

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

September 25, 1969

3:30 p.m.

Agenda

1. Roll call
2. Minutes
3. Correspondence
4. Reports
 - (a) TCCA - Mr. Garratt
 - (b) Student Government - Mr. DeVore
 - (c) Community Services - Mr. Schafer
 - (d) Student Services - Dr. Lathrop
 - (e) Instruction - Dr. Jacobson
 - (f) Institutional Planning - Mr. Falk (supplement 4-f)
 - (g) Higher Education Civil Service Personnel Committee Meeting - Mr. Van Mieghem
 - (h) State Board Meeting, etc. - Dr. Ford
5. Unfinished Business
 - (a) Security Contract - Mr. Van Mieghem (supplement 5-a)
 - (b) Presentation from Insurance Broker - Mr. Farron
6. New Business
 - (a) Adult Education Contracts (supplement 6-a)
 - (b) Part-time Faculty - Mr. Schafer (supplement 6-b)
Dr. Jacobson (supplement 6-b1)
7. Information
 - (a) Faculty Wives' Tea is being held in the Resource Center at this hour.

TACOMA COMMUNITY COLLEGE

Minutes

BOARD OF TRUSTEES

September 25, 1969

The regular meeting of the Board of Trustees was called to order by the Chairman, Mrs. Myers, at 3:35 p.m., September 25, 1969, at Tacoma Community College.

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

Guests: Doreen Amoroso, Richard Falk, Howard Ferguson, Frank Garratt, TCCA President, Dennis Hale, Paul Jacobson, Robert Lathrop, Bud Schafer, Richard Thompson, George Van Mieghem, John DeVore, Student Body President, Philip Shinn, Paula Eisenman, Mary Pattee, and members of the student body and the community

Minutes of the meeting of August 28, 1969, were approved as submitted.

Correspondence

Mrs. Myers handed out material received from the State Board pertaining to the salary study which is being conducted by the State office.

Reports

Mr. Garratt, TCCA President, reported that a joint recommendation from faculty and administration will be submitted concerning the establishment of a faculty senate and devising a system for granting tenure.

Mr. DeVore, Student Body President, reported that the following items were discussed and studied at the Student Senate Retreat:

1. the formation of a student conduct committee
2. student involvement
3. student union building
4. student scholarships for all students
5. arming security guards

He asked that the Board consider several workshops with the students.

Mr. Schafer reported on the wide variety of classes obtainable through the community services program.

Dr. Lathrop reported that as of September 25, 1 p.m., the total enrollment was 2,759.

Dr. Jacobson informed the Board that full-time faculty for 1969-70 academic year number 104, including those on leave.

Philip Shinn reported on the NSA Conference which was held in El Paso. He told the Board that somehow TCC's records were lost and the three students in attendance did not have voting power.

Mr. Falk presented a model for long range planning for Tacoma Community College.

Dr. Tuggle moved and Mr. Edmunds seconded that the Board endorse the long range plan which was presented. The motion carried.

Mr. Van Mieghem reported on the meeting of the Higher Education Civil Service Personnel Committee. The Committee adopted rules and regulations for the state which will take effect on October 15. He said that the Committee is now working on dividing the state by economic regions.

Dr. Ford reported on the following:

1. State Board Meeting of September 11-12, 1969
2. Community College Week - November 21-22, 1969
3. Auditor's Report
4. TCC selected by the Trust Territory Commissioner of Education as one of the schools where students from the Pacific Islands Trust Territory may be permitted to study using financial grants.

Unfinished Business

Mr. Van Giffen and Mr. DeForrest, TCC students, spoke in favor of the security guards carrying weapons.

Mr. Edmunds moved and Dr. Tuggle seconded that the security contract be awarded to Tacoma Security Police and that the president be authorized to sign the security contract as drawn up by the college's legal counsel and presented to the Board. The motion carried.

Mr. Farron presented an annual resume' for TCC's insurance coverage for the new year.

New Business

Dr. Tuggle moved and Mr. Edmunds seconded that the president be authorized to sign the adult education contracts with Tacoma School District No. 10 and the Peninsula School District No. 401. The motion carried.

Mr. Edmunds moved that the supplemental faculty for community services be approved. The motion carried.

Mr. Edmunds moved that the supplemental faculty under the supervision of the Dean of Instruction, be approved. The motion carried.

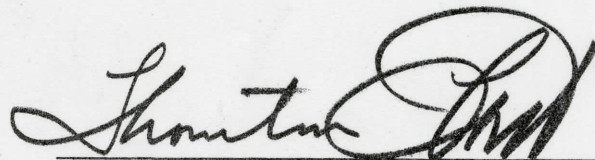
Mr. Edmunds moved that the Board rescind the action on the first bid for typewriters (Remington-Rand) on the basis of non-delivery. The motion carried.

Mr. Edmunds moved that after confirmation of the rescindment of the bid, that the college accept the bid of Allied Business Machines. The motion carried.

Mr. Edmunds moved and Dr. Tuggle seconded that formal recognition be given to the appointment of Robert Yamashita on September 15, 1969, as a Trustee. The motion carried.

The next meeting of the Board will be held on October 23, 1969, at 3:30 p.m.

The meeting adjourned at 5:03 p.m.



Thornton M. Ford, Secretary

SENATE MINUTES

Saturday, September 20th

The meeting was called to order by ASTCC President John DeVere at 8:00p.m. at the Seabeck Conference Grounds. Roll was taken and present were Dorothy Dusek, John Stella, Philip Shinn, Perry Sausserig, Daryl Koeley, Bob Hunter, Everett Hale, Dave DeForrest, and Mary Green. Absent was Sally Trier.

The minutes of the June meeting were corrected and accepted.

The minutes of the August 9th meeting were corrected and accepted.

REPORTS

UPS Centennial Seminar

Of the three nights that the seminar covered, the senators who attended, Dorothy Dusek, Everett Hale, John Stella, and Philip Shinn, agreed TCC's program was about the best although the program itself was a waste of time.

NBC Conference

John Stella reported that the conference itself was a waste of time but the contacts that were made and problems that were discussed made it profitable.

NSA Conference

Philip Shinn reported on the NSA Conference which was held in El Paso. He explained it started poorly and he was in a poor position because he was on an observer status. It was an enjoyable experience but he felt only one delegate should cover it next year.

Black Studies Workshop

This workshop held the 16th and 23rd of August did not have a great representation from OBI but had an excellent faculty turn-out and the faculty and black consultants dominated the conversation rather than the students. It was agreed the 2nd Saturday was the most profitable.

WACCSG

Reported by Philip Shinn The fall convention will be in Yakima. Spring will bring the convention in May. There is a need for a WACCSG representative for October.

REVIEW OF SUMMER MEETINGS

Board of Trustees

There was concern over whether or not to send a copy of Senate minutes to the Board of Trustees before or at the meeting. Arming of Security was discussed. Better relations with the Board were discussed.

