

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

March 23, 1972

2:00 P.M.

Northwest History Room

AGENDA (Revised)

1. Roll Call
2. Minutes
3. Correspondence
4. Unfinished Business
 - (a) Resolution recognizing TCCFT as employee organization for academic employees (Sup. 4-a) -- Dr. Ford
 - (b) Review of budget allocation process -- Mr. Van Mieghem
 - (c) Faculty Tenure Committee Recommendations (Sup. 4-c) -- Dr. Jacobson
 - (d) Resolution deferring leave of absence for Sheldon Gilman (Sup. 4-d) -- Dr. Jacobson
 - (e) Resolution ratifying actions of President pursuant to authority delegated by Resolution No. 72-7 (Feb. 24, 1972) -- re. notification of non-renewal to certain probationers (Sup. 4-e)
5. New Business
 - (a) Supplementary faculty appointments (Sup. 5-a) -- Dr. Jacobson
 - (b) Resolution re. election of new Board Chairman and Vice-Chairman (Sup. 5-b)
 - (c) Resolution authorizing President to enter into agreements with Model Cities and Central Employment Agency to provide certain instructional services (Sup. 5-c) -- Dr. Jacobson
 - (d) Resolution authorizing the administration to seek approval from the State Board for Community College Education for discontinuance of fire insurance (Sup. 5-d) -- Mr. Van Mieghem
 - (e)
 - 1) Resolution amending WAC 132V-12-015(13) re. civil service personnel (Sup. 5-e-1) -- Mr. Van Mieghem
 - 2) Resolution designating President and Dean of Administrative Services as "appointing authority" re. Higher Education Personnel Board Rules (Sup. 5-e-2) -- Mr. Van Mieghem
 - (f) Resolution re. sabbatical leave for Morris Skagen (Sup. 5-f) -- Dr. Jacobson
 - (g) Resolution re. supply and installation of parking lot lighting fixtures (Sup. 5-g) -- Mr. Van Mieghem

6. Reports

- (a) ASB -- Mr. Whitbeck
- (b) WACCSG -- Mr. Miller
- (c) TCCA -- Mr. Jansen
- (d) TCCSA -- Mrs. Hotel
- (e) Student Services -- Dr. Lathrop
- (f) Instruction -- Dr. Jacobson
- (g) Community Services -- Mr. Schafer
- (h) Occupational Education -- Dr. Rhule
- (i) Instructional Resource Center -- Mrs. Amoroso
- (j) Administrative Services -- Mr. Van Mieghem
- (k) Planning and Program Development -- Dr. Falk
- (l) President's Report -- Dr. ~~Falk~~ *Ford*
- (m) Trustee Comments

7. Information

TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF MEETING

March 23, 1972

The regular meeting of the Board of Trustees was held on Thursday, March 23, 1972, in the Northwest History Room at Tacoma Community College.

Members and Officers of the Board in Attendance:

Rev. Robert M. Yamashita, Chairman
Dr. Dewey Tuggle
Mr. Don E. Anderson
Mr. Robert O. Springer
Dr. Thornton Ford, Secretary

Absent:

Mr. Charles L. Edmunds, Vice-Chairman

Administrative Staff, Students, and Others Who Regularly Attend:

Ms. Doreen Amoroso	Mr. Robert E. Patterson
Mr. James Call	Dr. Robert R. Rhule
Mr. Paul Creyssels	Mr. H. J. Schafer
Dr. Richard C. Falk	Ms. Joanne Shelley
Mr. Howard Ferguson	Mr. Morris Skagen
Mr. George Huffman	Mr. Richard Spangler
Dr. Paul Jacobson	Mr. George Van Mieghem
Mr. Luther Jansen	Mr. Steve Whitbeck
Mr. Joseph Kosai	Dr. Dale R. Wirsing
Dr. Robert C. Lathrop	

Guests:

Mr. John Barton
Mr. Dean Floyd
Ms. Marcia Fulghum
Mr. Fred B. Phillips, Jr.
Mr. Jack Rosenow

CALL TO ORDER

The meeting was called to order at 2:13 P.M. by Chairman Yamashita. A quorum was present with four members of the Board in attendance. It was noted that Mr. Edmunds is hospitalized.

APPROVAL OF MINUTES

Dr. Jacobson noted that on page 3 of the February 24, 1972, minutes the motion on faculty appointments should read " . . . a 3½ month faculty appointment for Hezekiah Gilven commencing on March 13, 1972 . . . " (instead of 4-month commencing on March 1).

Motion: Mr. Anderson moved and Mr. Springer seconded that the minutes of February 24, 1972, be accepted with the corrections on page 3.

Motion carried unanimously.

CORRESPONDENCE

Dr. Ford said additional letters have been received from four-year colleges and universities stating acceptance of TCC's Associate in Arts and Sciences degrees. They will be covered in Dr. Lathrop's report (Sup. 6-e).

A letter was received from the American Medical Association stating that continued approval has been given to the Medical Record Technology Program, St. Joseph Hospital--TCC, and the AMA recommended that TCC apply for accreditation of the new Associate Degree program, when both freshmen and sophomore students are enrolled.

Mrs. Rogene Ragsdale's letter of resignation was read. She will retire at the end of this school year after seven years at TCC as the school health adviser.

UNFINISHED BUSINESS

In conjunction with Mr. Willard Olson's letter of March 17, 1972, certifying the results of the Representation Election conducted by the Department of Labor and Industries on March the 16th, Resolution No. 72-13 was discussed.

RESOLUTION NO. 72-13

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the Tacoma Community College Federation of Teachers, Local 2196, AFL-CIO, is recognized as the newly certified employee organization representing academic employees of the district for purposes of Chapter 28B.52 RCW.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 72-13 (Sup. 4-a).

Motion carried unanimously.

Mr. George Huffman, President of the TCCFT, then replaced Luther Jansen at the Board table as the representative of the faculty.

Mr. Van Mieghem distributed a breakdown on the budget and reviewed the allocation process. He said TCC's estimated enrollment for 1972-73 is 3600, and he reported that TCC's allocation for 1972-73 from the State Board will be approximately the same as for 1971-72, although the college will probably serve some 200 more FTE's next year. Dr. Ford noted that TCC's low percentage of occupational programs affects the formula to quite an extent.

The meeting was recessed at 3:55 P.M. and reconvened at 4:15 P.M.

There was considerable discussion regarding Resolution No. 72-19 (Sup. 4-c) recommending tenure to six faculty members.

Motion: Mr. Anderson moved and Dr. Tuggle seconded that the Board adopt Resolution No. 72-19 granting tenure to Richard C. Spangler, Mrs. Clara M. Cox, Mrs. Georgia McDade, Dr. Dale Potter, Mrs. Carole H. Steadman, and Frank A. Weihs; Provided, That more complete documentation by the tenure committees for Mrs. Clara M. Cox and Mrs. Carole H. (Wines) Steadman be added to the file.

Motion carried unanimously.

NOTE: Procedures will be reviewed so that student input will be included in the tenure committees' reports in the future.

Resolution No. 72-14 (Sup. 4-d), an amendment of a leave of absence for Sheldon Gilman, was discussed.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 72-14, deferring the beginning date for a leave without pay for Sheldon Gilman until notification is received from his physician that Mr. Gilman is able to resume his normal work activities or until Mr. Gilman's sick leave credit with the college is exhausted, whichever occurs first.

