

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

July 22, 1971

3:30 P.M.

Northwest History Room

Agenda

1. Roll Call
2. Minutes
3. Correspondence
4. Unfinished business
  - (a) Resolution re. renewal of professional negotiations agreement with TCCA
  - (b) Resolution amending Board of Trustees by-laws re. regular meeting date
5. New business
  - (a) Resolution empowering the president to execute an agreement with the Department of Health, Education and Welfare for provision of educational services in low-income housing communities -- Mr. Schafer
  - (b) Supplementary faculty appointments for high school completion program -- Dr. Jacobson
  - (c) Labor agreement with Operating Engineers Union No. 286
  - (d) Resolution re. assignment of Building 15, Room 8 to student government
  - (e) Scheduling of Board of Trustees study session
  - (f) Bids on parking lot paving (supplement 5-f) -- Mr. Van Mieghem
6. Reports
  - (a) ASB -- Mr. Whitbeck
  - (b) WACCSG -- To be announced
  - (c) TCCA -- Mr. Jansen
  - (d) TCCSA -- Mrs. Hotel
  - (e) Student Services -- Dr. Lathrop
  - (f) Instruction -- Dr. Jacobson
  - (g) Community Services -- Mr. Schafer
  - (h) Occupational Education -- Mr. Rhule
  - (i) Instructional Resource Center -- Mrs. Amoroso
  - (j) Administrative Services -- Mr. Van Mieghem
  - (k) Planning and Program Development -- Dr. Falk
  - (l) President's Report -- Dr. Ford
  - (m) Trustee Comments
7. Information



TACOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES

MINUTES OF MEETING  
July 22, 1971

The regular meeting of the Board of Trustees was held on Thursday, July 22, 1971, in the Northwest History Room at Tacoma Community College.

Members and Officers of the Board in Attendance:

Mr. Charles L. Edmunds, Vice-Chairman  
Mr. Don E. Anderson  
Mr. Robert O'Neill Springer  
Dr. Thornton Ford, Secretary

Absent:

Rev. Robert M. Yamashita, Chairman  
Dr. Dewey Tuggle

Administrative Staff and Others Who Regularly Attend:

Mrs. Doreen Amoroso	Mrs. Paula Pascoe
Dr. Richard C. Falk	Mr. Robert E. "Skip" Patterson
Mr. Howard Ferguson	Dr. Robert R. Rhule
Mr. Donald Gangnes	Mr. Henry Schafer
Mrs. Carolyn Hotel	Mr. Lewis Schrawyer
Dr. Paul Jacobson	Mr. George Van Mieghem
Mr. Luther Jansen	Mr. Jerry Vaughan
Mr. Joseph Kosai	Mr. Dale Wirsing

Visitors:

Mr. Rex Rouse

CALL TO ORDER

In the absence of the chairman, Vice-Chairman Edmunds called the meeting to order at 3:35 P.M. Trustees Anderson and Springer were also present. Dr. Tuggle and Rev. Yamashita were absent.

APPROVAL OF MINUTES

The minutes of the June 24, 1971, meeting stand approved as mailed.



CORRESPONDENCE

President Ford noted correspondence from the Governor appointing Robert O'Neill Springer to a position on the Board of Trustees of Tacoma Community College for the period beginning July 9, 1971, until April 3, 1976. Mr. Springer attended TCC from 1965 to 1967 and recently graduated from Central Washington State College.

Motion: Mr. Anderson moved and it was seconded that the Board has unanimous consent to the Governor's letter appointing Mr. Springer to the TCC Board of Trustees.

Motion carried unanimously.

Other correspondence was a memorandum from Dr. Sam Kelly of the Trustees Association of Community Colleges (TACC) advising of a seminar to be held at Western Washington State College November 8-12, 1971. Trustee Don Anderson volunteered to represent TCC at this seminar.

UNFINISHED BUSINESS

Resolution No. 71-21 (agenda supplement 4-a) was discussed. This is the Cooperative Board-Certificated Personnel Relations agreement, originally signed on July 27, 1967. Renewal was delayed after some questions were raised about academic freedom. A meeting was scheduled for August 12 at noon in Dr. Ford's office to which TCCA spokesmen, Board members, and others concerned were invited. Assistant Attorney General Skip Patterson will provide legal counsel on the matter.

A Board study session on negotiations (if they are completed) and budget matters was scheduled for the same day, August 12, at 1:30 P.M. in the Northwest History Room.

The following action was taken on amending the by-laws of the Board of Trustees of Tacoma Community College:

Motion: Mr. Anderson moved and Mr. Springer seconded that the Board adopt Resolution No. 71-22 (agenda supplement 4-b) amending Article VI, Section 4, of the by-laws of the Board of Trustees (setting the regular meeting dates of the Board to be the fourth Thursday of each month and the time at 3:30 P.M.).

Motion carried unanimously.

NEW BUSINESS

Resolution No. 71-23 (agenda supplement 5-a) empowering the president to execute a contract with the Department of Health, Education and Welfare for a \$100,000-plus project of providing educational services to low-income housing communities was discussed. The chair asked for a vote on this resolution. All trustees present (Anderson, Springer, and Edmunds) voted aye and the resolution was adopted. It was reported that Jerry Vaughan will be responsible for administering this program.



Motion: Mr. Anderson moved and it was seconded that the Board approve agenda supplement 5-b authorizing the hiring of two part-time instructors for the high school completion program.

Motion carried unanimously.

Mr. Rex Rouse of the Operating Engineers Union No. 286 was introduced by Mr. Van Mieghem, who advised the Board that for some time the college has been working on a labor agreement with the union. Mr. Rouse said the employees have not had an opportunity to go over the contract as yet but that another meeting will be set up within the next two weeks.

Motion: Mr. Anderson moved and it was seconded that the Board adopt Resolution No. 71-24 (agenda supplement 5-d) calling for reassignment of Building 15-8 to student government for a campus lounge area, moving Admissions and Records from Building 5-A to Building 6, and some minor remodeling in Building 15, including a roof over the central court.