SENATE MINUTES
September 20, 1969

Administration Council
Nothing

Campus Development

Parking fees were discussed; to bring the proposed fee down from \$6.00 to \$2.00. Perhaps a poll of students would be in order.
Bus shelters were mentioned . Benches were discussed.

UNFINISHED BUSINESS

John Stella made a motion to have a thank you note sent to each member of the Cronus Staff. The motion carried.

Dorothy Dusek moved to have \$1.00 charged for the Cronus in order to pay for color pages or a new camera.

John Stella asked for the Senate's support when he asked the mileage reimbursement be lowered from 9 cents per gallon to 6 cents per gallon. The Senate agreed to support him/

Student government parking was discussed.

Perry Sausserig discussed the Dance Policy. He wants to change taking tickets, watching doors, and stamping hands. He believes the present methods to be ineffective.

John Stella moved for a ten minute recess. The motion passed.

When the meeting resumed John DeVore moved it be adjourned because of a lack of quorum, to be resumed at 9:00 a.m. Sunday. The meeting was adjourned at 9:30.p.m.

~~TRANSFERRED TO~~

~~THE SENATE HAS NOT CONSIDERED THE PROPOSED DANCE POLICY BECAUSE OF A LACK OF QUORUM. THE MEETING WAS ADJOURNED AT 9:30 P.M.~~

SENATE MINUTES

Saturday, September 20, 1969

The meeting was called to order at 9:40² pm by ASTCC President John DeVore. Roll was taken and present were: Dorothy Dusek, John Stella, Everett Hale, Philip Shinn, Perry Suasserig, Daryl Kooley, Bob Hunter, Mary Green, and Dave DeForrest.

UNFINISHED BUSINESS

There was a motion made and passed to discuss the chairmanship of Activities Council. Its organization and direction were the topics. A motion to keep the same AC policy and direction was made and passed.

A motion was made and passed to discuss the relationship each senator will have on his committee. It was agreed that each senator will act as a spokesman and have a vote only in case of a tie. He will have approximately the same relationship that the president has with the senate. There will be a chairman (senator) and vice-chairman of each committee.

Philip Shinn and John DeVore both commented that because of the lack of all thirteen senators any decision made was technically illegal and could be appealed.

Because there were two contestants for AC head each contestant was allowed to give his views on how he expects his year as chairman to go. Daryl Kooley presented his first and Bob Hunter followed with his. A secret ballot was taken among the senators and Bob Hunter won.

The other senators were appointed by John DeVore.

John Stella was appointed to head the Entertainment Committee.

Everett Hale was appointed to head the Student Conduct Committee.

Perry Saussewig will head the Dance Committee.

Philip Shinn will head the Faculty/Student/Administration Relationship Committee.

Dorothy Dusek will head the Publicity Committee.

Daryl Kooley will head the Community Involvement Committee.

The rest of the positions will remain open until the incoming freshman senators are appointed to fill them.

It was moved and passed that all the senators names and addresses will be sent to the surrounding community colleges.

SCAN Line Policy

The motion was made and carried that only students in government will be allowed to use the SCAN Line. Any other student wishing to use it will have to find a senator to have him dial for him.

SENATE MINUTES

September 20, 1969

Transfer of Funds

Perry Suasserig made a motion to take \$463.00 out of undistributed to renew the Bus Insurance Policy. The motion was passed.

A motion was made to adjourn at 10:30 pm. until the next day at 9:00a.m. The motion carried and the meeting was adjourned.

Respectfully submitted by,

Mary Green

Mary Green

Acting Secretary

SENATE MINUTES

Sunday, September 21, 1969

The meeting was called to order by John Stella in absense of ASTCC President John DeVore at 9:20a.m. Roll was taken and present were: Dorothy Dusek, Everett Hale, Philip Shinn, Perry Sausserig, Daryl Kooley, Bob Hunter, Mary Green and Dave DeFerrest. Absent was Sally Erier.

Philip Shinn requested that all the names of members present be recorded as well as those who are absent. Also requested was that the agenda be approved as part of the agenda.

UNFINISHED BUSINESS

Student Parking

There was a motion made by John Stella to get student stickers to allow members of student government to park in reserved parking spaces when necessary with approval.

NEW BUSINESS

John DeVore returned .

John Stella made a motion to have Campus Development look into the price of black-topping an area near the gym. The motion was passed.

Philip Shinn requested the sheet of parlimentary proceedure be removed from the blue folders handed out to be replaced by another; more effective and more easily understood.

There was a motion made to get Julian Bond to speak at school on June 7th if the price is within the budget. The notion passed.

The meeting was recessed for 10 minutes.

When the meeting resumed John DeVore appointed Dorothy Dusek as Cronus editor for the year 1969-70.

There was a motion made that the Senate inform curricula planned activities that the resource center will publicize their activities. The motion was passed.

Philip Shinn moved to have the Bookstore give student government a sample of the candy to be sold to decide whether the quality is good enough to sell, for the scholarship fund, before it is sold to students. The motion passes.

A motion was made and passed to have the Food Advisory Committ e get fresh fruit machines.

A motion was made and passed to have Student Services look into the handling of the Bookstore as a student co-op.

Notice that there will be a summer dance next summer.

Everett Hale moved that Student Services l ok into a child care center on campus.

SENATE MINUTES

September 21, 1969

John DeVore appointed Daryl Koooley to work with Philip Shinn as representative to WACCSSG.

A motion was made and passed to have the Student Conduct Committee look into OBI using scholarship funds to pay student debts.

The meeting was adjourned at 11:45 to resume at 12:30 the same afternoon.

The afternoon session was called to order by ASTCC President John DeVore at 1:00p.m. Roll was taken and present were: Dorothy Dusek, John Stella, Everett Hale, Philip Shinn, Perry Sausserig, Daryl Koooley, Bob Hunter, Mary Green and Dave DeForrest. Absent was Sally Trier.

The new policy for cheerleaders was submitted and discussed.

1. There will be four girls and one alternate, and two boys on the Pep Staff.
2. There will be one returning staff member appointed by the Senate during the Spring quarter to head the staff for the following year.

This returning member will be in charge of setting up clinics, screening boards, and tryouts during the fall quarter.

3. The remaining members will be elected by the student body during the fall quarter.

Dorothy Dusek made a motion to accept the new policy. It was accepted.

The Senate decided to appoint Brooke Taylor to be head of the staff next year because Sue Casteel would be in California and unable to start preparations immediately.

ANNOUNCEMENTS

None

A motion was made and accepted to keep the evaluation of the retreat from the minutes.

A motion was made to adjourn and it was accepted. The meeting adjourned at 2:00p.m. It will resume at 12:00 noon on October 2.

Mary Green

Respectfully submitted,

Mary Green
Acting Secretary

Tacoma Community College



MEMORANDUM

Date: September 25, 1969
To: The TCC Board of Trustees
From: Paul Jacobson
Subject: Vital Statistics

The following data are available at this time:

- (a) Full time faculty for 1969-70 - 104
(including persons on leave)
- (b) Full time students as of 9/22/69 - 2,598 (=2,300 F.T.E.)
(does not include community services)

P.E.J.