Motion carried unanimously.

There was considerable discussion of Resolution No. 72-11 (Sup. 4-e) -- ratifying actions of the President pursuant to authority delegated by Resolution No. 72-7 (passed February 24, 1972) regarding notification of non-renewal to certain probationers.

Mr. Fred B. Phillips, Jr., an attorney for four "part-time, full-time" faculty members who are his clients, voiced an objection to letters of termination sent to these four people.

Motion: Mr. Anderson moved and Dr. Tuggle seconded that the Board adopt Resolution No. 72-11.

Motion carried unanimously.

NEW BUSINESS

Supplementary faculty for Spring Quarter, 1972 (Sup. 5-a) was discussed by Dr. Jacobson. A resolution was presented (No. 72-20) to cover action by the Board on this item.

RESOLUTION NO. 72-20

BE IT RESOLVED by the Board of Trustees of Community College District No. 22, That President Ford be authorized to enter into an agreement with each candidate listed in Agenda Supplement 5-a, attached hereto, and on such terms as he shall determine; Provided, That they are in conformity with the college's part-time pay schedule.

Motion: Mr. Springer moved and Mr. Anderson seconded that the Board adopt Resolution No. 72-20.

Motion carried unanimously.

NOTE: In the future Mr. Schafer will provide some background information on Community Services (course descriptions).

Resolution No. 72-9 (Sup. 5-b) which temporarily amends Article 4, Section 1 of the Board's By-laws and provides for the election of a new Board Chairman and Vice-Chairman was discussed.

Motion: Mr. Springer moved and Mr. Anderson seconded that the Board adopt Resolution No. 72-9, and that Dr. Dewey H. Tuggle, Jr., be elected to the position of Chairman of the Board of Trustees for the period of time commencing April 4, 1972, and concluding on June 30, 1973; and further, that Mr. Donald E. Anderson be elected as Vice-Chairman of the Board of Trustees for the same period of time.

Motion carried unanimously.

Resolution No. 72-15 (Sup. 5-c) was discussed, and amended as follows:

RESOLUTION NO. 72-15

IT IS HEREBY RESOLVED, by the Board of Trustees of Community College District No. 22, That the President is authorized to enter into agreements with ~~((Model-Cities))~~ the Youth Contact Foundation and the Central Employment Agency to provide certain instructional services during the spring quarter, 1972 ~~((consisting-of-two-sections-of-Human-Relations-100-and-one-section-of-English-104;))~~ on such terms and conditions as the President may require.

Motion: Mr. Springer moved and Dr. Tuggle seconded that the Board adopt Resolution No. 72-15, as amended.

Motion carried unanimously.

Mr. Van Mieghem discussed Resolution No. 72-10 (Sup. 5-d) which authorizes the administration to seek approval from the SBCCE for discontinuance of fire insurance.

Motion: Mr. Anderson moved and Mr. Springer seconded that the Board adopt Resolution No. 72-10.

Motion carried unanimously.

Mr. Van Mieghem discussed Resolution No. 72-17 (Sup. 5-e-1) amending WAC 132V-12-015(13) "APPOINTING AUTHORITY" -- which regards civil service personnel.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 72-17; and further, that this order be filed as an emergency rule with the Code Reviser.

Motion carried unanimously.

Resolution No. 72-18 (Sup. 5-e-2) designating the President of the college and the Dean of Administrative Services as "appointing authority" as this relates to the Higher Education Personnel Board Rules was discussed by Mr. Van Mieghem.

Motion: Mr. Springer moved and Dr. Tuggle seconded that the Board adopt Resolution No. 72-18.

Motion carried unanimously.

AAG Robert Patterson recommended that the Washington Administrative Codes as they relate to the HEPB be repealed and amended as needed.

Resolution No. 72-12 (Sup. 5-f) -- a request for sabbatical leave for the academic year 1972-73 for Head Librarian Morris Skagen -- was discussed.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 72-12.

Motion carried unanimously.

NOTE: Mr. Anderson asked that Mr. Skagen make some recommendations as to how the Board can better utilize the library. Mr. Skagen agreed to do so.

A resolution for the supply and installation of parking lot lighting fixtures was introduced, as follows:

RESOLUTION NO. 72-16

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District 22, That the low bid of McWik Electric Company, in the amount of \$10,300, for supply and installation of parking lot lighting fixtures, in accordance with the district's specifications, be accepted.

Motion: Dr. Tuggle moved and Mr. Springer seconded that the Board adopt Resolution No. 72-16 (Sup. 5-g).

Motion carried unanimously.

REPORTS

ASB.--Mr. Whitbeck reported the ASB has started a food program on campus. He also stated that elections will be held the second and third weeks of April.

WACCSG.--In Mr. Miller's absence, Mr. Whitbeck reported that elections for a new state chairman are being held this week.

TCCFT.--No report.

TCCSA.--No report.

Student Services.--Dr. Lathrop presented a proposed catalog statement regarding acceptance by six colleges and universities of TCC's Associate in Arts and Sciences degrees at four-year colleges (Sup. 6-e). They are: Central Washington State College, Washington State University, Seattle University, Saint Martin's College, Pacific Lutheran University, and Eastern Washington State College.

Instruction.--No report.

Community Services.--Mr. Schafer will mail a report to the trustees.

Occupational Education.--No report.

Instructional Resource Center.--Mrs. Amoroso invited the trustees (and others) to attend the play Plaza Suite which will be playing at the Tacoma Little Theater and is being presented by The Friends of the Library. Price is two dollars apiece.

Administrative Services.--Mr. Van Mieghem reported budget hearings will start early in April. They are trying to cut \$35,248 out of the current budget by direction of the SBCCE.

A new section is being set up in Administrative Services for the purpose of handling records, to be itemized from the State Archives list.

Planning and Program Development.--Dr. Falk reported that the cooperative summer program between Western Washington State College and TCC will be based on this campus. This is a summer instructional program--15 hours of advanced graduate level work.

Capital preplanning is continuing on schedule. Dr. Falk will work with Lyle Swedberg, the campus architect.

Dr. Falk distributed preliminary copies of a TCC policy manual to the trustees and asked for comments and/or suggestions.

President's Report.--No report.

Trustee Comments.--Dr. Tuggle said "For me personally it is a great honor to be in the position of Chairman of the Board of Trustees . . . I look forward to it as a challenge to brotherhood and a challenge to the institution."

Rev. Yamashita, the outgoing Chairman, expressed his appreciation for the cooperation extended him over the past year and said he would "retain a continuing interest in institutions like this which are to be used to better persons."

NEXT MEETING

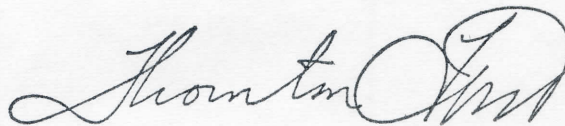
The next regular meeting will be held on April 27, 1972, at 3:30 P.M. in the Northwest History Room of the college.

ADJOURNMENT

Motion: Dr. Tuggle moved and Mr. Springer seconded that the meeting adjourn.

Motion carried unanimously.

The meeting adjourned at 6:35 P.M.



