

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

January 4, 1968

3:30 p.m.

Agenda (Revised)

1. Roll call
2. Approval of previous minutes
3. Correspondence
4. Reports to the Board
 - (a) Insurance - Mr. Van Mieghem and Mr. Farron
 - (b) Preliminary capital request 1969-71 biennium (supplement 4-b)
 - (c) General fund budget review - Mr. Van Mieghem (supplement 4-c)
 - (d) Recommended student body policy regarding "Freedom of Inquiry and Expression" - Mr. Falk (supplement 4-d)
 - (e) Accreditation - Northwest Association of Secondary and Higher Schools - Dr. Ford
 - (f) TCCA - Mr. Hyde
5. Old business
 - (a) Selection of Board of Trustees representative to serve on the Commencement Committee
6. New business
 - (a) It is recommended that Sheldon Gilman be granted a leave of absence for the spring quarter, 1968 (supplement 6-a)
 - (b) Equipment bids - Mr. Van Mieghem
 - (c) Approval of part-time faculty for winter quarter - Mr. Schafer (supplement 6-c)
 - (d) Approval of fees for winter quarter, non-credit, community service courses - Mr. Schafer (supplement 6-d)
 - (e) Press representatives at Executive Sessions of the Board
7. Information
 - (a) State Board minutes - November 2, 1967
 - (b) American Association of Junior Colleges meeting in Boston, February 26 - March 1, 1968
 - (c) Plaque for Fine Arts Building

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

January 4, 1968

The regular meeting of the Board of Trustees was called to order by the Chairman, Mr. Edmunds, at 3:30 p.m., January 4, 1968 at Tacoma Community College.

Present: Charles Edmunds, Frank Cooper, John Binns, Maxine Myers, Thornton Ford, Secretary, and John McCutcheon

Absent: Lewis Hatfield

Guests: Richard Falk, Paul Jacobson, Henry Schafer, George Van Mieghem, Jack Hyde, President, TCCA, Dale Wirsing, James Metcalf, Frank Farron, Phil Tate, Paula Eisenman and Ronald Magden

The minutes of the Board meeting of November 30, 1967 were approved.

Reports to the Board

Mr. Farron gave a progress report on the insurance coverage for the college. It was noted that the insurance for the buildings in Phase III expires as of midnight January 4, 1968.

Mr. Cooper moved that the college be bound immediately until such time as counsel obtains proper ruling concerning insurance coverage. The motion carried.

Other insurance programs:

Mr. Binns moved that building contents be covered to the extent of \$350,000. The motion carried.

Mrs. Myers moved that monies and securities, liability and fire insurance coverage be extended until the next Board meeting. The motion carried.

Mr. McCutcheon informed the Board of a meeting of Assistant Attorney Generals to be held in Olympia on the 12th of January.

The Board received and discussed copies of the Preliminary Capital Request 1969-71 Biennium.

Mr. Van Mieghem explained the Budget Status Report which is submitted each month to the Central Budget Agency in Olympia.

The Board received copies of the student body policy regarding "Freedom of Inquiry and Expression". Miss Eisenman, Student Activities Coordinator, and Phil Tate, President of the Student Body, presented the policy to the Board.

It was agreed that a report be made at the next Board meeting concerning the student policies of other colleges in the state of Washington.

Dr. Ford reviewed the accreditation hearing and the subsequent approval for 3 years with the option to renew for 3 years.

Mr. Cooper moved that the Accreditation Committee be commended by the Board for the self study and the reply. The motion carried.

Unfinished Business

Mr. Cooper moved that Mr. Binns be selected to serve on the Commencement Committee. The motion carried.

New Business

Mr. Cooper moved that Sheldon Gilman be granted a leave of absence for the spring quarter, 1968. Motion carried.

Mr. Binns moved that the Board accept the two bids for the Ampex Video Tape Recorder from Audiocraft. The motion carried.

Mr. Binns moved that the recommended bids be approved for library furniture. (Rod Muzzy - Item No. 1; Magna - Item No. 2, 3 and 4; Rod Muzzy - Item No. 5; Northwest Interiors - Item No. 6) The motion carried.

Mrs. Myers moved that the recommended bids be approved for study skills furniture. (Northwest Interiors - Item No. 1; G. D. Martin - Item No. 2) Motion carried.

