

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

October 23, 1969

3:30 p.m.

Agenda

1. Roll call
2. Minutes
3. Correspondence
4. Reports
 - (a) Europe - 1969 - Mr. Binns
 - (b) TCCA - Mr. Garratt (UGN)
 - (c) ASB - Mr. DeVore - Mr. Shinn
 - (d) Community Services - Mr. Schafer (supplement 4-d)
 - (e) Instruction - Dr. Jacobson
 - (f) Student Services - Dr. Lathrop
 - (g) Planning -- Progress Report - Mr. Falk
 - (h) Report to Auditor - Mr. Van Mieghem
 - (i) Dr. Ford
5. Unfinished business
6. New business
 - (a) Supplementary Faculty - Mr. Schafer - Dr. Jacobson (supplement 6a-6a1)
 - (b) Community Services Council - Mr. Schafer
 - (c) Data Processing Contract - Mr. Van Mieghem
7. Information
 - (a) Emergency Faculty Assignment Proposal - Dr. Jacobson (supplement 7-a)

TACOMA COMMUNITY COLLEGE

Minutes

BOARD OF TRUSTEES

October 23, 1969

The regular meeting of the Board of Trustees was called to order by the Chairman, Mrs. Myers, at 3:30 p.m., October 23, 1969, at Tacoma Community College.

Present: Maxine Myers, John Binns, Charles Edmunds, Dewey Tuggle, Robert Yamashita and Thornton Ford, Secretary.

Guests: Doreen Amoroso, Richard Falk, Frank Garratt, TCCA President, Dennis Hale, Paul Jacobson, Robert Lathrop, Robert Patterson, Joe Kosai, Bud Schafer, Fred Ross, George Van Mieghem, John DeVore, Student Body President, Philip Shinn, Paula Eisenman, Karla Deweyert, Marshall Vigus, Gerald McIntosh, President of the Obi Society and several members of the Obi Society.

Minutes of the meeting of September 25, 1969, were approved as submitted.

Correspondence

Dr. Ford read a letter from the Citizens' Committee for School Support concerning the extra levy proposition for Tacoma Public Schools which will appear on the ballot November 4.

Mr. Edmunds moved and Mr. Binns seconded that the Board endorse the proposed levy. The motion carried.

Reports

Mr. Binns gave a brief report on his recent trip to Europe and promised a more detailed account at a later date.

Mr. DeVore informed the Board of the election results. The following people were elected to serve on the Student Senate:

Brian Baker	Steve Holmes
Jerry Fabre	Mary Simpson
John Hale	Paul Van Giffin

Mr. Shinn reported on the meetings being held with Roger Bassett from Olympia and invited the Board to attend a meeting on Sunday, October 26, at 4 p.m., which will be held in the Student Government building.

Mr. McIntosh, President of the Obi Society, distributed copies of the suggested distribution of funds allocated to Obi Society for scholarships and grants. He expressed a desire to the Board for an opinion on the distribution proposal.

It was the general consensus of the Board that the student government and the Obi Society should work out the details without interference from the Board.

Mrs. Myers, speaking for the Board, asked the Student Government to continue to inform the Board concerning their affairs.

Mr. Schafer reported that 1,981 people are enrolled in community service credit and non-credit programs. This figure represents 458.1 FTE's. In addition to this amount, the college has contracted 293.2 FTE's with the Tacoma and Peninsula School Districts.

Mr. Lathrop reported that the FTE's for fall quarter, including community services, has reached 3,403.3. He also reported that the college has twelve foreign students enrolled this quarter.

Mr. Falk reported on the involvement of the total faculty in institutional planning and development.

Mr. Van Mieghem reported on the auditor's report and the college's reply to the exceptions taken in the report.

Dr. Ford mentioned that an alumni association is being formed and that Mike Fuller, TCC's first student body president, and David Lantz are spearheading the formation of the association.

Mr. Binns moved and Mrs. Myers seconded that the college pay the dues in the amount of \$357.10 to the Trustees' Association for Community Colleges. The motion carried.