Thornton Ford, Secretary

EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON 99004

(509) 359-2371

OFFICE OF THE PRESIDENT

February 23, 1972

President Thornton M. Ford
Tacoma Community College
5900 South 12th
Tacoma, Washington 98465

Dear President Ford:

The Eastern Washington State College faculty, through a special committee representing our Undergraduate Affairs Council and Academic Senate, and chaired by Dr. Roland B. Lewis, has compared requirements for your Associate in Arts and Sciences degree with our own General Education requirements. The committee has recognized fundamental agreement between both sets of requirements. Consequently, we are most pleased to let you know that:

1. Evaluations of advanced standing for transfer students from Tacoma Community College with the Associate in Arts and Sciences degree will note that all General Education requirements have been met. These students will transfer with full junior status.

2. For transfer students who have not completed the Associate in Arts and Sciences degree, courses successfully completed to meet general education requirements at Tacoma Community College will be applied to EWSC's General Education requirements.

3. All transfer students will still be held for other general college requirements including total hours, upper-division hours, cumulative grade point average, and residency; requirements of majors and minors; and, if their goal is teaching, professional education requirements.

We believe that the above policies will accomplish much toward strengthening the transfer process for the students who are our joint concern. They are based on our confidence that guidance efforts at each of our colleges will encourage students to seek a general education experience most appropriate to their needs and interests, regardless of the minimum requirements each institution has established, as well as recognition of our joint responsibility to maintain maximum communication about our respective academic programs.

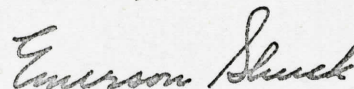
We hope to have the committee visit your campus later this year in order to establish the mutual understandings about advising which we believe to be the key to the long term success of any transfer relationship.

February 23, 1972

These are outlined in the enclosed statement. We also hope you will join us in periodic joint evaluations of these efforts.

By a copy of this letter, I am directing Mr. E. Clair McNeal, EWSC Director of Admissions, to implement the above policies at once to apply to all transfers from your college entering the Summer 1972 and subsequent quarters at EWSC.

Sincerely,



Emerson Shuck
President

ES:h
Enclosure

cc: Dr. Paul E. Jacobson, Dean of Instruction
Dr. Robert C. Lathrop, Dean of Students
Mr. E. Clair McNeal, Director of Admissions - EWSC

1720/72

GENERAL EDUCATION AT EASTERN WASHINGTON STATE COLLEGE
FOR TRANSFERS FROM WASHINGTON COMMUNITY COLLEGES

Eastern Washington State College is committed to provide for its students a choice of a liberal arts program or programs with vocational specialization. Each of these has its foundations in general studies including communication skills, the humanities, the social sciences, mathematics and science, and psycho-motor and service experiences. Altogether, this aspect of undergraduate degree programs will encompass approximately one-third of a student's studies.

Eastern Washington State College is also committed to the concept that a student who attends a community college and transfers later to Eastern should have as little difficulty as possible in developing a program which possesses real unity.

Though the requirements for general education at a given Washington community college may not quite coincide with distribution of courses required at EWSC, there is usually sufficient comparability with the following EWSC policies to provide the basis for a transfer agreement:

1. General Education Social science, humanities, natural science and mathematics are established as areas for general education requirements. The student will elect 20 credits in one area, 20 more credits in another area and 15 additional credits in a third area. No student may apply more than 10 credits taken in any one department toward fulfillment of general education requirements. Supporting courses taken outside a student's major or minor department may, however, be applied toward these

requirements. (Courses available for election under this requirement will be named and each designated to its most appropriate area by department faculty and recommended for approval as soon as possible to the Undergraduate Affairs Council.)

2. Psycho-motor and Services Option At the option of the student, one of the two areas of general education presently established at 20 hours may be reduced by up to 5 hours, for which up to 5 hours within a fourth area to be defined as psycho-motor and services may be substituted. (Definitions and guidelines will be established by the Undergraduate Affairs Council.)

3. English Composition Demonstration of competence in English composition is required of all baccalaureate degree students. The requirement may be satisfied by earning a grade of A in English 101 or a grade of C or better in a 200-level composition course or equivalent. Students who earn a grade below C in the 200-level course in writing must take another 200-level or a 300-level course in writing and earn a grade of C or better to satisfy the requirement.

Students scoring below the 75th percentile in the composite English section of the Washington Pre-College Test will be advised to begin their writing experience at the 100-level. A person with a score of 75 or better will be advised into

English 101 or into one of the 200-level courses in writing or an equivalent writing experience. In special cases transfer students or students with demonstrated high ability may (in consultation with the Admissions Office and the English Department) be placed differently and in exceptional cases be exempted from writing courses.

In reaching transfer agreements, it is important that they include the following understandings:

1. The community college counselors, recognizing differences in the distribution of the general college studies at different institutions, will advise students who plan to enter Eastern to use the most broad distribution of general education available in their programs.
2. The counselors will advise students that there are special requirements established by major and minor fields as well as other programs, such as professional education, which cannot be covered by any general agreement.
3. The transfer student will be advised that a shifting of his own goals might extend the period of study required to earn a baccalaureate degree.
4. Each college involved will make no substantial change in its general college requirements without consultation with the other participant in the agreement.



PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447/LEnox 1-6900
Office of the Registrar

March 15, 1972

Dr. Thornton M. Ford
President
Tacoma Community College
Tacoma, Washington

Dear Dr. Ford:

I reviewed your Associate in Arts and Sciences degree and I found that the requirements do conform to the Inter-College Relations Commission Associate in Arts guidelines that were approved by the commission April 26, 1971.

Since Pacific Lutheran has approved and does accept the guidelines, I am pleased to indicate that we will accept the Arts and Sciences degree granted from your institution according to the guidelines. A statement of our acceptance is attached.

I hope that you will share this with your counselors so that notification will be given to your prospective transfer students.

I hope this letter marks the beginning of improving our articulation in order to provide a better education for all local students.

Sincerely,

A handwritten signature in cursive script that reads "Charles Nelson".

Charles Nelson
Registrar

CN:kh

cc: Joe Kosai




PACIFIC LUTHERAN UNIVERSITY
Tacoma, Washington 98447/LEnox 1-6900
Office of the Registrar

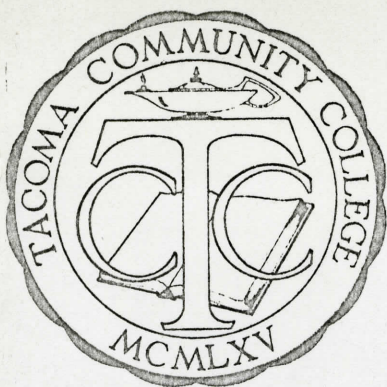
Pacific Lutheran University accepts the recommended guidelines for the development of inter-institutional agreements between four year degree granting institutions and community colleges.

Since the Associate in Arts and Sciences degree granted by Tacoma Community College does conform to the approved guidelines dated April 26, 1971, Pacific Lutheran University will accept the Associate in Arts and Sciences degree granted by Tacoma Community College, effective March 15, 1972, as having fulfilled our general education requirements with the following exceptions:

1. The student should include Philosophy in the 15 Humanities/Creative Arts hours or register for the course at Pacific Lutheran.
2. The student will be expected to complete one course in Religion.