Motion carried unanimously, and the resolution was adopted.

Mr. Van Mieghem explained the bids received for the paving of two campus parking lots. He reported that the low bid, recommended by the administration, came from the J. D. Shotwell Co. of Tacoma for paving 220 parking stalls on the south side of the campus and 145 stalls near the TCC gym.

The chair asked for a vote on Resolution No. 71-25 (agenda supplement 5-f) authorizing the award of the contract for paving to the J. D. Shotwell Co. in the amount of \$11,110. All trustees present (Anderson, Springer, and Edmunds) voted aye and the resolution was adopted.

#### REPORTS

ASB.--Lewis Schrawyer reported for Mr. Whitbeck, President, that the Student Senate is pleased that the Board of Trustees recognized the students' point of view in passing the resolution reassigning Building 15-8 to a campus lounge area.

He said, also, that ASB is continuing to meet during the summer and that they are working with the staff on a new method of orientation for entering students.

A revised budget has been adopted for 1971-72 and will be submitted to the Board at the next regular meeting.

WACCSC.--No report.

TCCA.--No report.



TCCSA.--Carolyn Hotel said the classified staff is becoming organized just as the teachers have done but that as yet they do not have enough members.

Student Services.--No report.

Instruction.--Dr. Jacobson said they are trying to meet the budget in regard to expenditures for instruction.

They are taking first steps in "Management by Objectives" and the Executive Committee is operating by objectives.

Community Services.--No report.

Occupational Education.--Dr. Rhule, the new director, reported he is trying to familiarize himself with what has occurred during the past year.

Instructional Resource Center.--Mrs. Amoroso indicated the Center is open only three nights a week because of budgetary problems.

Administrative Services.--Mr. Van Mieghem said that the auditor has made his exit and as soon as the administration receives a copy of Mr. Fall's report, a full report will be made to the Board.

The tennis courts, he said, should be ready in about a week, and the Science Building will be ready by fall.

Planning and Program Development.--Dr. Falk called the Board's attention to the full accreditation and re-evaluation of Tacoma Community College to be done by the Northwest Association of Secondary and Higher Schools by late October, 1973. (See agenda supplement 6-k.)

Two other items he mentioned as housekeeping chores include (1) delegation of authority to hire and fire non-certificated employees, and (2) an annual leave policy for 12-month contracted persons. He suggested that resolutions be prepared and brought before the Board on these matters.

President's Report.--Dr. Ford reported to the Board that the administration is in the process of developing a two-day fall orientation and workshop on "management by objectives" wherein faculty, Board of Trustees, staff, etc., will participate. A letter and tentative schedule will be mailed to everyone by the end of July.

The new director for the State Board for Community College Education, Mr. John Mundt, has a six-year plan under way, Dr. Ford said. Dr. Ford added that he has been selected to be in charge of the task force that will analyze the seven goals for the State Community College System in Design for Progress.



A progress report to the Board on negotiations between TCC and TCCA dated July 22, 1971, is included as agenda supplement 6-1.

Mr. Jansen, TCCA President, said that the four points on which there is no agreement between TCC and TCCA were presented to the faculty earlier this afternoon. The faculty voted to have their negotiating team hold firm on (1) a 5 per cent increase in the base salary schedule, (2) request for implementation of a longevity clause in the salary schedule, (3) \$20.00 to be paid by the institution for health benefits, and (4) part-time teaching personnel teaching more than 5 hours be compensated at a pro rata of full-time pay. Another meeting between the negotiating teams has been scheduled for August 3, 1971.

Trustee Comments.--Mr. Anderson suggested that a committee be formed for the purpose of looking at the many creative ways and ideas that may be "way out."

The Trustees had several suggestions in regard to what kind of recognition should be given former Board member John Binns to show the appreciation of the college and the community for Mr. Binns' many services. This will be an item for discussion at the study session on August 12.

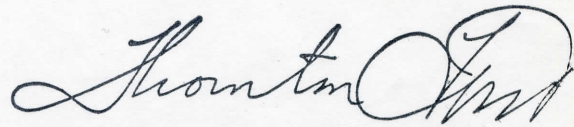
Mr. Springer thanked those present for the hospitality extended him at his first Board meeting.

NEXT MEETING

The next meeting will be held on Thursday, August 26, 1971, at 3:30 P.M. in the Northwest History Room of the college.

ADJOURNMENT

The meeting adjourned at 4:55 P.M.



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Thornton Ford, Secretary



TO: Community College Presidents

FROM: Sam Kelly, TACC

DATE: July 8, 1971

As you know, the trustees will conduct a seminar during November of 1971 (November 8-12 at WWSC) and again during the spring of 1972 (dates to be determined later). This seminar, or workshop, is financed by USOE under Title V, EPDA and was described at the annual convention in Spokane this spring.

The purpose of the activity is to allow trustees a concentrated period of time to address four or five issues/problems/challenges that face the local trustees and that relate to the community college system as a whole. The focus will be on the trustees and their role within the system.

We hope to have one representative attend from each local board. Boards have been asked to nominate one of their members by completing USOE forms that I mailed to the board chairmen a month or so ago. To date, about half the boards have replied. Additionally, boards were asked to specify 2-3 issues/problems/challenges that they feel are of critical importance and that could develop into assignments for study during the seminars.

I would appreciate it very much if you would do two things:

1. Check to see that your board has nominated a member and has sent the application forms to me at WWSC. (If the board can send a member but is not yet sure about which member it will be, a note stating that the application will be forwarded later will suffice for the time being.)
2. State two issues/problems/challenges that you think the trustees should address--by way of detailed study, preparation of a proposal or suggested policy, development of possible legislation, a "white paper," etc. These outcomes are the aims of the workshops and will provide much of the program for the next TACC convention.

