

Monday, June 4, 1979

Vol. XIV, No. 36

## FOR YOUR CALENDAR

Curriculum Committee Wednesday, June 6 2:45 p.m. Bldg. 7, Rm. 12

COMMENCEMENT  
CEREMONIES JUNE 7

Approximately 150 persons will receive their associate degrees and adult high school diplomas June 7, at 8 p.m. during the fourteenth annual TCC commencement ceremonies.

A total of 682 degrees have been earned at TCC this year by 619 persons. That number includes all associate degrees and high school diplomas.

Commencement speaker will be Jean Enersen, co-anchor of the 5:30 and 11 p.m. news on KING-TV, Channel 5 in Seattle. Her topic will be "Something to Believe In."

Employed at Channel 5 since 1968, Ms. Enersen has produced documentaries on many subjects including children's health, consumerism and the changing roles of men and women. She has also interviewed important political figures including Edward Kennedy, John Erlichman, Gov. Dixy Lee Ray and former President Ford. In 1977 and 1978 she was granted exclusive interviews with President Jimmy Carter and First Lady Rosalynn Carter.

As estimated 1,000 persons including graduates, parents, friends and special guests will attend commencement. Diplomas will be awarded by TCC president Dr. Larry Stevens and Board of Trustees chairman Mrs. Ellen Pinto. Musical selections will be performed by the TCC choir. A reception will follow in the Food Services Building, Building 11.

LAST BULLETIN FOR  
REGULAR SCHOOL YEAR

This is the last college bulletin for the regular school year. The editor hopes this publication has provided needed and interesting information to all TCC personnel during the school year.

During the summer months, a shorter version of the bulletin will be published at approximately two-week intervals. Information for inclusion should be sent to Dan Small in Building 15. Dates for the summer bulletins will be published later.

All comments regarding the contents, style or purpose of the college bulletin are encouraged by the editor.

WELCOME NEW TCC  
EMPLOYEES

Two new CETA employees, Ronald Carter with grounds maintenance and Curtis Jones, receptionist in the Allied Health office, began work May 21. Welcome Ronald and Curtis to TCC!



## FACULTY, STAFF ASSISTANCE NEEDED FOR WW FAIR

Faculty and staff members are needed to help staff a joint TCC, Green River, Highline and Fort Steilacoom Community College information booth during the 16-day Western Washington Fair.

The four colleges have agreed to erect an attractive display in the fair's education building. The booth must be staffed by a representative from TCC for a five-hour block each of the 16 days.

Faculty and staff members are sought to help the college with this unique informational/recruiting opportunity. An estimated 1,000,000 people will attend the fair this year.

To make activities in the education building more attractive to fair goers, each college and K-12 school district involved has plans for activities which represent programs at their school. A variety of TCC programs have already been committed for fair activities. They include: optometric technology student demonstration, paramedic demonstration, career computer, spanish computer, oriental sumi water color painting, stained glass demonstration and woodcarving demonstration. Several other activities are also needed to show the people of Western Washington what TCC has to offer.

Any faculty or staff members who are interested in staffing the booth for a five hour shift should call Dan Small at ext. 5099. Those persons with ideas for an interesting demonstration are also encouraged to call.

## SOCCER CLINIC PLANNED THIS SUMMER

Tacoma area boys and girls ages 10-14 can learn a variety of basic soccer techniques this summer during the first annual Tacoma Community College Soccer Clinic during July.

Conducted by TCC soccer coach, Bill Logie, the tournament will cover basic skills including ball control, passing, chest and thigh controls, heading, shooting, defensive play, dribbling and goal keeping. Logie will be assisted by several members of the TCC soccer team.

Designed for beginners and intermediate players who want to perfect their skills, the clinic will consist of three week-long sessions, beginning July 9, 16 and 23. Classes will meet Monday through Thursday evenings from 6-8 p.m. at Hunt Junior High School.

Cost for the clinic is \$12 per person per session, \$20 for two children in the same family or \$27 for three or more persons in the same family.

Registration will be held June 9 from 10 a.m. to Noon and June 10 from 1-3 p.m. in the TCC gym. Proceeds from the clinic will provide scholarships and equipment for the TCC soccer program.

## HOW ABOUT CAR POOLING?

With the increased cost of gasoline, a renewed interest is developing in car pooling. As a service to members of the TCC faculty and staff, the Bulletin will publish names of those persons seeking a car pool ride to and from work.