Mr. Binns moved that the Board accept the supplementary faculty list for winter quarter 1967-68. Motion carried.

Mrs. Myers moved that the non-credit community service fees be approved. Motion carried.

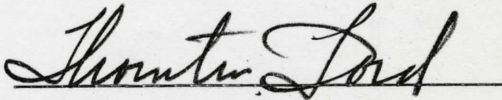
Mr. Cooper moved that the chairman of the Board join the President of the College to attend the meeting of the American Association of Junior Colleges in Boston on February 26 - March 1, 1968. The motion carried.

Mr. Van Mieghem informed the Board that the Tacoma Security Police have agreed to provide security every school day from 4 p.m. to 8 a.m. and for 24 hours a day on Saturdays, Sundays and holidays.

Dr. Jacobson explained the function of the Data Processing Committee and asked for any suggestions and information that the Board might have in handling institutional computer needs.

The next regular meeting of the Board of Trustees will be held on February 1, 1968 at 3:30 in the conference room of the Tacoma Community College administration building.

The meeting adjourned at 6:05 p.m.


Thornton M. Ford, Secretary

TACOMA COMMUNITY COLLEGE

Preliminary Capital Needs Listing for the 1969-71 Biennium

I. New Construction

A. Instructional Space

Project #1 Classroom Building

The existing facilities provide space for 2500 students. The enrollment growth pattern indicates that we will need to provide space for 3300 F.T.E.'s by 1971. To provide space for the additional 800 students, it will be necessary to construct a 16 room classroom building. 12,960 sq. ft. of assignable area and 4000 sq. ft. of auxiliary space.

Construction Cost	\$424,000
Construction Cost per sq. ft.	25
Equipment & Furnishing Cost	7,200
Architect Fees @ 6%	25,440
Total Cost	\$456,640
Total Cost per sq. ft.	\$ 26.9

Project #2 Science Building

The present science building is not adequate for an enrollment beyond 1800 F.T.E.'s. Therefore, a second science building approximately the same size as the present facility would meet the needs of the increased enrollment plus the new programs being planned for the future. 9,724 sq. ft. of assignable area plus 4,862 sq. ft. of auxiliary space is needed.

Construction Cost	\$568,854
Construction Cost per sq. ft.	39
Equipment & Furnishing Cost	65,000
Architect Fees @ 6%	34,131
Total Cost	\$ 667,985
Total Cost per sq. ft.	\$ 45.8

B. Non-Instructional Space

Project #1 Faculty Office Building

With an increase of enrollment from the present 1800 F.T.E. to the expected 3300 F.T.E. in 1971, the need for office space for an additional 50 instructors will be necessary. A total of 10,358 sq. ft. will be needed (9,066 sq. ft. assignable area and 1,292 auxiliary space).

Construction Cost	\$258,950
Construction Cost per sq. ft.	25
Equipment & Furnishings Cost	15,000
Architect Fees @ 6%	15,537
Total Cost	\$289,487
Total Cost per sq. ft.	\$ 27.9

Project #2 Addition to Business Office

The additional space requirement of the business office is due to the increased work load brought about by the growth factor and also by the additional functions performed in the business office which were originally provided by Tacoma School District #10. A total of 2,610 sq. ft. will provide the office space necessary.

Construction Cost	\$ 65,250
Construction Cost per sq. ft.	25
Equipment & Furnishings Cost	5,900
Architect fees @ 6%	3,915
Total Cost	\$ 75,065
Total Cost per sq. ft.	\$ 28.8

Project #3 Maintenance Building

Prior to July 1, 1967 maintenance was provided to the college by Tacoma School District No. 10. With the transfer from the school district it now becomes necessary to provide space for our maintenance people, maintenance equipment, vehicle storage and vehicle maintenance. The space requirement is approximately 5,000 sq. ft.

Construction Cost	\$ 50,000
Construction Cost per sq. ft.	10
Equipment & Furnishings Cost	20,000
Architect fees @ 6%	3,000
Total Cost	\$ 73,000
Total Cost per sq. ft.	\$ 14.6

Project #4 Addition to Cafeteria

The space provided in the present cafeteria is inadequate for the current enrollment. With the increased enrollment expected for 1971 the need for a cafeteria twice the size of the present facility will be needed. An addition providing 4,145 sq. ft. of dining area to seat 200 students and a storage area of 2,070 sq. ft., would take care of the immediate needs but should be considered as a stop-gap measure until a new and larger facility can be constructed.

