for Fall Quarter 1973

The following library-media program statistical summary for Fall Quarter 1973 reflects staff efforts to maintain basic services and to make progress on priority objectives in spite of severe budget curtailments.

Not all of the tentatively identified maintenance-of-effort objectives were achieved. Perhaps at least partly because of the unusual reduction in the number of instructional days for the quarter, library attendance was 6.5% lower than in Fall Quarter 1972, and recorded media bookings in the AV Department were also down somewhat. On the other hand, recorded usage of library materials, AV production of graphic and other instructional materials, and Listening/Language Laboratory usage were slightly higher.

Notable achievements for the quarter included initiation of a two-credit course in basic library science, compilation of a union list of periodical holdings of the community college libraries of this area, completion of the TCC AV catalog, and establishment of a rental policy for inter-institutional use of TCC films.

The degree of achievement evident in maintaining levels of public services in spite of problems is largely attributable to staff ingenuity and flexibility. Noteworthy in this regard has been the accommodating spirit of the Technical Services staff, several of whom have provided peak hour support to meet critical library and laboratory staff shortages.

(continued)

Library

To maintain recorded indicators of attendance at 35,000 to 38,000 (counted hourly on the half hour)

Attendance:	-	34,131
weekdays	-	30,257
evenings	-	2,726
weekends	-	1,148

To maintain recorded indicators of usage of materials at 15,000 to 16,000

Circulation:	-	13,028
general materials	-	6,369
reserve materials	-	4,093
periodicals	-	2,450
reference materials-		116
Interlibrary loan transactions	-	205
requests from TCC	-	167
requests to TCC	-	38
Microfilm reels viewed	-	130
Microfilm copies made for clients	-	84
Paper copies made for clients	-	3,143
		<u>16,590.</u>

To issue 50 to 75 library cards

Number of cards issued: 182

To maintain the number of classes provided library instruction/orientation at 5 to 10

Number of class groups instructed: 10 (200 students)

To develop a credit course in basic library science individualized according to the needs and interest of students enrolled in various academic and occupational programs

Achievement: A two-credit course was prepared by Morris Skagen and authorized by the Instructional Council, instruction to begin Winter Quarter, 1974

To cooperate with the Reading and Study Skills Instructor planning and providing laboratory instruction for a remedial level credit course in library orientation and usage

Achievement: With library staff participation in the planning, a one-credit workshop was prepared by Mrs. Carole Steadman and authorized by the Instructional Council, instruction to begin Winter Quarter, 1974

To inventory one-fourth of the general library book collection, results to be used as a basis for assessing losses, essential replacements, and extent of security problems evident

Achievement: Inventory accomplished during Christmas vacation under Morris Skagen's supervision

To compile and edit a union list of periodical holdings of the community colleges of the Puget Sound Library Consortium

Achievement: Copy prepared by Pam Lynch and submitted to Consortium staff for typing

Audiovisual Services DepartmentTo maintain recorded bookings of materials at 1,500 to 2,000

Bookings:	-	1,337
16mm films	- 610	
8mm films	- 17	
filmstrips	- 12	
phonodiscs	- 12	
slides	- 651*	

*Establishment of a semi-permanent file of art slides in the Art building have resulted in a major reduction in slide bookings although actual usage has not decreased.

To maintain recorded bookings of equipment at 950 to 1,050; equipment on semi-permanent loan at 40 to 55

Bookings:	-	963
16mm projectors	- 643	
8mm projectors	- 17	
filmstrip projectors	- 29	
opaque projectors	- 22	
overhead projectors	- 30	
PA systems	- 6	
record players	- 15	
slide projectors	- 35	
sound/filmstrip projectors	24	
tape recorders	- 34	
video equipment	- 108	

Semi-permanent loans - 61

To maintain scheduled uses of media by groups and individuals at 750 to 850

Recorded uses:	-	791
Humanities classes	- 155	
Social Science classes	- 393	
Math Science classes	- 92	
Occupational Ed. classes-	91	
Off-campus classes	- 38	
Individuals/small groups-	22	

To produce 300 to 400 instructional materials and mediated units

Units produced:	-	434
graphic items	- 45	
transparencies	- 147	
35mm slides	- 149	
mounted/sealed items	- 83	
video-tape recordings	- 10	

To complete and distribute a catalog listing AV Department and Ethnic Studies Laboratory films, filmstrips, and audio recordings

Achievement: Catalog completed and 50 copies distributed

To initiate a rental/loan policy for sharing films with other community colleges in the Puget Sound Library Consortium

Achievement: Policy initiated with a special account established to provide replacement films from rental receipts

Rental bookings	- 16
Loan bookings	- <u>6</u>
	21

Listening/Language LaboratoryTo maintain recorded indicators of attendance/use of materials at 55,000 to 65,000 ?