Mary Kennedy, bookstore manager, a resident of the 5-corners area of Burien is interested in sharing a ride with someone who also lives in that vicinity or passes by on the way to TCC. Anyone interested in car pooling with Mary should call her at ext. 5040.

Anyone else interested in car pooling should call the College Information Office at ext. 5099.



## HIGH SCHOOL BASKETBALL LEAGUE NOW UNDERWAY

Over 200 high school basketball players are currently participating in a 4½ week high school basketball league in the TCC gym.

The league began May 29 and runs seven days each week through June 28.

All Tacoma city league schools and Fife, Peninsula, Enumclaw, Federal Way, Sumner, Bethell, Clover Park, Shelton, North Kitsap and Capital High School in Olympia are represented.

This is TCC's first effort at a summer basketball league, according to TCC Coach Dennis Stray. He said that area coaches have been very enthusiastic about the summer league. Many faculty and staff members have volunteered to help but more are still needed, Stray said. Games are played Monday through Friday at 6:15 and 8:35 p.m. and on Saturday and Sunday at 5 p.m., 6:10 p.m., 7:20 p.m. and 8:30 p.m. Admissions fee is \$1.

For more information on the tournament please call Dennis Stray or Joe Betz. Come out and enjoy soom good high school basketball.

## TCC PEOPLE IN THE COMMUNITY

Lee Schmidlap, TCC security officer, recently attended a two-day advanced crime prevention school in Everett. The State of Washington Attorney General's office sponsored the training session which covered burglary, alarm systems, credit card fraud, bank robbery and other subjects.

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Carolyn Simonson, TCC English instructor is serving as a judge for the National Council of Teachers achievement awards in English writing for the sixth year. The contest is for high school juniors.

## DARLENE SOLVASON TO RESIGN

Darlene Solvason, Executive Secretary to the President, is resigning as of June 30, 1979. Mrs. Solvason's husband has been transferred by his company to the Olympia area. The Solvason's moved into a new home in Lacy, May 18. Darlene, who is the mother of a 1½ year old son, plans to seek employment closer to home in the Olympia area.

"Darlene has been an outstanding secretary for the past seven months. She learned the job quickly and accepted the responsibilities most competently. We are all going to miss her very much. We wish both she and her husband the best of luck in the future," stated Dr. Larry Stevens.



## OFF-CAMPUS JOB OPPORTUNITIES

(Editor's Note: The following compilation of employment opportunities has been prepared from job descriptions available for your inspection on the Bulletin Board in Building 1.)

POSITION	ORGANIZATION	DEADLINE
<u>Classified Positions</u>		
Office Assistant III-Typing	Central Washington University	June 8
Custodian II	Central Washington University	June 8
Secretary II	Central Washington University	June 8
Accountant I	Big Bend Community College	June 8
Accounting Technician	The Evergreen State College	June 7
Accounting Assistant II	The Evergreen State College	June 18
<u>Faculty/Administrative Positions</u>		
Art Instructor	Lower Columbia College	June 8
Director of College Book Store	Everett Community College	June 13
Director of College Bookstore	Edmonds Community College	June 13
Licensed Vocational Nursing Instructor	Merced College Merced, California	June 14
Instructor Dental Laboratory Tech.	Portland Community College	June 15
Student Activity Advisory Positions	Olympic College	June 15
Asst. Director/Career Planning & Placement	Central Washington University	June 15
Acting Asst. Prof. Home Economics	Central Washington University	June 18
Director, Financial Aid	Centralia College	June 18
Executive Secretary/Athletic Assoc. of Community Colleges	AACC/Walla Walla Comm. College	June 18
Instructor Physics/Engineering	Edmonds Community College	June 20
Asst. Prof. Early Childhood Ed.	Central Washington University	June 20
Director of Financial Aid	Edmonds Community College	June 20
Teaching Associate, Early Childhood Education	Central Washington University	June 20
Asst. Prof. Drama: Technical Director/Theater Design	Central Washington University	June 21
Coordinator of Programs for Women	Walla Walla Community College	June 22
Dean of School/Professional Studies	Central Washington University	June 22
Instructor Civil Engineering	Mt. Hood Community College	June 23
Program Coordinator & Instructor/ Practical Nursing	Centralia College	June 25
Part-time Teaching Positions/ Accounting, Finance, Sys. Anal., Management, Marketing, Intern'l Business, Public Admin.	University of Puget Sound	Ongoing
<u>Miscellaneous Positions</u>		
Administrative Technician	Pierce County Personnel Dept.	June 4
Asst. Tax & License Director	City of Tacoma	June 15
Mental Health Specialist II/ Rape Relief Program	Mid-Columbia Mental Health Center Richland, Washington	No deadline given
Program Manager/Adolescent	Mid-Columbia Mental Health Center	No deadline given
Radiologic Technologist	St. Helens Hospital Chehalis, Washington	Ongoing
Medical Transcriptionist	Wa. Orthopaedic & Fracture Clinic Centralia, Washington	Ongoing