There will be many suggestions for agenda items from board members; but the planning committee would like to be sure that, as the presidents see things, a major issue or challenge for the trustees has not been overlooked.

Thank you. The planning committee meets again in two weeks to choose items and make more specific arrangements, including selection of several consultants to work with the trustees in the November seminar.

SK:jg

cc: Dr. John Terrey  
Mrs. Betty Mage  
Mr. Lyle Perrigo  
Mrs. Harriet S. Jaquette  
Mr. Marvin E. Glass

*Sam Kelly*

*Don Anderson  
will attend  
676-3000  
734-8888  
Bellingham  
Mich 21  
138 Foreshore  
98225*



RESOLUTION NO. 71-21

WHEREAS, The agreement on COOPERATIVE BOARD--CERTIFICATED PERSONNEL RELATIONS has proved to be mutually beneficial; and

WHEREAS, The Tacoma Community College Association (TCCA) has indicated a desire to extend the agreement; therefore, be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the COOPERATIVE BOARD--CERTIFICATED PERSONNEL RELATIONS agreement be extended until July, 1972, pursuant to provisions for renewal contained in Section VI of the agreement.

*Amended and  
adopted on 12/16/71  
(see those  
minutes)*



## COOPERATIVE BOARD-CERTIFICATED PERSONNEL RELATIONS

Between the Board of Trustees Tacoma Community College District 22 and  
the Tacoma Community College Association

The Board of Trustees of the Tacoma Community College District 22 and the Tacoma Community College Association do hereby agree that the educational welfare of the students of Tacoma Community College is of paramount importance and shall be accepted as the basic consideration by both parties. Pursuant to Chapter 143, Laws of 1965, Revised Code of Washington, the parties do hereby agree as follows:

### I RECOGNITION

The Board of Trustees of Tacoma Community College District 22, hereinafter known as the Board, recognizes that teaching is a profession and that the Tacoma Community College Association, hereinafter referred to as the Association, having received the majority of votes cast by the certificated staff of the college, shall be the representative of all the certificated personnel employed, or to be employed, by the Board. The association recognizes the Board as the duly authorized governing body of Tacoma Community College District 22 and as the employers of all certificated personnel. The purpose of recognition is the mutual agreement that the parties will negotiate with regard to matters as outlined in Section II-C.

### II PRINCIPLES

#### A. Attaining Objectives

Attainment of objectives of the educational program of the district requires mutual understanding and cooperation between the Board and the professional personnel. Free and open exchange of views is desirable and necessary, with all parties participating in deliberations leading to the determination of matters of mutual concern.

7/27/67



B. Professional Teaching Personnel

Teaching is a profession requiring specialized qualifications, and the success of the instructional program in the college depends upon the maximum utilization of the abilities of certified personnel who are satisfied with the conditions under which their services are rendered.

Certified personnel have the right to join, or not to join, any organization for their professional or economic improvement, and membership in any organization shall not be required as a condition of employment.

C. Representation

The Board and the president, or their designated representatives shall meet with representatives of the Association to negotiate in good faith on policies governing professional compensation, faculty leave, conditions of employment, the recruitment of instructors, deans, president, community support for the school program, budget preparation, communications, and other matters which affect the quality of the educational program.

III  
PROCEDURES

A. Association Participation

When requested by either party, the president of the college and/or the Board of Trustees shall meet with Association representatives to confer on matters outlined in Section II-C. Matters not satisfactorily resolved at these meetings may, at the request of either party be the subject of negotiation between a committee of Board members, the president of the college, and Association representatives.

B. Meetings

Meetings between the Association representatives, the Board, and the president of the college shall be called upon the written request of any one of the parties involved. Requests for meetings shall include specific statements of the reasons for the requests.



C. Directing Requests

Requests from the Association for meetings between Association representatives, the Board, and the president, shall be made to the president of the college. Requests from the president of the college or the Board shall be made to the president of the Association. A mutually convenient meeting shall be arranged within fifteen days of the date of the request.

D. Statements of Positions

Proposals, counterproposals, information and supporting data shall be exchanged freely and in good faith during the meeting or meetings in an effort to reach mutual understanding and agreement. The Association negotiations committee, the president of the college, and where applicable a committee of the Board shall act, insofar as possible, as a committee of the whole.

E. Requests for Assistance

All participants have the right to utilize the services of their own consultants in the deliberations.

F. Agreement reached by the participants shall be put in written form and shall be subject to ratification by the Board and the Association.

G. Nothing in this agreement shall be interpreted as denying the right of a certificated employee to appear before the Board on his own behalf on matters as outlined in Section II-C. In the event such matters shall affect other certificated staff members, the Association shall have the right to express its considered professional judgment before the Board prior to the Board's final decision on an individual case.



IV  
RESOLUTION OF DIFFERENCES

A. Special Committee

If the participants reach an impasse or if they reach agreement but such agreement is not ratified by both parties, either party may within five days thereafter request the Office of the State Director of Community Colleges or whoever else may be the duly authorized authority, by registered mail, to appoint a special committee to assist and advise in the resolution of differences. Said committee shall make a written report with recommendations to both parties within fifteen days of receipt of the request for assistance.

V  
ACADEMIC FREEDOM

The Board recognizes and respects the right of citizens to make suggestions for the improvement of the college, but the Board also recognizes that the educational profession has both the right and the responsibility to insist that students must be free to learn and faculty members free to teach broad areas of knowledge, including those which may be considered controversial. Whenever any group or individual brings charges against a faculty member concerning the faculty member's freedom to teach, if the Board concurs with the faculty member's position, it may provide, without charge to the faculty member the necessary and sufficient leave, legal assistance, and other support for the protection of academic freedom.



