

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

AGENDA

February 12, 1985

SPECIAL PUBLIC MEETING
(In Lieu of Regular Meeting)
7:00 p.m.
John Binns Board Room
Tacoma Community College
5900 South 12th Street
Tacoma, Washington

I. GENERAL MATTERS

- A. Call to Order
- B. Changes or Additions/Approval of Agenda
- C. Approval of Minutes of January 8 & 10, 1985 I, Item C
- D. Introduction of Guests/Presentations
- E. Correspondence Reports/Remarks I, Item E
- F. Information Reports/Remarks
 - 1. Associated Students of Tacoma
Community College
February Report I, Item F.1
 - 2. Tacoma Community College
Classified Staff Representative
None
 - 3. Tacoma Community College
Faculty Representative
None
 - 4. Education Services
February Report I, Item F.4

I. GENERAL MATTERS (Continued)

5. Planning and Operations

February Report

I, Item F.5

6. Business Services

Budget Status for the Period
Ending December 31, 1984

I, Item F.6

7. College Development

February Report

I, Item F.7

II. UNFINISHED BUSINESS

None

III. NEW BUSINESS

A. Amendment to Board Policy Manual,
Chapter IV, Student Services, Section
4.5000, Student Academic Achievement;
acceptance for study

III, Item A

B. ASTCC Budget Development Procedures;
acceptance for study

III, Item B

C. TACID Request for Land for Wheelchair
Sports/Fitness Course; acceptance for
study

III, Item C

IV. DISCUSSION ITEMS

A. Financial Aid Review

Noel Helegda

B. Mathematics at TCC

Ivonna McCabe and
Joe Betz

V. CITIZEN REMARKS

VI. BOARD MEMBER REPORTS/REMARKS

Current Status of Legislation

VII. EXECUTIVE SESSION

"...to consider the selection of a site or the acquisition of real estate by lease or purchase, when publicity regarding such consideration would cause a likelihood of increased price; to consider the disposition of real estate by lease or purchase, when publicity regarding such consideration would cause a likelihood of decreased price; to consider the appointment, employment or dismissal of a public officer or employee; to plan or adopt collective bargaining strategy or position; or to consult with legal counsel."

VIII. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

IX. NEXT MEETING

Study Session	March 12, 1985 7:00 p.m. John Binns Board Room
Regular Meeting	March 14, 1985 4:00 p.m. John Binns Board Room
TACC Workshop - Orientation for New Trustees	March 11, 1985 Olympia
TACC Workshop - Lobbying	March 12, 1985 Olympia
TCC Board Retreat	March 22-23, 1985

X. ADJOURNMENT

Interpreters for people with hearing impairments and brailled or taped information for people with visual impairments can be provided. Please contact Joan Blair in the President's Office, 5900 South 12th Street, Tacoma, Washington 98465, 756-5100, by February 11, 1985.

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

MINUTES OF MEETING

February 12, 1985

The Special Meeting of the Board of Trustees was held February 12, 1985, in the John Binns Board Room of Tacoma Community College.

MEMBERS OF THE
BOARD OF TRUSTEES

Marliss Swayze, Chairman
Robert Hunt, Jr., Vice-Chair
Terry L. Smith
Anne Wade

ADMINISTRATIVE OFFICERS
OF THE COLLEGE

Carleton Opgaard
Frank Garratt
Donald Gangnes
James Call

TACOMA COMMUNITY COLLEGE
FACULTY REPRESENTATIVE

None

ASSOCIATED STUDENTS OF
TACOMA COMMUNITY COLLEGE

None

TACOMA COMMUNITY COLLEGE
CLASSIFIED STAFF REPRESENTATIVE

None

ASSISTANT ATTORNEY GENERAL

Robert V. Jensen

STAFF, VISITORS AND GUESTS

Priscilla Bell
Joe Betz
Carl Brown
Tanya Brunke
Jim Kautz
Ivonna McCabe
Walt Nolte
Gary Sigmen
Dick Spangler
Lilly Warnick

Joan Blair, Secretary to the President

CALL TO ORDER

Board Chair Marliss Swayze called the meeting to order at 7:00 p.m. Mrs. Swayze stated that Harvey Segall is no longer on the Board, and that Governor Gardner will be appointing a new Trustee to replace him. Mrs. Swayze asked the President to prepare a letter to Mr. Segall, for her signature, thanking him for his service on the Board.

CHANGES OR ADDITIONS/APPROVAL OF AGENDA

There being no changes to the agenda, it was approved as published.

APPROVAL OF MINUTES

The minutes of the Board of Trustees Meetings held January 8 and 10, 1985, were approved as published.

CORRESPONDENCE

Board Chair Swayze commented on a letter from the State Board addressed to the President and commended him on his work to form an educational network of the community colleges and vocational technical institutes of Pierce County.

Dr. Opgaard reviewed a letter received from the U. S. Department of Education commenting favorably on their review of student financial assistance funds.

INFORMATION REPORTS/REMARKS

1. Associated Students of Tacoma Community College:

A written report was submitted with the agenda. Priscilla Bell, Associate Dean of Student Development, called attention to the Frank Herbert Lecture on February 28.

2. Tacoma Community Classified Staff Representative: None.

3. Tacoma Community College Faculty Representative: None.

4. Education Services

Executive Dean Frank Garratt discussed the Education Services Report submitted with the agenda.

5. Planning and Operations

Executive Dean Don Gangnes reviewed the February Planning and Operations Report published with the agenda.

6. Business Services

James Call, College Business Manager, reviewed the Budget Status Report for the six month period ending December 31, 1984, which was published with the agenda. The financial condition of the College is as expected following completion of fall quarter.

7. College Development

Lilly Warnick, Assistant to the President for College Development, reviewed the February College Development Report published with the agenda. Discussion followed concerning the SPRUCE program with respect to the involvement of Student Services and the success of TCC in this program as compared to other colleges.

NEW BUSINESS

A. Amendment to Board Policy Manual

Executive Dean Frank Garratt reviewed background information concerning the amendment to the Board Policy Manual, Section 4.5000, Student Academic Achievement, and discussed the major changes. He indicated that the President recommends that the Board accept for study the proposed revisions, as noted on Exhibit A.

MOTION: Board Member Wade moved that the Board accept for review and study the proposed revisions to the Board Policy Manual, Chapter IV, Student Services, as noted in Exhibit A. Board Member Smith seconded the motion. The motion was approved unanimously.

B. ASTCC Budget Development Procedures

Associate Dean Priscilla Bell reviewed the background information concerning ASTCC Budget Development Procedures and pointed out the major changes. She indicated that the attached document is presented to the Board for study with the intent that the Board adopt the necessary guidelines and procedures at its March meeting.

MOTION: Board Member Smith moved that the Board accept the ASTCC Budget Development Procedures for study. Board Member Hunt seconded the motion. The motion was approved unanimously.

C. TACID Request for Land for Wheelchair Sports/Fitness Course

Executive Dean Don Gangnes referred to a letter from the City of Tacoma on behalf of the TACID Center requesting use of a parcel of land 75 feet x 100 feet contiguous to the northeast corner of their present land area. Mr. Gangnes indicated that the President has recommended that the Board accept this item for study.

MOTION: Board Member Hunt moved that the Board accept for study the request from the City of Tacoma for land for a wheelchair sports/fitness course at TACID. Board Member Smith seconded the motion. The motion was approved unanimously.

President Opgaard reported that there is interest in developing a "garden for the blind" on TACID land. The garden would include plants which, through the sense of touch and smell, could be appreciated most by blind people.

DISCUSSION ITEMS

A. Financial Aid Review

President Carl Opgaard introduced Noel Helegda, Financial Aid Director, to present a report on financial aid. Financial aid materials which will not be covered in Ms. Helegda's report have been prepared for the Board's review. Copies of the following materials were distributed:

- (1) Student Financial Assistance, a Report to the Board of Trustees
- (2) Questions and Answers about Student Financial Assistance at TCC
- (3) Questions and Answers about Student Employment at TCC
- (4) Miscellaneous brochures
- (5) Veterans Affairs, a Report to the TCC Board of Trustees
- (6) Veterans Information Bulletin, 1984-85

Noel Helegda discussed the various financial aid programs available at TCC, and the importance of financial aid for enrollment and student employment at the College. She noted that 1,036 students are receiving financial aid, and 154 students hold work study positions on our campus. She stated that 230 students will receive in excess of \$4,000 in student financial aid for the 1984-85 year. Most of those students would not be attending college if they did not receive that much aid.

She indicated that proposed legislation would put a \$4,000 cap on the amount of aid a student may receive; a \$25,000 income restriction for grants, work study, or NDSL's; and a \$32,500 income restriction for GSL's. The \$4,000 cap would affect single, independent students and low income students the most. She would expect a shift of enrollment from high cost institutions to community colleges. Dr. Opgaard noted that there will probably be a large number of students who will not be able to attend college anywhere if all these limitations are enacted.

Ms. Helegda indicated that a number of TCC offices are available to assist students with financial aid matters, including High School Completion, Registrar, and Veterans Affairs. Also, several faculty members help students to get scholarships from private sources.

Board Member Terry Smith suggested that the Legislative Task Force compose a letter which would be appropriate for staff to send to their congressmen. Noel Helegda will prepare a fact sheet for use in preparing such a letter.

B. Mathematics at TCC

Ivonna McCabe, Math/Science Division Chairman, introduced Joe Betz, Math Department Chairman, to present a report on Mathematics at TCC. Mr. Betz indicated that the Math department consists of a diversified staff of 6.5 full-time faculty members, plus 3 to 5 part-time instructors.

