



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

Special Meeting
7:00 p.m.
June 7, 1974

A G E N D A

1. Call to Order
2. Roll Call
3. Unfinished Business
 - a. Resolution re. Capital Minor Contingency Fund recommendations with discussion of Capital Fund
 - b. Resolution re. Day Care Services
 - c. Resolution re. recognition of Mrs. Maxine Myers
 - d. Resolution re. recognition of Mr. Sam Minnitti
 - e. Resolution re. recognition of Dr. Robert Rhule
4. New Business
 - a. Resolution re. campus governance
5. Audience Comments
6. Trustee Comments
7. Information
 - a. Discussion re. Accreditation
 - b. Discussion re. 1974-75 financial status
8. Adjournment

TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING
June 7, 1974

A Special Meeting of the Board of Trustees was held on Friday, June 7, 1974, in the Northwest History Room of the college. The purpose was to consider the items not taken up at the May 30, 1974 Special Meeting, as well as a Governance Restructure proposal. In addition the Board held an Executive Session on matters of litigation and personnel.

Members and Officers of the Board in Attendance:

Mr. Don E. Anderson, Chairman
Rev. Robert M. Yamashita, Vice Chairman (Arrived at 8:38 P.M.)
Mr. Lewis C. Hatfield
Mr. Tim R. O'Grady
Ms. Ellen Pinto
Dr. Thornton Ford, Secretary

Absent:

None

Administrative Staff, Faculty, Students, and Others:

Ms. Doreen Amoroso	Dr. Robert R. Rhule
Ms. Kit Anderson	Ms. Barbara Saurs
Mr. Joseph Betz	Ms. Carolyn Simonson
Mr. Carl Brown	Ms. Karran Sloan
Mr. Jerry Cardoza	Mr. Hal Smith
Dr. Richard C. Falk	Mr. George Van Mieghem
Dr. Paul Jacobson	Mr. Frank Weihs
Dr. Robert C. Lathrop	Ms. Kathy Williamson
Mr. Ray Miller	Mr. Edward A. Zimmerman
Mr. John R. Pettit, AAG	
Ms. Paula Plamondon	

CALL TO ORDER

The Special Meeting was called to order by the Chairman, Mr. Don E. Anderson, at 7:06 P.M., who announced that a quorum was present with four members of the Board in attendance at that time. Rev. Yamashita arrived at 8:38 P.M. due to another commitment that he had earlier in Seattle.

UNFINISHED BUSINESS

Resolution No. 74-22 (Sup. 3-a) re. contingency and minor capital funds (1/9 of operating fee) was introduced and discussed.

Considerable discussion was had regarding the items for remodelling of the Day Care facility with a recommended allocation of up to \$7,000, and the bike and cycle shelter at a recommended allocation of up to \$2,000.

Following discussion, it was decided to consider action on Resolution No. 74-19 (Sup. 3-b) first, which is an endorsement by the Board of the concept of child day care services for enrolled students.

MOTION: By Mr. O'Grady, seconded by Mr. Hatfield,

That the Board adopt Resolution No. 74-19.

Motion carried 3-1. The Chair voted "No."

In considering the abovementioned motion, Trustee O'Grady said his only concern was in regard to the self-supporting proposal presented by the students a few months ago. He hopes the student body is currently supporting that concept.

Ms. Pinto added that she hopes the project develops into some kind of a teaching process, stating that there is a great need in the community for training in this area.

The Chair felt that the project would not have the State's endorsement, and further, that the students had not done their homework. He expressed opposition to the idea of getting into the Day Care business.

Trustee Hatfield felt that there are many females who need help in getting back into the community, especially when they have underage children. He suggested we look at this as a pilot project and that next year the Board will be more aware of the feasibility of continuing with the project.

President Ford added that the allocation of \$7,000 simply represents a "good faith" - that the Campus Development Committee has done a great deal of planning in the Day Care program. "I see it as a preservation on a high priority basis - as established by the community," he said.

Discussion then went back to Resolution No. 74-22 (Sup. 3-a) on the contingency and minor capital funds. Ms. Amoroso, Director of the Instructional Resource Center, stated that in regard to the library security system, that it should be a high priority item in view of the fact that thousands of books a year have been disappearing. In regard to the microbiology laboratory, with a recommended allocation of up to \$12,000, this was supposed to be equipped when the new Science building was built.

MOTION: By Mr. O'Grady, seconded by Mr. Hatfield,

That the Board adopt Resolution No. 74-22, with an amendment on the attachment to read "Bike and Cycle Shelters and/or racks."