VI  
RENEWAL

The provisions of this agreement shall continue in effect for one year following the date of signing and shall be renewed at the regular meeting of the Board of Trustees in the month of renewal unless challenged by an employee organization showing proof of at least thirty percent membership of the college's certificated personnel. This agreement may be amended or supplemented at any time by mutual agreement of the parties thereto. It may be terminated at the end of each annual period by either party by giving written notice of intent to terminate not less than thirty days prior to the renewal date.

VII  
CONTRACT RIGHTS

It is mutually agreed that all contract rights which were held by members of the faculty with the Tacoma School District Number 10, and which have not been specifically amended or superseded under this agreement, remain in force.

VIII  
SAVING CLAUSE

If any provision of this agreement or the application thereof to any person or circumstance is held invalid, the agreement can be given effect without the invalid provision or application; and to this end the provisions of this agreement are declared to be severable.

In the event a portion of the agreement is held to be invalid, then the parties to this agreement shall renegotiate to bring that portion into conformity with the law.



IX  
ACCEPTANCE

This agreement is signed and adopted this 27th day of July, 1967

ATTEST:

Charles L. Edmunds  
Chairman, Board of Trustees

W. A. R.  
Vice Chairman

Lewis C. Holfield

John Binn

Madeline K. Moore

Theresa J. [unclear]  
Board Secretary

Jack H. Holfield  
President, Tacoma Community College Association

Carolyn A. [unclear]  
Association Secretary



RESOLUTION NO. 71-23

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, That the president be empowered to execute an agreement with the Department of Health, Education and Welfare for provision of educational services in low-income housing communities.

*Adopted 7/22/71*



RESOLUTION NO. 71-22

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, That Article VI, Section 4, of the by-laws of the Tacoma Community College Board of Trustees be amended to read:

Sec. 4. The Board of Trustees shall hold at least one regular meeting during each month of the year; the date of the regular monthly meeting shall be the fourth Thursday of each month at 3:30 P.M.; and such other regular or special meetings as may be requested by the Chairman of the Board or by a majority of the members of the Board.

*Adopted 7/22/71*



Tacoma Community College

Meeting of the Board of Trustees

July 22, 1971

The following candidates are recommended as supplementary faculty for the Fall Quarter, 1971, High School Completion Program. It is further recommended that the board authorize President Ford to enter into an agreement with the candidates at a rate of pay consistent with the college's part-time rate of pay.

Stephen Tellari, M.A.                      English

Richard Keniston, B.S.                    Social Science



RESOLUTION NO. 71-24

WHEREAS, The need for a campus lounge area has frequently been expressed and documented; and

WHEREAS, The proximity of a campus lounge area to office space for student government and the campus activity adviser is desirable; and

WHEREAS, Moving the student government and activity adviser offices from Building 6 to Building 15 will make available badly needed permanent space for the Records Office; therefore, be it

RESOLVED by the Board of Trustees of Tacoma Community College, That Building 15, Room 8, be made available for a campus lounge area until alternate facilities are provided.

*Adopted 7/22/71*



RESOLUTION NO. 71-25

WHEREAS, Paving of additional parking space on the campus will be beneficial to Tacoma Community College students; and

WHEREAS, Adequate funds have been or will soon be collected from campus parking permits; and

WHEREAS, The J. D. Shotwell Co. has submitted the low bid of \$11,110 for paving of 220 parking stalls in Parking Area D and 145 stalls in Parking Area C; therefore, be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the president is empowered to authorize the Washington State Department of General Administration to execute a contract with the J. D. Shotwell Company for paving of the above-mentioned parking areas.

*Adopted 7/22/71*







ACCREDITATION OF TACOMA COMMUNITY COLLEGE

by

Northwest Association of Secondary and Higher Schools

1965

1966

1967

1968

1969

1970

1971

1972

1973

*Full committee evaluation  
(3 year accreditation)*

*Interim report submitted  
(3 year extension of accreditation)*

*Full committee re-evaluation  
(scheduled for Oct. 24-26)*

1971-1972

1972-1973

1973-1974

Su F W Sp

Su F W Sp

Su F W Sp

*Dr. Bemis' preliminary visit*

*Planning of the self-study*

- appoint steering committee
- begin preliminary studies of:
  - institutional objectives
  - finances
  - library
  - degree requirements
  - other

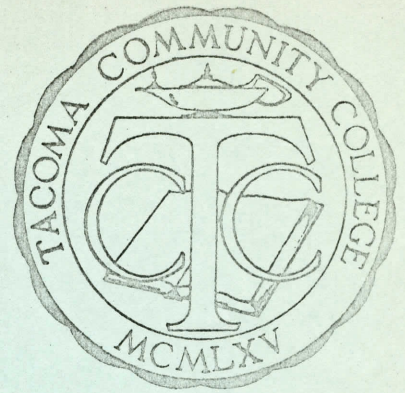
*Self-Study  
(total institution)*

*Preparation of self-study document*

*Committee visitation (Oct. 24-26)*



# Tacoma Community College



## MEMORANDUM

Date: July 22, 1971  
To: Members of the Board of Trustees  
From: Tom Ford  
Subject: PROGRESS REPORT - NEGOTIATIONS WITH TCCA

Of the fourteen items presented to TCCA by me on behalf of the Board of Trustees on May 13, 1971 and the eight items presented to me on the same date by TCCA all but four items have been satisfactorily resolved after eleven meetings between the TCC and the TCCA negotiating teams. At this point the two teams have not agreed on the following:

- 1) TCCA's request for a 5 per cent increase in the base of the salary schedule. TCC has offered no salary increases for 1971-72.
- 2) TCCA's request for implementation of a longevity clause in the salary schedule. TCC has turned this down on two bases: first, that it represents an increase in salary for some (for which there are no funds) and second, that it would provide increases for those already at the top of the schedule instead of those still near the bottom.
- 3) The third item involves health benefits. Although the last legislature has made it permissible for the college to pay up to \$20.00 per month per employee it only provided funds for a \$5.00 increase--which would bring our contribution to \$15.00 This we have offered.
- 4) TCCA's proposal that pay for part-time people teaching more than 5 hours be calculated on a pro-ratio of full-time pay. TCC has rejected this on basis of the additional costs involved.