The Math department supports programs in high school completion, engineering, computer science, natural science, nursing, social science, business, required courses for four-year schools, and I.C.R.C. requirements. The department also handles advising for engineering, computer science, and math programs.

The teaching philosophy of the Math department is to provide at least two modes of learning: (1) classroom discussion/problem solving opportunities, and (2) independent tutorial classes in the Math Lab.

Mr. Betz noted that the student body profile is changing--students are now younger, less motivated, have weak study habits, and have insufficient background.

There are more than 600 students in Math Labs, plus about 500 in classrooms. Mr. Betz would prefer to have more students in the classroom and fewer in the labs since younger students do not do well in the labs because they do not discipline themselves.

Mr. Betz also discussed potential problems resulting from possible retirements of Math department faculty over the next three years, and the difficulties of placement of students into appropriate Math classes.

BOARD MEMBER REPORTS/REMARKS

Robert Hunt reported on actions of the Legislative Task Force. He indicated that the Committee has met several times and is monitoring legislative action in Olympia. Copies of legislative bills have been provided to each Committee member. Mr. Hunt noted that once the Governor's budget is announced on March 14, testimony on education matters will increase. Committee Chairman Bob Hunt invited interested staff and students to attend the Task Force meetings.

Dr. Opgaard stated that a military residency tuition bill has been given a "do pass" recommendation and passed out on the floor in the House. This would make military and dependents eligible for residency beyond the one year limit that now exists.

The Task Force will prepare a letter to Representative Art Wang concerning the Board's position that responsibility for the ABE/Adult Literacy program should be placed with SBCCE rather than with the Superintendent of Public Instruction. Dr. Opgaard stated that we can receive legislative bills within 24 hours of calling the State Board.

Board Member Smith discussed her trip to Charleston, South Carolina to attend the workshop on "Strategic Long-Range Planning." She brought back a large amount of material from the workshop and will make it available to anyone interested in reviewing it.

NEXT MEETING

Board Chair Marliss Swayze announced that the next Board meetings are scheduled for March 12, 1985, at 7:00 p.m., and March 14, at 4:00 p.m.

RECESS

Board Chair Swayze recessed the public meeting at 8:45 p.m.

EXECUTIVE SESSION

Board Chair Marliss Swayze convened the executive session of the Board Meeting at 9:05 p.m. for the purpose of discussing the Negotiated Agreement.

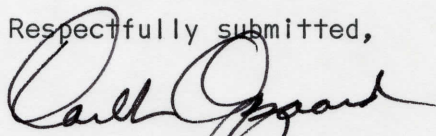
The executive session recessed and the public meeting reconvened at 9:30 p.m.

Discussion of the March Board-President Retreat ensued.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carleton Opgard", written in a cursive style.

Carleton Opgard
Secretary to the Board

jb

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: Minutes of January 8 and 10, 1985	ITEM & FILE NO. I, C
REASON FOR BOARD CONSIDERATION:	ENCLOSURE (S)
APPROVAL	Minutes

The Minutes of the meetings of the Board of Trustees held January 8 and 10, 1985, are presented to the Board of Trustees for approval.

ADMINISTRATOR INITIATING ITEM: C. Opgaard	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

COMMUNITY COLLEGE DISTRICT 22
TACOMA COMMUNITY COLLEGE
5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: Correspondence	ITEM & FILE NO. I, E
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S) Letters

The following correspondence is presented
for review by the Board of Trustees.

ADMINISTRATOR INITIATING ITEM: C. Opgaard	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

JOHN SPELLMAN
Governor



DR. JOHN N. TERREY
Executive Director

STATE OF WASHINGTON

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

319 Seventh Avenue, FF-11 • Olympia, Washington 98504 • (206) 753-2000 • (SCAN) 234-2000

January 16, 1985

OFFICE OF THE DIRECTOR

JAN 17 1984

Dr. Carleton Opgaard, President
Tacoma Community College
5900 South 12th
Tacoma, WA 98465

Dear Carl:

I was delighted to receive the news release of December 28 announcing the formation of an educational network by the community college and vocational technical institutes to work cooperatively in offering training programs to aid the economic development of the entire Tacoma-Pierce County area. This is truly a major step forward. Obviously, economic growth is essential if the social agenda, including education, is to be met. A key element in economic growth has to be effective partnerships. Under your leadership, with the full cooperation of the two vocational technical institutes and the other community college in Pierce County, a giant stride has been taken.

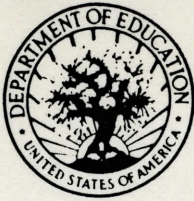
It is unreasonable to expect that economic development councils, chambers, industries and businesses expanding or wishing to locate in the area are going to sift through the complex of organizations to determine where the needed training can be provided. The network does establish a single contact point and that will prove to be extremely helpful in serving the area.

I wish to offer to you and your colleagues a heartiest congratulations for this bold and cooperative step.

Sincerely,

A handwritten signature in cursive script that reads "John N. Terrey".
John N. Terrey
Executive Director

JNT:AJR



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE DIRECTOR

JAN 31 1985

M/S 102 REGION X
THIRD & BROAD BUILDING
2901 Third Avenue
Seattle, Washington 98121

OFFICE OF STUDENT FINANCIAL ASSISTANCE

January 30, 1985

Dr. Carleton Opgaard, President
Tacoma Community College
5900 S. 12th Street
Tacoma, Washington 98465

Dear Dr. Opgaard:

This concerns the limited on-site review of support documentation used in the preparation of your institution's applications for Title IV student financial assistance funds for the 1979/80 and 1980/81 award years. This review was conducted from September 28-30, 1983.

Our Division of Program Operations in Washington, D.C., has just recently completed its recalculation of Fair Share funds based on the revised data submitted by your Director of Financial Aid, Ms. Noel Helegda, in her letter of April 2, 1984. We are pleased to report that recalculations resulted in no change to funding for the award years under review. You may now consider our report dated October 26, 1983, closed with no further action required.

I have appreciated the cooperation given to me throughout this review process by both you and your staff.

Sincerely,

Richard D. Nelson

Richard D. Nelson
Institutional Review Specialist

cc: Ms. Noel Helegda, FAO
Victoria Edwards, PRB/DCPR/DC
Nina Pruneda, Chief, CPRS/X

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: Associated Students of Tacoma Community College - February Report	ITEM & FILE NO. I, F.1
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S) Report

Highlights of the January student activity calendar included a packed student lounge to hear Astral Traveler kick off the winter quarter "nooner" series. Astral Traveler plays up-beat jazz and the concert was free to all who attended.

Two hundred people attended the Cheech & Chong comedy film series held in January. Three movies were shown on Tuesdays, both in the afternoon and the evening. All shows were free.

A ski trip to Snoqualmie-Ski Acres on January 18 started the "Fri Ski" night skiing series. Students pay \$3.00 for transportation fees and usually receive discount lift tickets.

The Black Student Union (B.S.U.) sponsored two showings of "I Have a Dream" by Dr. Martin Luther King to commemorate Dr. King's birthday. The movie was shown in the student lounge and was free.

Chi-Alpha, (Christian Student Club) sponsored a free lecture on abortion on February 29th. Over one hundred people attended this lecture.

A special note of interest is that on January 29th at 12:30 p.m., 25 people attended the ASTCC Senate meeting. At the same time, over 100 students attended the Chi-Alpha (Christian Student Club) lecture, and 30 students attended the Cheech & Chong movie. All of these events are either sponsored or sanctioned by the ASTCC, and involved over 150 students on campus after classes.

The by-laws of the Senate (a supplement to the Student Constitution) had been revised by the Board of Management. The Senate passed this new rendition unanimously.

The Senate also passed a new version of the S & A fee budget procedures. These procedures will be presented to the Board at the March meeting.

Tom Keegan presented the STAGE program to the Senate. This new program was so heartily received that his request for funds was given the go ahead with another unanimous vote. All members are anxious to see this program get going.

ADMINISTRATOR INITIATING ITEM: T. Keegan	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

Two new members were added to the Board of Management. They are Andre Botley and Kathy Figuracion.

The University of Puget Sound and Tacoma Community College have come to terms regarding South Africa; Resolution 83-6 has been rescinded. This resolution made it impossible for UPS and TCC to co-sponsor any events. Now that it has been lifted, the Senate hopes that both schools can benefit by sharing resources.

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: Education Services February Report	ITEM & FILE NO. I, F.4
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S) Report

1. TCC HOSTS ESL WORKSHOP

Tacoma Community College was host to a statewide Refugee English as a Second Language Curriculum and Methods Workshop for sixty (60) persons recently. DICK SPANGLER was the on-campus facilitator for the conference.

2. NEH CONSULTANT VISITS CAMPUS

DR. JAMES SCHULZ, National Endowment for the Humanities consultant for the Humanities grant received by TCC, visited campus February 7 and 8. He met with the Humanities Subcommittee who is working on new general education courses. LILLY WARNICK will be presenting another proposed grant in Washington, D.C. on February 28 to the National Endowment for the Humanities.

3. TOP AUTHOR TEACHING AT TCC WINTER QUARTER

Award-winning poet LAURA JENSEN is teaching Creative Writing: Poetry and Fiction at Tacoma Community College winter quarter. JENSEN, whose works have appeared in the "The New Yorker," "American Poetry Anthology" and "The Poet's Choice," is teaching Creative Writing: Poetry and Fiction. Her book credits include "Anxiety and Ashes," "Memory" and a textbook, "Question and Form in Literature."

4. CHAMBER ORCHESTRA CONCERTS SCHEDULED

The TCC Chamber Orchestra will perform in concert on February 27 at 8:00 p.m. in the TCC Theater. Featured will be MIA KESSLER, pianist, playing Mozart's Piano Concerto No. 23 in A Major. The concert will be repeated on March 3 at 3:00 p.m. at the First Congregational Church and will feature clarinetist RAY PLISKOW. HARRY DAVIDSON is conductor of the orchestra.