TACOMA COMMUNITY COLLEGE  
Community College District No. 22



AN EQUAL OPPORTUNITY EMPLOYER

TEMPORARY POSITIONS AVAILABLE

THE POSITIONS LISTED BELOW ARE FUNDED BY COMPREHENSIVE EMPLOYMENT AND TRAINING ACT, (CETA) TITLE II, THROUGH SEPTEMBER 28, 1979.

APPLICATION PROCEDURE: - STEP I For consideration apply at Comprehensive Employment Services; new location: 740 St. Helen; 2nd floor; Med. Arts Bldg.; Tacoma, WA 98402.

EXAMINATION PROCEDURE: - STEP II Complete Tacoma Community College Application AND Supplemental Application (JOB ELEMENT EXAMINATION) forms which are available at the FRONT DESK at Comprehensive Employment Services.

EXAMINATION NO. 79-2 The examination is for open-competitive candidates

OFFICE ASSISTANT II - TYPING - FOUR (4) POSITIONS TO BE FILLED

TYPICAL WORK: See reverse side for overall job specifications

MINIMUM QUALIFICATIONS: High school graduation or GED Certificate, PLUS one (1) year of applicable office/clerical experience; demonstrated experience or training in occupational level typing required; 50 WORDS PER MINUTE NET. Six (6) months' applicable college, business school or OJT may be substituted for required work experience. Six (6) months' additional qualifying experience may be substituted for required education.

SALARY: JOB ENTRY AT MINIMUM STEP: \$606.00 per month

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EXAMINATION NO. 79-3 The examination is for open-competitive candidates

OFFICE ASSISTANT II - ONE (1) POSITION TO BE FILLED

TYPICAL WORK: Perform a variety of tasks requiring previous clerical experience, awareness of departmental programs as well as internal office procedures. The person selected will generally exercise independent judgment within specific guidelines and standards. Some individual interpretation is required in answering questions, obtaining and providing information for students, staff, and public. Sort and file a variety of documents and material according to relatively complex filing procedures; remove and log materials and maintain appropriate status and file reports. Assist in the administration of registration services. Type routine material not requiring occupational level typing skills. The individual should be courteous, tactful and informed in receiving students, staff and the public. Perform related duties as required.

MINIMUM QUALIFICATION: Educational and clerical requirements same as above, EXCEPT occupational level typing NOT REQUIRED.

SALARY: JOB ENTRY AT MINIMUM STEP: \$563.00 per month

APPLICATION DEADLINES: The positions will be closed when a sufficient number of qualified applicants have been identified, but no earlier than JUNE 12, 1979.



**Definition:** Compose and type copy, process records, maintain inventory and filing systems, assist general public, and perform a variety of clerical tasks.

**Distinguishing Characteristics:**

Positions in this class require occupational level composition and typing skills on electric or manual typewriters. Assigned duties require previous clerical experience and awareness of departmental or division programs, as well as internal office procedures. Generally, will exercise independent judgment within specific guidelines and standards.

Some individual interpretation is required in answering questions from the general public, composing typewriter copy in final form, and general processing of assigned work. Incumbents are expected to solicit information and assistance from immediate supervisors for special problem areas or application of new policies and standards.

Incumbents will occasionally assist full-time new hires and/or assistants in becoming acquainted with office routines, standards, and procedures.

Knowledge of spelling, punctuation, and grammar is required.

