

TACOMA COMMUNITY COLLEGE
Meeting of the Board of Trustees

February 26, 1970

3:30 p.m.

Agenda

1. Roll call
2. Minutes
3. Correspondence
4. Unfinished business
 - (a) Sabbatical policy (supplement 4-a)
5. New business
 - (a) Resolution - Minority Affairs Consortium (supplement 5-a)
 - (b) Sabbatical leave recommendations
6. Reports
 - (a) TCCA -- Mr. Garratt
 - (b) Student Government -- Mr. DeVore
 - (c) Community Services -- Mr. Schafer
 - (d) Instruction -- Dr. Jacobson
 - (e) Student Services -- Dr. Lathrop
 - (f) Planning -- Dr. Falk
 - (g) President's office -- Dr. Ford
7. Information
 - (a) Friends of the Library - annual dinner
 - (b) Study session -- Student Services

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

February 26, 1970

The regular meeting of the Board of Trustees was called to order by the Chairman, Mrs. Myers, at 3:30 p.m., February 26, 1970, at Tacoma Community College.

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

Guests: Doreen Amoroso, Richard Falk, Paul Jacobson, Bud Schafer, Robert Lathrop,
George Van Mieghem, John DeVore, Frank Garratt, Howard Ferguson,
Dennis Hale, John Manley, John Naubert, Philip Shinn and Jerry Vaughan

Minutes of the meeting of January 22, 1970, were approved as submitted.

Unfinished business

The TCCA presented the Board with a revised sabbatical leave policy.

Mr. Binns moved and Dr. Tuggle seconded that the sabbatical policy (fifth draft) be adopted. The motion carried.

New business

Dr. Tuggle moved and Mr. Yamashita seconded to approve the resolution endorsing a Minority Affairs Consortium. The motion carried.

Mr. Binns moved and Mr. Edmunds seconded that the recommendation for sabbatical leaves for Mr. Schafer and Mr. Lewis be approved. The motion carried.

Reports

TCCA -- Mr. Garratt

- Allan Clarke elected as TCCA president for the 1970-71 academic year.
- Tenure policy in final stages

Student Government -- Mr. DeVore

- Student petition concerning Bookstore policies
- Day care center on campus
- Bus shelters
- Ed Tom Mack -- newly elected Senator

WAACSG -- Mr. Shinn

- First meeting of Systems Advisory Committee
- Central regional meeting at Sebeck to include four workshops

Community Services -- Mr. Schafer

- Preview of coming attractions
- Progress report supplement

Instruction -- Dr. Jacobson

- New course adoptions
- Courses to be deleted from the catalog
- Summer school schedule progress

Student Services -- Dr. Lathrop

- Majority of students planned programs on February 20.
- Co-curricular Activities Committee

Planning -- Dr. Falk

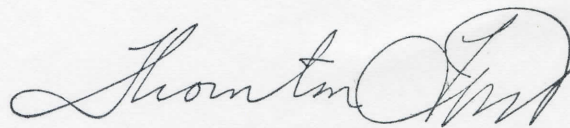
- 1971-73 Capital Improvement Progress
High Priority
- Physical Education
- Student Center
- District Administration

President's Office -- Dr. Ford

- Alumni Association
- Report by Mr. Landon
- Bid and construction schedule
- Enrollment and allocation
- Gifts to the Foundation
 - Dr. James S. Bethel - \$650
 - St. Regis Paper Company - \$500
- Friends of the Library annual dinner - April 17, 1970

The next meeting of the Board will be held on March 26, 1970.

The meeting adjourned at 5:25 p.m.



Thornton M. Ford, Secretary

TACOMA COMMUNITY COLLEGE ASSOCIATION

Tentative sabbatical policy
Fifth draft 1/30/70

Sabbatical leave may be defined as leave with pay for full-time faculty members (including counselors and librarians) and administrators in order that they may attain experience which will benefit their teaching and/or service to the college.

In order to review applications for sabbatical leave and make recommendations to the Board, a selection committee composed of the dean of instruction and two faculty representatives chosen by the TCCA shall be formed. The appropriate department chairman may be used as a consultant.