ADMINISTRATOR INITIATING ITEM: F. Garratt	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

5. NEW INSTRUCTOR HIRED

The new Computer Information Systems instructor at Tacoma Community College is DEAN VAN WOERKOM, who started his teaching duties winter quarter. MR. VAN WOERKOM is a native of Peoria, Illinois and formerly worked at the Caterpillar Company.

6. "DUNE" AUTHOR COMING TO TCC

TOM KEEGAN, Student Affairs Director, announced that FRANK HERBERT, author of the book series and movie "Dune", will lead off the annual Artists and Lecture Series on February 28. He will speak at 8:00 p.m. in the campus theater.

7. STUDENT CLUBS ACTIVE ON CAMPUS

Many student clubs are active on campus: The Women's Student Network, Students for Social Responsibility, American Society of Mechanical Engineers (A.S.M.E.), Chi-Alpha (a Christian student organization), Looking Forward (re-entry students), Philosophy Club, and Human Services Club. The Black Student Union officially began activities winter quarter.

8. COMPUTER TO BE AVAILABLE IN LIBRARY FOR USE

The student-owned Apple II computer has been transferred to the Library for use by all students and staff.

9. IMMIGRANT POSTER DISPLAY IN LIBRARY

A collection of 24 posters depicting the European homelands and lives of immigrants to the United States, "Places of Origin," was on display at the TCC Library January 7-25. The exhibition, produced originally for display by the American Museum of Immigration at the Statue of Liberty, presents the towns and villages left behind by six European immigrant groups--Irish, English, German, Italian, the Poles and East European Jews--between 1845 and 1914.

10. WINTERIM CLASSES SUCCESSFUL

The following classes were offered between fall and winter quarters with good enrollment:

Study Skills 98 (2 credits) Developing a Personal Study System
Human Relations 100 (2 credits) Human Relations Skills
Math 98 (1 credit) Intermediate Algebra Prep
Environmental Science (3 credits) The Environment & Pollution
Human Service Worker 177 (2 credits) Adult Development and the Aging Process

11. FREE SEMINAR UPDATE: HOPE AMID DARKNESS

The free-non-credit seminar designed to expand public awareness of the growing problems of depression and suicide among our youth will be offered March 8-9. (See p. 27 of the winter quarter mailer).

KATHY ACKER, TCC counselor, will be speaking at the seminar on March 9 on "Be Your Own Friend First--Self-Esteem as It Relates to Depression and General Well Being."

In conjunction with the seminar, a one credit class will be meeting on March 16 with instructor DR. STEPHEN KLEIN. He is a licensed psychologist and administrator at Western State Hospital. He also has his own counseling center.

12. PURDY PET PARTNERSHIP PROGRAM FILMED

The Prison Pet Partnership Program at Purdy Treatment Center for Women was filmed by KOMO-TV for a weekend newscast. Four canine aid dogs were presented in an official recognition ceremony to disabled recipients by the inmates who trained them and by three instructors of the program. Many costs of the program are supported by public donations received through the TCC Foundation. STEVE KELLY is coordinator of TCC's program at the Institution.

13. TACOMA STRING SYMPHONY PERFORMS

The Tacoma String Symphony, which featured 60 young area musicians selected by audition last fall, performed on January 12 in the TCC Theater. Conductor was HARRY DAVIDSON.

14. ADVISING FAIR HELD

Admissions representatives from 17 Washington four-year public and private colleges and universities visited TCC on February 4 to discuss transfer requirements and procedures. PAUL JACOBSON, Advising Center, is coordinator of the Fair; JOE KOSAI, high school completion program director, originated the program.

Also related to the Advising Fair was the "Western Evening" on February 6 in the TCC theater exclusively for students interested in transferring to Western Washington University.

15. WOMEN'S STUDENT NETWORK ACTIVE ON CAMPUS

The Feminist Student Union has changed its name to the Women's Student Network. The WSN group is a support group for women who want to talk; they also support all women's activities in the community. CHRIS WALKER is president and SUSAN WALKER is advisor for the group.

16. ADULT RE-ENTRY STUDENT SUPPORT GROUP CONTINUING

KEMMIE AASHEIM and KATHY ACKER are co-leaders of the Adult Re-Entry Student Support Group which meets at noon every Friday to give support to those re-entering school, the job market, to help deal with testing anxiety, with student loans/financial aid, and be a sounding board for problems at home.

17. O'HARA PHOTOGRAPHY WORKSHOP SUCCESSFUL

Over 80 people attended the nature photography workshop at TCC taught by acclaimed Northwest photographer Pat O'Hara. His work has appeared in "National Geographic," "Sunset Magazine," "Audobon Magazine." His photo books include "Washington Wilderness: The Unfinished Work" and "Olympic National Park: Where the Mountains Meet the Sea." The workshop was sponsored by the TCC Office of Continuing Education.

18. GREAT NORTHWEST POETRY READING AT TCC

Northwest poet RICK JONES presented a free poetry reading on January 28. The event was co-sponsored by the English Department and Student Government. High school students were also invited to attend.

19. SPORTS UPDATE

New Coaches Hired

Two new TCC coaches have been hired. DORIS CLAYPOOL will be the new women's tennis coach and DAVID ROBERTSON the new men's and women's track coach.

CLAYPOOL is assistant tennis pro for the Lakewood Racquet Club and has been a tennis instructor in the Northwest and in New Jersey. She is an alumnus of the University of Oregon.

ROBERTSON, a decathlete and pentathlete, was an alternate oarsman for the 1968 Olympic crew team. He was also a crew medalist at the 1972 Pan American Games, and is a competitive kayak racer, winning the New England Whitewater Championship in 1978. He has been a track and field coach for 10 years.

Basketball

Both the men's and women's basketball teams are doing well. After a win over Grays Harbor, the TCC men's team is now tied with them for the first place position in REGION II with a record of 7-1 in the League and a 17-3 season record. With only four games remaining, they have an excellent chance of qualifying for the conference championship tournament. RON BILLINGS is the coach.

Softball

Women's basketball coach, JERRY SHAIN, will take on the duties of head women's modified fast-pitch coach. The sport was added to the athletic program this year.

Baseball Player Drafted

MIKE BLOWERS, TCC sophomore from Bethel High School, was drafted by the BALTIMORE ORIOLES. He was the only community college baseball player from the Tacoma area drafted by the pro baseball teams. Mike will finish out this year at Tacoma Community College.

Titans Games Broadcast

Students in Clover Park Vocational-Technical Institute's radio broadcasting program provided play-by-play of TCC basketball games on January 30 with Grays Harbor and February 6 with Lower Columbia. (90.9 FM)

20. WOMEN IN SMALL BUSINESS:

SIXTH ANNUAL PROFESSIONAL WOMEN'S SYMPOSIUM

The Sixth Annual Professional Women's Symposium will be held March 1 and 2 at the Sheraton Tacoma Hotel. Opening session will be on "The Successful Entrepreneur." Speakers include: JOYCE LONG, Training Director, U.S. Small Business Administration Region X; CAROLYN PETTON, Director, Washington State Office of Minority and Women's Business Enterprises; and MARY MALINS, Owner, Malins Counseling and Managerial Consulting Services.

Workshops for the small business owner include: "Securing Start-Up and Growth Loan Packages," "Managing a Cottage Industry," "Financial Business/Personal Investments," and "Marketing Yourself/Marketing Your Business."

Sponsors are the TCC Office of Continuing Education; City of Tacoma, Human Rights Dept., Women's Rights Division; Tacoma-Pierce County Chamber of Commerce and the U.S. Small Business Administration.

21. THE ONE MINUTE MANAGER RETURNS

Two video presentations "The One Minute Manager," and "Putting the One Minute Manager to Work" will be offered on campus March 14. The one-minute method teaches management skills presented in basic language reinforced with applicable examples. Program facilitator DON BENNETT is President of Video Training Centers and works extensively in training and development with major corporations throughout the country. Co-sponsored by the Tacoma-Pierce County Chamber of Commerce and the TCC Office of Continuing Education.

22. STUDENT SERVICES UPDATE

SPRUCE PROGRAM

Enrollment in SPRUCE (tuition waiver for the unemployed) Program for winter quarter is 70 students.

Counseling and Career Services

Counseling and Career Services areas will be expanding their Friday afternoon workshop offerings. The list now includes:

The Hidden Job Market
Effective Resume Writing
Projecting Self-Confidence in the Job Interview
Student Success
Reducing Test Anxiety
Parenting for Self-Esteem
Jennifer James Fan Club
Math Anxiety Workshop

"Student Success" and "Reducing Test Anxiety" will be offered February 12 and 14 in conjunction with the Triad Student Retention Program.

Advising

The Advising Task Force, an advising group composed of faculty, administrator and student representatives, is working closely with the advising and financial aid offices to help develop new procedures to assure tighter control over the student aid program.

Special Program Set Up to Help Academically Deficient Students

During winter quarter, a group of college faculty, administrators, and staff are involved in a special pilot program to assist academically deficient students to improve their academic standing. Six triads, each comprised of one faculty member, one counselor, and one member from the special services area (e.g., Student Development, Admissions, and Developmental Education) are working with an assigned group of students. Academically deficient students are those with less than a 2.00 grade point average.

Class Offerings Effective in Increasing Student Success

Several classes were offered prior to the start of fall quarter and during the break between fall and winter quarters to help students brush up on study skills, communication and decision-making skills, and math skills. They were offered for prospective students preparing for college and to help current students with weak academic skills. Student evaluations of the classes and research document that the classes have improved student success and student retention. They will be offered again pre-fall quarter next year.