Dr. Ford reported on the Governor's Executive Order, the elimination of out-of-state travel and the suspension of all new construction.

New business

Mr. Edmunds moved that the community services part-time faculty (supplement 6-a) and the part-time faculty listed in supplement 6-al, be approved. The motion carried.

Mrs. Myers asked for more information on part-time faculty in the future.

Mr. Binns moved and Mr. Edmunds seconded that the plan for the proposed Community Service Council, be approved. The motion carried.

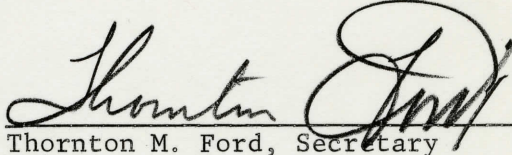
Mr. Binns moved that the agreement with the National Bank of Washington, as amended, be approved, with the exception of the words in Section V, page 4, "inaccuracies in results occasioned by machine errors, or." The motion carried.

Information

Dr. Jacobson presented an emergency faculty assignment proposal for the Board's information.

The next meeting of the Board will be held on November 20, 1969, at 3:30 p.m. A dinner study session will follow the meeting on that date.

The meeting adjourned at 5:45 p.m.


Thornton M. Ford, Secretary

Suggested Distribution of Funds Allocated to CBI Society for Scholarships and Grants

After the funds which have been allocated to CBI Society are under its jurisdiction, they will be distributed to Black students already on the Tacoma Community College campus and aspirant Black students. Since CBI Society has already established a screening board, whose main function is to evaluate and consider scholarship requests, it will not be confronted with a multitude of problems because the board has begun to develop and adopt guidelines to govern its activities. Therefore, the information below should be disseminated to recruiters, students, and aspirant students so that they will have knowledge of the availability of said funds, awareness as to the process by which to secure these funds, and the intelligence to determine their eligibility status.

I. Married applicants

- A. An applicant with a family and who is working but whose income does not exceed his living expenses will be considered.
- B. An applicant who is married and unemployed, but who expresses a willingness to work will be considered.

Solution: Create and/or provide on-campus jobs for applicants at \$2:00 per hour until money is accrued for tuition and/or books.

II. Independent applicants

- A. Students who have claimed independence from financial dependency upon their parents and cannot afford to attend school on their current income are eligible.
- B. Students who have claimed independence from financial dependency upon their parents and cannot, at the current time, pay tuition in full or purchase books are eligible to apply.

SOLUTION: Have monies available for students to be dispersed in the form of a loan. These monies will be paid back by the student as stipulated in the loan agreement. CBI will be advised by the financial aids officer in contracts of this kind.

III. Loan Fund

- A. Students who cannot afford tuition or books, whether financially dependent on their parents or not, will be granted loans. Arrangements are to be made by the student and officials of CBI with advice from the financial aids officer.
- B. Married students who do not fall into either item under Roman numeral I should apply for loans.

SOLUTION: Provide money from the loan fund for these students and also on-campus and off-campus jobs so that repayment can be made.

IV. Revolving fund to perpetuate CBI Scholarship Fund

Money earned from money making projects sponsored by CBI is to be matched with money available in the school fund.

Community Services Enrollment Report
Fall Quarter 1969

	<u>Courses</u>	<u>Sections</u>	<u>Individuals</u>	<u>FTE</u>
TCC Administered:				
Credit Programs	-	-	400	243.0
Non-credit Program	52	65	1,581	215.1
Contracted:				
Tacoma School Dist. #10	22	46	595	212.6
Peninsula School Dist. #401	<u>41</u>	<u>41</u>	<u>525</u>	<u>80.6</u>
Total	115	152	3,101	751.3

MEMORANDUM

Date: October 9, 1969

To: Members of the Administrative Organization Committee

From: Paul Jacobson

Subject: Minutes of the meeting of October 8, 1969

In attendance: Joe Betz, John DeVore, Joe Kosai, Dick Lewis, George Huffman,
Tom Ford, Jerry McCourt, Phil Shinn and Paul Jacobson.
Guest: Dean Schafer

The committee met to consider a request for a Community Service Council which was submitted by Dean Schafer. The committee agreed to recommend such a council to the entire faculty and Board of Trustees. The details of the recommendation are shown on the attached sheet.