Recorded attendance/uses		-	6,377
Humanities		-	5,884
English		-	185
Literature	48		
Speech	12		
Study Skills	125		
Foreign Languages		-	4,521
English 41 & 42	85		
French	2,037		
German	1,088		
Spanish	1,303		
Other	8		
Music		-	1,178
Social Science		-	46
Psychology	18		
Sociology	28		
Math Science		-	4
Geology	4		
Occupational Education		-	438
Nursing	201		
Medical Terminology	221		
Business Typing	16		
Student Activities		-	5

To maintain the number of tapes duplicated at 800 to 1,200

Tapes duplicated:		-	914
reel-to-reel	145		
reel-to-cassette	236		
cassette-to-cassette	417		
disc-to-reel	23		
cassette-to-reel	93		

Technical Services DepartmentTo reduce the number of items processed during the quarter from the record of 6552 in Fall Quarter 1973 to 5500 to 6000

Number of items processed:		4,846*
books	1,061	
periodicals	3,523	
AV materials	262	

*Low number, inadequate to maintain basic currency and pertinence in collections, reflects virtual purchasing freeze in force before authorization of 1973/74 budget.

Tacoma Community College



MEMORANDUM

Date: January 17, 1974
To: Select Committee and Administrative Staff
From: Tom Ford
Subject: FOR DISCUSSION ON JANUARY 17

The January 2nd report of members of the Select Committee and the staff reaction report discussed with the Committee on January 10th represent two approaches to the task of operating the college within the budget allocation formula by the beginning of the 1975-77 biennium. Briefly described, the Committee recommendation calls for a budget in which instruction would receive a somewhat greater amount of money than prescribed by the allocation formula and all other categories, the same or less than an amount generated by the formula. One dramatic recommendation of the Committee report is to limit enrollment to the State Board FTE allocation - which would set the stage for the budgeting pattern described.

The staff reaction report essentially recommends a general belt tightening through a slightly reduced class schedule, less use of part-time instructors, slightly increased class loads, reassignment of faculty from low enrollment areas to higher demand areas, teaching assignments for administrators and reduction of non-essential services.

Before a final plan is adopted certain issues and principles ought to be discussed and assigned some rank or value. They include in part:

- (1) a workable definition of services to students;
- (2) the concept of primacy of the instructional effort along with administrative services to sustain that effort;
- (3) an accurate assessment of class load trends;
- (4) the consequences of reducing services in light of the open door goal and priority; and
- (5) recognition of the necessity for preservation of programs and services throughout the college.

I believe that the job can be accomplished by the beginning of the 1975-77 biennium. I believe every effort must be made to preserve all important programs even though some may have to be cut back. I believe that our charge and resolve to have a comprehensive program must be honored and preserved to the best of our ability. By the same token no one program or service should be considered sacred to the necessary exclusion of another.

It is possible, perhaps likely, that the most achievable solution lies somewhere between the two reports - that is, a combination of reduction (not elimination) of some services

along with an extreme effort to achieve a maximum efficiency in all areas. In piecing together this solution a better organizational structure may be needed. If so we must design it. This could (and probably does) mean fewer administrators, faculty and classified people. This requires careful judgment and the wisest decisions we can make - and a willingness to live with them.

The major components still in the making but not finished at this writing include:

- (1) a final FTE allocation projection; and
- (2) a cost savings analysis of recommended cutbacks.

Hopefully these components will be in adequate form to supply the facts required to discuss our progress with Mr. Kuebel and to prepare what I hope can be a joint recommendation for discussion with the college community - including the Board of Trustees.