Construction Cost	\$104,200
Construction Cost per sq. ft.	16.7
Equipment & Furnishings Cost	4,150
Architects Fees @ 6%	6,252
Total Cost	\$114,602
Total Cost per sq. ft.	\$ 18.4

II. Site Development

Because of insufficient funds available for the completion of the first phases of construction, site development was delayed until funds did become available. Our physical education programs have been suffering because of the lack of proper playfields, lack of tennis courts and adequate track facilities. The increased enrollment will also create a need for additional parking spaces. Landscaping along with a proper drainage system is a must. The original plans called for a sprinkling system which was delayed until such time as the grass, shrubs and trees could be planted. The estimated cost for these items is \$175,000.

III. Equipment and Furnishings Not Included Above

Project #1 Instructional Resource Center

In the transfer from Tacoma School District No. 10, the college was only able to receive \$180,000 of the \$700,000 bond issue authorized by the vote of the people in November 1966. Tacoma Community College did receive a Federal Grant of \$347,000 to take care of part of the needs. In order to make maximum utilization of the buildings we are now occupying, the \$173,000 difference is absolutely essential. This money will enable the college to equip the library, television studios, listening laboratories and to distribute closed circuit television to the whole campus.

Total Project Cost	\$173,000
Grand Total -- All Projects	\$2,024,779

STATE OF WASHINGTON

BUDGET STATUS REPORT

TACOMA COMMUNITY COLLEGE

678

30 NOVEMBER 1967

(1) ACCOUNT CODES				(2) DESCRIPTION	(3) ALLOTMENTS OR ESTIMATES	(4) BIENNIUM TO-DATE		(5) ACCRUALS	(6) ENCUMBRANCES	(7) ALLOTMENTS OR ESTIMATE BALANCES	
FUND	APP	PROGRAM SUB	OBJ			DISBURSEMENTS	ESTIMATED			ACTUAL	ESTIMATED
I. SUMMARY COMPARISON OF ALLOTMENT CHARGES WITH ALLOTMENTS											
A. BY PROGRAM											
		D10		Admin and General Expense	160 132 00	65 712 59			3 563 37	90 854 04	56
		D30		Student Services	150 967 00	57 906 73			572 96	100 487 31	68
		D40		Plant Operation	193 528 00	37 020 98	1 750 00		731 40	154 025 62	79
		D50		Library	154 685 00	77 764 56			5 598 61	71 321 83	4
		D60		Instruction	861 396 00	225 226 88			22 228 60	613 940 52	
		D90		Extension and Public Serv.	50 000 00	537 18				49 462 82	
		110		Food Service		531 84				(531 84)	
		120		Bookstore		484 40				(484 40)	
				Total	1 578 708 00	465 185 16	1 750 00		32 694 94	1 079 077 90	
B. BY SOURCE OF FUNDS											
		001 01		General Fund	1 147 128 00	364 109 45				783 018 55	6
		149 99		Local General Fund	431 580 00	101 075 71	1 750 00		32 694 94	296 059 35	6
				Total	1 578 708 00	465 185 16	1 750 00		32 694 94	1 079 077 90	6
II. SUMMARY COMPARISON OF PROGRAM CHARGES WITH BUDGET ESTIMATES TO DATE											
		D10		Admin and General Expense	65 427 00	65 712 59			3 563 37	(3 849 96)	5
		D30		Student Services	55 392 00	57 906 73			572 96	(3 087 69)	5

READ ACROSS FOR WORK-LOAD INDICATOR HEADINGS

SIGN COVER SHEET OF REPORT ONLY

BY _____ SIGNATURE

TITLE _____

DATE _____

DUE DATE: 25TH CALENDAR DAY FOLLOWING THE CLOSE OF THE REPORTING MONTH

AGENCY NAME

(CODE)