Motion carried 3-1. The Chair voted "No."

Resolution No. 74-20 (Sup. 3-c) dedicating the Campus Arboretum in the memory of Mrs. Maxine Myers (former Board member) was introduced.

MOTION: By Mr. O'Grady, seconded by Mr. Hatfield,

That the Board adopt Resolution No. 74-20.

Motion carried, all members present voting "Aye."

Resolution No. 74-21 (Sup. 3-d) dedicating the Children's Playground in the memory of Mr. Sam Minitti was introduced.

MOTION: By Mr. Hatfield, seconded by Mr. O'Grady,

That the Board adopt Resolution No. 74-21.

Motion carried. Trustee Pinto abstained.

Resolution No. 74-24 (Sup. 3-e) commending Dr. Rhule for outstanding service and dedication to TCC was introduced and discussed.

Dr. Rhule asked to speak to this resolution. He expressed appreciation to Mr. Hatfield for requesting the resolution, but said he was fully aware of what was expected when he accepted the assignment of taking over many responsibilities of the Office of the Dean of Instruction, in that Dean's absence on leave, along with his own responsibilities as Director of Occupational Education. Dr. Rhule asked that this resolution, instead of commending him, commend the many people whose cooperation he had, i.e., students, faculty, classified staff, etc., under less than desirable circumstances during Fall Quarter.

Ms. Amoroso said she felt Dr. Rhule stepped into big shoes, and commended him for ~~an job well done though I think Dr. Jacobson would agree,~~ she added, and expressed pleasure in working with Dr. Rhule.

At this point, Trustee Hatfield asked to amend the resolution, as follows:

RESOLUTION NO. 74-24

"WHEREAS, . . .

". . .

"RESOLVED, by the Board of Trustees of Community College District No. 22, That Dr. Rhule and those who assisted him be commended for ((his)) outstanding service and dedication to Tacoma Community College."

TCCFT President Ed Zimmerman added that he knew Mr. Hatfield was sincere when he asked that this resolution be brought to the meeting today. Mr. Zimmerman said that when Dr. Rhule took over there was some concern of whether or not he could be objective because of his Director of Occupational Education position. "I have to say that he came through with very good merits; my dealings with him were honest and open for input. I think he did a very good job," Mr. Zimmerman reported. There are a lot of other people who have gone ~~one~~ leave when various persons have picked up the slack and may or may not have been recognized, Mr. Zimmerman added.

Whereupon:

MOTION: By Mr. Hatfield, and it was seconded,

That the Board adopt Resolution No. 74-24, as amended.

Motion carried, all members present voting "Aye."

Trustee Yamashita arrived at this time - 8:38 P.M.

NEW BUSINESS

Resolution No. 74-25 (Sup. 4-a) regarding a Governance Restructure Proposal was introduced and discussed.

Mr. Joseph Betz, a representative of the faculty on the Governance Planning Committee, noted that an amendment was recommended by the faculty on May 29 as follows:

"The Sub-Committee on Governance Planning will initiate a study to define the purpose, activities, accountability and relationship of the Administrative Council to all other groups on campus."

The above amendment would take the place of the following:

"The Council will initiate a self-study to define its purpose, activities, accountability and relationship to all other groups on campus."

The reason for the amendment was that it was felt that an independent group should do the study rather than the Administrative Council itself. It was reported that all four groups who had representation on the Planning Committee agreed to the amendment.

In addition, it was decided to number the last paragraph in the proposal No. "V" - rather than have it a part of No. "IV." No. "V." then, reads as follows:

"V. Further, that a written proposal of this definition be submitted to the four respective groups for approval no later than April 1, 1975. This proposal, upon approval by the four groups, to be implemented July 1, 1975."

MOTION: By Mr. Hatfield, seconded by Mr. O'Grady,

That the Board adopt Resolution No. 74-25, with the amended version of Item IV of the attachment.

Motion carried unanimously.

NOTE: The above was a recommendation of the Accreditation Committee in its report to the college following the visit in March, 1974. It will provide more equal campus representation on the Administrative Council which will now consist of 5 students, 5 administrators, 5 faculty members, and 2 classified staff members.