At least two matters will most likely be referred to a joint administrative/faculty study committee. They include:

- 1) Development of more specific criteria for evaluation of both administrators and faculty.
- 2) Development of a means by which persons are identified as "administrators" and a salary plan for administrators.

Just about everything else has been agreed upon and appears in one or the other attached rewrites by TCC and TCCA.

TF

TF:sh



STATUS SUMMARY OF NEGOTIATIONS TO DATE

TCC AND TCCA

July 15, 1971

TCC's May 13, 1971 Proposal

1. Salary Schedule - no agreement.
2. Longevity - rejected by TCCA on July 13 (including TCC's July 6th rewrite).
3. Travel - agreed that this is an administrative prerogative.
4. Health benefits - additional \$5 offered by TCC still being considered by TCCA.
5. No. 5, No. 8, No. 9, No. 10, and No. 14 amalgamated. See enclosed rewrite agreed to on June 22 by both TCCA and TCC.
6. Compensation of Division and Department Chairmen - amended to read: ". . . maintain the extra compensation schedule for departmental and division chairmen at the 1970-71 factor level." Agreed to by TCCA on June 8. (Amendment underlined.)
7. Summer contract - TCC and TCCA agreed to drop this on July 13, along with TCCA No.7.
8. See No. 5 above.
9. See No. 5 above.
10. See No. 5 above.
11. Contract Provisions - wording changed to read: "Faculty members may be assigned in any instructional program of the college but will not be assigned to any courses or duties for which they are not professionally qualified." Tentatively agreed to on June 1.
12. Part-time Salaries - discussion to be held July 15.
13. Extracurricular Compensation - accepted by TCCA on June 8.
14. See No. 5 above.

TCCA's May 13, 1971 Proposal

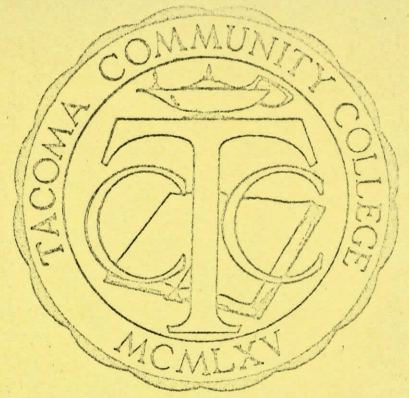
1. Salary Schedule - no agreement.
2. Longevity qualifications - accepted by TCC on July 6, as amended. See Attachment No. 1 revised on June 22, July 1, and July 6, and agreed to in principle on July 1 by TCC.
3. Administrator Salary Schedule - TCC agreed to in principle of amendment, Item "G" as set forth in minutes of July 1 and contained in TCCA's revised Attachment No. 1 as mentioned in 2 above.
4. Salary increase - rejected by TCC.
5. See Item "G" in TCCA rewrite mentioned above.
6. Part-time Salaries - to be discussed on July 15.



7. Summer Contracts - TCC and TCCA agreed to drop these on July 13, along with TCC's No. 7 (summer contracts).
8. See Item "G" on TCCA rewrite as mentioned above.



# Tacoma Community College



## MEMORANDUM

Date: May 13, 1971  
To: Vern Hess and Luther Jansen  
From: Tom Ford  
Subject: ITEMS FOR DISCUSSION AND/OR NEGOTIATION SPRING 1971

The items listed below have been developed by the administrative staff over the past several months. On March 26 I discussed the items with the Board of Trustees in executive session. I propose them to you (under section III-A of the Cooperative Board-Certificated Personnel Relations agreement initially adopted by the Board and the TCCA on July 27, 1967) as either continuing or modified policy and working agreements for the 1971-72 academic year.

### 1. Basic Salary Schedule

The 1970-71 salary schedule shall serve as the contractual basis for determining 1971-72 salaries.

The attached modification for contracts beyond 9 months and for occupational instructors shall be incorporated into the 1971-72 schedule.

### 2. Longevity

Suspension of the proposed longevity provision in the schedule will continue through 1971-72.

### 3. Travel

Present regulations regarding travel at state expense shall be modified as follows:

- a. Authorization for all travel should be based on the needs of the college.
- b. Authorization for travel which is not justified on the basis of the needs of the college may be considered for approval "without salary deductions and at no expense to the college district."



May 13, 1971

- c. Authorization for other travel may be considered for approval "with salary deductions and at no expense to the college district."
- d. Assuming there are no state-imposed restrictions on out-of-state travel, all such requests will be considered on their individual merits.

4. Health Benefits

The college will continue to pay the maximum of \$10.00 toward the full-time employee's health plan. The college will also continue to provide payment for health benefits for the entire year even though faculty members actually earn only nine months of benefits.

5. 1971-72 Academic Year

The academic calendar shall consist of 162 to 165 instructional days per year--instructional days to include all days scheduled for classes as well as all days scheduled for final examinations and the end of the quarter faculty workshops. In addition, all instructors and counselors shall share equally in the advising and registration duties of the faculty. Instructors and counselors not carrying an equal load in the advising and registration activities will be expected to handle extra duties in terms of (a) larger class sizes (see No. 10 below); (b) additional counseling hours; or (c) extra projects as requested by the administration.

Eight to ten days for new student advising are required prior to the first day of classes each fall quarter.

Faculty help is also necessary during the registration periods preceding winter and spring quarters. The total time required at these periods is usually three to four days.

The administration proposes that no change in the wording of the length of the annual contract be made, but that there be a firm understanding that the normal contract year for instructors, counselors and librarians will be 180 days in length. Portions of the 180 days which are not scheduled for normal duties will be compensated for through extra service.