TF

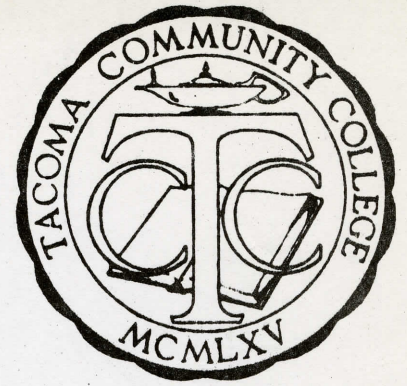
TF:sh
Enc. "Definitions"

cc: Members of the Board of Trustees

DEFINITIONS

- (1) SERVICES TO STUDENTS means - a quality instruction program which by definition requires adequate student services, library, custodial/maintenance and administrative services equal to the task of student achievement of educational goals. It also means determination and will on the part of all to demonstrate that quality in education is essentially a human function.
- (2) PRIMACY OF INSTRUCTIONAL EFFORT means - that services and equipment to enhance the instruction program receive top priority:
 - a. Instruction and related support services.
 - b. Library equipment and media.
 - c. Student services related directly to student achievement of educational goals (registration, financial aids, educational counseling and advising).
 - d. Adequate administrative services in instruction, student services, business, minority affairs.
 - e. Adequate custodial and maintenance services.
- (3) CLASS LOAD DESCRIPTION - an analysis of enrollment experience by division, department, section and quarter to identify emphasis shifts and costs.
- (4) OPEN DOOR
 - a. Maximum schedule - to be established at 85 per cent fill level for allocated FTE.
 - b. Increase class size limit by average number of "no-shows" experienced in type of class.
 - c. Establish minimum class sizes for all courses - exceptions by special permission only.
 - d. Develop "affirmative action" plan for recruitment and registration of minorities and disadvantaged.
 - e. Community services - self-supporting.

Tacoma Community College



MEMORANDUM

Date: January 18, 1974

To: Don Anderson)
Bob Yamashita)
Dewey Tuggle) Board of Trustees
Lew Hatfield)
Tim O'Grady)
- and -
President Ford

From: Dick Falk

Subject: STUDENT PROPOSAL ON CHILD DAY CARE PROGRAM

This is to advise you that a proposal is now being developed by interested students (and student government) relating to the provision of child day care services on the college campus. Mr. Jerry Winch, acting as spokesman for the group, talked with me regarding their proposal recently.

Jerry has asked that I advise you of their serious interest in seeking any reasonable solution to the present problem (no such program or services are available to our students) and of their intent to provide each of the Trustees and the President with copies of their proposal, at the January Board meeting. If time permits, they would also like to discuss their proposal very briefly, at the Board meeting.

It should be noted that the proposal has not yet been considered by the Campus Development Committee or the Administrative Council.

RCF

RCF:sh

cc: Bob Lathrop
Jerry Winch

RESOLUTION NO. 74-2

WHEREAS, the 1974-75 calendar has been formulated in accord with the negotiated agreement; and

WHEREAS, the Calendar Committee was comprised of members from the faculty, administration, and the student body; and

WHEREAS, the attached calendar has been endorsed by the Administrative Council for submission to the Board; now therefore be it

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the 1974-75 calendar be adopted.

APPROVED and ADOPTED this 24th day of January, 1974.

/s/ Don E. Anderson

Chairman, Board of Trustees

TACOMA COMMUNITY COLLEGE
Instructional Calendar
1974-75

• - Significant Date

* - Holiday - See Below

☐ - Recognition Days - See Below

*Sept. 2 - Labor Day
Sept. 9 - First Day
Academic Year Contract.
Sept. 16-19 - Fall Quarter
Registration
Sept. 23 - Fall Quarter
Classes Begin

SEPTEMBER						
S	M	T	W	T	F	S
1	*	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					

March 17-21 - Final
Exam Week
* March 24-28 - Spring
Vacation
March 27 - Spring Q
Quarter Late Regis-
tration
March 28 - Faculty Day
March 31 - Spring Quarter
Classes Begin

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	20	21	22
23	24	25	26	27	28	29
30	31					

*Oct. 14 - Columbus Day

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

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			

Nov. 5 - Election Day
* Nov. 11 - Veterans Day
* Nov. 28-29 - Thanksgiving

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

* May 30 - Memorial
Day

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	*	31

Dec. 9-13 - Final Exam
Week
Dec. 16 - Faculty Day
Dec. 17 - Winter
Registration
* Dec. 13-Jan. 3 - Winter
Vacation