23. PROFESSIONAL DEVELOPMENT ACTIVITIES

CLARINE KVAMME, PEGGY BRANDSMA, AND MARIS PETERS attended the Washington State Student Services Commission-sponsored workshop for Deans of Students Secretaries on February 6. The presentation was entitled "Improving Your Performance Level."

PHIL GRIFFIN, counselor, will be attending the quarterly meeting of the Counseling and Guidance Directors Association on February 21-22 in Vancouver, Washington.

DIANE CLARK AND DICK DEYOE, counselors, attended the winter meeting of the Washington Community College Counseling Association at South Puget Sound Community College in Olympia.

24. EMC DEPARTMENT HOLDS WORKSHOP

TCC's Emergency Medical Care Department held a communication workshop on campus January 31 for nurses and paramedics who are acting as preceptors for students in clinical and field rotations. Funds for the workshop were granted through special technical assistant vocational education monies from the State which TCC applied for. A similar workshop will be held March 2 for Radiologic Technology and Respiratory Therapy personnel working with students in clinical and field rotations. Coordinator for the workshop was SHIRLEY JOHNSON, Allied Health Division Chair.

25. LIGHT OPERAS TO BE HELD AT TCC

The Tacoma Light Opera and Musical Comedy Company, co-sponsored by the Associated Students of TCC and the Music Department, will present two Alec Wilder light operas February 20-23 in the TCC Theater at 8 p.m. Productions are "Lowland Sea" and "Sunday Excursion."

After recommendations by the respective departments, divisions, the Instructional Council, and the Executive Dean of Academic and Student Affairs, the following new courses were approved by the President:

ALLIED HEALTH DIVISION

HEALTH TECH. 218 MEDICAL CLAIMS PROCESSING FOR 2 CREDITS
HEALTH FACILITIES

A course which provides instruction on the processign and evaluation of medical insurance claims for health services received by patients. The course includes insurance regulation, insurance terminology, completion of claims forms, coding systems, specialized insurance plans, claims processing cycle, coordination of benefits and other related functions.

CENTERS

DPSYS 198 COMPUTER FUNDAMENTALS 1 CREDIT

A non-technical introduction to computer fundamentals requested by Frank Russell Company for their employees. Offered by the Downtown Center.

OCCUPATIONAL EDUCATION

FIRE COMMAND COURSES TO BE ACCEPTED BY TCC FOR CREDIT (STATE APPROVED):

- FCA 130 - FIRE SUPERVISION I (3 CREDITS)
- FCA 137 - FIRE PROTECTION SYSTEMS I (3 CREDITS)
- FCA 150 - CODES AND ORDINANCE (3 CREDITS)
- FCA 152 - BUILDING AND CONSTRUCTION (3 CREDITS)
- FCA 160 - FIRE TACTICS I (3 CREDITS)
- FCA 170 - HAZARDOUS MATERIALS I (3 CREDITS)
- FCA 180 - FIRE ADMINISTRATION I (3 CREDITS)
- FCA 230 - FIRE SUPERVISION II (3 CREDITS)
- FCA 260 - FIRE TACTICS II (3 CREDITS)
- FCA 270 - HAZARDOUS MATERIALS II (3 CREDITS)
- FCA 280 - FIRE ADMINISTRATION II (3 CREDITS)

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: Budget Status for the Period Ending December 31, 1984	ITEM & FILE NO. I, F.6
REASON FOR BOARD CONSIDERATION:	ENCLOSURE (S)
INFORMATION	Report

The College's Budget Status Summary Report for the six month period ending December 31, 1984, is attached for review.

This report reflects expenditures for the six months of operations ending December 30, 1984. Approximately 41% of the total operating budget has been disbursed, 40% committed, and/or contracted, leaving 18% uncommitted.

These funds are available for operation of the College for the remainder of the 1984-85 fiscal year.

ADMINISTRATOR INITIATING ITEM: J. Call	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

TACOMA COMMUNITY COLLEGE
Budget Status Summary Report
For the Period Ending December 31, 1984

	<u>TOTAL 1984-85 BUDGET</u>	<u>DISBURSEMENTS</u>	<u>SALARY ENCUMBRANCES</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>	<u>REMAINING % UNOBLIGATED</u>
By Program						
Instruction & Primary Support	\$ 4,583,210	\$ 1,701,179	\$ 2,176,510	\$ 31,939	\$ 673,582	14.70%
Library Services	357,617	172,797	128,608	11,189	45,023	12.59
Student Services	843,647	366,363	319,453	2,492	155,339	18.41
Institutional Support	1,394,080	676,069	401,200	17,227	299,584	21.49
Plant Operations & Maintenance	<u>975,013</u>	<u>416,907</u>	<u>218,452</u>	<u>10,958</u>	<u>328,696</u>	<u>33.71</u>
TOTAL	<u>\$ 8,153,567</u>	<u>\$ 3,333,315</u>	<u>\$ 3,244,223</u>	<u>\$ 73,805</u>	<u>\$ 1,502,224</u>	<u>18.42%</u>
By Object						
Salaries & Wages	\$ 5,717,935	\$ 2,276,532	\$ 3,244,223	\$ -0-	\$ 197,180	3.45%
Personal Service Contracts	7,858	1,516	-0-	-0-	6,342	80.71
Goods & Services	1,059,943	468,106	-0-	42,827	549,010	51.80
Travel	43,747	20,727	-0-	-0-	23,020	52.62
Equipment	230,560	96,217	-0-	30,978	103,365	44.83
Employee Benefits	<u>1,093,524</u>	<u>470,217</u>	<u>-0-</u>	<u>-0-</u>	<u>623,307</u>	<u>57.00</u>
TOTAL	<u>\$ 8,153,567</u>	<u>\$ 3,333,315</u>	<u>\$ 3,244,223</u>	<u>\$ 73,805</u>	<u>\$ 1,502,224</u>	<u>18.42%</u>
	100%	40.87%	39.78%	.91%	18.44%	

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO	BOARD OF TRUSTEES	DATE	February 12, 1985
FROM:	President	CATEGORY	GM
SUBJECT	Planning and Operations February Report	ITEM & FILE NO.	I, F.5
REASON FOR BOARD CONSIDERATION:	INFORMATION	ENCLOSURE (S)	Report

PERSONNEL REPORT

The Personnel Action Reports for Academic/Administrative-exempt employees and Classified employees for the month of January are attached to this report.

GENERAL ITEMSRegistration Update

Enthusiastic exhaustion is what registration staff experienced for two days after winter quarter registration activities subsided. Enthused because of their contributions toward the College achieving its enrollment targets; exhausted because of the amount of collective energy they used to support reaching that goal.

The two-day recovery period for staff seemed adequate; however, they now have begun to prepare for spring quarter registration which begins on February 25 for currently-enrolled students. Setting up appointment books, preparing letters for mailing, processing applications from new students are just some of the pre-registration tasks which they are performing.

Fifty-two hundred students are attending the College Winter Quarter. These students are generating 2,811 state supported FTE. The College expects to exceed, by the end of the quarter, last winter's number of 2839 FTE.

ADMINISTRATOR INITIATING ITEM: D. Gangnes	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

Student Records Project Underway

A representative of the Microfilm Bureau of State Archives collected all of the transcripts of students who attended classes between 1965 and 1975 on January 17, 1985, and transported them to the State Archives in Olympia for microfilming. The transcripts were microfilmed, and the hard copies were returned to the College on January 29, 1985. After the microfilmed records are returned, staff will begin to fulfill student requests for transcripts by using microfiche reader-printers. Copies of transcripts will be stored off campus to make it possible to reproduce them in the event the campus copies are destroyed by fire.

Customer Services

The telephones continue to ring.

Students and residents of the College's service area made 4,000 more inquiries for information between December 12, 1984, and January 25, 1985, than they did during the November 26 through December 12 reporting period. Rae McIntire and Lisa Tobler charged this increase from 4,400 to 8,400 calls to more public interest in the programs which the college offers and to the extended reporting period.

Veterans Affairs Update

On January 10, 1985, Floyd Norton, VA Regional Office Vocational Rehabilitation Counselor, visited with disabled veteran students enrolled during winter quarter. The purpose of these quarterly visits are to discuss the whole range of educational and personal concerns which affect disabled veteran students. Approximately 12 disabled veteran students are enrolled in classes during winter quarter.

Financial Aid Office Update

Financial Aid Audit:

On January 8, 1985, Gladys Hyatt, auditor with Moss Adams Consultants, held an exit interview with Don Gangnes, Jim Call, Carl Brown and Noel Helegda to discuss the results of the audit of the College's student financial assistance programs. The audit covered the two years ending June 30, 1984. A copy of the auditor's report is included in the Board packet. Page 6 of the report states that nothing was found to indicate the College was not in compliance. Congratulations to the Financial Aid and Business Offices for a good audit report.

SBCCE Presentation:

Jan Yoshiwara, State Board for Community College Education's (SBCCE) Assistant Director for Student Services and Minority Affairs, met with Noel Helegda on January 8, 1985, and requested that Noel make a presentation to the SBCCE at its spring Board meeting. The topic of Noel's presentation will revolve around the current status of federal aid for students.

College Represented at Martin Luther King Rite

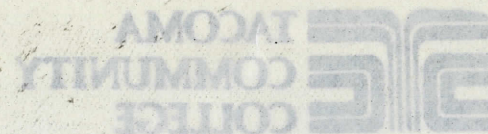
Frank Brown represented the College at one of the several commemorative ceremonies held in Tacoma/Pierce County honoring the birthday of Dr. Martin Luther King. He attended an event held at Allen AME Church. The event was co-sponsored by the Northwest Dispatch and Pierce County Transit. It promoted the theme "IT ALL STARTED ON A BUS" and focused on how Rosa Parks' bus ride of December 1, 1955, shaped Dr. King's non-violent movement.