Charles Nelson
Registrar

CN:kh



Tacoma Community College

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

March 6, 1972

Dr. Robert Lathrop, Dean of Students
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Dear Dr. Lathrop:

After much thought and discussion with my family, we have decided that I should retire at the end of this school year.

I cannot leave my position with the Student Services staff without telling you that the past seven years have given me the deepest personal satisfaction in my entire career.

I hope that Health Services to students and staff will continue to be an important element of service to students.

In parting, I would like to thank the entire staff for their trust, their honesty and their cooperation in working with me throughout these years.

Sincere best wishes,

Rogene Ragsdale
Rogene Ragsdale

RR:pah



AMERICAN MEDICAL ASSOCIATION

535 NORTH DEARBORN STREET • CHICAGO, ILLINOIS 60610 • PHONE (312) 527-1500 • TWX 910-221-0300

COUNCIL ON
MEDICAL EDUCATION

March 16, 1972

Dr. Thornton M. Ford, President
Tacoma Community College
Tacoma, Washington 98403

Dear Dr. Ford:

It is a pleasure to inform you that at its March 10-12 meeting, the Council on Medical Education of the American Medical Association in cooperation with the Education and Registration Committee of the American Medical Record Association granted continued approval to the Medical Record Technology Program, St. Joseph Hospital-Tacoma Community College, and recommended that Tacoma Community College apply for accreditation of the new Associate Degree program, when both Freshmen and Sophomore students are enrolled.

The Council extends best wishes for the successful continued operation of this program.

Sincerely,

Ralph C. Kuhli

Ralph C. Kuhli, Secretary
Advisory Committee on Education for the
Allied Health Professions and Services

RCK/cj

cc: Sr. Margaret Hudson, OSF, Administrator, St. Joseph Hospital
Donald R. Gangnes, M.A., Coordinator, Allied Health Programs
Mrs. Jewell Coubrough, B.S., RRA, Director, Medical Record
Technology Program
Ms. Iola Arnold, RRA, Chairman, E & R Committee, AMRA
Ms. Laura Anne Biglow, RRA, Director, Academic Dept.,
AMRA

DANIEL J. EVANS
Governor



WILLIAM C. JACOBS
Director

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

General Administration Building
OLYMPIA 98501

DIVISION OF INDUSTRIAL RELATIONS

SEATTLE DISTRICT OFFICE
300 West Harrison
Seattle, Washington 98119

C. W. RAMAGE, SUPERVISOR

March 17, 1972

Rev. Robert Yamashita, Chairman
College Board of Trustees
Tacoma Community College, District No. 22
5900 South 12th Street
Tacoma, Washington 98465

Dear Reverend Yamashita:

In compliance with the requirements of WAC 132V-112-048, this will serve to certify the results of the Representation Election conducted on March 16, 1972 for the Academic employees of Tacoma Community College:

Number of Eligible Voters	197
Votes Cast for TCCA - Tacoma Community College Association, Chapter of Association for Higher Education, WEA-NEA.....	54
Votes Cast for TCCFT - Tacoma Community College Federation of Teachers, Local No. 2196, Chapter of American Federation of Teachers.....	111
Votes Cast for No Organization.....	3
Valid Votes Cast.....	168
Challenged Ballots	3

No decision was necessary as to the three Challenged Ballots because they could not effect the outcome of the election. The T.C.C.F.T. did receive a clear majority of the valid votes cast and therefore is certified as the Exclusive Bargaining Representative of the Academic employees of Tacoma Community College.

I wish to thank all parties for the full cooperation and courtesy shown to the Department representatives during these proceedings.

Sincerely,



Willard G. Olson
State Labor Mediator
Chief Election Officer

WGO:io

cc: Mr. C. W. Ramage, Supervisor
Industrial Relations Division

Mr. Luther Jansen, President
Tacoma Community College Association

Mr. George Huffman, President
Tacoma Community College Federation of Teachers

RESOLUTION NO. 72-13

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the Tacoma Community College Federation of Teachers, Local 2196, AFL-CIO, is recognized as the newly certified employee organization representing academic employees of the district for purposes of Chapter 28B.52 RCW.

RESOLUTION NO. 72-19

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District 22, That the recommendations of Tacoma Community College Faculty Tenure Committees as set forth in Supplement 5-d of the February 24, 1972, meeting of the Board of Trustees, be approved; and

IT IS FURTHER RESOLVED, That, pursuant to the recommendations of the Faculty Tenure Committees, tenure is hereby granted to the following named faculty members:

Mr. Richard C. Spangler

Mrs. Clara M. Cox

Dr. Dale E. Potter

Mrs. Carole H. (Wines) Steadman

Mr. Frank A. Weihs

Mrs. Georgia L. McDade

RESOLUTION NO. 72-14

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District 22, that, pursuant to the provisions of the Tacoma Community College Board of Trustees on April 24, 1969, That the leave of absence without pay for the duration of the spring quarter which was granted to Mr. Sheldon Gilman by this Board's action in Resolution No. 71-43 is amended to allow deferral of the effective date until such time as notification is received by the College President from Mr. Gilman's physician that Mr. Gilman is able to resume his normal work activities or until Mr. Gilman's sick leave credit with the college is exhausted, whichever occurs first.

RESOLUTION NO. 72-11

WHEREAS, by Resolution No. 72-7 adopted February 24, 1972 the Board delegated complete discretion and authority to the President to provide notification of nonrenewal to such "probationers" whose appointments were not to be renewed for the 1972-73 regular college year; and

WHEREAS, pursuant to such delegation of authority the President identified the bases necessitating a reduction in faculty; developed the criteria for such reduction; and identified and gave notice of nonrenewal to the following named individuals who may or may not be "probationers": Robert Adams; Hezekiah Gilven; Elijah Hankerson; Tommy Hilyard; Eugene James; Dan McLachlan; Gary A. Miller; Murray Morgan; Carlane J. Ollee; Nolan Osher; Arthur Rick Rico; Joanne Shelley; and, Vera Wiseman;

NOW THEREFORE, the Board hereby ratifies the foregoing actions of the President taken pursuant to the authority delegated by Resolution No. 72-7.

Adopted by Board of
Trustees action on
March 23, 1972

RESOLUTION NO. 72-20

BE IT RESOLVED by the Board of Trustees of Community College District No. 22, That President Ford be authorized to enter into an agreement with each candidate listed in Agenda Supplement 5-a, attached hereto, and on such terms as he shall determine; Provided, That they are in conformity with the college's part-time pay schedule.

TACOMA COMMUNITY COLLEGE
MEETING OF THE BOARD OF TRUSTEES
MARCH 23, 1972

The following candidates are recommended as supplementary faculty for Spring Quarter, 1972. It is further recommended that the Board authorize President Ford to enter into an agreement with each candidate at a rate of pay consistent with the college's part-time pay schedule.