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Enclosure

APPENDIX A

Proposed Community Service Council

1. Community Service Council Charge

The duties and responsibilities of the council will include, but are not limited to the following:

1. Review, develop, evaluate and recommend to the appropriate committees institutional policy matters with regard to community services.
2. Review, evaluate, develop and recommend procedures and procedural matters to the dean of community services.
3. Serve as a communications link between the office of community services and the rest of the college.
4. Provide continual evaluation of all community service programs and projects.
5. Determine community needs, evaluate community requests and determine priorities in the area of community services.

2. Recommended Membership

Three members from the teaching faculty (one member to be selected from each division by the appropriate Division Chairman. Each selection is to be ratified by the appropriate division).

Coordinator of general education.

One Division Chairman (to be selected by the Dean of Instruction subject to ratification by the Executive Committee of the Instructional Council).

One member from Student Services personnel (to be selected by the Dean of Students and to be ratified by the Student Services staff).

Two students (to be selected by the Student Government).

One member from the classified staff (to be selected by the TCCSA).

Two members from the Community Services office (to be selected by the Dean of Community Services).

Tacoma Community College



MEMORANDUM

Date: October 23, 1969
To: Mr. Bob Lathrop
From: Mr. Joe Kosai
Subject:

	INDIVIDUALS	FTE
CREDIT COURSES	3,496	2895.0
*Tacoma Police		
McNeil		
McChord		
St. Joseph's		
Nurses		
X-Ray		
Medical Records		
Tacoma General		
Nurses		
X-Ray		
Head Start		
Labor Union		
New Careers		
Public Assistance		
NON-CREDIT	1,581	215.1
CONTRACTED		
Tacoma School District #10	595	212.6
Peninsula School District #401	525	80.6
Total	<u>6,197</u>	<u>3,403.3</u>

*This group has 400 individuals with 243.0 FTE of the credit courses which comes under the Dean of Community Services.

Tacoma Community College



MEMORANDUM

Date: October 16, 1969
To: President Ford
From: Dean Falk
Subject: PLANNING - PROGRESS REPORT

The involvement of total faculty in institutional planning and development has required, as an essential first step, extended discussions with each of the teaching departments. I am pleased to report that department chairmen and instructors have generally accepted this important challenge as an opportunity to re-examine practices and to state - in some definitive way - appropriate educational objectives and priorities.

The high level of sincere enthusiasm evidenced in these initial orientation sessions suggests that we will - as was hoped - be able to report to the board in December that each department has participated in a re-examination and restatement of its goals, objectives and priorities.

RCF

RCF:sh

Part-time Faculty
Community Service

Anderson, Darlene
Anderson, Leonard
Arnold, Wilber
Baker, James
Burgeson, Robert
Carlson, Alfred
Clarke, Allen
Dezell, Robert
Fortier, Mrs. M.
Fox, Richard
Gorsuch, Keith
Hoots, William
Hughes, Nancy
Jansen, Luther
Maddough, Alvon
Main, Robert
McCormic, Robert
Perry, Charlotte
Schartow, John
Shrail, John
Walters, John H.
Whisner, David

SUPPLEMENTARY FACULTY

Casey, Kathy	Physical Education (Ice Skating)
Criswell, Hugh	Psychology
Holme, Victor	Study Skills
Milan, David	English
Shulenbarger, Jerry	Social Sciences
Thaden, Robert	Beginning Writing
Lyon, Theodore P.	General Education

A G R E E M E N T

BETWEEN

TACOMA COMMUNITY COLLEGE
(Hereinafter referred to as T.C.C.)

AND

NATIONAL BANK OF WASHINGTON, TACOMA, WASHINGTON
(Hereinafter referred to as N.B.W.)