MODEL FOR LONG RANGE PLANNING
TACOMA COMMUNITY COLLEGE

PLANNING AS PURPOSEFUL CHANGE

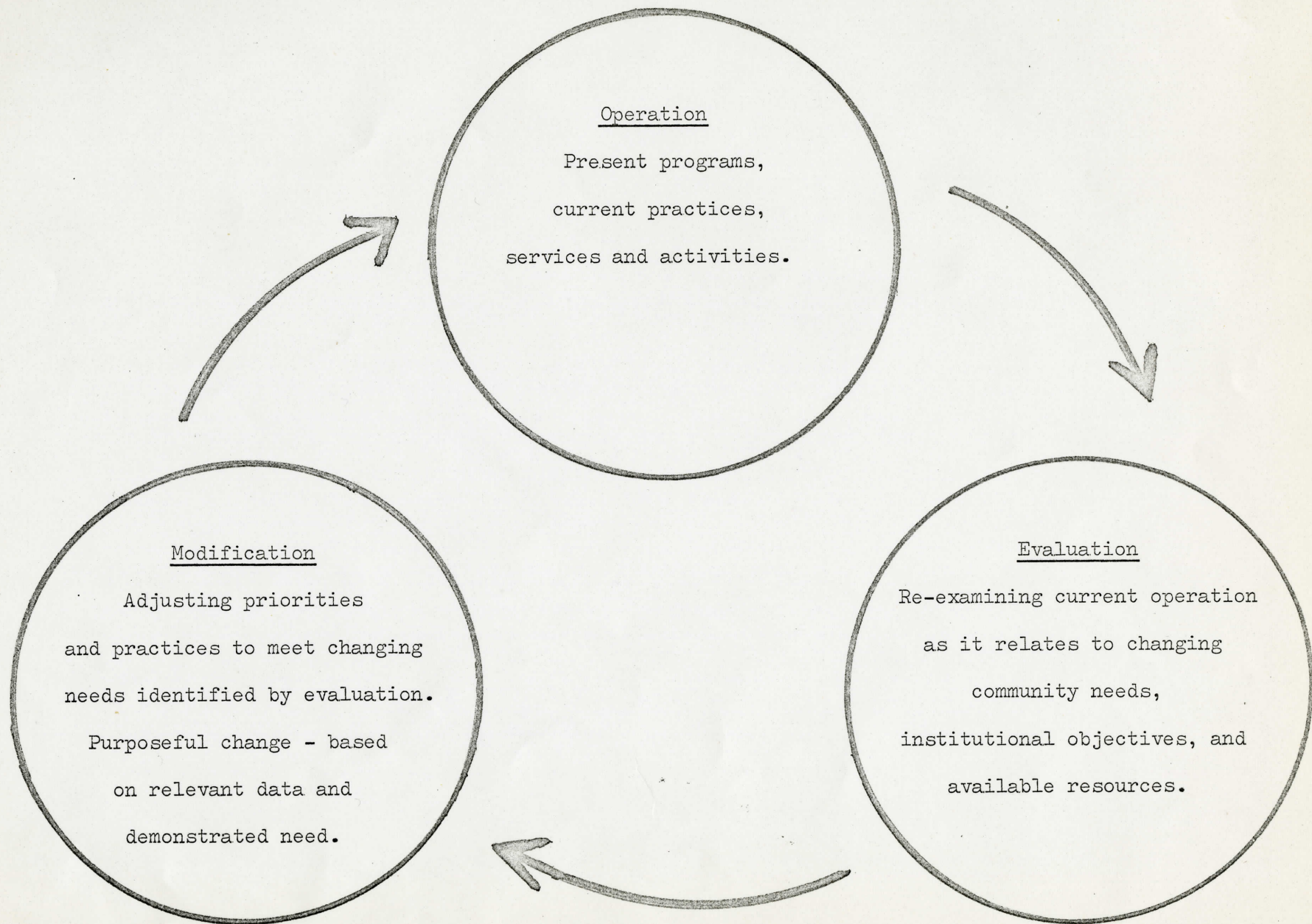
Some institutions can be described as merely the accumulation of historical accidents that have happened to them. Like sand dunes in the desert, John Gardner once observed, such colleges may be shaped by influences but not by purposes. A fundamental purpose for planning is to ensure that an institution retains substantive control in the shaping of its destiny and to guide all available energies toward the purposes of the college.

The following schema denotes some procedures and assumptions to guide our collective efforts:

- I The concept of institutional planning is recognized as:
 - a. A necessary process in providing relevant educational services to the community.
 - b. A matter of common concern to all members of the college community.
 - c. Deserving of the best efforts of every constituent group within the college.
 - d. Requiring the active participation of faculty, students, administration and the Board of Trustees.

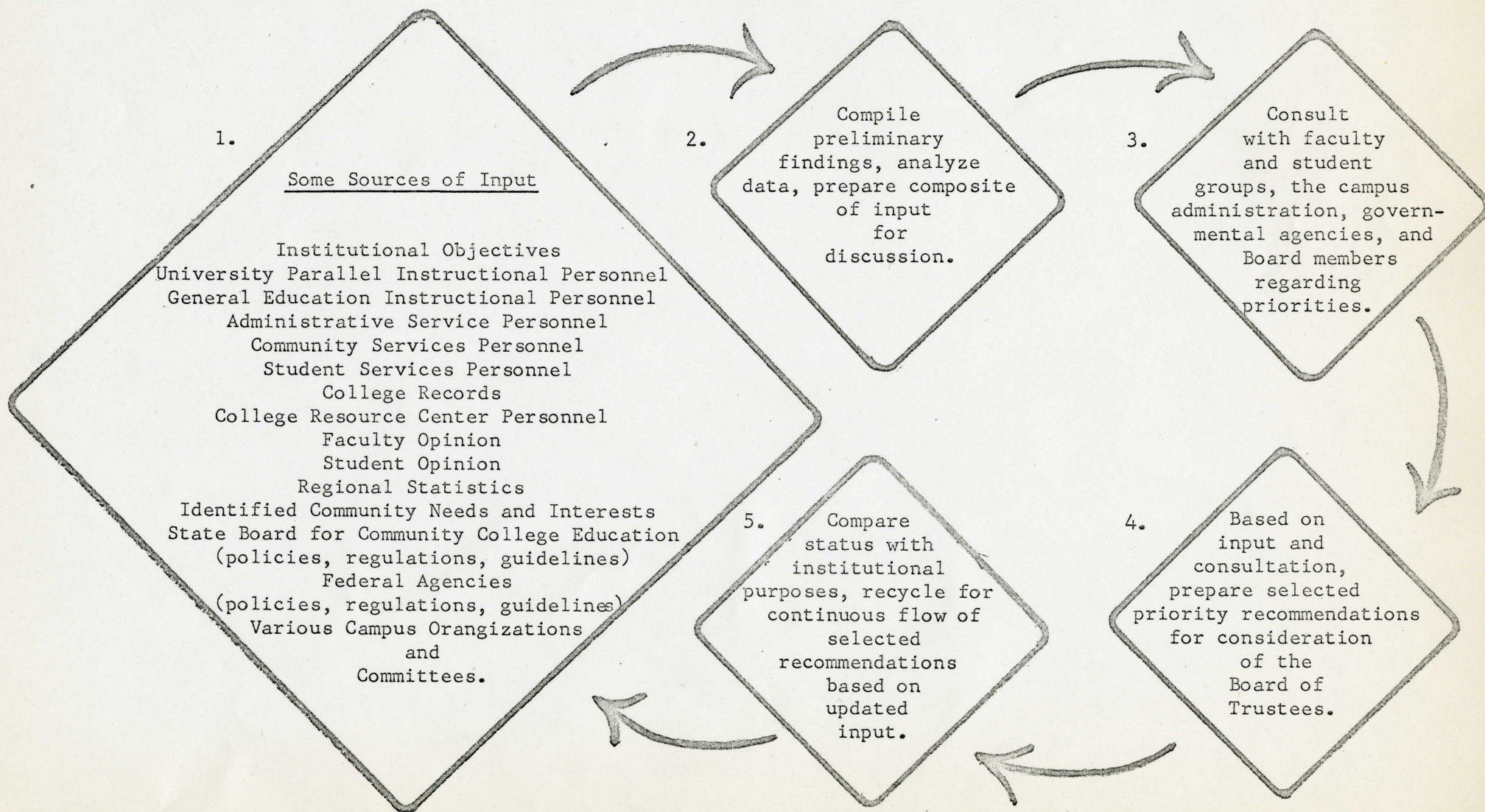
- II Each specific planning recommendation shall be:
 - a. Developed after consultation with constituent groups.
 - b. Based on objective analysis of available data.
 - c. Developed in accord with the philosophical objectives of the community college.
 - d. Limited in context to a single topic, issue or problem.
 - e. Prepared in written form for the Board's consideration.