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	20	21
22	23	24	25	26	27	28
29	30	31				

June 9-13 - Final Exam
Week
June 16-20 - Summer
Vacation
June 23 - Summer Quarter
Registration
June 24 - Summer Quarter
Begins

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					

Jan. 2 - Winter Quarter
Late Registration
Jan. 3 - Faculty Day
Jan. 6 - Winter Quarter
Classes Begin
Jan. 15 - Martin Luther
King's Birthday

JANUARY						
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	

July 4 - Independence
Day

JULY						
S	M	T	W	T	F	S
					1	2
					3	*
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. 12 - Lincoln's
Birthday
Feb. 17 - Washington's
Birthday

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

August 22 - Summer
Quarter 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

Sept. 3 - Labor Day
Oct. 14 - Columbus Day
Nov. 11 - Veterans Day
Nov. 28-29 - Thanksgiving
Dec. 13-Jan. 3 - Winter Vacation
Feb. 17 - Washington's Birthday
March 24-28 - Spring Vacation
May 30 - Memorial Day
June 16-20 - Summer Vacation
July 4 - Independence Day

Recognition Days - Full Class Schedule

November 5 - Election Day (classified staff
will trade for November 29)
February 12 - Lincoln's Birthday (classified
staff will trade for
February 14)
January 15 - Martin Luther King's Birthday

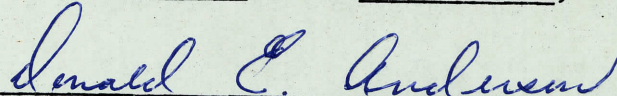
RESOLUTION NO. 74-1

WHEREAS, The Project No. 73-648 schematics and related documentation have been prepared in accord with necessary directions; and

WHEREAS, The project as defined in the schematics and related documentation does meet functional program needs as defined by appropriate program and administrative personnel; therefore, be it

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the State Board for Community College Education (SBCCE) be requested to approve Capital Project No. 73-648, Tacoma Community College Education Facility (Occupational Education Addition to Building No. 19) for a maximum budget of \$1,304,953.95.

APPROVED and ADOPTED this 24th day of January, 1974.



Chairman, Board of Trustees

TACOMA COMMUNITY COLLEGE

OCCUPATIONAL EDUCATION FACILITY
PROJECT NO. 73-648

SWEDBERG AND ASSOCS. ARCHITECTS

DECEMBER 14, 1973

OUTLINE SPECIFICATIONS

1. BIDDING REQUIREMENTS

Normal bidding requirements as per S-DEA "Instructions to Architects and Engineers".

2. SITE WORK

Removal of some earth at south west corner of building.
Removal of earth as required for lower office floor.
Normal excavation for footings and foundations.
Some fill required under eastern end of business area.
Asphaltic concrete walks to connect to existing buildings and parking areas.
Concrete slabs at entrances and some concrete steps etc.

3. CONCRETE

Reinforced concrete footings.
Reinforced concrete foundation walls.
Concrete floor slabs with reinforcing mesh over normal gravel sub-base.
Exterior walls of light-weight concrete, pre-cast, tilt-up, rock faced to match existing.
Pre-cast colored concrete columns and mullions.
Poured in place colored concrete pilasters.

4. MASONRY

Rock facing for pre-cast walls as noted in Div. 3.

5. METALS

Some pipe columns, beam seats and hangers.
Stair rails.

6. CARPENTRY

2x6 and 2x4 stud interior partitions.
Truss joist roof framing, resting on concrete exterior walls, stud partitions and some glued-laminated beams.
Plywood roof deck, nailed to resist seismic loads.
Blocking, bridging, furring etc.
Some factory built casework.

7. MOISTURE PROTECTION

Damproofing of walls below grade exposed on interior.
Built up roofing, fiberglass with surface of mineral cap sheet, Spec. # 420-MD to match existing.
"Colörbestos" slate shingles to match existing on sloping roof-wall surfaces.
Flashing and gravel stops, 28 gauge stainless steel.
Insulation, fiberglass batts (foil faced) in all roof and exterior frame wall areas.