**Typical Work:**

Organize and type manuscripts, correspondence, grant proposals, test materials, tables, reports, records or other material from rough draft, copy, or verbal instructions; cut stencils and masters;

Answer telephones; receive, and refer visitors; give information concerning rules, regulations, and procedures; make appointments;

Sort and file a variety of documents and material according to relatively complex filing procedures; maintain appropriate status and file reports;

Order, receive, and maintain inventory of office supplies;

Operate office equipment incidental to clerical duties;

Compose routine correspondence and office forms subject to supervisor's approval;

Occasionally assist other employees and/or student workers performing repetitive clerical tasks;

Assist in the administration of various departmental responsibilities (e.g., test examination, student placement, housing inventory, registration services, purchase requisitions, financial aid application, engineering records, student files, alumni records, transportation dispatch, library ordering, etc.);

Occasionally post invoices, vouchers, and other accounting, fiscal, and cost data under instructions from central fiscal office and supervisors;

Occasionally may take machine transcription;

Perform related duties as required.



TACOMA COMMUNITY COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
May 23, 1979

MEMBERS PRESENT:

Tanya Brunke  
Dottie Galloway  
(for C. Anderson)  
Frank Garratt  
Phil Griffin  
George Huffman  
Ivonna McCabe  
Paul Michaels  
Murray Morgan  
(for Yun-yi Ho)

Bill Packard  
Dick Perkins  
Robert Rhule  
(Chairman)  
Gary Sigmen  
Morris Skagen  
Lorraine Stephan  
Dave Whisner  
Ed Zimmerman

NOT PRESENT:

C. Anderson  
Dick Giroux  
Ken Gentili  
Yun-yi Ho  
Jack Hyde  
Ron Magden  
Chuck Summers  
Phyllis Templin  
Dick Spangler

GUESTS:

Ed Dreger  
Karen Munson  
Pat Loth (Secretary)

The meeting was called to order by Chairman Robert R. Rhule at 2:50 p.m., in the Binns Room.

Old Business

1. Course Modification: English 84 - Spelling Review - FROM 1 credit TO: 3 credits/ 2 lecture/2 lab

MOTION: It was moved by Frank Garratt and seconded by Gary Sigmen that English 84 credits be changed from 1 to 3, with approval by the Curriculum Committee. The motion carried unanimously.

2. Course Modification: Business 234 - TITLE CHANGE - FROM: Model Office TO: Office Simulation. CREDIT CHANGE - FROM 5 credits to 4 credits

MOTION: It was moved by Ivonna McCabe and seconded by George Huffman the title and credit change for Business 234 be approved by the Curriculum Committee. The motion carried unanimously.

3. New Course Adoption: Business 228 - Word Processing/IBM Memory Typewriter (2 credits)  
4. New Course Adoption: Business 229 - Word Processing/IBM Mag Card II (2 credits)  
5. New Course Adoption: Business 230 - Word Processing/Vydec (2 credits)

MOTION: It was moved by Lorraine Stephan and seconded by Tanya Brunke that Business 228, 229, and 230 be approved by the Curriculum Committee. The motion carried unanimously.

New Business

1. Pilot & Experimental Course: CDP 198 - Alternative Careers/Lifestyles (2 cr/1 lec/1 lab)  
Phil Griffin explained the course as one needed which will enable students to cope with changing career roles and to explore a variety of lifestyles which may be appropriate for them. He further said that Karen Becker, counselor, who has experience in this area would be teaching the class on a volunteer basis. This item was presented for informational purposes to the Curriculum Committee. The course will be offered Fall Quarter, 1979.
2. New Course Adoption: Barbering 101 - Barbering I (18 cr/6 lec/12 lab) (McNeil)  
3. New Course Adoption: Barbering 102 - Barbering II (18 cr/6 lec/12 lab) (McNeil)  
4. New Course Adoption: Barbering 103 - Barbering III (16 cr/4 lec/12 lab) (McNeil)  
5. New Course Adoption: Electronics 101 - Electronics I (28 cr/18 lec/10 lab) (McNeil)  
6. New Course Adoption: Electronics 102 - Electronics II (28 cr/18 lec/10 lab) (McNeil)  
7. New Course Adoption: Electronics 103 - Electronics III (28 cr/18 lec/10 lab) (McNeil)  
8. New Course Adoption: Small Engine Repair 101 - Small Engine Repair I (30 cr/8 lec/22 lab) (McNeil)  
9. New Course Adoption: Small Engine Repair 102 - Small Engine Repair II (28 cr/7 lec/21 lab) (McNeil)  
10. New Course Adoption: Small Engine Repair 103 - Small Engine Repair III (28 cr/7 lec/21 lab) (McNeil)  
11. New Course Adoption: Welding 101 - Welding I (24 cr/5 lec/19 lab) (McNeil)  
12. New Course Adoption: Welding 102 - Welding II (22 cr/4 lec/18 lab) (McNeil)  
13. New Course Adoption: Welding 103 - Welding III (22 cr/4 lec/18 lab) (McNeil)