THE PLANNING PROCESS - A CONCEPTUAL MODEL



It is of primary importance that a general scheme for planning provide for the collection and analysis of relevant data (input), the consideration of alternatives, and the recommendation of modifications which are in keeping with the institutional objectives (output). The proposed planning cycle is outlined below.

INPUT - OUTPUT FLOW CHART



FUNCTIONAL DISTRIBUTION OF PLANNING RESPONSIBILITIES

<u>Necessary Steps</u> The sequence for the planning process	<u>Defining Roles</u> (See footnotes for explanation of A, B, C, D, E, F, G & H)			
	Faculty	Students	Administration	Board of Trustees
1. Acquire relevant data about current status, ideas, trends, needs, problems	B, D	B, C	B, E, F	A
2. Compile and evaluate preliminary findings, develop priorities for project planning	D, F	B, C	E, F	A
3. Develop specific recommendations, supported by data and in accord with institutional objectives	C, D, F	C, D, F	E, F	A
4. Adjust existing patterns to meet changing needs	A, B, C	A, B, C	F, G	H

Footnotes:

- A. To be kept informed.
- B. To be generally involved.
- C. To be consulted and/or represented.
- D. To study and make recommendations.
- E. To provide consultation and assistance.
- F. To provide leadership.
- G. To recommend general policies and procedures which assure appropriate educational service.
- H. To make policy decisions in the public interest.

PLANNING - THE ACTION SEQUENCE

1969 - 1970

August - September: Preliminary analysis and development of a plan for planning

Develop scope and sequence of planning work.

Develop guidelines for the planning process which assure participation from the College's constituency.

October - December: Meetings with various groups and departments to develop input from faculty, students, community.

January: Prepare a status report on input data.

February - June: Determining planning priorities

Based on additional analysis and consultation with the Campus Development Committee, identification will be made and priority needs of the College and appropriate planning recommendations will be prepared.

Consulting with constituent groups

Planning recommendations will be prepared for consideration by the Board, after consultation with appropriate groups.

BIDS FOR SECURITY POLICE SERVICE:

ABC SECURITY POLICE	Per Hour	\$3.98
BURNS DETECTIVE AGENCY		NO RETURN
TACOMA SECURITY POLICE	Per Hour	\$3.00
SIXTH AVENUE MERCHANT POLICE		NO RETURN

RECOMMENDATION - CONTRACT BE LET TO TACOMA SECURITY POLICE
FOR SECURITY SERVICES FOR FISCAL YEAR 1969-70 AT \$3.00 PER
HOUR.

GEORGE VAN MIEGHEM

DEAN OF ADMINISTRATIVE SERVICES

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

September 10, 1969

TO: Community College Presidents

Memorandum

FROM: Bob Wark

No. 56-69

SUBJECT: COMMUNITY COLLEGE WEEK

As a means of increasing the visibility of the community college system in the critical time leading to each session of the Legislature, we plan to institute an annual Community College Week. The first is scheduled for the week of November 16-22. This appears to be as late as the observance can be held before the beginning of the legislative session without conflicting with finals and holidays.

Planned for November 21-22, Friday afternoon through Saturday evening, is a state-wide community college meeting.

Community College Week

Community College Week provides an opportunity to hold a variety of special events---open houses, performing arts exhibits, special days for legislators, business leaders, labor officials, etc. Also appropriate is the preparation of special materials for the news media---Sunday supplements, feature stories, television and radio interviews---and other methods by which the story of the community college and the system can be told in a way that will help pave the way for legislative consideration of community college needs. The principal reason to have a Community College Week is to gain as much concentrated state-wide attention as possible.

We recognize that many events of the type that would appropriately be held during Community College Week are now on the calendar for other times of the year. Assuming most of these cannot be rescheduled for Community College Week this year, the hope is that in future years they can be.

Action Needed

Presidents are asked to form a Community College Week planning committee headed by a chairman who will be available to attend two or three state-level planning meetings. In order that we may plan coordinative activities and prepare state-wide publicity, please forward preliminary college plans and the name of the contact person to the state office by September 31.

All-Community College Meeting

Whereas the Community College Week observance is primarily meant to bring external visibility to the community college system, the all-community college meeting is intended to build from within a stronger feeling of common interest among all the components of the system--administrators, trustees, faculty, students and state office.

The preliminary agenda falls into three categories--(1) Simultaneous meetings of the community college associations--WACC, TACC, FAC, WACCSG--for the primary purpose of arriving at a single system legislative program to be announced in a general meeting attended by the press (2) A general meeting on innovation and exemplary programs based on the work of the exemplary programs task force; and (3) a series of meetings on vocational education, adult education, the college level examination program, campus unrest, professional negotiation, and TIAA/CREF. Banquets and outside speakers will also be included.

For assistance in agenda and meeting details, we will call on the various associations -- WACC, TACC, WACCSG, and FAC.