AUDIENCE COMMENTS

Mr. Zimmerman, TCCFT President, commented on several FACC resolutions that were adopted at the recent annual FACC convention held near Sea-Tac. One of the resolutions, he said, called for the resignation of SBCCE Director John Mundt. The faculty, he added, is very dissatisfied with Mr. Mundt's performance. They feel the faculty simply has not been given equal voice with the President's Association, etc. Another of the resolutions adopted was in reference to the May 1974 State Board meeting at which the State Board adopted Resolution No. 74-9 placing a limitation on salary increases. Apparently the SBCCE had never filed that resolution until this week. Mr. Zimmerman said the SBCCE then earned an extra ninety days before permanent adoption since this is an emergency rule.

TRUSTEE COMMENTS

Mr. O'Grady asked that the record show appreciation to Ms. Kathy Williams for her efforts of the past two years in regard to the Day Care project.

Mr. Hatfield was very pleased to see the turnout for the meeting today, noting that all five trustees were present along with several students, faculty members, staff, and the college's attorney. This is an indication, he said, that many people are interested in giving input to matters that are of concern to the college.

The Chair stated that he is considering bringing in a policy to the next meeting in regard to course content. In essence, he said there would be no change in course content for a year. The philosophy being that if you really budget you will have little room for changes. He suggested that in January the total program be reviewed - that the budget be based on an annual schedule. In reply to this, TCCFT President Ed Zimmerman said he will have faculty input. President Ford added that one of the things we hold dear is flexibility - that TCC has a commitment to the community, and he would caution the Board that if it take action it go through the planning procedure of the college prior to any such action.

INFORMATION

Accreditation.--Dr. Ford will be present in Seattle on June 19th at the Camlin Hotel for the final report of the Accreditation Committee.

Procedural Plan - for Consideration of the 1974-75 Budget.--Mr. Van Mieghem advised that this material shows a sequence of activity leading to Board consideration of the 1974-75 budget. A Study Session will be planned on the budget, and hopefully action can be taken at the June 27, 1974 meeting.

The Chair said he felt an overall consideration of the objectives by the Board is of primary concern. Dr. Falk replied that there are program objectives included in the package. Mr. Zimmerman then said it was the first time he has seen these objectives - that he had expected to have been able to review those objectives before being included in a package to the Board. Mr. Zimmerman said he had some very serious questions about the development of these objectives, particularly as they relate to the Instructional program. He felt that they were administrative staff recommendations only.

NEXT MEETING

A Study Session on the ASB budget was set for 7:00 P.M. on June 12, 1974, in the Northwest History Room.

The next regular meeting of the Board of Trustees will be held at 2:00 P.M. on June 27, 1974, in the Northwest History Room of the college. In addition, it is planned to continue the meeting on July 1, 1974, at the same time and in the same place.

EXECUTIVE SESSION

The Chair announced that immediately following completion of today's agenda the Board would recess to go into Executive Session for the purpose of consideration of litigation and personnel matters.

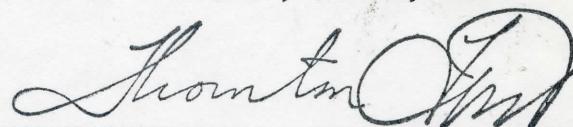
The Chair then declared the meeting recessed at 9:37 P.M.

* * * Recess * * * * *

The Chair called the meeting back to order at 2:05 A.M. on June 8, 1974 in the same place. ~~This is being made~~ Special Meeting, no further action was taken on any items.

ADJOURNMENT

The Chair declared the Special Meeting adjourned at 2:10 A.M., June 8, 1974.



Thornton Ford, Secretary

RESOLUTION NO. 74-22

WHEREAS, The Contingency and Minor Capital Fund (1/9th of operating fee) has been mandated by the Washington State Legislature; and

WHEREAS, proposals for the use of these funds have been reviewed, considered, and recommended by the Campus Development Committee and the Administrative Council; now therefore be it

RESOLVED by a majority of the Board of Trustees of Community College District No. 22 that the capital minor contingency fund recommendations be implemented.

APPROVED AND ADOPTED this 7th day of June, 1974.

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

TACOMA COMMUNITY COLLEGE
CAMPUS DEVELOPMENT COMMITTEE

MINUTES
April 26, 1974

The meeting convened at 10:30 a.m. for one hour, with the following members in attendance: Dave Whisner, Bill Packard, Kathy Meuwly, Patty Honan, Jerry Winch, Hal Smith, and Dick Falk.

1973-74 Contingency Minor Capital Projects

To serve the best interests of the campus community as a whole, the Campus Development Committee recommends to the President and the Administrative Council that the following Contingency Minor Capital Project proposals be funded and completed at this time. (The alphabetical sequence implies no particular priority.)