6. Compensation of Division and Department Chairmen

The administration proposes to maintain the extra compensation schedule for division chairmen at the 1970-71 level and to revise the stipend schedule for department chairmen. The total compensation for department chairmen which includes compensation to the twelve academic department heads, as well as to the chairman of the counseling department and the head librarian, is to be the same dollar amount in 1971-72 as it was in 1970-71. The total amount of compensation is to be prorated to the department chairmen as follows:



- a. There is to be a minimum amount established for department chairmanships.
- b. There is to be a compensation factor based upon the number of faculty members in each department.

These amounts, which are to be determined by the chairmen involved, are to be such that the maximum reimbursement is approximately twice the size of the minimum reimbursement.

7. Summer Contract

The present agreement guaranteeing summer contracts shall be suspended for 1971-72. Classes which do not have adequate enrollment (minimum of 15 students) will be cancelled.

8. Class Load and Hours

The normal class load shall continue to be 15 credit hours for lecture style courses and 20 to 22 contact hours for activity courses, or a prorated amount between these two kinds of course work as determined by the Dean of Instruction.

9. All "Pet" Courses to be Taught as Overload

All special topics courses and any others which are included in the schedule mainly because of an instructor's special interests shall be continued to be handled on an overload basis only.

10. Committee Responsibilities and Service during Registration--Alternative: Extra Class or Absorb Overloads

All faculty members not carrying committee responsibilities and/or not providing normal service during the registration process will be asked to perform extra duties as directed by the administration and/or be expected to handle larger classes as determined by the Dean of Instruction's office.

11. Contract Provisions

Faculty contracts shall be revised to include the following statement:

"Faculty members may be assigned to courses for which they are qualified in any instructional program of the college."



May 13, 1971

12. Part-time Salaries

Part-time teaching salaries for 1971-72 shall remain at the current 1970-71 level.

13. Extracurricular Compensation

The current (1970-71) extracurricular compensation index shall remain in effect through 1971-72.

14. Faculty Evaluation

It should be understood that evaluation of performance of all faculty members is a continuous process which the college must carry on to keep faith with its objective of "excellence in teaching, counseling, and learning resources." Specifically, this means that tenured as well as untenured faculty should participate in and cooperate fully with evaluation procedures. It is the position of the administration that the TCCA should acknowledge that cooperation with continuing evaluation is a part of the contractual obligation involved in employment.

TF

TF:sh

Attachments (2)



#1 - Basic Salary Schedule Attachment

Contracts for full-time faculty are prepared for the general period of time for which professional services are required by the college. The following table shows the contractual arrangements for the several types of service. The standard nine-month contract is the basis for all contracts. The number of days of service involved in the contract is determined by the type of service.

CONTRACTUAL ARRANGEMENTS			
Type of Service	Contract Period	Base Days	Salary and Service Characteristics
Instruction <sup>1</sup>	9 months	180	15 hr. weekly instructional load, plus advising
Department Chairmen	9 months	180	10% of salary schedule base
Division Chairmen	9 months	180	2/3 release time + 20% of salary schedule base + summer agreement
-----			
Student Services	The contract basis for these services is 195 days and 9 months. According to needs of the college, such contracts may be extended as follows:		8 hour day
Library and other I.R. Center services			8 hour day
Community Services Program Supervisors			8 hour day
Occupational Program Supervisors			8 hour day
Minority Affairs			8 hour day
Public Information			8 hour day
Curriculum development & other non-teaching services provided by any contracted professional personnel, beyond the individual's basic annual contract period.			8 hour day
-----			
General Administration (President, Assistant to the President, Deans, Directors)	12 months	260	responsibility factor <sup>2</sup>

1. Summer quarter contracts for instructional services normally cover a nine-week quarter and two-thirds of normal load, i.e., 10 quarter hours of instruction. Summer quarter instructional contracts carry a stipend of \$1600.

2. Annual contracts, which include 22 days of annual vacation, are issued to general administrative officers, who are responsible for the continuous operation of the college. Summer duties for such positions are the same as during the nine-month period. Contract figures for the positions included in this contract category are related to the nine-month salary schedule by the assigned responsibility factors.

General Administrative Officer

Assigned Responsibility Factor

President . . . . .	2.0
Assistant to the President and Deans . . . . .	1.5
Directors . . . . .	1.35

revised 5/17/71



TACOMA COMMUNITY COLLEGE  
PROPOSED SALARY SCHEDULE 1971-72

Years of Experience	Bachelor's Degree or Qualification Acceptable for Certification in an Approved Occupational Specialty		Master's Degree		Master's Degree with 247 Quarter Hours		Master's Degree with 270 Quarter Hours		
	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
0	.00	7,155	.00	7,950	.10	8,745	.20	9,540	0
1	.08	7,727	.08	8,586	.18	9,381	.28	10,176	1
2	.16	8,300	.16	9,222	.26	10,017	.36	10,812	2
3	.24	8,872	.24	9,858	.34	10,653	.44	11,448	3
4	.32	9,445	.32	10,494	.42	11,289	.52	12,084	4
5	.40	10,017	.40	11,130	.50	11,925	.60	12,720	5
6	.45	10,375	.45	11,528	.55	12,323	.65	13,118	6
7	.50	10,733	.50	11,925	.60	12,720	.70	13,515	7
8	.55	11,090	.55	12,323	.65	13,118	.75	13,913	8
9	.60	11,448	.60	12,720	.70	13,515	.80	14,310	9
10	.65	11,806	.65	13,118	.75	13,913	.85	14,708	10
11	.70	12,164	.70	13,515	.80	14,310	.90	15,105	11

Note: Doctorate - add .10 of base

Credit for Work Experience:

Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at Tacoma Community College. Full credit shall be given for professional experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individual's primary assignment at Tacoma Community College, in which case credit will be allowed as if it were professional experience in a non-academic setting. (Approved by Tacoma Community College Board of Trustees action, August 24, 1967.)