COMMUNITY SERVICES CREDIT COURSES

COMMUNITY SERVICES NON-CREDIT COURSES

GENERAL EDUCATION AND UNIVERSITY PARALLEL COURSES

HIGH SCHOOL COMPLETION PROGRAM

OCCUPATIONAL EDUCATION COURSES

COMMUNITY SERVICE
SUPPLEMENTAL FACULTY
SPRING QUARTER 1972
CREDIT PROGRAM

	<u>Degree</u>	<u>Field</u>	<u>Program</u>
Alexander, Adrienne H.	M.A.	English	McChord
Anderson, Bill	M.A.	Psychology	McChord
Crockett, Marilyn	M.F.A.	Art	Weekend College
Davis, Daphne	M.A.	History	McChord
Genda, Ron	M.A.	Economics	McChord
Gentili, Ken	M.S.	Science	Weekend College
Giroux, Dick	M.S.	Psychology	Weekend College
Harnish, Jim	M.A.	History	McChord
Hildreth, Don	B.A.	Reading	McChord
Ho, Y.	M.A.	History	Weekend College
Jacobs, John	M.A.	English	McNeil
Johnson, Vi	B.A.	Sociology	PASSAP
Lowther, Stuart	Ph.D.	Geology	McChord
Milan, Dave	M.A.	English	McChord
Rebholz, Gary	M.A.	English	Women's Treatment Center
Shull, Howie	M.A.	Speech	McNeil
Summers, Morrie	M.A.	Drama	Weekend College
Thaden, Bob	M.Ed.	Psychology	McChord
Vail, Roger	M.A.	Speech	Weekend College
Wondimu, Worku	B.A.	Business	McChord

Qualifications

Allen, Gerald	Experienced in jewelry casting.
Armor, Mike	B.A.
Backstrom, Margaret	Experienced guitar teacher.
Becker, Jerry	Artist and experienced art instructor.
Beyer, Mary	Interior decorator and experienced instructor.
Boyer, Barry	M.S.
Butler, Toby	Experienced guitar teacher.
Chung, Sun	B. S.
Church, Howard	M.S.
Conley, Virginia	Knowledge of and interest in history, theory and practice of astrology.
Dippolito, Frank	M.F.A.
Doerfer, P. W.	Director of Coast Guard Auxiliary education program.
Emery, Jo	Experienced dance instructor.
Fountain, Hugh	L.L.B.
Franks, Maria	B.A.
Freheit, Roger E.	B. A.
Glueck, Robert	M.B.A.
Goller, Gayla	M.Ed.
Malmin, Gunnar	M.M.
Harper, George	M.A.
Hash, Virginia	Experienced instructor and cosmetologist.
Hawkins, Marion	Experienced macrame instructor.
Hemenway, Gladys	M.A.
Hildreth, Don	B.A.
Hyde, Jack	M.S.

Qualifications

Imhoff, Florence	Experienced bridge instructor.
Kennedy, Joe	B.A.
Koch, Barbara	Experienced yoga instructor.
Lofing, Clarence	M.A.
Lovrin, Pero	Experienced Serbo-Croatian teacher--native of Yugoslavia
Marien, Robert	Experienced judo and other forms of self-defense teacher.
Mitsules, Joseph	Experienced instructor and researcher in the field.
Moorer, Gloria	Registered antique appraiser.
Mork, Erling	B.S.
Morris, Karin	A.A.S.
Mulkey, Robert	B.A.
Murphy, Ellen	M.A.
Nicholson, Isa	Experienced art instructor.
Powers, Lila	Experienced meditation instructor.
Purvis, Gail	M.A.
Quist, Christel	Experienced German instructor--native of Germany.
Raphael, Daniel	Experienced calligrapher.
Rebholz, Gary	M.A.
Schafer, Bud	M.A.
Schafer, Pat	B.A.
Smith, Chizuko	Experienced Japanese instructor--native of Japan.
Stefanini, L.	Experienced Italian instructor--native of Italy.
Sterling, B. F.	B. A.
Stevens, Ken	Ph.D.
Stockwell, Marge	Experienced sign language instructor.

COMMUNITY SERVICE
SUPPLEMENTAL FACULTY
SPRING QUARTER 1972
NON-CREDIT PROGRAM

Page 3 of 3

Qualifications

Stovin, Phil	M.B.A.
Vaughan, Jerry	B. A.
Wiley, Gloria	Experienced piano teacher.
Wirsing, Dale	Ph.D.
Wambold, William	M.A.

Tacoma Community College - Community Services Non-Credit Instructors
Spring Quarter
(Part 5 a)

BIOGRAPHICAL SKETCHES OF GATE INSTRUCTORS

*Anderson, Joyce

2341 South Ash Street, Teach Soul Food
Cooking and Physical Exercise.
Teachers Aide 1 year, Campground Manager
1 year Supervisory work, 2 years experience
with Girl Scouts, 2 years College
Major Home Economics.

*Cato, Teresa

2515 South M Street, Teach Typing, Job
Seeking and Interviewing.
Communications Operator McChord AFB 3 years
Typist, Ft. Lewis Logistic Center 10 years
Unique Social Club President 2 years
Kappa Theta Rho Sorority President
Vocational Training IBM Computer
Operations 2 years
College 2 years, Business Administration.

*Cooper, Addie M.

2516 South J Street, Teach Sewing
Has been in sewing 20 years,
Certified in Tailoring,
Red Cross, First Aid Instructor for Firemen
Policemen and Nurses Guild.

*Fountain, Virginia

8501 41st Street West, Teach Typing
Legal Secretary 4 years,
Key Punch Operator 3½ years, Choir Director
1½ years, 2 years Vocational Training.

*Ellis, Hugh

Volunteer Instructor, Teach Consumer Protection
and Public Affairs.
Former President Law School Students Organization
Law Clerk 1 year
Practicing Attorney 1 year.

*Muse, Betty

2527 South Cushman, Teach Art
Painted for exhibits Puyallup Fair,
Tacoma Mall and South Center in Olympia
Taught Arts and Crafts to Children
Diploma from Clover Park Vocational School
in Commercial Art.

*Robinson, Horace D.

1212 South Cushman, Teach Basic Arithmetic
Supervisor McChord AFB Lab. 3 years
Supervisor Madigan General Hospital 19 years
Leadership with American Legion
B.S. Degree in General Science.

* Indicates Returning GATE Instructor

- *Synakowski, Nancy A. 926 South Ainsworth, Teach Basic Education
Instructor Ft. Steilacoom Comm. College
1 year, Instructor Dupont Ft. Lewis Schools
2 years, Scout Leader
M.A. Social Science
- *Underwood, Georgia 1615 South 23rd Street, Teach Sewing
5years Commercial Sewing, Leadership in
Sunday School, Teacher for Town & Country
Garden Club, 5 years schooling beyond High School.
- *Van Arnam, Ward 1007 Greenway, Teach Adult Basic Education
and Teaching Techniques.
Work experience as Div. Manager Sears Roebuck
Scout Leader, Elementary School Teacher and
Extended Education with Tacoma Public Schools
Administration Teacher Training Institutes,
U.C.L.A. Oregon College of Education and
San Francisco State College,
M.A. in Education. Admin. Princ. Papers.
- *Wanguri, Peter, N. P.L.U. Box 213 Xavier Hall, Teach Swahili.
Swahili Instructor at Ft. Steilacoom
Community College, Swahili African History
at Tacoma Public Schools
R.E.O. Researcher in Tacoma,
B.A. Degree in Economics
- *Williams, Melva A. 1230 South Ridgewood, Teach Cashier Training
Accounting Clerk 1 year, Manager 1 year
Director Church Choir 5 years
Sunday School Teacher, Vocational Training
Secretarial work 1 year, 1 year College.
- *Palms, Goldie Mae 1011 South Jackson, Teach Shorthand
Member State Council of Churches 2 years
NAACP Education Committee 3 years
Secretary 3 years, Assistant Instructor
3 years, 2 years Vocational Training.
- Wilkinson, Frances 1116 South 25th Teach Sewing
Youth Choir Director 15 years
Seamstress 11 years, Sewing Instructor
in home 1 year.
- Richardson, Dorothy 2501 South Yakima, Apt. #53, Teach Sewing
2 years experience commercial dressmaking
Vocational School, 1 year experience as a
seamstress.
- Mc Daniel, Frances 2515 South L, Teach Salesmanship
Teachers Assistant 3 years, Sales Clerk
3 years, Assistant Sales Manager 3 years.
- Akins, Andrew 2501 South Yakima, Apt. #31, Teach Reading
and Writing
YMCA Youth Advisor 2 years, Teachers Aide 1 year
Tacoma Public Schools.