Lorraine Stephan, Associate Dean for Occupational Education, said that Joe Palmquist, Educational Officer at McNeil Island Penitentiary, had asked for an evaluation of a series of courses, with a view toward an Associate in Technical Arts Degree for the programs proposed for McNeil Island students. Dick Perkins, member of the Associate Degree Committee worked with Miss Stephan and Mr. Palmquist on the new courses, credits, and applicability towards a degree. The rationale for credits, lecture and labs was explained. If further information is desired regarding the programs or a more detailed description of the unit headings,



CURRICULUM COMMITTEE MINUTES, CON'T.

please contact Miss Stephan. It was further noted that the courses are being planned for three fifteen week sessions. Instructors will be employed by McNeil Island. The phaseout of McNeil was questioned; the response was that there will be a gradual phaseout to January, 1982.

14. New Course Adoption: Insurance 240 - Principles of Salesmanship (3 cr/3 lec/0 lab)  
Gary Sigmen, Division Chairman for Business and Office Education, and Ed Dreger explained that the new insurance course is one suggested by the Insurance Advisory Committee as a supplementary course.
15. New Course Adoption: Supervision & Management 150 - Budget Preparation (3 cr/3 lec/0 lab)
16. New Course Adoption: Supervision & Management 160 - Women in Management (3 cr/3 lec/0 lab)  
Gary Sigmen and Ed Dreger said that the proposed supervision and management courses were also suggested by the Advisory Committee. It was noted that 90% of the enrollees are working in the field, and the courses are designed for that clientele, with classes planned for evenings.

There being no further business, the meeting was adjourned at 3:32 p.m. The next meeting of the Curriculum Committee will be held on Wednesday, June 6, at 2:45 p.m., in Building 7, Room 12.

ROOM SCHEDULE

Monday, June 4, 1979

Selection Committee Meeting	8:30 am - 10:00 am	Binns Room
Dennis Stray	6:00 pm - 10:00 pm	Gym
Board of Realtors - Pre-Licensing	6:30 pm - 9:30 pm	18-18
Orpheus Male Choir	7:00 pm - 10:00 pm	5-4
Summer Arts Workshop - Auditions	7:00 pm - 11:00 pm	Theater

Tuesday, June 5, 1979

Council on Post-Secondary Education	8:00 am - 5:00 pm	Binns Room
Dennis Stray	6:00 pm - 10:00 pm	Gym
Tanya Brunke	7:00 pm - 11:00 pm	Theater

Wednesday, June 6, 1979

Council on Post-Secondary Education	8:00 am - 5:00 pm	Binns Room
Growth Policy Association	5:00 pm - 7:00 pm	Binns Room
Board of Realtors - Pre-Licensing	6:30 pm - 9:30 pm	18-18
Virginia Rodgers	7:00 pm - 9:00 pm	18-10
Summer Arts Workshop - Auditions	7:00 pm - 11:00 pm	Theater

Thursday, June 7, 1979

Comprehensive Employment Services	8:00 am - 5:00 pm	18-1
Library Staff	10:00 am - 1:00 pm	Binns Room
Community Alcohol Center	6:00 pm - 10:00 pm	16-1
Paul Michaels	7:00 pm - 9:00 pm	Binns Room
TCC Commencement	8:00 pm - 9:00 pm	Gym

Friday, June 8, 1979

Dennis Stray	6:00 pm - 10:00 pm	Gym
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Saturday, June 9, 1979

Demo Basketball Practice	2:30 pm - 4:30 pm	Gym
Consuella Wesley	3:00 pm - 5:00 pm	21-3
Dennis Stray	5:00 pm - 9:30 pm	Gym

Sunday, June 10, 1979

TCC Public Tennis Club	8:00 am - 8:00 pm	Tennis Courts
Consuella Wesley	12 noon - 2:00 pm	21-3
Youth Services Bureau	2:30 pm - 4:30 pm	Gym
Dennis Stray	5:00 pm - 10:00 pm	Gym