8. DOORS, WINDOWS, GLASS

Hollow metal doors and frames
Sliding aluminum doors connecting business laboratories.
Re-lights, stopped in wood except where codes require metal.
Windows, precast concrete jambs and mullions with glass stopped in with vinyl gaskets.
Glass, sheet glass except wire glass and tempered glass where required by codes.
Finish hardware, dull bronze (Corbin) to match existing, keyed to existing master key system.

9. FINISHES

Stucco soffits.
5/8" gypsum wall board interior partitions.
5/8" gypsum wall board or 1 hour lay in ceilings.
Vinyl asbestos flooring, some carpet.
Set-on rubber or vinyl base.

Special finishes. (10.)

Ceramic tile floors and wainscoat in toilet rooms.
Vinyl wainscoas in areas which receive hard wear.
Rubber stair treads.
Some hardwood paneling
Metal toilet stalls.

11. Equipment

None

12. FURNISHINGS

Darkening shades in some areas.
Chalk Boards
Tack boards
Display devices
Hangers for screens etc.

13. SPECIAL CONSTRUCTION

Shielding for X-Ray areas.

14. CONVEYING EQUIPMENT

None

(Because of potential problems of supply and delivery of certain items of construction, it is possible that some minor items might be changed from these specifications to insure construction within a reasonable time.)

Project is to be designed in accordance with:

Uniform Building Code, 1970 Edition
All applicable State Codes and regulations
Type V-1 hour Construction
Type B-2 Occupancy
Zone III Seismic requirements
The quality of construction and finish is to match that of existing buildings on the campus.

TACOMA COMMUNITY COLLEGE
OCCUBATIONAL EDUCATION FACILITY
December 14, 1973

SQUARE FOOT AREA ANALYSIS

As shown on the accompanying drawings, dated 12/14/73
the areas are as follows:

TOTAL GROSS AREA.....	25,465 sq. ft.
ASSIGNABLE AREA*.....	19,160 sq. ft.
NON-ASSINGABLE AREA	6,305 sq. ft.
EFFICINECY.....	77%

* 13,760 sq. ft. occupational laboratories

* 5,400 sq. ft. faculty office

JOB NO.	AGENCY	AGENCY NO.
73-648	TACOMA COMM. COL.	PWR-1
(Occ. Ed. Addition to Building #19)		
DESCRIPTION: VOCATIONAL & ACADEMIC FACILITY.		
APPROPRIATION: AMT.	NUMBER	

CATEGORY	AMT.	CATEGORY	AMT.
FEE	* 7.5% = 67,876.65	CLERK-OF-WORKS	= 0
SALES TAX	: 5% = 45,251.10	FURNISHINGS	= 220,602.88
CONTINGENCY	5% = 45,251.10	ACOUSTICAL CONSULTANT	= 0
SURVEY	= 1000.00	KITCHEN CONSULTANT	= 0
SOIL TEST	= 0	ADVERTISING	= 150.00
LANDSCAPE	= 0	PRINTING	= 750.00
MAT'L TESTING	1% = 9,050.22	MISC. CONSULTANTS	
		E. I. S	= 10,000.00
M. A. C. C.	905,022.00		

TOTAL \$1,304,953.95

COMPUTATIONS

FUNDS AVAILABLE = CONST. & RELATRO = 916,992.00 @ 7/72
 SITE & UTILITIES = 20,260.00 @ 7/72
 TOTAL = 937,252.00 @ 7/72

ESCALATION FACTOR = 10.15 + (1.167 x 12) = 24.15 x .65 = 15.7 @ 7/74

FUNDS @ 7/74 = CONST. etc. = 937,252.00 x 115.7 = 1,084,400.56
 FURNISHINGS = 190,668.00 x 115.7 = 220,602.88

M.A.C.C. = $\frac{1,084,400.56 - 11,950}{118.5} = 905,021.57$ SAY 905,022.00

RESOLUTION NO. 74-3

WHEREAS, the Board of Trustees by its resolution of June 25, 1970 empowered the administration to develop adequate on-campus parking; to provide supervision of parking areas on a pay-as-you-go basis; and

WHEREAS, the Board of Trustees by its resolution of November 19, 1970, adopted different parking fees for students than for faculty, administrators and staff members; and

WHEREAS, adequate on-campus parking has now been developed and

WHEREAS, the negotiated agreement with the faculty union provides assurance that parking will be made available to academic employees at the same rates and on the same terms as for other individuals; now therefore be it

RESOLVED, that the Board of Trustees of Tacoma Community College institute the following parking fees to provide maintenance and supervision of parking areas on campus, effective Summer Quarter 1974: \$1.50 per quarter, or \$4.00 per fiscal year for all privately owned vehicles parked on the college campus by regular students, faculty, staff members, and administrators.