* Indicates Returning GATE Instructor

Jackson, Gwendolyn C.

827 North Oakes, Teach First Aid
Teachers Aide, Health and Safety
1 year.

Morris, Oscar

4622 McKinley Avenue, Teach Business Math
Major in Business Admin.
3 years College, Director of Puget Sound
Detective Agency, 1 years.
Job Developer for Manpower 1 year
Psychiatric Nursing Asst. Veterans Hospital 2 yrs.

TACOMA COMMUNITY COLLEGE
 GENERAL EDUCATION
 AND
 UNIVERSITY PARALLEL COURSES

SPRING QUARTER 1972
 CREDIT PROGRAMS

Adams, Robert, M.A.	Anthropology-Sociology
Aiken, Richard, M.L.S.	Library
Anderson, Ernest, M.L.S.	Library
Arnold, Robert, M.S.	Forestry
Bellamy, Ronald, B.A.	Accounting
Borek, Kenneth, M.A.	Business
Boutelle, Christopher, J.D.	Business Law
Butschun, Sue, M.S.	Mathematics
Casey, Kathleen, Ice Skating Professional	Physical Education
Claringbould, Johanna, M.A.	Art
Crawford, W. James, M.S.	Geology
Evans, John, M.A.	Philosophy
Fisher, Winnifred, M.A.	German
Fleming, Frederick, J.D.	Business Law
Fortier, Marie, B.A.	Music
Genda, Ronald, M.A.	Business
Giroux, Richard, M.S.	Psychology
Goller, Gayla, M.Ed.	English
Hannula, Richard, B.A.	Physical Education
Harrison, Richard, M.A.	English
Hess, Vernon, M.A.	English
Hildreth, Donald, B.A.	Reading
Hilliard, Kenneth, B.A.	Business
Ho, Raymond, M.F.A.	Art
Hodges, Friedgard, M.A.	German
Hyde, Jack, M.S.	Geology
Jacobson, Wally, Ph.D.	Philosophy
James, Eugene, B.A.	English
Jensen, Grant, M.F.A.	Art
Johnson, William, B.A.	Social Service
Kerr, Douglas, M.A.	Drama
Kinnaman, Jean, M.S.	Psychology
Kurriger, Frank, B.A.	Mathematics
McClure, George, Ph.D.	Chemistry
McLachlan, Dan, M.A.	English
Milan, David, M.A.	English
Moustafa, Saad, Ph.D.	Engineering
Neese, Varnell, M.S.	Biology
Nelson, Richard, B.A.	Biology
O'Brien, Mike, B.A.	Engineering
Rife, Robert, M.A.	English
Ryan, William, B.A.	English

(continued)

Salter, Bernard, Golf Professional
Shelley, Joanne, B.A.
Shulenbarger, Gerald, M. Ed.
Sigmen, Gary, M.A.
Skagen, Morris, M.L.S.
Snider, Ralph, B.A.
Spangler, Richard, M.A.T.
Stephan, Lorraine, M.B.A.
Streeter, William, M.A. Ed.
Thaden, Robert, M.Ed.
Wanguri, Peter, B.A.
Whitaker, Douglas, B.A.
Wiseman, Vera, M.A.
Wittenfeld, William, M.A.
Wondimu, Worku, B.A.
Lynch, Pamela, M.L.S.
Jansen, Luther, M.A.

Physical Education
Chem., Geology, Oceanography
Psychology
Economics
Library
Business
Mathematics
Business
Physical Education (Swimming)
Study Skills
Swahili
Speech
Biology
Mathematics
Business
Library
Sociology

HIGH SCHOOL COMPLETION PROGRAM

SPRING QUARTER 1972

Keniston, Richard, B.S.
Tellari, Stephen, M.A.

Social Science
English

TACOMA COMMUNITY COLLEGE
 OCCUPATIONAL EDUCATION SUPPLEMENTARY FACULTY
 SPRING 1972

ADAMS, CHARLES, M.A.	Sociology
BRIGHTWELL, KEITH, 20 yrs of Law Enforcement experience	Law Enforcement
CARLSON, TIM, MA.Ed.	Psychology
DEMAREST, LONI, M.A.	English
DEUTSCHER, ROBERT, J.D.	Real Estate Law
DUPEA, DONNA, B.A.	Business Machines & Management
FREEMAN, MICHIKO, B.A.	Typing
HEINRICK, JACK, M.A.	Physical Education
JAECH, WARREN, M.Ed.	Mathematics
JANSEN, LUTHER, M.A.	Sociology
KEELY, BYRON, B.A.	Real Estate
KENNEDY, MARY LOUISE, Medical Secretary, Madigan Hospital	Health Technology
LOFING, CLARENCE, M.A.	History
McDANIELS, LAWRENCE, 6 yrs Bus. Machines including 4 yrs Bus. Management	Business Machines
McLACHLAN, DAN, M.A.	English
MLADINOV, JOSEPH, L.L.B.	Law Enforcement
MUSE, WILLIAM, M.S.	Biology
PETERSON, JULIE, B.S.	Typing
RADFORD, RIC, B.S., A.R.I.T.	Respiratory Care
SNIDER, RALPH, B.A.	Finance
SULENES, FRANK, B.A.	Real Estate
URSCHEL, MELVIN, M.S.	Biology
VOLK, HELEN, B.A.	Typing

Tacoma Community College
Occupational Education Supplementary Faculty
Spring 1972

Page 2

BETZ, JOSEPH, M.A.T.	Mathematics
CLARKE, J. ALLAN, M.A.	Music
DEZELL, ROBERT M.A.	Music
JAMES, EUGENE, B.A.	English
WHISNER, DAVID, M.M.	Music

OCCUPATIONAL EDUCATION (Non-Credit)
TACOMA COMMUNITY COLLEGE, COMMUNITY OUTREACH PART-TIME INSTRUCTORS
Bibliography Sketch