For the meeting this year, participants will be expected to bear the cost of travel, meals and lodging from district travel budgets. Obviously, this will limit attendance to some degree. In the future we plan to make provision for the cost as well as the time for this meeting.

BW:sm



TRUST TERRITORY OF THE PACIFIC ISLANDS
OFFICE OF THE HIGH COMMISSIONER
SAIPAN, MARIANA ISLANDS 96950

COMMERCIAL
CABLE ADDRESS
HICOTT SAIPAN

September 16, 1969

Dr. Thornton Ford, President
Tacoma Community College
5900 S. 12th Street
Tacoma, Washington 98465

Dear Dr. Ford:

With the hope of significantly expanding the opportunities for Trust Territory citizens to participate in academic and vocational programs of post-secondary education in the United States, the Trust Territory Department of Education is contacting a selected group of colleges and universities in Hawaii and the West.

During this year, 338 Trust Territory students have been awarded full or partial scholarships for college level study in the United States or other areas of the Pacific. Of this number, 161 students are receiving full scholarship grants of \$3,000 per annum under programs directly administered by the Department of Education. In addition to the 338 students studying under the scholarships listed in the attached summary sheet, it is estimated that nearly 200 students are in school under a variety of unidentified private and individual programs.

Recently, the United States Congress significantly expanded the number of federally financed educational programs available to the Trust Territory. Such programs as Federal Work-Study and Educational Opportunity Grants are now open to Trust Territory citizens studying in the United States.

Your institution has been selected, after careful study of available materials, because of its program offerings, student body size, and geographical location. Mr. Noel Grogan, our Student Services Officer, will be visiting your area during October or November in accordance with the attached travel schedule.

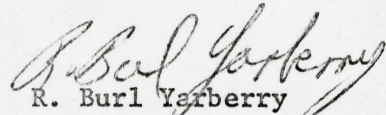
We hope that you will designate a member of your staff to meet with Mr. Grogan when he visits your school to discuss the admission of Trust Territory students.

So that you will have a better understanding of the Trust Territory in general and our educational program in particular, I am enclosing several attachments.

Nov 4

Thank you very much for your consideration. I look forward to a long, a mutually beneficial relationship between your school and the Trust Territory.

Sincerely,



R. Burl Yarberry
Commissioner for Education

Attachments



OFFICE OF ATTORNEY GENERAL

OLYMPIA

98501



SLADE GORTON
ATTORNEY GENERAL

July 8, 1969

Honorable Thornton Ford
President
Tacoma Community College
5900 S. 12th
Tacoma, Washington 98465

Dear Dr. Ford:

This is to advise you that in accordance with our letter to you of June 25, 1969, concerning the reorganization of the education division of this office, Mr. Robert E. (Skip) Patterson will be tentatively handling legal matters involving your institution.

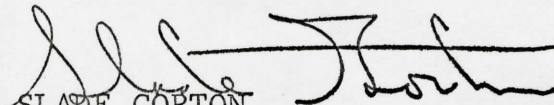
Skip is a graduate of Gonzaga University and its School of Law. He has been a member of our office for two years and has in the past advised education clients in Olympia.

Until we are able to have a full complement of attorneys within the education division, we believe it best to have Skip designated as the one to whom you may presently address correspondence and questions concerning legal matters involving your institution.

Skip will continue to office in the Temple of Justice at Olympia, Washington.

It is my sincere belief that the education division will provide the state colleges and community colleges with prompt and more efficient legal services and should the occasion arise, the resources of the entire division will be available to you.

Very truly yours,


SLADE GORTON
ATTORNEY GENERAL

SG:RMM:jk

cc: Skip Patterson



STATE OF WASHINGTON
SLADE GORTON
ATTORNEY GENERAL
TEMPLE OF JUSTICE
OLYMPIA, WASHINGTON 98501



August 5, 1969

Honorable Thornton Ford
President, Tacoma Community College
5900 S. 12th
Tacoma, Washington 98465

Dear Dr. Ford:

By letter dated June 25, 1969, we advised you of the reorganization and expansion of the education division of this office effective July 1, 1969. We also advised you at that time that the operation and activities of the division would be financed on a reimbursable basis much the same as it has in the past.

In response to our invitation, some of the college presidents expressed their views on the manner in which costs should be allocated among the institutions receiving services from this office. We wish to assure you we have given very careful consideration to these suggestions.

We have estimated that the total costs for operating the education division will be \$13,000 per month. This figure includes seven and one-half attorneys' salaries, four legal secretaries' salaries, office rent, supplies and projected travel costs. As you know, the education division will include all the institutions, boards, commissions, and agencies of the state of Washington relating to education, with the exception of the University of Washington and Washington State University. The costs will remain more or less constant and, for this reason, it is essential that a lump sum charge for total legal services be allocated to each of the educational clients for whom services are provided.

Further, at least at the outset, there is no reliable experience factors which we may refer to in estimating the services which will be required by each agency. Thus, we have had to allocate the costs of the division among the various agencies on the basis of our best judgment of what services will be required. In finally arriving at our decision we have considered, among other factors, the following:

Dr. Thornton Ford
August 5, 1969
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1. Each of the institutions will be assigned one attorney as its primary counsel. However, because of the structure of the division, there will always be an attorney available in the event the primary counsel is unavailable for any reason.
2. Where the nature of the problem demands, a portion or all of the resources of the division can and will be made available to resolve or cope with the problem of a particular institution.
3. Each of our clients will benefit not only from the efforts of our education division but also from the services of other divisions within the office. For example, in solving many problems, assistance will be required from the legal fiscal division and the opinion division, to name only two obvious divisions which will be called upon on many occasions during the biennium.
4. The costs of operating the division will be more or less constant while the demands of the agencies vary from month to month - "the peaks and the valleys." Accordingly, we must structure our "costs" chargeable to the clients upon what we determine to be the over-all needs for the budget period in question.
5. In assessing costs to cover the anticipated needs of the division, it is desirable to establish a formula whereby costs will be initially assessed.

It appears to us, at least at the outset, the formula for assessing costs among the community college clients of the education division should be related to the size of the institution, i.e., the projected student enrollment and upon this basis the cost for your institution will amount to \$250.00 per month.

Thus, on the basis of the application of the formula we have established we respectfully request that the sum of \$250.00 be made available each month to this office for legal services. As in the past the institution will be billed for this amount at the end of each month and payment then can be made through the use of the reimbursable system established

Dr. Thornton Ford
August 5, 1969
page -3-

by this office under rules adopted by the Central Budget Agency. The cost figure represents the total cost which will be billed to the institution for the total legal services of the entire division, including expenses incurred by assistant attorneys general in traveling to and from your institution to provide services as they are required.

We recognize that in certain cases the charges to be made under our formula may result in the college paying a greater sum for legal services than in the past. However, we are convinced that your institution requires and will utilize the legal services we are now able to provide - and for which the charge noted above has initially been fixed.