STATE OF WASHINGTON

BUDGET STATUS REPORT

PERIOD ENDING

TACOMA COMMUNITY COLLEGE

678

30 NOVEMBER 1967

(1) ACCOUNT CODES				(2) DESCRIPTION	(3) ALLOTMENTS OR ESTIMATES	(4) BIENNIUM TO-DATE		(5) ACCRUALS	(6) ENCUMBRANCES	(7) ALLOTMENTS OR ESTIMATE BALANCES
FUND	APP	PROGRAM	OBJ			DISBURSEMENTS	ESTIMATED			
		D40		Plant Operation	27 819 00	37 020 98	1 750 00	731 40	(11 683 38)	
		D50		Library	55 718 00	77 764 56		5 598 61	(27 645 17)	
		D60		Instruction	255 581 00	225 226 88		22 228 60	8 125 52	
		D90		Extension and Public Serv.	3 753 00	537 16			3 215 82	
		110		Food Service		531 84			(531 84)	
		120		Bookstore		484 40			(484 40)	
				Total	463 690 00	465 185 16	1 750 00	32 694 94	(35 940 10)	
				III PROGRAM MAN MONTHS						
		010		Admin and General Expense						
				Total Object 01		11 995 00	10 815 97	53 416 00	50,872 78	
				Man Months		11 0	14 77	65 0	65 21	
				Average Man Month Cost		922 69	732 29	821 78	768 35	
		030		Student Services						
				Total Object 01		11 262 00	11 606 89	46 252 00	48 469 25	
				Man Months		11 0	20 26	55 0	80 59	
				Average Man Month Cost		1 021 81	572 89	840 94	601 43	
				(2) DESCRIPTION	THIS MONTH ACTUAL PRIOR YEAR (3)	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	
						(4) CURRENT MONTH	(5)	(6) YEAR TO-DATE	(7)	

READ ACROSS FOR WORKLOAD INDICATOR READINGS

SIGN COVER SHEET OF REPORT ONLY

SIGNATURE

TITLE

DATE

DUE DATE 25TH CALENDAR DAY FOLLOWING THE CLOSE OF THE REPORTING MONTH

STATE OF WASHINGTON
BUDGET STATUS REPORT

(1) ACCOUNT CODES				(2) DESCRIPTION	(3) ALLOTMENTS OR ESTIMATES	(4) BIENNIIUM TO-DATE		(6) ENCUMBRANCES	(7) ALLOTMENTS OR ESTIMATE BALANCES
FUND	APP	PROGRAM SUB	OBJ			DISBURSEMENTS	ACCRUALS		
		040		Plant Operation					
				Total Object 01		5 685 00	6 079 86	22 880 00	21 590 00
				Man Months		13 0	12 80	65 0	43 77
				Average Man Month Cost		437 30	537 48	352 04	493 26
		050		Library					
				Total Object 01		4 980 00	10 682 05	35 000 00	45 029 37
				Man Months		9 0	29 62	45 0	124 82
				Average Man Month Cost		553 33	360 63	777 77	360 75
		060		Instruction					
				Total Object 01		76 700 00	65 881 38	232 895 00	212 901 85
				Man Months		76 0	73 26	372 0	288 48
				Average Man Month Cost		1 009 21	841 82	625 08	730 01
		090		Extension and Public Serv.					
				Total Object 01		2 170 00	79 80	2 730 00	79 80
				Man Months		4 0	33	5 0	33
				Average Man Month Cost		542 50	241 01	546 00	241 01
				DESCRIPTION	THIS MONTH ACTUAL	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
				(2)	PRIOR YEAR	(4) CURRENT MONTH	(5)	(6) YEAR TO-DATE	(7)
					(3)				

FORM A-23 (REV. 7/53)

READ ACROSS FOR WORK-LOAD INDICATOR HEADINGS

SIGN COVER SHEET OF REPORT ONLY

BY _____ SIGNATURE

TITLE _____

DATE _____

DUE DATE - 25TH CALENDAR DAY FOLLOWING THE CLOSE OF THE REPORTING MONTH

STATE OF WASHINGTON
BUDGET STATUS REPORT

(1) ACCOUNT CODES				(2) DESCRIPTION	(3) ALLOTMENTS OR ESTIMATES	(4) BIENNIUM TO-DATE			(7) ALLOTMENTS OR ESTIMATE BALANCES
FUND	APP	PROGRAM SUB	OBJ			(4) DISBURSEMENTS	(5) ACCRUALS	(6) ENCUMBRANCES	
		110		Food Service					
				Total Object 01			2 389 80		5 420 40
				Man Months			6 02		13 35
				Average Man Month Cost			396 97		406 02
		120		Bookstore					
				Total Object 01			2 060 52		6 970 77
				Man Months			6 49		13 03
				Average Man Month Cost			376 96		387 11
				Agency Total					
				Total Object 01		112 792 00	110 406 27	393 176 00	302 854 91
				Man Months		126 0	167 55	542 0	635 58
				Average Man Month Cost		893 17	658 93	725 41	602 37