- HEADEN, JULIUS A. 1626 East 68th Street, Tacoma 98404.
Course: Every Woman's Basic Auto Mechanics.
Education: College 1 yr. Vocational Training
4 yrs. Subject Area-Auto Mechanics. Experience:
20 yrs and retired from U.S. Army, 5 yrs. private
instruction to Tacoma Youths.
- HUDSON, CAROLYN 1717 East 42nd Street, Tacoma 98404.
Course: Understanding Your Government.
Education: GED $\frac{1}{2}$ yr College Subject Area-Education
and Employment Orientation. Experience: 1 yr as
volunteer in the Head Start Program. Employment
Education Orientation was related to consumer education
in several parts.
- LANGFORD, JUANITA 3817 Arlington Drive, Tacoma 98404.
Course: Nutrition Education
Nutrition Education: GED. Experience: Six months
as a Nutrition aide with the Department of Health,
Education, and Welfare.
- REARDON, MAUREEN 4244 Everett Avenue East, Tacoma 98404.
Course: Creating Your Own Opportunities in the Job
Market. Education: HS Grad. Experience: Volunteer
Teacher in the Head Start Program (Taught Exercise
Class, 1968). 2 yrs. as a Ballroom and Acrobat Instructor
at Mennicks Studio.
- RICHNER, GERALDINE 4231 East Roosevelt, Tacoma 98404
Course: Know Your Agencies.
Education: 11 yrs HS. Experience: Title I Rep. for
Lister School serving 6 months, Salishan Housing
Association for Tenants served as Secretary for one year.
- SNEED, PATRICIA M. 3814 East Q Street, Tacoma 98404
Course: Consumer Education
Education: HS Grad and 1 yr Vocational Training
Subject Area - Bookkeeping and Accounting. Experience:
1 yr as Teacher's Aide, Tacoma School District.
- STEWART, REBECCA 1810 East 51st Street, Tacoma 98404
Course: Basic Health Care.
Education: HS Grad, 3 yrs. Vocational Training,
6 weeks Red Cross First Aide Training. Experience:
6 months volunteer with Eastside Free Health Clinic.

RESOLUTION NO. 72-9

WHEREAS, It is desirable to bring the practice of the Board of Trustees of Community College District No. 22 in regard to election of its Chairman and Vice-Chairman into conformity with the Board's By-Laws;

BE IT RESOLVED, by unanimous vote of the Board of Trustees of Community College District No. 22, That Article 4, Section 1, of the Board's By-Laws be hereby temporarily suspended for the time period beginning March 23, 1972, and extending through and including June 30, 1973; and

BE IT FURTHER RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That Dewey H. Tuggle, Jr. be elected to the position of Chairman of the Board of Trustees for the period of time commencing April 4, 1972, and concluding on June 30, 1973; and

BE IT FURTHER RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That Donald E. Anderson be elected as Vice-Chairman of the Board of Trustees for the period of time commencing April 4, 1972, and concluding on June 30, 1973.

RESOLUTION NO. 72-15

IT IS HEREBY RESOLVED, by the Board of Trustees of
Community College District 22, That the President is authorized
to enter into agreements with the Youth Contact Foundation and
the Central Employment Agency to provide certain instructional
services during the spring quarter, 1972, on such terms and
conditions as the President may require.

Adopted by the Board of
Trustees as amended herein
on March 23, 1972

RESOLUTION NO. 72-10

WHEREAS, The Governor's office has advised that the state agencies are self-insured against losses to buildings or equipment by reason of fire; and

WHEREAS, It appears that financial savings can be effected; therefore be it

RESOLVED, by a majority of the Board of Trustees of Community College District 22, That the administration is directed to seek approval from the office of the State Board for Community College Education for discontinuance of the District's fire insurance policies.

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

RESOLUTION NO. 71-87

RESOLVED: That the State Board will give all possible favorable consideration to district requests for up to \$95,000 from the "capital projects contingency and minor capital projects" appropriation to cover property losses insured by a commercial policy carrying a deductible element of up to \$100,000.

Resolution No. 71-87 was adopted by the State Board by unanimous vote on December 15, 1971.

February 17, 1972

Mr. John F. Zipf
Program Officer
Higher Education Facilities
Department of Health, Education & Welfare
Arcade Plaza Building
1321 Second Avenue
Seattle, Washington 98101

Dear Mr. Zipf:

This letter is being written to comply with your request for certification as to the self-insurance program of the State of Washington as it relates to state owned buildings.

I hereby certify that in the event of damage to or destruction of federally aided facilities at any of the institutions of higher education within the State of Washington, immediate budgetary provisions will be made from appropriated funds for repair or replacement of the facilities. In the event that no appropriated funds are available or that such funds are insufficient to repair or replace the particular facility, the Governor will request such funds at the next succeeding session of the state legislature. It is, of course, understood that such facilities will continue to be used for the academic purposes agreed upon at the time the federal loan or grant was awarded.

It is the long established policy of the State of Washington to act as self-insurer on such state owned facilities relying upon its taxing and bonding powers to generate sufficient revenues to cover the cost of repairing or restoring damaged properties. This self-insurance program would also cover boiler and liability protection unless in certain circumstances specific insurance coverage has been obtained.

Sincerely,

Daniel J. Evans
Governor

DJE/WES/sl

RESOLUTION NO. 72-17

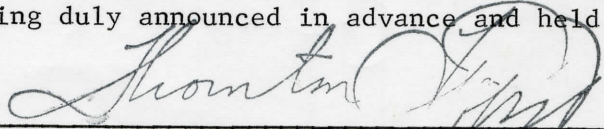
WHEREAS, the board of trustees of community college district No. 22 finds that the immediate amendment of WAC 132V-12-015(13) is necessary for the preservation of the public health, safety, or general welfare, and that the observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest by reason of a conflict between the foregoing rule and the necessity of spreading the authority to administer and thus facilitate management of certain civil service personnel actions;

NOW THEREFORE, it is hereby ordered that: 1) WAC 132V-12-015(13) be amended as follows:

"APPOINTING AUTHORITY". ~~The executive-secretary-of the-Board-of-Trustees-or-the~~ President of the community college, and Dean of Administrative Services shall act jointly or severally as the "appointing authority" for the purpose of these rules and the purposes of any related designation and/or delegation of authority hereafter adopted by the board which shall govern in the event of a conflict herewith; and

2) that this order be filed as an emergency rule with the Code Revisor.

I certify that the foregoing is a true and accurate copy of Resolution No. 72-17 adopted by the Tacoma Community College District No. 22 Board of Trustees during the course of an open public meeting duly announced in advance and held on March 23, 1972.


Dr. Thornton M. Ford, President and Secretary
to the Board

RESOLUTION 72-18

WHEREAS, the board has determined that it is necessary and in the best interests of the district and its management of civil service personnel to delegate the powers and duties imposed upon or vested in the board by law with respect to civil service personnel:

NOW THEREFORE, be it resolved by the board of trustees of Community College District No. 22 that it hereby:

- 1) Designates the President and Dean of Administrative Services as the "appointing authority" as the term is now or hereafter defined and used in the Higher Education Personnel Board Rules (Title 251 WAC);
- 2) Delegates to the President and Dean of Administrative Services any and all of the powers and duties now or hereafter imposed upon the board by law to act as the "appointing authority" and/or employer of civil service personnel;
- 3) Directs and authorizes the exercise of this designation and delegation either jointly or severally by the President and Dean of Administrative Services: Provided that, the President is authorized in his discretion to withdraw the powers and duties granted herein from the Dean of Administrative Services by written revocation thereof directed to such Dean; and
- 4) Orders that this resolution be filed in the board's office.

RESOLUTION NO. 72-12

WHEREAS, Morris Skagen's request for sabbatical leave for the academic year 1972-73 is consistent with both the Tacoma Community College policy relating to sabbatical leave and the Council on Higher Education guidelines on sabbatical leave; and

WHEREAS, It has been determined that Mr. Skagen's absence during the 1972-73 academic year will not unduly affect the college's instructional program; and

WHEREAS, The projects which Mr. Skagen proposes to undertake during and as a result of his sabbatical leave will be beneficial to the college; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the request for sabbatical leave by Mr. Skagen during the 1972-73 academic year be granted.