APPROVED and ADOPTED this 24th day of January, 1974.

/s/ Donald E. Anderson
Chairman, Board of Trustees

RESOLUTION NO. 74-6

WHEREAS, the 1974-75 catalog is required at an earlier date than in previous years, and

WHEREAS, all catalog material has been distributed for additions and/or corrections to the appropriate deans, divisions and departments, now therefore be it

RESOLVED, by a majority of the Board of Trustees of Community College District 22, That the attached catalog material be approved.

APPROVED and ADOPTED this 24th day of January, 1974.

/s/ Donald E. Anderson
Chairman, Board of Trustees

Catalog material held in file
because of bulk.

Tacoma Community College



MEMORANDUM

Date: January 24, 1974
To: Dr. Ford
From: R. C. Lathrop
Subject: PROPOSED CHE FEE CHANGE FOR COMMUNITY COLLEGES (SUMMARY)

The proposed change in fee structure for community colleges provides that resident students shall be charged \$6.40 per credit hour. Each college board may establish minimum charges not to exceed the cost for three credit hours and a maximum fee not to exceed the cost for fifteen credit hours. The local boards may also modify or adjust the amount of the Service and Activities fees collected under certain circumstances.

However, the major charge affecting students seems to be the basic charge change. For example, the following table illustrates the existing and proposed changes:

RESIDENT STUDENT

<u>1</u> Credit Hours	<u>2</u> Current System	<u>3</u> Maximum Charge 15/hrs.	<u>4</u> Difference Line 2 & 3
3	\$24.90	\$19.20	- \$ 5.70
5	41.50	32.00	- 9.50
7	58.10	44.80	- 13.30
10	83.00	64.00	- 19.00
12	83.00	76.80	- 6.20
15	83.00	96.00	+ 13.00
15 and above	83.00	96.00	+ 13.00

Using the actual figures from TCC's current Eighth Day Report, the 385 students taking a 10-hr. class load have paid a total of \$31,955 under the current cost structure. Under the proposed plan, the 385 would have paid \$24,640. The 1100 students taking 15-credit hrs. actually paid \$91,300 while under the proposed plan their cost would have been \$105,600.

As illustrated in the table, it appears to be the full-time student who will bear the cost increase if the proposal is enacted into legislation.

RESOLUTION NO. 74-5

WHEREAS, Tacoma Community College has no adequate facility for the use of students as a student union building; and

WHEREAS, When the Tacoma Community College campus was designed, priority was given to instructional facilities; and

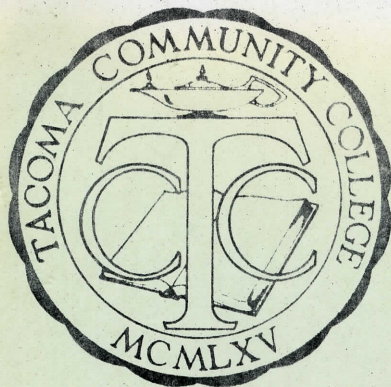
WHEREAS, State Board for Community College Education policy does not provide for the building of student facilities; therefore, be it

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That all efforts toward obtaining funds to build a student union building are hereby endorsed and approved by this Board.

APPROVED and ADOPTED this 24th day of January, 1974.

/s/ Donald E. Anderson

Chairman, Board of Trustees



Tacoma Community College

5900 SOUTH 12TH STREET
TACOMA, WASHINGTON 98465
LO 4-7200

January 8, 1974

Dr. Thornton Ford
Tacoma Community College
Tacoma, Washington

Dear Dr. Ford:

This note will apprise you of my resignation which I hope you will accept, effective January 18, 1974.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Gerald A. Vaughan', is written over the typed name.

Gerald A. Vaughan