Obviously, in the initial fixing and allocating of costs there may be certain inequities. We trust, however, that there will be few in number. Since this is a new program - aimed at providing you expert legal advice more effectively and efficiently - we would appreciate your cooperation and consideration in assisting us in making the new system work.

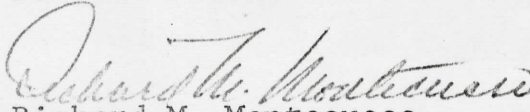
For your information we wish to advise that the attorneys assigned to the education division will maintain time records which will reflect to a certain extent the services made available to your institution for a given period. After about six months of operation we intend to review the formula and its application to the agencies in the light of the experience we gain during the trial period. If necessary or desirable, changes or revisions in the schedule will be made.

In this connection, we would be pleased to receive and consider any suggestions or recommendations you would like to make from time to time relative to possible adjustments in the schedule perhaps in January, 1970.

As stated above we will appreciate your cooperation and consideration in this matter.

Very truly yours,

FOR THE ATTORNEY GENERAL


Richard M. Montecucco
Assistant Attorney General
Chief, Education Division

RMM:jk

A G R E E M E N T

Between

TACOMA COMMUNITY COLLEGE
(Hereinafter referred to as "College")

and

TACOMA SECURITY POLICE
(Hereinafter referred to as "Security")

WHEREAS, College desires to maintain 24 hours security and surveillance of its campus; and

WHEREAS, Security has and desires to provide equipment and qualified personnel necessary to maintain 24 hours security and surveillance of College's campus.

NOW, THEREFORE, subject to the following covenants and conditions, the parties mutually agree:

I. DUTIES OF SECURITY

Security shall maintain security and surveillance for the whole of College's campus, including all property and individuals thereon, 24 hours each day of this contract, by employing, supervising and providing necessary equipment and qualified guard personnel as follows:

(1) Security shall patrol the campus of College, including the interior and exterior of College's buildings, to the extent necessary to prevent theft, damage, and injury to property and individuals thereon; to control the orderly movement, ingress and egress of pedestrian and vehicular traffic; and to perform all other duties required under this contract.

(2) Security will enforce all duly enacted rules and regulations of College and perform all duties not specified herein which may be assigned from time to time by the Board of Trustees of College or their authorized representatives.

(3) Security will maintain and furnish to its employees two-way radios for communication with the local police, Sheriff's Department, and Fire Department, in the event of emergencies.

(4) Security will prepare and distribute emergency instruction cards to every office and department of College.

(5) Security will raise and lower the flags of the United States of America and the State of Washington in accordance with the laws pertaining thereto.

(6) In the event of fire or other emergency, Security shall direct the fire department or other emergency forces to the proper locations and equipment necessary or of aid in handling and meeting the fire or emergency.

(7) Security shall honor a good faith request of College to replace any employee of Security assigned to perform duties under this contract.

(8) Each day Security shall provide College with daily work sheets covering the previous 24-hour period which set forth the names of Security employees who performed services for College; the employees' badge identification number; the date; start and finish times; a description of duties performed during each employee's shift; all incidents and matters of Security interest related to theft, pilferage, fire and fire prevention, accidents and accident prevention, sabotage, and all violations of College rules and regulations; and particularly the following occurrences:

(a) Careless or suspicious activities in areas where easily pilfered articles are stored or handled;

(b) Tools or other school property carelessly left lying around at the end of the shift, or not properly stored;

(c) Persons loitering within or near the campus boundary or building windows when it is suspected that such persons may be in these areas for the purpose of committing an unlawful act;

(d) Presence of College property in areas where it would not normally be, and which appears to have been placed in such areas for misappropriation;

(e) Any deficiencies in campus security;

(f) Suggestions and recommendations for improvement of campus security;

(g) All defective locking devices;

(h) Any abuse, misuse or destruction of locks and keys;

(i) All instances in which doors which should be locked are found unlocked; and

(j) The occasions on which Security opens doors or locks to permit entry to authorized personnel.

(9) All employees of Security assigned to perform duties under this contract shall be trained and licensed to carry firearms and other equipment customarily used by police authorities. Under normal circumstances, such employees shall not carry firearms or mechanical or chemical offensive and defensive weapons during daylight hours (8:00 A.M. to 4:00 P.M.), Monday through Friday, except when carrying school funds. Between the hours of 4:00 P.M. and 8:00 A.M., and on Saturday, Sunday and holidays, employees of Security shall carry firearms when, in Security's discretion, it is deemed necessary. The President of College, in his sole discretion, may require employees of Security to carry firearms or other

mechanical and chemical offensive and defensive weapons whenever he deems it necessary, including 8:00 A.M. to 4:00 P.M., Monday through Friday.

(10) All employees of Security who perform services under this contract shall first have proven to Security a knowledge and familiarity of College's rules and regulations which are to be enforced and the physical character and location of College's grounds and buildings, including all means of ingress and egress thereto, and of the location and operation of the following:

(a) The offices, departments, and key personnel of College;

(b) All telephones, including all those for which night connections are established;

(c) All fire alarm switches;

(d) All fire fighting equipment, including hand extinguishers, water pails, fire hoses, fire hydrants and axes;

(e) All light switches;

(f) All control rooms and shut-off switches where air conditioning and ventilation systems are located;

(g) All fuse boxes, power control switches, steam valves, hydrants, and other control devices for the operation of machinery; and

(h) All valves controlling the supply of water to the fire protection's sprinkler system and the location of extra sprinkler heads.

(11) Security agrees to perform all services contemplated by this contract as an independent contractor and to hold the State of Washington and College harmless as to all claims arising out of damage to the property of College and third persons and bodily injuries to or the death of any

person or persons which may be occasioned by the negligence, carelessness, act or failure to act on the part of Security, its agents, and employees. Security furthermore agrees to hold the State of Washington and College harmless for the loss of College funds, cash or otherwise, while under the control and custody of Security, its agents, or employees and occasioned by their dishonesty, negligence, or the criminal act of third persons.

(12) Security shall furnish College with a certificate of insurance on an occurrence basis including contractual liability naming the State of Washington and College as additional insureds with limits of not less than \$100,000.00/\$300,000.00 for bodily injuries, \$25,000.00 for property damage, and \$15,000.00 for the loss of funds by reason of dishonesty, negligence, or crime. Such certificate shall provide that there shall be no cancellation or reduction of, or failure to renew such insurance without thirty days written notice to College.

II. PAYMENT

Pursuant to the submission of itemized vouchers, College agrees to pay Security on a monthly basis at the rate of three dollars (\$3.00) per man hour of services performed under this contract.

III. VERBAL AGREEMENTS

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

IV. TERMINATION

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

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

TACOMA COMMUNITY COLLEGE

President, by and for the Board of
Trustees, Tacoma Community College

TACOMA SECURITY POLICE

By and for Tacoma Security Police

FARRON INSURANCE AGENCY, INC.