REWRITE OF PARTS 5, 8, 9, 10, AND 14 OF THE TCC

ADMINISTRATIVE NEGOTIATIONS PROPOSAL 6/10/71

PART I - EXISTING POLICIES AND PROCEDURES

The administration deems it to be wise and helpful to restate several existing operational procedures and policies at this time in order that there may be a firm understanding of the basis of further proposals. These existing procedures and policies are:

1. The academic calendar shall consist of 162-165 instructional days per year -- instructional days to include all days scheduled for classes as well as all days scheduled for final examinations and the end of the quarter faculty workshops.
2. & 3. Faculty help is needed for student advising and registration for the contract year. The number of days required for advising and registration for fall, winter, and spring quarters will be determined annually by the Dean of Students with the advice of SPAC. Insofar as possible, all faculty will share in advising and registering duties. Faculty assignments for these purposes will be made by division chairmen or appropriate supervisors.
4. The normal class load will be 15 credit hours for lecture style courses and 20 to 22 contact hours for activity courses, or a prorated amount between these two kinds of course work as determined by the Dean of Instruction.



5. All special topics courses and any others which are included in the schedule mainly because of an instructor's special interests shall be handled on an overload basis, if after consultation with the department involved it is determined that the course primarily serves the interest of the instructor and infringes upon the regular offering of the department. Such courses will be identified by the Instructional Council Executive Committee and the Dean of Instruction.
  
6. Maximum class sizes, while negotiable by the faculty, shall normally be established by the Dean of Instruction.

PART II - PROPOSALS

1. The Board of Trustees, the administration, the faculty and staff reaffirm their commitment to the college's objectives. Specifically, they reaffirm their commitment to an open-door enrollment policy; excellence in instruction, counseling and learning resources; a comprehensive curriculum, including occupational and community service programs, special programs for disadvantaged and minority students; and student services which are beneficial to students. In light of the rather austere budget allocated to the college by the legislature and the State Board for Community Colleges, it is incumbent upon all Board members, administrators, faculty and staff to uncover ways of saving funds while maintaining their commitment to Tacoma Community College's objectives. Consequently, it is proposed that the TCCA and the administration recognize the need to develop intelligent procedures



for utilizing the college's resources during this adverse budget period. It is further proposed that the TCCA and the administration begin immediately to jointly develop the aforementioned procedures.

2. Because of the increased emphasis which the legislature, the State Office, the public and the student body are placing on high quality performances by the personnel involved in higher education, the entire administration, faculty, and staff go on record as supporting mandatory evaluations of administration, faculty, and staff at least once every four years. It is proposed that representatives of the administration, faculty, staff, and students jointly develop more specific criteria and procedures than exist at present.



# TACOMA COMMUNITY COLLEGE ASSOCIATION

5900 So. 12th St.

A/C 206 SK 2-6641

TACOMA, WASHINGTON 98465

## MEMORANDUM

DATE: May 13, 1971  
TO: Dr. Thornton M. Ford  
FROM: TCCA Negotiating Committee  
SUBJECT: Negotiable Items

TCCA's list of negotiable items consists of the attached eight items and all or any other items and matters that, in the course of discussions or negotiations, TCCA's negotiating committee believes are related to any or all of the attached proposals, either as possible alternatives or as items which may in some other way have a bearing on any or all eight of the attached eight proposals.

cc: Board of Trustees  
Richard C. Falk  
George Van Mieghem



# TACOMA COMMUNITY COLLEGE ASSOCIATION

5900 So. 12th St.

A/C 206 SK 2-6641

TACOMA, WASHINGTON 98465

DATE: May 13, 1971  
TO: Dr. Thorton M. Ford  
FROM: Tacoma Community College Association  
SUBJECT: Salary and Wage Proposal

The TCCA Salary Committee recommends the following eight-part proposal:

- 1) Adopt the revised salary schedule (See Attachment No. 1).
- 2) Attach to the salary schedule a longevity clause (See Attachment No. 1).
- 3) Adopt a new administrator salary schedule (See Attachment No. 2).
- 4) A 5% increase in the base of the salary schedule.
- 5) Retitle the Records Officer as Director of Admissions and Records and revise the responsibility factor from 1.2 to 1.35.
- 6) All personnel with a teaching load greater than five hours be paid at a rate prorated from a full-time contract based on fifteen hours.
- 7) All summer contracts for ten hours (evening and day) be prorated from 2/9 of the base pay.
- 8) A 12-month salary shall be a 9-month contract<sup>n</sup> plus a summer contract.

cc: Board of Trustees  
Richard C. Falk  
George Van Mieghem

Approved by TCCA  
May 4, 1971



## TACOMA COMMUNITY COLLEGE

## SALARY SCHEDULE 1971-72

PROPOSED

Years of Teaching Experience	Column I	Column II	Column III	Column IV
0	.90 7515	1.00 8350	1.10 9185	1.20 10020
1	.98 8183	1.08 9018	1.18 9853	1.28 10688
2	1.06 8851	1.16 9686	1.26 10521	1.36 11356
3	1.14 9519	1.24 10354	1.34 11189	1.44 12024
4	1.22 10187	1.32 11022	1.42 11857	1.52 12692
5	1.30 10855	1.40 11690	1.50 12525	1.60 13360
6	1.35 11273	1.45 12108	1.55 12943	1.65 13778
7	1.40 11690	1.50 12525	1.60 13360	1.70 14195
8	1.45 12108	1.55 12943	1.65 13778	1.75 14613
9	1.50 12525	1.60 13360	1.70 14195	1.80 15030
10	1.55 12943	1.65 13778	1.75 14613	1.85 15448
11	1.60 13360	1.70 14195	1.80 15030	1.90 15865

## A - Qualifications:

- Column I - Academic: Bachelor's Degree  
 - Occupational: Competency in field (6 years' experience in field or 3 years' experience in field with A.A. or B.A.)
- Column II - Academic: Master's Degree  
 - Occupational: 9 years' experience in field or 45 quarter hours acquired after beginning teaching.
- Column III - Academic: Master's Degree plus 70 quarter hours acquired after completing Bachelor's Degree.  
 - Occupational: 9 years' experience in field plus 25 quarter hours acquired after beginning teaching or 70 quarter hours acquired after beginning teaching.
- Column IV - Academic: Master's Degree plus 90 quarter hours acquired after completing Bachelor's Degree.  
 - Occupational: 9 years' experience in field plus 45 quarter hours acquired after beginning teaching or 90 quarter hours acquired after beginning teaching.