<u>Proposal</u>	<u>Recommended Allocation</u>
--Bike and Cycle Shelters and/or racks	up to \$2,000
--Day Care Facility (remodelling)	up to \$7,000
--Library Security System	up to \$8,000
--Microbiology Laboratory	up to \$12,000

Other proposals under consideration by the committee at this time include the following (again, the alphabetical sequence implies no particular priority among the proposals).

<u>Proposal</u>	<u>Estimated Cost</u>
--Art Building Addition	\$23,000
--Building 15 Courtyard Cover	\$ 5,500
--Relocation of Building 17A	\$ 6,000
--Rug for Library (replacement)	\$40,000

cc: CDC Members
Administrative Council Members
President

RESOLUTION NO. 74-19

WHEREAS, The need has been identified for child day care services for a large proportion of TCC's enrolled students; and

WHEREAS, The availability of day care services will serve to encourage parents of young children to pursue and continue their education at Tacoma Community College; and

WHEREAS, The Associated Student Government and the Administrative Council have recommended endorsement of the concept; and

WHEREAS, The Campus Development Committee has endorsed the use of special capital funds for the possible remodeling of campus facilities for a day care center; therefore, be it

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the concept of child day care services for enrolled students be endorsed and student government, in cooperation with the college administration, proceed with the implementation of such day care services as time and resources permit.

APPROVED and ADOPTED this 7th day of June, 1974.

/s/ Don E. Anderson

Chairman, Board of Trustees

Agenda Supplement 3c

RESOLUTION NO. 74-20

WHEREAS, Mrs. Maxine Myers has made immeasurable contributions to Tacoma Community College as a member of the Board of Trustees and as a notable member of our community; and

WHEREAS, numerous members of both the campus community and the Board of Trustees have had the distinct pleasure of knowing and working with Mrs. Myers; and

WHEREAS, the Campus Development Committee has recognized her contribution to the college and made the recommendation in her memory; now therefore be it

RESOLVED by a majority of the Board of Trustees of Community College District No. 22, that the Campus Arboretum be dedicated in the memory of Mrs. Maxine Myers.

7th *June*
APPROVED AND ADOPTED this 30th day of May, 1974.

/s/ Don E. Anderson

Chairman, Board of Trustees

Tacoma Community College



MEMORANDUM

Date: April 15, 1974
To: The College President
From: Campus Development Committee
Subject: Recommendation Regarding Recognition

The Campus Development Committee recommends that Maxine Myers be recognized for her great service to the college as a trustee, as a Board Chairman, as a lifelong advocate and lay leader in the field of public education by dedication of the Campus Arboretum to her memory.

The committee notes that a special Book Collection has also been provided in her memory by the Friends of the Library.

RCF:cl

RESOLUTION NO. 74-21

WHEREAS, the entire campus of Tacoma Community College recognizes the great contributions of Mr. Sam Minitti to the campus community, and,

WHEREAS, the President and the Administration of TCC concur in the attached recommendation from the Campus Development Committee; now therefore be it

RESOLVED by a majority of the Board of Trustees of Community College District No. 22 that the children's playground be dedicated in the memory of Mr. Sam Minitti.

APPROVED AND ADOPTED this 7 ^{June} 30th day of May, 1974.

/s/ Don E. Anderson

Chairman, Board of Trustees

Tacoma Community College



MEMORANDUM

Date: April 15, 1974
To: The College President
From: Campus Development Committee
Subject: Recommendation Regarding Recognition

The Campus Development Committee recommends that Sam Minnitti be recognized for his outstanding service to the college as a classified employee and as a friend to the entire college community by dedicating the children's playground to his memory.

RCF:cl

RESOLUTION NO. 74-24

WHEREAS, Dr. Robert Rhule did, during fall and winter quarters, ably assume a great many responsibilities of the office of the Dean of Instruction during the Dean's absence on leave; and

WHEREAS, The Board of Trustees wishes to acknowledge Dr. Rhule's willingness to take on these extra duties in addition to his own; and

WHEREAS, Both jobs were accomplished with sensitivity and effectiveness; now therefore be it

RESOLVED, by the Board of Trustees of Community College District No. 22, That Dr. Rhule and those who assisted him be commended for outstanding service and dedication to Tacoma Community College.

APPROVED AND ADOPTED this 7th day of June, 1974.