1517 Center Street

Phone FU 3-1563

TACOMA, WASHINGTON 98409

September 25, 1969

Tacoma Community College
Board of Trustee
Tacoma, Washington

Re: Annual Resume for Insurance Program


Gentlemen:

The following is a resume of the coverages included in the insurance program for the new year:

- I Comprehensive Liability and Automobile Insurance.
United Pacific Insurance Company. Limits of liability,
\$100,000/300,000 Bodily Injury and \$100,000 Property
Damage.
- II Umbrella Coverage (Excess).
United Pacific Insurance Company
\$1,000,000 Bodily Injury and Property Damage.
- III Real and Personal Property - Blanket Fire and Vandalism
and Malicious Mischief.
United Pacific Insurance Company,
Pacific Indemnity Insurance Company and
Western Fire Insurance Company.
Total Coverage, \$5,516,234.00.
- IV Blanket Position Bond.
United Pacific Insurance Company.
Limit of Liability \$75,000.00.
- V Student Sickness and Accident Medical Expense.
United Pacific Insurance Company. (Optional Perils Coverage).

Respectfully submitted,

Farron Insurance Agency, Inc.


F. W. Farron

FWF/db

A G R E E M E N T

Between

TACOMA COMMUNITY COLLEGE DISTRICT NO. 22
(Hereafter Referred to as "College")

and

PENINSULA SCHOOL DISTRICT NO. 401
(Hereafter Referred to as "School")

WHEREAS, § 10 of chapter 261, Laws of 1969, Ex. Sess., authorizes the State Board for Community College Education and the State Board of Education to permit the common school districts to conduct pursuant to RCW 28.85.530 a program in adult education on behalf of the community college district when such program will not conflict with existing programs of the same nature and in the same geographical area conducted by the community college districts; and

WHEREAS, the State Board for Community College Education has earmarked and allocated funds to College for the purpose of providing adult education programs; and

WHEREAS, School desires to provide and administer an adult education program within its boundaries; and

WHEREAS, such programs will not conflict with adult education programs presently offered by College; and

WHEREAS, RCW 28.85.530 authorizes community college district boards of trustees and the common school boards to enter into agreements for the use by either of the other's services, facilities, or equipment and for the presentation of courses of either

for students of the other where such agreements are in the best interests of the students involved;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is mutually agreed as follows:

I. DUTIES OF SCHOOL

School promises to provide and administer a comprehensive adult education program within its district at a minimum level of performance equal to that maintained by School during the 1968-1969 school year, including but not limited to the number and caliber of course offerings, on the following terms and conditions:

A. Prior to the commencement of each session and additionally as requested by College, School shall submit to College a full description and outline of the adult education program and curriculum which is or is proposed to be offered. The adult education program and curriculum offered pursuant to this agreement shall be revised, as determined by College, by deleting, adding, or upgrading courses;

B. School shall offer two sessions of adult education programs during the 1969-1970 school year. The 1969-1970 fall session shall begin September 22, 1969, and end November 28, 1969; the 1969-1970 spring session shall begin February 2, 1970, and end April 16, 1970;

C. School may establish, assess, and retain tuition fees which are consistent with the regulations of the State Board of Education and the State Superintendent of Public Instruction and which have been approved by College;

D. On the eighth working day of each session School shall report to College the current enrollment on forms to be provided by College;

E. Within fifteen days following each session School shall report the total attendance hours for the preceding session on forms to be provided by College;

F. Within fifteen days following the last day of each session School shall report to College all revenues, expenditures, and encumbrances received or incurred in the performance of this agreement, including a report which sets forth a description of, purpose to which applied, and location of all equipment and supplies purchased with funds provided by College. Title to such equipment and supplies shall vest in College and all such equipment and unused supplies shall be delivered to College in the event this agreement is not renewed for the 1970-1971 school year;

G. School shall bear full responsibility for the adult education program offered hereunder, including full responsibility for the hiring and supervision of a qualified professional staff. School shall provide, acquire and manage the facilities, supplies and equipment and perform all other responsibilities ancillary to the performance of its duties hereunder; and

H. College bears ultimate responsibility for all adult education programs provided by public educational agencies within its district, therefore, School shall report to College the future plans, problems and effectiveness of the adult education program under its management within a reasonable time following the end of each session.

II. DUTIES OF COLLEGE

A. College shall provide School with all necessary forms for the reporting of attendance hours and enrollment figures;

B. College shall reimburse school Seventy Cents (\$.70) per attendance hour not exceeding a total dollar amount of Five Thousand Dollars (\$5,000) or the total dollar amount, whichever is larger, earmarked and allocated to College by the State Board for Community College Education for the support of adult education

programs offered pursuant to this agreement.

C. College will allocate to School those funds made available to it for the purpose of adult education on the basis of the above covenants and agreements, and allow School to administer an adult education program substantially as it has in the past free from unnecessary interference.

III. INDEMNIFICATION

School shall perform all services as an independent contractor and it shall not be considered as an agent or agency of College or of any of its departments, divisions or employees.

Any and all claims that might arise under the workmen's compensation act on behalf of School or other persons while engaged in the performance of 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 School's sole obligation and School shall indemnify College and hold it harmless from any liability for any act or failure to act on the part of School.

IV. 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.

V. TERMINATION

This agreement shall terminate at midnight on the 1st day of June, 1970, provided, that either party, for any cause, may terminate this agreement prior to the above date upon the submission to the other of written notice thirty days in advance of the

desired date of termination.

THIS AGREEMENT executed at Tacoma, Washington,
on this 25th day of September, 1969.

PRESIDENT, By and for the Board of
Trustees of Community College
District No. 22

SUPERINTENDENT, By and for the Board
of Directors of Peninsula School
District No. 401

A G R E E M E N T

Between

TACOMA COMMUNITY COLLEGE DISTRICT NO. 22
(Hereafter Referred to as "College")

and

TACOMA SCHOOL DISTRICT NO. 10
(Hereafter Referred to as "School")

WHEREAS, § 10 of chapter 261, Laws of 1969, Ex. Sess., authorizes the State Board for Community College Education and the State Board of Education to permit the common school districts to conduct pursuant to RCW 28.85.530 a program in adult education on behalf of the community college district when such program will not conflict with existing programs of the same nature and in the same geographical area conducted by the community college district; and

WHEREAS, School desires to provide and administer an adult education program within its boundaries; and

WHEREAS, such programs will not conflict with adult education programs presently offered by College; and

WHEREAS, RCW 28.85.530 authorizes community college district boards of trustees and the common school boards to enter into agreements for the use by either of the other's services, facilities, or equipment and for the presentation of courses of either for students of the other where such agreements are in the best interests of the students involved;

NOW, THEREFORE, in consideration of the mutual covenants

and agreements contained herein, it is mutually agreed as follows:

I. DUTIES OF SCHOOL

* School promises to provide and administer a comprehensive adult education program within its district at a minimum level of performance equal to that maintained by School during the 1968-1969 school year, including but not limited to the number and caliber of course offerings, on the following terms and conditions:

A. Prior to the commencement of each session and additionally as requested by College, School shall submit to College a full description and outline of the adult education program and curriculum which is or is proposed to be offered. The adult education program and curriculum offered pursuant to this agreement shall be revised, as determined by College, by deleting, adding, or upgrading courses;

B. School shall offer three sessions of adult education programs during the 1969-1970 school year. The 1969-1970 fall session shall begin September 15, 1969, and end December
1, 1969. The 1969-1970 winter session shall begin December 4
 , 1970, and end March 5, 1970. The 1969-1970 spring session shall begin March 9, 1970, and end May
28, 1970.