I ELIGIBILITY

- A. In order to qualify, an individual must have served TCC in a full-time capacity for five years of consecutive employment. Six years of full-time employment is required between sabbatical leaves. An exception occurs when less than one full year of sabbatical leave is desired. Then sabbatical accrues at the rate of one quarter of leave time for every two years of full-time service at TCC (or two quarters of leave for every four years of service). In such cases, two years of full-time service are required for every quarter of leave taken before an individual is again eligible for a sabbatical leave.
- B. Periods of sick leave shall not be considered interruptions in consecutive employment.
- C. A selection committee shall determine the eligibility of the applicants. The committee's recommendations shall be subject to the final approval of the Board.
- D. Seniority with Tacoma Community College shall be given first consideration in selecting candidates. For those individuals who transferred to TCC from Tacoma School District 10 before June 30, 1967, (official date of separation), "seniority with Tacoma Community College" shall include seniority accumulated with District 10. No one coming to TCC from District 10 after July 1, 1969, can apply his ^{District 10} seniority toward sabbatical leave. If two candidates are equal in seniority, the candidate whose proposed leave seems most beneficial to him and the college shall be given first consideration.

II NUMBER

- A. It is recommended that three members of the certified staff be eligible for sabbatical leaves each year. This number may be altered because of undue hardship on the college by a 2/3 majority vote of the faculty, administrative concurrence, and the approval of the Board.

III DURATION

- A. A sabbatical leave may be granted for one, two, or three quarters, or a contract year.

IV APPLICATION

- A. Applications must be presented to the selection committee no later than Jan. 1. Applications submitted after Jan. 1 will receive consideration after applications submitted before the deadline.
- B. Applications must include a proposal for time spent while on leave.
- C. If an applicant's request is refused, he may re-submit it within ten days of notification of refusal in order to clarify his application.
- D. Applicants shall receive notification of the Board's decision no later than immediately following the February Board meeting. Applicants must notify the Board of their acceptance or rejection no later than the March Board meeting.

V COMPENSATION

- A. While on leave, an individual shall receive $\frac{2}{3}$ of the salary he would have received had he remained at the college in his normal capacity.
- B. If an individual receives income from an outside source constituting over $\frac{1}{3}$ and less than $\frac{2}{3}$ of his salary while on leave, the difference (from regular salary) may be made up with a sabbatical leave stipend not to exceed $\frac{2}{3}$ of his salary.

VI TERMS

- A. All sabbatical leaves shall count for the purpose of all employment benefits: increments, medical payments, retirements, seniority.
- B. Upon return, an individual shall be reinstated in a position for which he is trained and one which is equal to or better than that which he held immediately prior to taking his leave.
- C. Upon return, an individual shall submit to the president and, when appropriate, to his dean and department chairman, a written report summarizing his leave activities. When leave is granted for the purpose of formal study, a transcript will suffice.
- D. Unless otherwise approved by the Board, an individual, upon return, shall serve the college for at least one year or refund the amount of his leave stipend.
- E. The applicant's sabbatical leave program may not be significantly altered without prior written approval from the president.

VII REPLACEMENT

A. In each sabbatical leave granted by the college, it shall be at the discretion of the appropriate dean, in consultation with the department concerned, to determine the manner in which temporary duties and responsibilities of the individual on leave shall be dealt with. The following alternatives may be considered:

- A full-time staff member shall be employed for the leave period.
- Classes and/or duties shall be assigned to part-time employees in the regular schedule.
- Classes and/or duties shall be assigned to part-time employees in the evening program.
- Classes and/or duties shall be dropped from the college program for the period of the leave.
- A suitable combination of the above.

VII REVIEW

A. The sabbatical leave policy shall be reviewed before January, 1973, and every three years thereafter.

RESOLUTION NO. 70-67

Resolution Endorsing Minority Affairs Consortium

The Board of Trustees of Tacoma Community College, District 22, after consideration of the Puget Sound Region Minority Affairs Consortium, hereby tender the following resolution of endorsement:

WHEREAS the prime objective of the college is to provide all citizens of this community an equal opportunity to obtain post-high school education, and

WHEREAS a significant number of minority and underprivileged youth reside in this community who could benefit from post-high school training, and

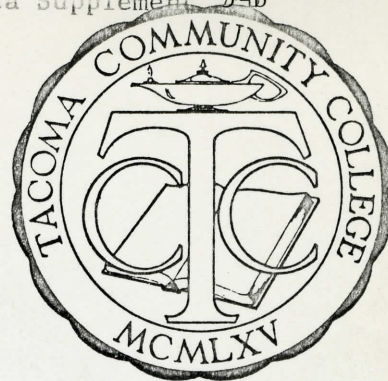
WHEREAS the Puget Sound Region Minority Affairs Consortium has been created with the prime objective of providing a community college education for Puget Sound minority youth, and

WHEREAS this Consortium has established a set of goals for better reaching minority students, including expanded ethnic studies programs, recruitment of minority race students, faculty and administrators; and ethnically oriented in-service training, counseling, tutoring and placement programs, now therefore

BE IT RESOLVED that the Board of Trustees of Tacoma Community College, District 22, regularly assembled at its February 26, 1970 meeting, endorses the objectives and goals of the Consortium, and commit the active involvement of Tacoma Community College in the programs of the Consortium.