/s/ Don E. Anderson

Chairman of the Board

RESOLUTION NO. 74-25

WHEREAS, the Administrative Organization Committee on April 20, 1974, sponsored a campus governance symposium, and

WHEREAS, the Sub-Committee on Governance Planning was charged to formulate a proposal for a structure of governance, and

WHEREAS, such a proposal has been formulated, submitted to and ratified by the Administrative Organization Committee, students, administrators, classified personnel, and faculty members, now therefore be it

RESOLVED, by a majority of the Board of Trustees of Community College District No. 22, That the attached governance restructure proposal be approved, and be it further

RESOLVED, That the ~~ORIGINAL/AMENDED~~ version of Item IV shall be incorporated therein.

APPROVED AND ADOPTED this 7th day of June, 1974.

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

GOVERNANCE RESTRUCTURE PROPOSAL

Having been charged to formulate a proposal providing a structure of governance with participation of all campus components that would become effective upon approval of all respective groups, we herein present the following proposal and recommendation to the Administrative Organizational Committee and therein to the four components, Students, Administrators, Classified Personnel, and Faculty, and to the Board of Trustees for approval and implementation on or by June 1, 1974.

- I. The Administrative Council will consist of the following:
5 students, 5 administrators, 5 faculty, and 2 classified.
 - A. The chairperson will be elected from the Council and by the Council.
 - B. The chairperson will remain as a representative of his respective group. The chairperson will vote only to decide ties or as required for a 2/3 majority vote (11 votes). See Sect. II
 - C. The President of the college will be an ex-officio, non-voting member.
- II. The Administrative Council will serve as the recommending body to the President. In the event of the President's veto of a recommendation of the Council, the Council (by a 2/3 majority vote) will make a recommendation or alternative directly to the Board of Trustees.
- III. All proposals or action items to the Board, that are not management or negotiated prerogatives, will be reviewed by the Council for approval, or as designated by the Council, and therein to the President of the college, and the Board of Trustees.

EITHER

- IV. The Council will initiate a self-study to define its purpose, activities, accountability and relationship to all other groups on campus.

OR

(as recommended by the faculty on May 29)

- IV. The Sub-Committee on Governance Planning will initiate a study to define the purpose, activities, accountability and relationship of the Administrative Council to all other groups on campus.
- V. Further, that a written proposal of this definition be submitted to the four respective groups for approval no later than April 1, 1975. This proposal, upon approval by the four groups, to be implemented July 1, 1975.

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A Functional Sequence of Activity Leading to Board
Consideration of the 1974-75 Budget

<u>Activity</u>	<u>Responsibility</u>
1. Provide specific data to TCC regarding state allocation for 1974-75 (enrollment and finances), in accord with SBCCE objectives for 1974-75	SBCCE Staff
2. Define general Operational Objectives which will relate to TCC's state enrollment and financial allocations for 1974-75	Administrative Staff
3. Review and update Program Objectives, according to program needs	Administrative Staff in cooperation with program staff and appropriate committees and councils
4. Develop Program Objectives for 1974-75 to reach anticipated levels of service	Administrative Staff in cooperation with program staff and appropriate committees and councils
5. Develop preliminary estimates of a basic 1974-75 expenditure pattern to accomplish program objectives, at the level of anticipated service (excluding classified salary adjustments or student help)	Administrative Staff
6. Review of budgets to accomplish 1974-75 objectives, for the several programs	Budget Advisory Committee Administrative Council
7. Review of TCC Operating and ASB Proposed Budgets for 1974-75 (study sessions, as needed)	Board and the college community
8. Consideration of 1974-75 Budget	Board of Trustees

GOALS OF THE COLLEGE

Tacoma Community College is an integral part of the Washington State Community College system; and the goals of the college, which are consistent with the **GOALS OF THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION**, are as follows:

- I. Satisfy the educational goals of students.
- II. Maintain an open door by admitting all applicants within the limits of the law and the resources available to the district in locations reasonably convenient to all community residents.
- III. Offer citizens of the district a comprehensive array of academic, occupational, cultural, and recreational programs.
- IV. Develop and employ approaches to instruction which will result in efficient and effective learning.
- V. Insure that the District functions as an integral part of the community.
- VI. Obtain and make efficient use of human and capital resources.
- VII. Develop procedures which will involve students, faculty, administrators, staff and community representatives in the formation of policies and operating decisions that affect them.
- VIII. Provide an environment and develop procedures through which employees committed to the community college can achieve their professional goals.