High School-College Relations

Comparing their adventures to those of Bing Crosby and Dorothy Lamour in the "Road to _" films, Loyd Percy and Rae McIntire continue to travel the streets of Tacoma and Pierce County to visit high schools, job fairs, career days and other places where potential students are. On January 24, 1985, they attended a Job Fair for parents of children in the Head Start Program at Stanley Elementary School and provided information about the College to approximately 65 parents. On January 25, they, along with representatives from twelve colleges and vocational schools, gave a presentation to approximately 41 unaccompanied Indochinese refugees sponsored by the Catholic Community Services.

Rae and Loyd, along with Noel Helegda and Kim Emery, are developing a plan whereby College financial aid staff can conduct financial aid workshops at several Tacoma High Schools with large enrollments of Indochinese students. They plan to use our own bilingual Indochinese students as presenters, interpreters and assistants.

Support for the High School Relations program is already being provided by Financial Aid staff. On January 17, 1985, Noel Helegda presented an evening financial aid workshop to parents and students at Peninsula High School. Approximately 50 people attended and the workshop was quite successful.



MEMORANDUM

DATE January 25, 1985

FROM Carl Brown *CB*

SUBJECT CLASSIFIED STAFF PERSONNEL ACTIVITY REPORT
JANUARY, 1985

TO: Donald R. Gangnes, Executive Dean - Planning and Operations

<u>ACTIVITY</u>	<u>NAME</u>	<u>SEX VV</u> <u>EIC DV H</u>	<u>CLASSIFICATION</u>	<u>UNIT</u>	<u>EFFECTIVE DATE</u>
Desk Audit Result	NELSON, Rene	F-5 -- -	Payroll Technician II no reclassification/appeal pending	Business Office	10-4-84
Desk Audit Request	GRIMSEY, James	M-5 VV -	Maintenance Mechanic I	Facilities & Grounds	PENDING

CLASSIFIED STAFF PROFILE

College Funded	86
ASTCC	2
DSHS	2
Bookstore	5
Cafeteria	2
TOTAL	97

DATE January 25, 1985

FROM Carl Brown *CB*

SUBJECT **ACADEMIC/ADMINISTRATIVE-EXEMPT PERSONNEL ACTIVITY REPORT
JANUARY, 1985**

TO: Donald R. Gangnes, Executive Dean - Planning and Operations

<u>ACTIVITY</u>	<u>NAME</u>	<u>SEX VV EIC DV H</u>	<u>CLASSIFICATION</u>	<u>POSITION TITLE</u>	<u>EFFECTIVE DATE</u>
: Hire	VAN WOERKOM, Dean	5 --- -	Full-Time Faculty	Computer Information Systems Instructor	1-7-85
Hire	GRAHAM, Anita	5 --- -	Part-Time Faculty	Counselor	1-1-85

ACADEMIC/ADMINISTRATIVE-EXEMPT PROFILE

Full-Time Faculty	75
Part-Time Faculty	214 (includes 23 moonlighters)
Administrators	17
Exempt	<u>6</u>
TOTAL	312

TACOMA COMMUNITY COLLEGE
STUDENT FINANCIAL ASSISTANCE PROGRAMS

AUDITORS' REPORT AND FINANCIAL STATEMENTS

WITH

SUPPLEMENTAL SCHEDULES

JUNE 30, 1984

MOSS ADAMS
CERTIFIED PUBLIC ACCOUNTANTS

CONTENTS

	<u>PAGE</u>
AUDITORS' REPORT ON FINANCIAL STATEMENTS	1
FINANCIAL STATEMENTS	
Statement of Changes in Student Financial Assistance Program Fund Balances	2
Notes to Financial Statements	3
SUPPLEMENTAL SCHEDULE OF DISBURSEMENTS AND EXPENDITURES	4
AUDITORS' REPORT ON INTERNAL ACCOUNTING CONTROL	5
AUDITORS' REPORT ON COMPLIANCE	6
FINDINGS AND RECOMMENDATIONS	7
AUDITORS' COMMENTS ON PRIOR AUDIT MATTERS RELATING TO THE STUDENT FINANCIAL ASSISTANCE PROGRAM	8

MOSS ADAMS

CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees
Tacoma Community College

We have examined the accompanying statement of changes in the Tacoma Community College Student Financial Assistance Program fund balances for the two years ended June 30, 1984. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The accompanying statement was prepared for the purpose of complying with the audit requirements relating to the Student Financial Assistance Programs of the U.S. Department of Education and is limited to activities related to these programs.

As explained in note 1, Tacoma Community College has prepared the financial statement referred to above on the basis of reporting practices prescribed or permitted by the Department of Education. These practices differ in some respects from generally accepted accounting principles. Accordingly, the accompanying financial statements are not intended to present the results of operation in accordance with generally accepted accounting principles.

In our opinion, the statutory basis financial statement referred to above presents fairly the changes in Student Financial Assistance Program fund balances of Tacoma Community College for the two years ended June 30, 1984, in conformity with the terms of the grant agreements and prescribed Department of Education cost principles applied on a basis consistent with that of the preceding period.

Our examination was made for the purpose of forming an opinion on the accompanying statement of changes in Student Financial Assistance Program fund balances taken as a whole. The information included in the supplementary schedule of disbursements and expenditures for the Student Financial Assistance Program for the two years ended June 30, 1984, is presented for purposes of additional analysis and is not a required part of the accompanying statement of changes in Student Financial Assistance Program fund balances. The information has been subjected to the auditing procedures applied in the examination of the accompanying statement of changes in Student Financial Assistance Program fund balances of the Tacoma Community College, and in our opinion, is fairly stated in all material respects in relation to the accompanying statement taken as a whole.

This report is intended solely for filing with U.S. Department of Education and is not intended for any other purposes.

Moss Adams

Bellingham, Washington
December 27, 1984

TACOMA COMMUNITY COLLEGE

STUDENT FINANCIAL ASSISTANCE PROGRAMS

STATEMENT OF CHANGES IN STUDENT FINANCIAL ASSISTANCE PROGRAM FUND BALANCES

TWO YEARS ENDED JUNE 30, 1984

	NATIONAL DIRECT STUDENT LOAN PROGRAM	COLLEGE WORK STUDY PROGRAM	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS PROGRAM	PELL	TOTAL
FUNDS PROVIDED					
Federal government award authorized	\$ -	\$245,638	\$109,080	\$950,391	\$1,305,109
Unexpended authorization	-	(12,300)	(468)	(32,065)	(44,833)
College	-	43,236	-	-	43,236
Transfers from other programs	-	-	13,443	-	13,443
Interest on investments and loans	566	-	-	-	566
Total funds provided	566	276,574	122,055	918,326	1,317,521
FUNDS USED					
Awards to students	-	-	116,242	915,872	1,032,114
Less recoveries	-	-	-	3,796	3,796
Net awards to students	-	-	116,242	912,076	1,028,318
Wages	-	216,180	-	-	216,180
Loans assigned to Department of Education	35,475	-	-	-	35,475
Job location and development	-	26,145	-	-	26,145
Amounts returned to the government	26,102	-	-	-	26,102
Administrative expense	-	10,809	5,813	6,250	22,872
Transfers to other programs	-	13,443	-	-	13,443
Loans sold to University of Puget Sound	11,988	-	-	-	11,988
Amounts returned to the College	3,163	-	-	-	3,163
Collection costs	2,193	-	-	-	2,193
Total funds used	78,921	266,577	122,055	918,326	1,385,879
NET INCREASE (DECREASE)	(78,355)	9,997	-	-	(68,358)
FUND BALANCE, beginning of period as previously reported	67,841	2,392	376	4,910	75,135
ADJUSTMENT TO RESTATE (note 2)	10,514	-	(376)	(4,910)	5,228
FUND BALANCE, beginning of period as restated	78,355	2,392	-	-	80,747
FUND BALANCE, end of period	\$ -	\$ 12,389	\$ -	\$ -	\$ 12,389

The accompanying notes are an integral part of these statutory basis financial statements.

TACOMA COMMUNITY COLLEGE
STUDENT FINANCIAL ASSISTANCE PROGRAMS

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1984

NOTE - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Accounting Entity - The Tacoma Community College Financial Assistance Program is part of Tacoma Community College's general accounting system. For reporting purposes the program's accounts include the following funds: National Direct Student Loan, College Workstudy, Supplemental Educational Opportunity Grant and PELL. Tacoma Community College has other assets, liabilities, revenues and expenses which are not included in the accompanying financial statements. Accordingly, these financial statements do not present the financial position or results of operations of Tacoma Community College.

(b) Basis of Accounting - The financial statements of Tacoma Community College Financial Assistance Program have been prepared on the basis of reporting practices prescribed or permitted by the U.S. Department of Education, as set forth in the publication Audit Guide for Student Financial Assistance Programs.

(c) Basis of Presentation - The accompanying statement of changes in Student Financial Assistance Program fund balances has been prepared in accordance with the format set forth in the publication, Audit Guide for Student Financial Assistance Programs. The purpose of the statement is to present, in summary form, Student Financial Assistance activities of the Tacoma Community College for the two years ended June 30, 1984 which have been financed by the U.S. Department of Education.