Tacoma Community College

Agenda Supplement 5-f



MEMORANDUM

Date: November 3, 1971

To: Dr. Jacobson

From: Morris Skagen *ms*

Subject: Sabbatical Leave

Librarians at TCC have been concerned for some time that use of our many excellent resource materials has not been fully realized. I would like to request sabbatical leave for 1972/73 in order to pursue a program of reading and study aimed at better use of library resources at the community college level.

To accomplish this objective I hope to engage in a wide reading program in order to increase my knowledge of subject areas which are part of the curriculum at TCC. By the nature of my work, I must be acquainted at least superficially with many fields which I have not had the time to study. Besides enabling me to be more effective in my work with students, such a reading program would be useful in analyzing the adequacy of the present TCC library collection. In addition the knowledge thus gained would be beneficial in judging future acquisitions for the library at a time when accountability for the use of state funds will be increasingly important.

I plan first to institute a bibliographic search to determine the major materials currently available in the subject areas covered by the TCC curriculum. In order to complete this search, I will consult TCC faculty members as well as recognized bibliographic tools available at TCC and major libraries. Sample reading will be done within these fields to broaden my own knowledge and accomplish the goals above.

Besides reading in subjects currently being taught and planned for at TCC, I plan to study new practices and innovations at community college libraries throughout the country. I intend to study the literature available concerning those libraries which have developed successful programs going beyond traditional library service. I am particularly interested in independent study programs, innovative library orientation programs, integration of print and non-print materials into our reference services and library service to vocational/occupational programs. This study may involve travel to observe programs which I have been able to identify as particularly outstanding.

My major concern in attempting this study is to develop a better concept of library service for community college students. The unique situation we experience in working with students at all levels of educational achievement and interest requires promotion of extraordinary library services. My hope is to discover more effective methods for TCC librarians to serve their diverse and important public.

Thank you for your consideration. Should you wish further clarification of my plans, I would be happy to supply greater detail.

To: Dr. Jacobson

Application for Sabbatical Leave for 1972/73 academic year

- (a) "General information including name, department, rank, date of initial service with the college or university, terms of leave desired, dates of previous professional leaves, and percent of salary to be awarded as based on other grants and funding."¹

Name: Morris Skagen
Position: Head Librarian
Length of Service: July, 1965 to present

This is my first request for professional leave. The leave will not be funded by any programs other than the regular TCC sabbatical budget.

- (b) "A detailed statement of the applicant's plans for utilizing the time requested. This statement should include such information as the time sequence for completion of any project or plan."

See the attached sheet. My plan is to devote as much time to researching and pursuing the outlined project as I do in my regular library assignment.

- (c) "A list of foundations, institutions, or other organizations with which the applicant will be affiliated during the professional leave."

None. I will be working with various library organizations such as Washington Library Association and the Washington Association of Community College Librarians and Media Specialists.

- (d) "A complete listing of grants and stipends other than those granted by the institution which will be available to the applicant during the time of professional leave."

None.

- (e) "If there is any travel to be included in the professional leave, the need must be justified in terms of the proposed project or plan for study."

All travel costs will be covered with my own funds.

- (f) "Background information concerning the applicant's previous professional or scholarly work, especially in the area of the proposed plan."

Acquisitions Librarian, Seattle University, Sept., 1964-June, 1965
Librarian, TCC, July, 1965-present. Head Librarian, TCC, 1967-present
Vice President, Washington Association of Community College Librarians, 1971-72.

¹Quoted material from TCC-CHE Sabbatical Leave Policy, 71-72

- (g) "A copy of the applicant's bibliography of publications should be attached to the application."

No publications.

- (h) "Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution may also be submitted if the applicant so desires."

See attached letter from Doreen Amoroso.

- (i) "A statement regarding the value of the applicant's project in terms of benefit to the institution upon return from professional leave."

Copies of the results of my study will be distributed to the Director of the Resource Center and the TCC Librarians with the recommendation that we undertake those projects which appear to have merit for the TCC library-media program.

TACOMA COMMUNITY COLLEGE INSTRUCTIONAL RESOURCE CENTER

MEMORANDUM

Date: November 3, 1971
To: Dr. Jacobson
From: Doreen Amoroso *DA*
Subject: Endorsement of Sabbatical Leave Request

Please accept my enthusiastic endorsement of Morris Skagen's proposal for a sabbatical leave for 1972/73.

His plan, calling for a year's concentration on the implications of library resources and services for TCC and similar community colleges, promises valuable returns to instruction and learning here and, by implication, throughout the state system. Hopefully his experiences would contribute to better library-media accountability, not only through program improvement but also because the bibliographic work and exploratory reading he projects for himself would certainly enhance his already considerable capabilities as a librarian.

DA:eb

RESOLUTION NO. 72-16

IT IS HEREBY RESOLVED, by a majority of the Board of Trustees of Community College District 22, That the low bid of McWik Electric Company, in the amount of \$10,300, for supply and installation of parking lot lighting fixtures, in accordance with the district's specifications, be accepted.

Parking Lot Lighting Expansion

For

TACOMA COMMUNITY COLLEGE

Bid Opening: 3:00pm

March 21, 1972

General Administration Building

Room 219

Olympia, Washington

BIDDER	BASE BID	<u>Alternates</u>				Comple- tion Time Days
			Deduct From	Base Bid		
		1	2	3	4	
McWick Elect. Co. Tacoma, Wh.	\$10,300.00	\$1340.00	\$1850.00	\$1220.00	\$470.00	90
Webber Elect Co. Auburn, Wh.	\$12,200.00	\$1700.00	\$2400.00	\$1800.00	\$500.00	45
Breaker Const. Co. Bellevue, Wh.	\$10,955.00	\$1500.00	\$2000.00	\$1200.00	\$300.00	60
Cascade Elect. & Heat- ing Tacoma, Wh.	\$11,198.00	\$1582.00	\$1867.00	\$1566.00	\$355.00	90
Electric Const. Co. Tacoma, Wh.	\$11,848.00	\$1545.00	\$2191.00	\$1870.00	\$294.00	90
Totem Electric Co. Tacoma, Wh.	\$10,555.00	\$1500.00	\$2100.00	\$1400.00	\$400.00	90
Carl T. Madsen Inc. Tacoma, Wh.	\$13,900.00	\$1330.00	\$1840.00	\$1235.00	\$129.00	75

CATALOG STATEMENT REGARDING ACCEPTANCE OF TACOMA COMMUNITY COLLEGE'S
ASSOCIATE IN ARTS AND SCIENCES DEGREE, OPTION A, AT FOUR-YEAR COLLEGES.

The following four-year institutions have indicated that they will accept Tacoma Community College's Associate in Arts and Sciences Degree, Option A, as evidence of successful attainment of junior class standing at the time of initial transfer. The senior institutions point out, however, that (1) in some cases a course requirement unique to their school (e.g., Religion) must be taken during the junior year, and (2) individual department requirements must still be met..

Central Washington State College
Washington State University
Seattle University
Saint Martin's College
Pacific Lutheran University
Eastern Washington State College