C. School may establish, assess, and retain tuition fees which are consistent with the regulations of the State Board of Education and the State Superintendent of Public Instruction and which have been approved by College;

D. On the eighth working day of each session School shall report to College the current enrollment on forms to be provided by College;

E. Within fifteen days following each session School shall

report the total attendance hours for the preceding session on forms to be provided by College;

F. Within fifteen days following the last day of each session School shall report to College all revenues, expenditures, and encumbrances received or incurred in the performance of this agreement, including a report which sets forth a description of, purpose to which applied, and location of all equipment and supplies purchased with funds provided by College. Title to such equipment and supplies shall vest in College and all such equipment and unused supplies shall be delivered to College in the event this agreement is not renewed for the 1970-1971 school year;

G. School shall bear full responsibility for the adult education program offered hereunder, including full responsibility for the hiring and supervision of a qualified professional staff. School shall provide, acquire and manage the facilities, supplies and equipment and perform all other responsibilities ancillary to the performance of its duties hereunder; and

H. College bears ultimate responsibility for all adult education programs provided by public educational agencies within its district, therefore, School shall report to College the future plans, problems and effectiveness of the adult education program under its management within a reasonable time following the end of each session.

II. DUTIES OF COLLEGE

A. College shall provide School with all necessary forms for the reporting of attendance hours and enrollment figures;

B. College shall pay School a total dollar amount of Twenty-four Thousand Five Hundred Dollars (\$24,500) for the entire adult education program. Payment shall be made in three equal installments within 30 days after the end of each session.

C. College will allocate to School those funds made available to it for the purpose of adult education on the basis of the above covenants and agreements, and allow School to administer an adult education program substantially as it has in the past free from unnecessary interference.

III. INDEMNIFICATION

School shall perform all services as an independent contractor and it shall not be considered as an agent or agency of College or of any of its departments, divisions or employees.

Any and all claims that might arise under the workmen's compensation act on behalf of School or other persons while engaged in the performance of 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 School's sole obligation and School shall indemnify College and hold it harmless from any liability for any act or failure to act on the part of School.

IV. 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.

V. TERMINATION

This agreement shall terminate at midnight on the 1st day of June, 1970, provided, that either party, for any cause, may terminate this agreement prior to the above date upon the submission to the other of written notice thirty days in advance of the

desired date of termination.

THIS AGREEMENT executed at Tacoma, Washington, on
this 25th day of September, 19 69.

PRESIDENT, By and for the Board of
Trustees of Community College
District No. 22

SUPERINTENDENT, By and for the Board
of Directors of Tacoma School District
No. _____

Fall Quarter 1969
SUPPLEMENTARY FACULTY

Adachi, Seichi	Huffman, George
Anderson, Bruce	Iafrate, Mario
Armor, Mike	Ishi, George
Armstrong, Russell	Johnson, Sharon
Baker, Charles	Johnson, Viola
Britt, Dikka	Keely, Tim
Britz, Pat	McDonald, Mike
Bruce, William	McKellips, Arthur
Burns, Carol	Macias, Cenobio
Butler, Toby	MacLaren, Beth
Carlson, James	Mailey, Pat
Coubrough, Jewell	Maire, Dick
Custer, Charles	Martin, Lawrence
Demarest, Loni	Michell, Don
Desseau, Gene	Moore, Carl
Durkin, Adele	Mork, Erling
Dylstra, Dr. James	Murphy, Everlene
Edrington, DeVon	Paull, Ken
Eyres, Bob	Pease, Florence
Gallagher, Brendan	Peterson, Dorothy
Glueck, Robert	Platt, Emmett
Godderis, Gene	Pooler, Larry
Gaire, Pramod	Powell, Dwight
Griffin, Robert	Purcell, William
Harlowe, Dennis	Quist, Christel
Harper, George	Ray, Pat
Hildreth, Donald	Reed, Stan
Howard, Douglas	Ripley, Doris

Robbins, Richard
Roeder, Douglas
Ryan, William
Sarkies, Jeffrey
Shulenbarger, Gerald
Shackelford, Virginia
Sharon, Tom
Dr. Sloat
Stonestreet, Janice
Sterling, B. F.
Stovin, Phillip
Summers, Charles
Taylor, Nora
Templin, Paul
Tennison, Mel
Turya, Donald
Vaughan, Gerald
Wiley, Ken
Woodward, Harry
Zelenak, Ruth
ROJECH, RONALD

74
41
115

SUPPLEMENTARY FACULTY

Anderson, Larry	Art
Boyer, Barry L.	Business
Brisbois, Al	Geography
Butschun, Suzanne	Mathematics
Campeau, Marvin	Business
Chopp, Mel	Mathematics
Crawford, Jim	Geology
Culver, Mrs. Anke	German
Demarest, Loni	English
Dippolito, Frank	Art
Dunlap, Richard	Engineering
Evans, Rolland	Business
Gadre, Pramod	Anthropology
Gallagher, J. James	Business
Giroux, Richard	Psychology
Goller, Gayla	English
Hankerson, Elijah	History
Harrison, James	Mathematics
Heidal, Joe	Mathematics
Hemenway, Gladys	Spanish
Hildreth, Donald	Reading
Ho, Yun-yi	History
Jansen, George	Psychology
Jansen, Luther	Sociology
Jarmon, Ronald	Math
Jensen, Howard	Biology
Kelso, Mrs. Lynn T.	Speech

Kurriger, Francis J.	Mathematics
Lewis, Richard	English
Main, F. Robert	Music
Malyon, Harland	History
Martin, Alan	Mathematics
Muse, William	Biology
McNeel, John	Engineering
Olson, Mrs. Winona	Beginning Writing
Pommert, Mrs. Helena	Chemistry
Purvis, Mrs. Gail	French
Rife, Robert	English
Rosenow, Jack	Business
Satterberg, Mrs. Sandra	Mathematics
Schenk, Jean	Philosophy
Shay, Edson	First Aid
Shull, B. Howard	Speech
Sigmen, Gary	Economics
Sole, James L.	English
Sollers, James	History
Stephan, Lorraine	Accounting & Typing
Stevens, Dr. Robert	Psychology
Streeter, William	Swimming
Swarthout, John	Political Science
Taylor, Robert C.	Music
Trier, David	Forestry
Tuttle, Dr. John	French
Vick, John	Engineering
Wiseman, Vera	Biology
Woodward, Harry	English
Zimmerman, Edward	Mathematics

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