OPERATIONAL OBJECTIVES FOR 1974-75

1. To provide adequate staff and budget support for the 1973-74 enrollment level in approximately the same ratio of instructional mix as the present operations. (Relates to TCC Goals I and III)

2. To provide comprehensive growth in program levels up to 3925 FTE and to meet identifiable program modification needs consistent with SBCCE projections for 1974-75.

Academic FTE:	2858
Occupational FTE:	1067
Headcount:	5810

(Relates to TCC Goals I and III)

3. To increase the effective use of resources by planning the curriculum to consist of classes which on the average are full to approximately the 85% level. (Relates to TCC Goal VI)

4. To continue the development of innovative approaches to: (1) retention of students; and (2) learning, such as through development of the proposed Learning Assistance Center and independent study format. (Relates to TCC Goal IV)

5. To provide the services of identification, enrollment, registration, advising, financial assistance, counseling, including health services, and activities functions for approximately 5810 students. (Relates to TCC Goals II and VI)

6. To accept responsibility to identify those individuals in the community in need of the program services of TCC (including special target populations), effect their involvement in programs and services, and to assist them in job placement and/or further educational placement upon program completion. (Relates to TCC Goal V)

7. To provide cooperative efforts with community organizations in the delivery of educational services and information. (Relates to TCC Goal V)

8. To increase the efficiency level of necessary support services. (Relates to TCC Goal VI)

TACOMA COMMUNITY COLLEGE

1974-75 PROGRAM OBJECTIVESADMINISTRATION AND GENERAL EXPENSE, PROGRAM 010

General Administration Objectives

To improve administrative effectiveness in providing necessary support for the several instructional and service functions of the college.

To increase administrative efficiency in coordinating program and institutional planning with anticipated resources.

To maintain the current level of capital preplanning and planning services.

To increase the level of on-campus knowledge and understanding of pertinent issues, problems, and solutions arrived at by the President and the Board of Trustees.

To increase the financial resources available to the college through effective interaction with the various external agencies making decisions relating to operational and capital support of the college.

To maintain present levels of special services for minority groups.

To increase institutional progress toward identified affirmative action goals.

To maintain the current level of service in the management of academic personnel services.

To increase public understanding of and participation in Tacoma Community College programs and activities through personal contact, printed materials, advertising, and through available news media.

Administrative Services Objectives

- To improve services to students, faculty and administrators in refining and accounting and budgeting procedures.
- To maintain service level in purchasing and central stores function.
- To develop a system to provide internal audits of programs.
- To implement a system for records management.
- To maintain the level of service in the management of classified personnel.
- To improve the efficiency level of food services.
- To maintain the services provided by the bookstore.
- To provide services for which expenses are readily allocable to other programs such as mail service and postage, telephone, reproduction, general publications, insurance, shipping and receiving.
- To improve the system of inventory control.
- To maintain the level of service necessary in payroll function.
- To maintain adequate level of cashiering service to handle 5810 students.

TACOMA COMMUNITY COLLEGE

1974-75 PROGRAM OBJECTIVESSTUDENT SERVICES, PROGRAM 030

Admissions and Records

To provide a student information system and services that are consistent with the goals of Tacoma Community College that will enroll 5,810 annualized student count for the 1974-75 fiscal year.

To provide general and specific information about the college and its programs to the student and the community and to provide specific admission information to the prospective student.

To provide a simple effective, efficient, and equitable registration system for the student.

To provide a records management system which is accurate, accessible, timely, and secure.

To participate and maintain liaison with campus and off-campus organizations affecting the student information systems and services.

To provide information for reporting timely, accurate, reliable, relevant student data to the college, the community and to State and Federal agencies.

Counseling

To provide group guidance in college survival and career exploration to approximately 500 students through Career Development instruction.

To provide in-depth career counseling in the group mode to approximately 100 students through Career Development instruction.

To provide interpersonal growth opportunities through group process to approximately 150 students through Human Relations 100 instruction.

To provide individual counseling to as many students as possible in the areas of educationa, vocational, and personal-social concerns.

To assist and support the academic advising program.

To provide an ongoing service in the selection and training of students as peer advisors.

To provide special assistance to approximately 50 foreign students in the areas of adjustment to the college, selection of classes, immigration regulations, and housing.

Financial Aids

To provide every needy potential student with sufficient financial assistance to enroll and continue in TCC programs and services, limited only by the availability of financial aid.