NOTE 2 - RESTATEMENT OF BEGINNING FUND BALANCE

Beginning fund balances have been restated to report in accordance with Department of Education cost principles as follows:

NDSL:

Eliminate allowance for uncollectible accounts recorded in accordance with generally accepted accounting principles.	\$13,000
Eliminate accrued interest recorded in accordance with generally accepted accounting principles.	<u>(2,486)</u>
	10,514

SEOG and PELL beginning fund balances have been restated to eliminated receivable for student overpayments recorded by auditor in error.	<u>(5,286)</u>
--	----------------

Total adjustment to restate begining fund balance.	<u><u>\$ 5,228</u></u>
--	------------------------

TACOMA COMMUNITY COLLEGE
STUDENT FINANCIAL ASSISTANCE PROGRAMS
SCHEDULE OF DISBURSEMENTS AND EXPENDITURES
TWO YEARS ENDED JUNE 30, 1984

	<u>YEAR ENDED JUNE 30,</u>		
	<u>1983</u>	<u>1984</u>	<u>TOTAL</u>
EXPENDITURES			
To students			
PELL Grant	\$400,244	\$511,832	\$ 912,076
College Work Study	89,575	126,605	216,180
Supplemental Educational Opportunity Grant	62,930	53,312	116,242
Total to students	<u>552,749</u>	<u>691,749</u>	<u>1,244,498</u>
Administrative			
College Work Study	4,479	6,330	10,809
PELL Grant	3,125	3,125	6,250
Supplemental Educational Opportunity Grant	3,147	2,666	5,813
Total administrative	<u>10,751</u>	<u>12,121</u>	<u>22,872</u>
Other			
Loans assigned to Department of Education	35,475	-	35,475
Amounts returned to Department of Education	26,102	-	26,102
Transfer to SEOG	12,175	1,268	13,443
Job location and development	12,138	14,007	26,145
Loans sold to University of Puget Sound	-	11,988	11,988
Amounts returned to College	3,163	-	3,163
Collection costs	2,193	-	2,193
Total other	<u>91,246</u>	<u>27,263</u>	<u>118,509</u>
Total expenditures	<u>654,746</u>	<u>731,133</u>	<u>1,385,879</u>
DISBURSEMENTS			
National Direct Student Loan	-	-	-
TOTAL DISBURSEMENTS AND EXPENDITURES	<u>\$654,746</u>	<u>\$731,133</u>	<u>\$1,385,879</u>

MOSS ADAMS

CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees
Tacoma Community College

We have examined the financial statements of Tacoma Community College's Student Financial Assistance Programs for the two years ended June 30, 1984 and have issued our report thereon dated December 27, 1984. As part of our examination, we made a study and evaluation of the College's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards and the standards for financial and compliance audits contained in the U.S. General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities and Functions and the U.S. Department of Education's Audit Guide - Student Financial Assistance Programs dated March, 1984. For the purpose of this report, we have identified and classified the significant internal accounting controls as receipt and disbursement of funds, eligibility of recipients and award amounts, and financial reporting to the U.S. Department of Education.

The purpose of our study and evaluation was to determine the nature, timing, and extent of performing the auditing procedures necessary for expressing an opinion on the Student Financial Assistance Programs' financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

Tacoma Community College's management is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with Department of Education Cost Principles.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the University taken as a whole or on any of the categories of controls identified in the first paragraph. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

This report is intended solely for the use of management and the U.S. Department of Education and should not be used for any other purpose.

Moss Adams

Bellingham, Washington
December 27, 1984

MOSS ADAMS

CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees
Tacoma Community College

We have examined the accompanying financial statements of Tacoma Community College Student Financial Assistance Programs for the two years ended June 30, 1984, and have issued our report thereon dated December 27, 1984. As part of our examination, we made a study and evaluation of selected internal administrative methods and procedures established by the College to administer and account for Student Financial Assistance Programs (NDSL, SEOG, CWS, PELL and GSL) in accordance with administrative requirements of the Department of Education's March, 1984 Audit Guide - Student Financial Assistance Programs, (Guide) Section II and covering the following compliance requirements:

- a) Cash management
- b) Financial reporting
- c) Institutional eligibility and participation
- d) Coordination of student aid programs
- e) Student file maintenance, fiscal procedures and record keeping
- f) Student eligibility
- g) Institutional disbursements to award recipients
- h) Refund calculation and overpayment determination procedures

We understand that procedures and systems in conformity with the criteria contained in the Guide referred to above are considered by the U.S. Department of Education to be adequate for its purposes in accordance with the provisions of The Higher Education Act as amended. Based on this understanding and our study and evaluation, we believe the College's procedures and systems were adequate.

In addition, our examination also included tests of controls to ensure reasonable compliance with the provisions of certain major program terms and conditions identified in Section II (Compliance Requirements) of the Audit Guide. Based upon our examination, we found that for the items tested, the institution complied with the material terms and conditions of the SFA award agreements, except for those findings discussed on the following page.

Further, based on our examination and the procedures referred to above and except as discussed in the preceeding paragraph, nothing came to our attention to indicate that the College had not complied with the material terms and conditions identified in the first paragraph above for the College's SFA Programs.

This report is intended solely for the use of the College, the cognizant audit agency and other federal audit agencies and should not be used for any other purposes.

Moss Adams

Bellingham, Washington
December 27, 1984

TACOMA COMMUNITY COLLEGE
STUDENT FINANCIAL ASSISTANCE PROGRAMS
FINDINGS AND RECOMMENDATIONS

JUNE 30, 1984

During our examination we observed the following matters which were not in compliance with Department of Education requirements:

EARLY DISBURSEMENT OF GSL CHECK

A GSL check was received from the lending institution and disbursed to the student before the student enrolled. A check for \$1,231 was disbursed to the student on March 9, 1984 and the student was not enrolled until March 30, 1984.

Recommendation - We recommend that the College hold any GSL checks until the student is enrolled.

College Comment - Procedures have been implemented to assure that GSL checks are not disbursed prior to enrollment. This was an isolated occurrence.

ERRORS ON FISAP

The June 30, 1984 FISAP reported the College Work Study federal authorization as \$127,893 and the 1983-1984 funds carried forward to be spent in 1984-1985 as \$12,789. Since there was a deobligation of \$4,000 unexpended 1983-1984 funds on July 13, 1984 the federal authorization should have been reported as \$123,893 and the funds carried forward as \$12,389.

Recommendation - We recommend the FISAP be corrected.

College Comment - We have amended the FISAP and corrected the College records as of December, 1984.

TACOMA COMMUNITY COLLEGE
STUDENT FINANCIAL ASSISTANCE PROGRAMS
AUDITORS' COMMENTS ON PRIOR AUDIT MATTERS
RELATING TO THE SFA PROGRAMS

JUNE 30, 1984

The College has taken corrective action on findings listed below from the June 30, 1982 audit:

FINDING NUMBER 1

The student award letter did not state that a repayment liability may arise if the student unofficially withdraws.

Action Taken - The College has revised their award letter to contain required information regarding repayments.

FINDING NUMBER 2

The general ledger control accounts for the Title IV programs are not reconciled to the underlying accounting and financial aid records.

Action Taken - Procedures have been implemented to reconcile the general ledger to the Financial Aid Office records.

FINDING NUMBER 3

The income grid and enrollment data is not accumulated in a satisfactory manner.

Action Taken - The College has implemented adequate procedures for compiling the income grid and enrollment data.

FINDING NUMBER 4

College Work Study timesheets do not reflect specific hours worked.

Action Taken - The timesheets have been revised to show specific hours worked.

FINDING NUMBER 5

The College has accumulated surplus idle cash in the NDSL program.

Action Taken - Surplus cash has been returned to the Department of Education.

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY GM
SUBJECT: College Development February Report	ITEM & FILE NO. I, F.7
REASON FOR BOARD CONSIDERATION: INFORMATION	ENCLOSURE (S)

SPRUCE PROPOSALS

Two proposals were submitted for funding for the SPRUCE program:

1. Request for \$25,000 to the Pierce County Community Development Block Grant Program.
2. Request for \$5,000 to the City of Tacoma Community Development Discretionary Fund.

SISTER CITY MUSIC PROJECT

The TNT will co-sponsor the International Sister City Music Project with TCC. They'll provide all promotion to include ads, design of posters, programs, and news features.

To date, \$4,900 has been raised to support the month-long program.

ADMINISTRATOR INITIATING ITEM: L. Warnick	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY NB
SUBJECT: Amendment to Board Policy Manual, Chapter IV, Student Services, Section 4.5000, Student Academic Achievement	ITEM & FILE NO. III, A
REASON FOR BOARD CONSIDERATION: ACCEPTANCE FOR STUDY AND REVIEW	ENCLOSURE (S) Exhibit "A"

BACKGROUND

The objective of the "Statement of Board Policies" as reflected in the Board Policy Manual is to establish clear lines of policy and responsibility for the Board of Trustees, the President, and all other College employees. The Board of Trustees is the policy making body which employs a chief executive officer and delegates responsibility to him or her for carrying out the Policies established by the Board.

STATUS

From time to time, additions or revisions to Board Policy are made by the Board of Trustees. These changes are incorporated into the existing Board Policy Manual as they occur. The Academic Review Policy went through a major revision in 1983. Since then, Priscilla Bell and Frank Garratt have refined the new policy, which will be discussed by the College Council and Student Senate, and adopted by the Instructional Council before being brought to the Board for action.

RECOMMENDATION

The President recommends that the Board of Trustees accept the proposed revisions to the Board Policy Manual, Chapter IV, Student Services, as noted on Exhibit "A," for review and study.