N.B.W. and T.C.C. mutually agree to the following terms, conditions, and covenants:

I. DUTIES OF N.B.W.

Commencing upon September 1, 1969, N.B.W. agrees to use equipment and machines of its choice to perform ~~the following repeating services for T.C.C. at the level of performance required by T.C.C. as established during the months of September and October, 1969:~~

In the manner, *2* *Volume 1*
~~A. To produce reports in the form and in accordance with the procedure, schedule(s), and data set forth in the Flow Chart, marked Exhibit A, attached hereto and incorporated herein by reference;~~ *and*

B. To pick up and deliver data and N.B.W.'s work product at University Place Banking Center on a regular schedule;

77 C. To supply stock paper;

D. To store cards on a regular schedule;

E. To keypunch and verify the accuracy of all input data;

F. To assist T.C.C. in the establishment of the

following elements and to maintain such elements thereafter;

1. Suitable source documents;

2. User's manual; and

3. All systems and procedures to be followed by T.C.C. which are necessary to insure control and accuracy;

G. To train N.B.W. personnel to perform the duties hereunder at the system installation;

H. To establish and maintain a complete system documentation upon receipt of all pertinent layouts, flow diagrams, debts and listings;

I. To convert the system as outlined in Exhibit A to the N.B.W. configuration. Such conversion shall include but not be limited to:

1. Creating job streams;

2. Creating data files;

3. Writing sort programs; and

4. Reviewing programs for necessary minor changes;

J. To maintain tape and disc files as follows:

1. All disc packs owned by T.C.C. will be maintained;

2. All necessary tape files will be furnished and maintained by N.B.W.; and

3. A special disc pack for T.C.C. program libraries will be created by N.B.W., and thereafter maintained; and

K. Except as otherwise provided herein, provide all other necessary supplies necessary for the complete, efficient, and accurate performance of repeating services to T.C.C.

II. DUTIES OF T.C.C.

T.C.C. agrees to furnish the following materials and all input information necessary for N.B.W. to perform the repeating services set forth herein:

A. A tentative schedule for the entire school year showing probable dates upon which reports will be required. As such dates are firmly established, such information shall be promptly relayed to N.B.W.;

B. Written requests for each report (or series of reports) on request sheets as soon as requirements are identified, but not less than forty-eight (48) hours in advance; provided, that telephone requests confirmed in writing within forty-eight (48) hours thereof shall suffice;

C. All lists of data necessary for N.B.W. to perform repeating services; provided, such lists are submitted within seven (7) calendar days of their required use and that any changes therein are transmitted at least forty-eight (48) hours before the desired use thereof, including the following:

1. Lists of classes offered;
2. Lists of instructors; and
3. Lists of class fees;

D. All data desired to be processed by T.C.C. upon workable source documents which are dated and include a control field for balancing purposes; and

E. All custom forms required by T.C.C. including:

1. Mailed student schedules;
2. Grade distribution reports;
3. Transcripts; and
4. Special cards.

III. PAYMENT

T.C.C. agrees to pay N.B.W. One Thousand Two Hundred Dollars (\$1,200.00) per month for the services set forth in section I hereof upon the submission of itemized vouchers by N.B.W. and within fifteen days of receipt thereof; provided, T.C.C. shall also pay the costs incurred by N.B.W. 1) for services performed ~~over any consecutive two month period which~~

exceed the total repeating services performed during September and October, 1969; and 2) for overtime and other abnormal costs incurred by N.B.W. in the performance of special requests made by T.C.C. in writing.

IV. T.C.C. shall retain the nonexclusive right to all systems, procedures, and programs used by N.B.W. to provide services hereunder.

V. ACCURACY OF PERFORMANCE

T.C.C. agrees to accept results checked and balanced to control figures supplied by T.C.C. as satisfactory performance hereunder. N.B.W. shall bear no responsibility for ~~inaccuracies~~ in results occasioned by machine errors, ~~or delays occasioned~~ ^{leave in} by utility or machine failure.

^{by utility}
^(clause in) VI. INDEMNIFICATION

N.B.W. agrees to indemnify T.C.C. for all loss, damage, or destruction of input materials, records, checks, signature plates, and material supplied to and in the possession of N.B.W. pursuant to section II hereof.