B - Extras: Credits applied to a Doctorate Degree for which a member is getting a 10% increase cannot apply to longevity.

Doctorate - Add 10% of the base.

Longevity - 1) If an employee has been in the 11th step of the last column for five years and has acquired 12 quarter hours in the last five years -- add 3% of the base.

Longevity - 2) If an employee has been in the 11th step of the last column for ten years and has acquired 24 quarter hours in the last ten years -- add 6% of the base.

Longevity - 3) If an employee has been in the 11th step of the last column for fifteen years and has acquired 36 quarter hours in the last fifteen years -- add 9% of the base.

C - Grandfather Clause:

Presently employed personnel who qualify for the current second or third column by September 1, 1971, will be placed in Column III or Column IV, respectively, of the new schedule.



PROPOSEDTacoma Community College  
Administrator Salary Schedule 1971-72

An administrator will be hired at the first step of the appropriate column. It is then between him and the Board of Trustees to negotiate when the remaining steps will be awarded.

<u>President (2.0)*</u>	<u>Dean (1.5)*</u>	<u>Director (1.35)*</u>
28,390	21,293	19,163
29,226	21,920	19,728
30,060	22,545	20,290
30,896	23,172	20,855
31,730	23,798	21,418

\*These factors are applied to the last five figures in Column IV of the faculty salary schedule.



Accepted by TCC in principle  
July 1, 1971 - Longevity and  
doctorate qualifications  
accepted July 6, 1971.

TCCA's REVISION OF THEIR MAY 13, 1971 ATTACHMENT NO. 1  
(Salary Schedule 1971-72)

June 22, 1971

The following would replace "A - Qualifications" below the proposed salary schedule:

- A. Any individual added to the faculty for the 1971-72 academic year will be given the choice of crediting his work experience as increment advancement (see "B" below) or column advancement (see "C" below).
- B. Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at TCC. Full credit shall be given for professional experience in a non-academic setting for the first four years of such experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individual's primary assignment at TCC, in which case credit will be allowed as if it were professional experience in a non-academic setting.
- C. Placement in any one of the several columns of the salary schedule shall be determined on the following basis:

Column I	- Academic:	Bachelor's Degree
	Occupational:	Competency in field (6 years' experience in field or 3 years' experience in field with A.A. or B.A.)
Column II	- Academic:	Master's Degree
	Occupational:	9 years' experience in field or 45 quarter hours acquired after beginning teaching.



Column III - Academic: Master's Degree plus 70 quarter hours acquired after completing Bachelor's Degree.  
Occupational: 9 years' experience in field plus 25 quarter hours acquired after beginning teaching or 70 quarter hours acquired after beginning teaching.

Column IV - Academic: Master's Degree plus 90 quarter hours acquired after completing Bachelor's Degree.  
Occupational: 9 years' experience in field plus 45 quarter hours acquired after beginning teaching or 90 quarter hours acquired after beginning teaching.

D. A committee, comprised of academic and occupational faculty and administrators, shall be formed by January, 1972, to review both "B" and "C" above. The report forthcoming from the said committee, shall be considered, by all parties concerned, to be supplemental to negotiations.

E. Longevity Qualifications:

- 1 - If an employee has been in the 12th step of the last column for five years and has acquired 12 quarter hours in the last five years -- add 3 per cent of the salary schedule base.\*
- 2 - If an employee has been in the 12th step of the last column for ten years and has acquired 24 quarter hours in the last ten years -- add 6 per cent of the salary schedule base.\*
- 3 - If an employee has been in the 12th step of the last column for fifteen years and has acquired 36 quarter hours in the last fifteen years -- add 9 per cent of the salary schedule base.\*

\*Credits applied to a Doctorate Degree for which a faculty member is receiving 10 per cent of the salary schedule base cannot apply to longevity. If a member is working toward a Doctorate Degree but has not completed the degree program, he may receive longevity for which he is qualified.

For example: If a faculty member has been in the 12th step of the last column for fifteen years and has earned 36 hours while working toward a Doctorate Degree, he will receive for longevity 9 per cent of the salary schedule base. Upon completion of his Doctorate Degree, this member will receive 10 per cent of the salary schedule base in place of the 9 per cent for longevity. In order to receive longevity at this point he must now earn additional hours after completing his Doctoral program, and he will be eligible for longevity as soon as he has completed the additional hours.



F. Grandfather Clause:

Presently employed personnel who qualify for the current second or third column by September 1, 1971, will be placed in Column III or Column IV, respectively, of the new schedule.

G. Administrative Salaries:

A joint faculty and administrator committee to be formed to review the matter of identification of "administrator" at TCC and a method of payment commensurate with administrative duties. Equal number of faculty and administrators to be determined by TCC and TCCA Presidents. Faculty designated by TCCA President and administrators designated by President of the college. Presidents of TCCA and TCC to appoint committee by October 30, 1971, with written charge to committee. (Include administrative personnel listed on TCC Proposal No. 1 - Basic Salary Schedule between two dotted lines, plus President, Assistant to the President, Deans, Directors.) Add No. 3, No. 5, and No. 8 of the TCCA original proposal dated May 13, 1971.



TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

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Rev. Robert M. Yamashita (Chairman 1971-72)

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Mr. Charles Edmunds (Vice-Chairman 1971-72)

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Telephone: FU 3-1589 or  
BR 2-8436 before 9:30 a.m.

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