ADMINISTRATOR INITIATING ITEM: F. Garratt	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

-9-

4.5000 STUDENT ACADEMIC ACHIEVEMENT4.5010 GRADING SYSTEM

The following system of grading and grade point values are to be used for reporting and determining academic achievement:

<u>Grade</u>	<u>Description</u>	<u>Grade Points Per Registered Credit</u>
A	Honor	4
B	Good	3
C	Average	2
D	Minimum	1
E	Failed to complete minimum requirements	0
W	Official withdrawal from course	0
I	Incomplete	0
S	Satisfactory (S grades count toward a degree but are not considered in computing grade point average)	0
N	Audit	0
R	Repeat of course (Higher grade) and corresponding grade points used in computing resultant GPA	0
Z	Non-Credit (Community Service)	0

4.5020 ACADEMIC REVIEW POLICY

Academic Review is designed to help an unsuccessful student become a successful student. The purpose of the following Policies is to expediently identify any student whose grade point average falls below 2.00 and provide that student with a means to improve his or her academic standing.

Revised June 16, 1983

4.5021--Academic Probation

A student is placed on institutional academic probation under one of the following circumstances:

A)--When he or she earns a grade point average of below 2.00-- in any quarter.--

B)--When he or she has attempted a total of 30 credits or more over two or more quarters and has failed to complete at least half of those credits, "Failed to complete" refers to those course credits for which a student received an E, I or W.--

The Records Office will notify a student by mail that he or she has been placed on institutional academic probation by the end of the second week of the subsequent quarter.--The student will be required to meet with his or her advisor and to participate in a program designed to improve the student's academic standing.

4.5022--Removal of Academic Probation--

A student is removed from probationary status when he or she completes at least 5 credits or one-half the credits attempted in the previous quarter, whichever is greater, with a grade point average of 2.00 or above.--

Revised June 16, 1983

Revised June 16, 1983

4.5023--~~Academic Suspension~~--

~~The student on institutional academic probation for two consecutive quarters will be suspended for the following quarter.-- As it applies to the period of academic suspension,-- summer quarter shall count as part of fall quarter.--~~

~~The Records Office will notify a student by certified mail by the first day of classes that he or she has been suspended.--~~

~~Following a one-quarter suspension, a student may re-enroll subject to meeting the College's ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION--(see 4.5027)-- Should a student then be placed on academic probation, thereby having been on probation in each of his or her last three quarters at the College, the student will be suspended for three consecutive quarters.--~~

4.5021 Academic Deficiency

A student is academically deficient after earning a grade point average below 2.00 in any quarter.

The Student Development Office will notify a student by mail that he/she is academically deficient by the second week of the subsequent quarter. The student will be encouraged to take advantage of available campus resources to improve his/her academic standing.

4.5022 Academic Probation

A student is placed on institutional academic probation when that student earns a grade point average below 2.00 for the last two quarters he/she was enrolled at the college.

The Student Development Office will notify a student by mail that he/she has been placed on institutional academic probation by the end of the second week of the subsequent quarter. The student will be required to meet with his/her advisor and to participate in a program designed to improve the student's academic standing.

4.5023 Removal of Academic Probation

A student is removed from probationary status when he/she earns a grade point average of 2.00 or above.

4.5024 Academic Suspension

A student who earns a grade point average below 2.00 for the last three quarters for which he/she was enrolled will be suspended for the following quarter. As it applies to the period of academic suspension, summer quarter shall count as part of fall quarter.

The Student Development Office will notify a student by mail by the end of the first day of classes of the subsequent quarter that he/she has been suspended.

Following a one-quarter suspension, a student may re-enroll subject to meeting the college's ENROLLMENT PROCEDURES FOLLOWING ACADEMIC SUSPENSION (See ~~4-5027~~ 4.5028). Should a student then be placed on academic probation, thereby having been on probation in each of his or her last three quarters at the college, the student will be suspended for three consecutive quarters.

4.5024-- Appeal Procedures

Academic suspension may be appealed to the Academic Review Committee. A student will not be suspended during the course of the appeal process.

A) Any appeal by a student notified of academic suspension must meet the following conditions:

- 1) The appeal shall be in writing and clearly state factual errors or other matters which justify the appeal.

Revised June 16, 1983

2) The appeal shall include:

- a) Reasons which contributed to the student's academic deficiency.
- b) Proposed plans to improve academic standing.
- c) Evidence of any error in the College records.

3) The appeal shall be filed through the Office of the Associate Dean for Student Development.

For winter, and spring, and summer quarters, the appeal must be filed no later than the 5th instructional day of the quarter for which the student is suspended.

For fall quarter, the appeal must be filed no later than one week before the start of classes.

4) Failure to appeal will result in suspension.

B) After reviewing the student's academic records and all information pertinent to the appeal, the Committee will decide by majority vote:

- 1) To remove academic suspension.
- 2) To confirm academic suspension.
- 3) To impose conditions in lieu of suspension.

4) To request the student to meet with the committee before a final decision on the appeal is made.

a) The student shall be given notice of the time, date and place of this meeting.

b) This meeting shall take place no later ^{6th} than the 10th instructional day of the academic quarter for which the student has been suspended.

c) The student's failure to attend the meeting will not preclude the committee from making a final decision regarding the appeal.

C) The committee shall notify the student of its decision no ^{7th} later than the 13th instructional day of the quarter.

D) The decision of the committee shall be final, subject to appeal to the President.

4.5026

4.5025

Withdrawal or Termination of the Appeal

A) The student may officially withdraw the appeal, in writing, at any time.

B) Failure of the student to appear for any scheduled committee meeting without prior notification and without evidence of extenuating circumstances shall terminate the appeal.

Revised June 16, 1983

4.5026 - Composition of the Academic Review Committee -

A) -- The College shall have an Academic Review Committee composed of four standing members who shall be chosen no later than October 15 of each academic year to serve for a period of two years. -- In addition, the committee shall include one ad hoc member. -- The membership of this committee shall consist of one member of the administration, chosen by the President; one counselor, chosen by the Counseling Department Chair; one faculty member, chosen by the Executive Dean for Education Services; and one student, chosen by the ASTCC President. -- The ad hoc member will be the student's advisor. -- Should either the advisor, the counselor, or the faculty member not be available to hear the appeal, the Executive Dean for Education Services may appoint a substitute to serve on the committee. -- Should the student not be available to hear the appeal, the President of the student body may appoint a substitute to serve on the committee. --

B) -- A quorum of the committee shall consist of three members. --

Revised June 16, 1983

Revised June 16, 1983

4.5027 Composition of the Academic Review Committee

- A. The College shall have an Academic Review Committee composed of five standing members who shall be identified no later than October 15 of each academic year. The membership of this committee shall consist of the Associate Dean for Student Development; one counselor, chosen by the Counseling Department Chair; two faculty members, chosen by the Executive Dean for Academic and Student Affairs; and one student, chosen by the ASTCC President. The counselor and faculty members shall each serve 4-year staggered terms. Should any member not be able to hear an appeal, a substitute member may be appointed.
- B. A quorum of the committee shall consist of three members.

4.5028

4.5027 Re-enrollment Procedures following Academic Suspension

~~A) After having been suspended, a student shall appear before the Academic Review Committee prior to re-enrolling at Tacoma Community College. The student shall present to the committee a petition which shall include, but not be limited to, the following:~~

A) After having been suspended, a student shall present to the Academic Review Committee a petition for re-enrollment. The petition shall include, but not be limited to, the following:

1) A class schedule for the coming quarter, signed by the student's assigned advisor.

2) A proposed program of studies, signed by the student's assigned advisor, which encompasses at least two quarters and which identifies short-range and long-range educational goals.

3) Evidence that the factors that contributed to academic deficiency have been eliminated.

B) The petition shall be filed through the Office of the Associate Dean for Student Development no later than one week before the start of classes for the quarter in which the student is seeking admission to the College.

B) After reviewing the student's academic record and petition, as well as other pertinent information, the committee shall decide by majority vote to take one or more of the following actions:

1) To permit the student to register according to his or her proposed program of studies and class schedule.

2) To impose conditions on the student's proposed program of studies- enrollment.

3) To require that the student undergo further academic testing prior to registration.

4) To refer the student for learning assistance and/or counseling during the subsequent quarter.

C) The academic work of a student who enrolls at Tacoma Community College following a quarter or more of suspension will be closely monitored through means determined by the college's Academic Review Committee.

Should a student be placed on probation for the first quarter he or she re-enrolls following academic suspension, the student will be suspended for three consecutive quarters. AS IT APPLIES TO THE PERIOD OF ACADEMIC SUSPENSION, SUMMER QUARTER WILL COUNT AS PART OF FALL QUARTER.

4.5030 COURSE REPEATS

A student, except one who is enrolled in an Allied Health Program with specific course repeat limitations, may repeat a course in which he/she has received a grade of C or lower no more than two times. In computing the student's cumulative grade point average, the higher grade earned for repeated courses will be used.

4.5040 COURSE AUDITS

A student may audit courses in which he/she has interest, provided he/she does not displace a student who wants to take the same course for credit. By paying the regular tuition and fees, the student will be allowed to participate in all course activities. A student auditing a course will not receive credits or be issued a grade for the course.

4.5050 COURSE CHALLENGE

A student enrolled for five or more credit hours may earn additional credit hours in some courses by a challenge examination provided the department/discipline has developed a challenge examination.

A examination fee of \$7.50 per credit hour will be charged for each course challenged.

Students who successfully challenge a course will receive an S grade.

4.5060 COLLEGE-LEVEL EXAMINATION PROGRAM

TCC participates in the College Level Examination Program (CLEP) and grants credit for successful scores on the CLEP examinations. The acceptable level of scores on the CLEP General Examinations is the 45th percentile for general areas. Division and department requirements for specific areas may vary. Credit is granted for subject examinations when approved by the appropriate department.