N.B.W. shall perform all services as an independent contractor and it shall not be considered as an agent or agencies of T.C.C. or of any of its departments, divisions, or employees.

Any and all claims that arise under the Workmen's Compensation Act on behalf of N.B.W. or other persons while engaged in the duties and services contemplated, and any and all claims that might be made by any third party as a result of any act or failure to act, shall be N.B.W.'s sole obligation and N.B.W. shall indemnify T.C.C. and hold it harmless.

VII. VERBAL AGREEMENTS

It is mutually agreed and understood that no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto and

that no oral understandings or agreements not incorporated herein, or no alterations or variations of the terms hereof, unless made in writing between the parties hereto, shall be binding.

VIII. TERMINATION

This agreement shall terminate at midnight on the 30th day of June, 1970, provided, that either party, for any reason or cause, may terminate this agreement prior to the above date upon a submission to the other of written notice thirty days in advance of the desired date of termination.

In the event of such termination, all finished or unfinished work products prepared by N.B.W. pursuant to this agreement shall, at the option of T.C.C. become its property.

N.B.W. shall not be relieved of liability to T.C.C. for damages sustained by T.C.C. by virtue of the breach of the agreement by N.B.W.; T.C.C. may withhold any payments to N.B.W. for the purpose of set-off until such time as the exact amount of damages due T.C.C. from N.B.W. is determined.

IX. PROHIBITION AGAINST ASSIGNMENT

This contract or any interest therein shall not be assignable by either party.

This agreement executed at _____, Washington, on this _____ day of _____, 19____.

By and For National Bank of Washington,
Tacoma, Washington

President, By and For the Board of
Trustees, Tacoma Community College

A Plan for Faculty Assignments Under Conditions Caused
by Low Student Enrollment at TCC

PART II of II

(As considered and endorsed by the faculty on Oct. 10, 1969)

Background Information

Last year, the faculty, administration and Board of Trustees approved a procedure to be followed in cases of short range enrollment reductions at TCC. Briefly, that procedure called for the reassignment of full-time instructors to research or other projects, or to courses normally staffed by part-time instructors, during temporary periods of low enrollment. The procedure was utilized last spring in four or five instances, as was reported to the faculty at that time.

The attached material is meant to deal with a situation which we hope will never occur at TCC but which is conceivable and which is one that has occurred elsewhere. (Olympic Community College) Three pertinent points about this proposal need to be stressed:

- (a) It is generally believed that this procedure should be developed before any problems occur, rather than during an emergency situation.
- (b) The administration, with general faculty involvement in key employment decisions, will make every effort to avoid a situation in which the college is overstaffed.
- (c) This proposal is in no way meant to imply a preferential displacement of instructors, counselors or administrators in the eventuality of protracted under-enrollment at this college. Instead, it is a proposed procedure to be invoked only after a final decision by the Board of Trustees to reduce the size of the certificated staff. It is assumed that such a Board decision will only occur after ample consideration of all of the alternatives.

Proposal

If, because of long range enrollment problems, it becomes evident to the college president that a faculty and/or administrative reduction is required in any area of the college, he will take action according to the procedure outlined below, all of which is intended to be in compliance with existing statutes concerning continuing contracts.

Procedure:

1. The areas involved and the extent of the necessary reduction in each will be discussed by a committee composed of the college president, the college deans, and the TCCA president, vice-president and three members elected at large by the entire professional staff.
2. The college president will make a recommendation to the Board of Trustees based upon the committee discussion.
3. In the event that the Board of Trustees authorizes a reduction, it will do so in conformity to the existing state statutes pertaining to tenure.
4. All reductions will be accomplished through non-issuance of contracts. Terminations will occur on a reverse seniority (institutional) basis in the areas designated for reduction. Persons who do not receive contracts will be considered to be on leave without pay. (See the faculty procedure entitled "Leave Other Than Sick or Sabbatical Leave.")
5. Resignations of certificated personnel which occur after a faculty reduction has been authorized, and which are in areas marked for reduction, will count as a pro rata share of the required reduction.