To continue participation in the currently operating local, state and federal financial aid programs

To increase participation in the Federally Insured Student Loan Programs in cooperation with local banks, savings and loan associations, and credit unions.

To begin participation in the State Work-Study Program as authorized by the April 1974 session of the state legislature.

To increase the Basic Educational Opportunity Grant participation from 100 students to 300 students.

To increase part time off campus employment opportunities by aggressively seeking out positions from private business.

To continue efforts to provide an active career placement program.

Health Services

To assist students in recognizing actual or potential health problems, evaluate alternatives and make decisions to maintain good health through continuing and expanding the interpretive teaching, and consultative role.

To be an integral part of a campus-wide safety system and therefore to maintain and improve general safety of campus for students, personnel, and visitors.

To be a liaison to the community and therefore broaden individual health care coverage, and inform the campus population of community health concerns and appropriate recommendations.

To develop an effective system of assistance for those students with special needs and therefore to increase student retention and successful completion of educational goals.

To provide basic medical service to students, especially those who because of inadequate funds, are totally unable to afford private care and therefore to increase the potential for successful completion of studies.

Student Activity Program

Individual Worth/Emotional Flexibility:

- To develop the student's capacities and powers until he finds himself
- To nurture an independence which allows the student to function apart from any prescribed value system
- To support a concept of self-worth which acknowledges the dignity and integrity of each student

Social Sensitivity/Civic Participation/Appreciation of Differences:

- To provide the experience of self-government and responsible social involvement
- To foster community, business, labor, civic, and governmental relations
- To uphold the equalization of all minority students, while celebrating the worthy differences

Physical Activity:

- To achieve health and well being through physical activity

Decision Making/Career Exploration:

- To encourage creative responses to problem-solving situations, whether in the classroom or in personal life
- To provide skill competencies to facilitate adjustment to the overall societal experiences
- To advance the student's chosen career
- To learn the philosophical bearings of a vocation or profession by contact with veterans in the field

Cultural Awareness:

- To foster an appreciation of the arts and individual creative expression

Change:

- To effectively respond to and utilize change

TACOMA COMMUNITY COLLEGE

1974-75 PROGRAM OBJECTIVESPLANT OPERATION AND MAINTENANCE, PROGRAM 040

To provide an adequate level of security to protect the capital investment.

To provide for sufficient utility services (heat, light and water).

To provide safety procedures and fire protection to meet the requirements of the Department of Labor and Industry. (State and Federal)

To maintain a level of service necessary to keep the buildings in proper condition.

To maintain an adequate level of custodial services for twenty-two (22) buildings.

To provide for waste disposal.

To provide for the necessary alterations, additions and modifications of buildings to meet program needs.

To maintain an adequate level of service to enforce parking regulations.

TACOMA COMMUNITY COLLEGE

1974-75 PROGRAM OBJECTIVESLIBRARY, PROGRAM 050

To maintain 1973/74 levels of service for 5810 students (2858 academic FTE and 1067 occupational FTE) projected to be enrolled in university parallel, general education, high school completion, occupational, and community services programs. (Operational Objectives #1, 2, 3, 7, and 8)

As resources and their frugal use permit, to expand services to meet new instruction/learning requirements, such as those resulting from (1) new and expanding curricular programs and courses, (2) developments in independent study and other changing instructional techniques, and (3) implementation of the Learning Assistance Center concept. (Operational Objectives #4, 5, 6, and 8)

As feasible without detriment to institutional services, to continue to serve (1) requesting members of the community, (2) students of other educational institutions and (3) students of other community colleges. (Operational Objective #7)

As feasible without detriment to institutional services, to promote increased efficiency and effectiveness through inter-agency library media cooperative projects, such as: (1) continuing to share resources on a reciprocal basis within the Puget Sound Library Consortium, and (2) working with other members of CCLAMS (Community College Librarians and Media Specialists) to seek means for providing cooperative resources for instructional television (particularly those applicable to developments in cable television), regional equipment repair services at cost, and system cataloging services through participation in the State Library Resource Directory. (Operational Objectives #7 and 8)

NOTE: Should the current "trial balance" become the 050 budget for 1974/75, it will be impossible to maintain current levels of library-media services, much less promote essential instructional innovations:

1. A major reduction in available media services appears unavoidable, both because of staff cuts and because of equipment deficiencies.
2. Both media and library hours will have to be curtailed because of staff cuts. It appears likely that no evening or weekend services can be provided.
3. Because of staff shortages, it may be impossible to continue providing support services for TCC's Friends of the Library, to continue serving members of the community, or to continue participating in cooperative projects with other agencies.
4. Some shifting of personnel and/or resources will be necessary to allow implementation of the proposed Learning Assistance Center.