Adapted 2/26/70

Tacoma Community College



MEMORANDUM

Date: February 26, 1970
To: Board of Trustees
From: Paul Jacobson
Subject: Recommendations for Sabbatical Leave

The Sabbatical Leave Committee has met and considered the applications of four individuals for the 1970-71 academic year. Based on the criteria included in the proposed Sabbatical Leave Policy, two of the applicants are clearly the most eligible, and the Sabbatical Leave Committee would like to recommend them to the Board of Trustees. They are Henry Schafer, Dean of Community Services; and Dick Lewis, instructor in English.

The other two applicants for sabbatical leave appear to be about equally qualified and, at this time, the committee is unable to reach a decision on which of the two should be recommended. The committee proposes that it be permitted to make its recommendation at the March Board meeting. Between now and then, the committee will interview both of the applicants, which it has not had an opportunity to do so far, and will try to arrive at a recommendation which is as fair as possible.

PEJ

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cc: Henry Schafer
Richard Lewis
William Anderson
Jack Hyde

Tacoma Community College



MEMORANDUM

Date: February 26, 1970
To: TCC Board of Trustees
From: Paul Jacobson
Subject: Instructional Activities Since the January Meeting of the Board of Trustees

1. A committee report has been prepared which suggests guidelines to apply when courses based on co-curricular activities are proposed. The report has been accepted by the Instructional Council and is to be considered, in part, by the next Administrative Council and, in part, by the entire faculty and student government.
2. New course adoptions:
 - Music G100A - Man and His Music
 - Business G100C - General Data Processing
 - Business 225 - Business Communications
 - Business 235 - Data Processing
 - Journalism 101-3, 201-3 - Cronus
 - History 151 - Afro-American History Since 1915
3. A committee report has been prepared which suggests guidelines to apply when a faculty-authored text or laboratory manual is to be offered for sale by the college bookstore. The report has been accepted by the faculty and by the Instructional and Administrative Councils.
4. Instructors have attended the Community College Relations Conference at the University of Washington, where former students were interviewed and where the community college-University inter-relationship was discussed.
5. Work has begun on the summer school schedule. An attempt will be made to schedule evening classes as part of the summer program this year. Other nearby colleges are offering evening classes and are successfully providing this service to their students.
6. The Instructional Council has voted to delete the following courses from the curriculum:
 - Russian 101-3 - Introduction to Russian
 - Anthropology 251 - The Material Cultures of Non-Western People
 - Anthropology 270 - Field Course in Archaeology
 - Communications 251 - Broadcast Performance
 - Communications 260 - Radio and Television Production

These deletions were made because there appears to be little possibility of offering them next year. These courses may be reincorporated in the curriculum at a later time.

Memo to:
TCC Board of Trustees

- 2 -

February 26, 1970

7. The faculty participated in an in-service program which was organized by the State Office. Dr. Donald Stewart spent two days at Tacoma Community College this month talking about the improvement of instruction. He emphasized such important topics as formal instructional objectives, grading techniques, learning problems, pre- and post-testing, and the like.

PEJ

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PREVIEWS OF COMING ATTRACTIONS

Here is a sneak preview by title of this Spring Quarter's offerings for you non-credit course buffs. If you see something you like don't wait for our spring brochure to be mailed to you -- just drop by the office and register. You can also register by mail. All we need is your name, address, phone number, and of course, your check.

MONDAY (Starting April 6)

Apartment House Management
Ceramics
Guitar
Investments Stocks and Bonds
Japanese
Mark Twain
Photography
Psycho-Cybernetics
Square Dancing
Strategies in Changing Social Systems
Wildlife of Pacific Northwest

TUESDAY (Starting April 7)

Astronomy
Class Piano
Creative Writing
Environment and Survival
Genealogy
Management and the Computer
Real Estate Investment
Stay in Shape
Water Color Painting
Woodcarving

WEDNESDAY (Starting April 8)

Agnew vs. Cronkite
Beginning Bridge
Communism and the Soviet Union
Conversational Spanish
Conversational German
Effective Communications
Interior Decoration
Psychology of Human Sexuality
Real Estate Investment in Income Producing Property

Sensitivity Training
Speed Reading

THURSDAY (Starting April 9)

Art Pot-pourri
Black America
Classical Ballet
Conversational French
Geology of the Pacific Northwest
Witchcraft

Group Dynamics
Landscaping for the Homeowner
Modern Jazz Dance
Real Estate Salesmen's License
Small Boat Handling

SATURDAY (Starting April 11)

Designing and Dyeing on Textiles