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY NB
SUBJECT: ASTCC Budget Development Procedures	ITEM & FILE NO. III, B
REASON FOR BOARD CONSIDERATION: ACCEPTANCE FOR STUDY AND REVIEW	ENCLOSURE (S) Procedures

BACKGROUND

State statute requires that Boards of Trustees adopt guidelines governing the establishment and funding of programs supported by services and activities fees which shall include procedures for budget development. These statutes also include provisions with which such guidelines must be consistent.

STATUS

The ASTCC leadership and the administration have now prepared such guidelines and procedures. They have been or are being examined by the appropriate campus groups, and such examination will be complete this month.

RECOMMENDATION

The attached document is presented to the Board for study with the intent that the Board will be asked to adopt the necessary guidelines and procedures at its March meeting.

ADMINISTRATOR INITIATING ITEM: C. Opgaard	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	

PROPOSED STUDENT SERVICES AND ACTIVITIES FEE

BUDGET DEVELOPMENT PROCEDURES

1. ~~On an agreed-upon date, all recipients of student funds will be forwarded information regarding the application materials for continued funding.~~ The Associated Students of Tacoma Community College Budget Committee will forward funding request materials and forms to the program managers of all Student Services and Activities Fee accounts. The Budget Committee will also provide the opportunity for other members of the college community to submit budget proposals for Student Services and Activities Fee funds.
2. ~~During the same period of time, the Associated Students of Tacoma Community College Budget Advisory Board will meet for the following purposes:~~ The Associated Students of Tacoma Community College Budget Committee and the Executive Council will meet for the following reasons:
 - (a) Review status of previous year's budget.
 - (b) Review expenditure practices and procedures of the previous year.
 - (c) ~~Adopt~~ Propose any necessary changes in procedure.
 - (d) Determine total budgeting level based upon anticipated revenues, and propose any changes in the S & A fee level.
 - (e) Determine cost of continuing student programs funded by Student Services and Activities Fees.
 - (f) Establish funding level available to student activity programs and special activities for off campus enrollees.
3. ~~The Associated Students of Tacoma Community College Budget Committee, which is composed entirely of students, after reviewing the recommendations of the Advisory Committee, and reviewing requests for funds will recommend a tentative budget which will be reviewed with the Budget Advisory Committee for its concurrence.~~ will review the results of the priority funding process (a survey of students to obtain input on the importance of funding various student programs, services, and activities) and requests for funds submitted by campus groups and individuals. The Budget Committee will then recommend a tentative budget to the ASTCC Executive Council. Upon concurrence by the two committees, the tentative budget will be recommended to the Senate.

The following steps are necessary to the development of the tentative budget:

- (a) Opportunities will be provided all members of the college community to submit budget proposals to the ASTCC Budget Committee. Request forms should reflect the planned program for the activity in the next fiscal year.
 - (b) The ASTCC Budget Committee will conduct hearings on each individual budget request. Specific information on program goals and objectives will be ~~requested~~. *required*.
 - (c) The ASTCC Budget Committee shall ~~meet-to-adjust-the-budget-requests to-the-yearly-budget-level~~. *establish recommended funding levels for each budget proposal submitted. Final* These recommendations will be presented to each individual or group requesting funds.
 - (d) ~~Presidents, chairpersons, coaches, or program advisors shall be notified of the status of their budget requests. Copies of the ASTCC Budget Committee's recommendations will be provided. Each person or group requesting funds shall have the opportunity to appeal the budget recommendations developed by the ASTCC Budget Committee.~~
 - (e) The ASTCC Budget Committee shall ~~meet-to~~ hear any appeals to their recommended budget.
4. ~~A budget hearing shall be held at a regular meeting of the ASTCC Senate and the budget submitted for approval in the form of a motion. The budget shall be adopted by a two-thirds affirmative vote of the ASTCC Senate, at a scheduled meeting. The tentative budget developed by the Budget Committee shall be submitted to the ASTCC Senate for consideration at one of its regular meetings. A two-thirds affirmative vote by the ASTCC Senate is required for budget approval.~~
5. The approved ASTCC budget shall be forwarded to the ASTCC President for his/her consideration.
6. The approved ASTCC budget shall be forwarded to the college President for his/her consideration.
7. The college President may either accept the proposed budget as submitted by the ASTCC Senate or return it to the Senate for their consideration of recommended changes.
- (a) The college President shall return the proposed budget to the ASTCC Senate with written reasons for proposed changes within five (5) ~~class~~ instructional days.
 - (b) The ASTCC Senate will review and act upon the President's recommendations and resubmit their proposed budget to the President within ~~five-(5)~~ ten (10) ~~class~~ instructional days.
 - (c) If the college President and the ASTCC Senate do not reach agreement on the proposed budget, each may present a separate budget for the Board of Trustees' consideration.

- (d) If the college President and the ASTCC Senate agree on the proposed budget, the ASTCC, through the college President, will lodge the proposed budget at a Board of Trustees' study session prior to the presentation at a regular Board meeting for appropriate action.
- 8. The Student Services and Activities Fee Budget will not be implemented prior to adoption by the Board of Trustees.
- 9. *The ASTCC Budget Committee will ensure that any S & A fee funded program, service, or activity which is to be discontinued or effectively discontinued, during the next fiscal year will receive notification by December 1 of the preceding year.*

COMMUNITY COLLEGE DISTRICT 22

TACOMA COMMUNITY COLLEGE

5900 South 12th Street • Tacoma, Washington 98465

AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES	DATE February 12, 1985
FROM: President	CATEGORY NB
SUBJECT: TACID Request for Land for Wheelchair Sports/Fitness Course	ITEM & FILE NO. III, C
REASON FOR BOARD CONSIDERATION: ACCEPTANCE FOR STUDY AND REVIEW	ENCLOSURE (S) Letter & Map

BACKGROUND:

The Human Development Department of the City of Tacoma is exploring the idea of purchasing and installing an outdoor wheelchair sports/fitness course at the TACID building. The installation of the fitness course for handicapped would require an additional parcel of land adjacent to the existing parcel the College is leasing to the City of Tacoma for TACID.

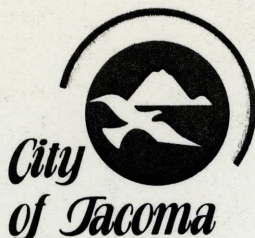
STATUS:

The City of Tacoma has requested the use of a parcel of land 75 feet x 100 feet contiguous to their present land area at the northeast corner. The letter from John Briehl, Program Supervisor, Department of Human Development, City of Tacoma, requesting the College to provide the land to TACID for the fitness course, is attached.

RECOMMENDATION:

The President recommends that the Board of Trustees accept for study the request from the City of Tacoma for land for a wheelchair sports/fitness course at TACID.

ADMINISTRATOR INITIATING ITEM: D. Gangnes	FINAL DISPOSITION
BOARD ACTION DATE	
EFFECTIVE DATE	



Department of
Human Development

EXECUTIVE DEAN

JAN 29 1985

PLANNING & EVALUATION

January 29, 1985

Dean Don Gangnes
Tacoma Community College
5900 South 12th
Tacoma, WA 98465

Dear Dean Gangnes:

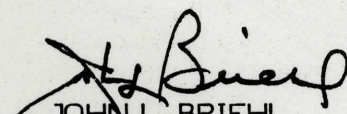
The City of Tacoma and the Tacoma Area Coalition of Individuals with Disabilities (TACID) have a unique opportunity to purchase and install a wheelchair fitness course near the recently completed TACID Center. The wheelchair sports/fitness course consists of ten separate exercise stations located on a flat, paved area of approximately 40 by 45 feet. The proposed course will be funded entirely through grant monies and can be used by any member of the community including students and faculty of TCC.

As you know, the TACID Center has a lease agreement with TCC for a two-acre site which is approximately 350 by 300 feet, bordering on South 19th Street. In order to construct the wheelchair course, the site would need an additional 75 by 100 foot area. Through some form of agreement with TCC, we are proposing to add that area to the northeast corner of the existing TACID project site. This area would lie between the northern property line of the TACID project site and the cyclone fence at the southern end of the TCC track. More specifically, the area in question could be described by extending the eastern boundary of the TACID project site northward 75 feet to a point, thence westward from that point 100 feet to a point, thence southward 75 feet back to the northern boundary of the current TACID project site. Attached is a map of the area with the proposed wheelchair course delineated.

In order to secure the aforementioned grants, the City must first show that the area in question be committed by TCC for this purpose. Whether your process involves an administrative decision or TCC board action, I would request an opportunity to discuss this further to arrive at a process for your consideration and decision.

Timing is crucial at this juncture, and therefore your earliest response would be most appreciated. Thank you in advance for your consideration.

Sincerely,


JOHN L. BRIEHL
Program Supervisor

JLB:mew

WPC.0791G

Suite 836, Tacoma Municipal Building, 747 Market Street, Tacoma, Washington 98402-3780
(206) 591-5050 (Voice) 591-5070 (TTY)

TACOMA COMMUNITY COLLEGE (TCC)

MILDRED ST.

338 X 342.74

PHYSICAL ED. BUILDING

TCC TRACK

JOGGING TRAIL

Location of 2 acre site

Approximate Location of 8678 sq. ft. Bldg

WHEELCHAIR SPORTS COURSE SITE

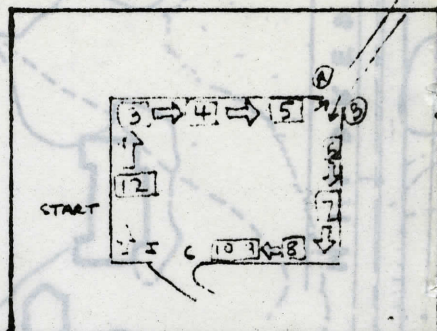
100' x 75'

1/4" = 50'

SOUTH 194th ST. 40'

317.37

JOGGING
TRAIL



24

1" = 45'