TACOMA COMMUNITY COLLEGE

1974-75 PROGRAM OBJECTIVESINSTRUCTION, PROGRAM 060

To increase the level of instructional services from 3761 annualized FTE to 3808-3925 annualized FTE (with an approximate distribution of 2880 academic FTE's and 950 vocational FTE's) through use of the full time instructional faculty, plus part time instructional services (at an additional cost approximating \$595,000).

On-campus programs:

1. Continuing Education/High School Completion: To provide instructional capacity for 765.0 quarterly FTE's.
2. Day-Night: To provide instructional capacity for 11,068.1 quarterly FTE's.
3. Teacher Aids: To provide instructional capacity for 81.1 quarterly FTE's.
4. Saturday College: To provide instructional capacity for 256.0 quarterly FTE's.

Off-campus programs:

1. County-City Building: To provide instructional capacity for 31.5 quarterly FTE's.
2. Fort Lewis: To provide instructional capacity for 46.8 quarterly FTE's.
3. McChord AFB: To provide instructional capacity for 247.0 quarterly FTE's.
4. McNeil Island: To provide instructional capacity for 547.8 quarterly FTE's.
5. Purdy WTC: To provide instructional capacity for 24.0 quarterly FTE's.

General Program Adjustments:

1. Program enlargement: To provide additional instructional capacity for 180.0 quarterly FTE's.
2. Recent planning adjustments: To provide limited planning adjustments to the entire schedule.

This schedule defines the funds allocated to District 22 to be used for operations in the 1974-75 school year within the stated guidelines.

<u>FTE ALLOCATIONS</u>	<u>STATE</u>	<u>CONTRACT</u>	<u>TOTAL</u>
Academic	2858	-0-	2858
Vocational	<u>1067</u>	<u>-0-</u>	<u>1067</u>
Total	3925	-0-	3925

<u>DOLLAR ALLOCATIONS</u>	<u>STATE</u>	<u>CONTRACT</u>	<u>TOTAL</u>
Total Model at Funding Level	\$ 3,225,894	\$ -0-	\$ 3,225,894
Less: Local Income	<u>367,066</u>	<u>-0-</u>	<u>367,066</u>
State Funds	<u>\$ 2,858,828</u>	<u>\$ -0-</u>	<u>2,858,828</u>
Plus: Rents & Utilities			73,183
Less: Part-time Faculty Salary			<u>85,991</u>
Total Allocation of State General Funds			<u>\$ 2,846,020</u>

SPECIAL ALLOCATIONS

Pool Distribution(1)	<u>12,798</u>
5% Salary Adjustment Pool	<u>109,339 *</u>
Disadvantaged	<u>18,250</u>
2% Merit Pool	<u>43,735 *</u>
Part-time Faculty Salary	<u>92,826</u>
Continuation of \$40/mo.	<u>58,715</u>
Classified Salary - HEPB Adjustment	<u>30,315</u>
Health Insurance - \$5 Incr.	<u>10,962</u>
6th Step	To be determined
Health Insurance - \$15 Incr.	To be determined
Total Allocation of State General Funds	<u>\$3,222,157</u>

(1) District share of \$450,000 fund, reference memo. 73-30-33, dated September 27, 1973

* Further adjustments may be forthcoming regarding these figures.

TACOMA COMMUNITY COLLEGE

PRELIMINARY ESTIMATES OF 1974-75 EXPENDITURE PATTERN

The following estimates of expenditure patterns for next year have been based on an analysis of revenues related to next year's anticipated enrollment and a review of service levels to meet their needs. These data do not include: (1) the distribution of student help for the several programs; or (2) mandated salary increments and salary adjustments, where applicable, for classified personnel.

A detailed review and an analysis of these data will be carried on by the Budget Advisory Committee and recommendations regarding the 1974-75 Proposed Budget will be considered by the Administrative Council, in preparation for a Board study session on the budget. It is anticipated that the 1974-75 Budget will be recommended for consideration at the June Board meeting.

<u>Program</u>	<u>Estimated Expenditure Pattern</u>
010 Administration & General Expense	\$ 402,812
030 Student Services	376,823
040 Plant Operation & Maintenance	388,157
050 Library	258,502
060 Instruction	<u>2,396,271</u>
TOTAL	\$3,822,565