READ ACROSS FOR WORKLOAD INDICATOR HEADINGS

SIGN COVER SHEET OF REPORT ONLY

DESCRIPTION (2)	THIS MONTH ACTUAL PRIOR YEAR (3)	ESTIMATED		ACTUAL	
		(4) CURRENT MONTH	(5)	(6) ESTIMATED YEAR TO-DATE	(7) ACTUAL

BY: _____ DATE: _____

SIGNATURE: _____ TITLE: _____

DUE DATE: 25TH CALENDAR DAY FOLLOWING THE CLOSE OF THE REPORTING MONTH

Tacoma Community College



MEMORANDUM

Date: December 6, 1967
 To: President Ford
 From: Dean Falk
 Subject: STUDENTS' FREEDOM OF INQUIRY AND EXPRESSION

It has been the practice of the college administration to encourage and support the student government in its worthy efforts to develop reasonable means of self-governance.

The following policy statement concerns the protection of students' academic freedoms in the collegiate setting. After extensive study and discussion the statement was recommended by the campus Activities Council on Tuesday, November 28, 1967, and approved by Government of Associated Students of Tacoma Community College on Thursday, November 30, 1967.

Accordingly, it is recommended that this document be accepted in the light in which it has been submitted--as a reasonable and mature effort to protect students' freedom of inquiry and expression.

POLICY FOR STUDENT - INVITED SPEAKERS

The students of Tacoma Community College subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on all important issues. Therefore, in conformity with the American traditions of free speech and free inquiry, it is hereby provided that any recognized student organization or activity, with the knowledge of its advisor, may invite to the campus any speaker the group would like to hear, subject to restraints imposed by federal and/or state constitutions and statutes. The appearance of an invited speaker on the campus does not involve any endorsement, either implicit or explicit, of his views by the students, faculty, administration, or Board of Trustees of Tacoma Community College.

In carrying out the intent of the above policy statement governing the appearance on campus of student-invited speakers, the following procedures shall be followed:

1. The Student Activities Coordinator will be notified in advance of the appearance of an invited speaker to permit adequate time for making necessary arrangements.
2. At the time of this notification, a proper form (available in the office of the Activities Coordinator) signed by the organization's advisor, must be filled out with particulars regarding speaker, time, place, sponsoring organization, and cost.

Tacoma Community College



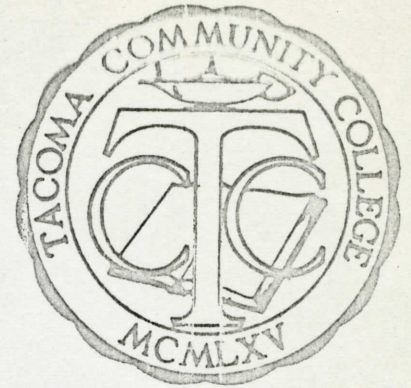
MEMORANDUM

Date: 27 November 1967
To: President Thornton Ford
From: Sheldon M. Gilman
Subject: Leave of Absence

It is requested that I be granted a leave of absence from the closing date of the winter quarter of 1967/68 until the opening date of the fall quarter, 1968. It is my intention to devote this time to needed rest, travel, and some personal business. In the event my request is acted upon favorably it should be with the understanding that my rights, tenure, emolument, and privileges are not to be prejudiced by the granting or taking of this leave of absence.

Sheldon M. Gilman

Tacoma Community College



MEMORANDUM

Date: 27 November 1967
To: President Thornton Ford
From: Sheldon M. Gilman
Subject: Leave of Absence

It is requested that I be granted a leave of absence from the closing date of the winter quarter of 1967/68 until the opening date of the fall quarter, 1968. It is my intention to devote this time to needed rest, travel, and some personal business. In the event my request is acted upon favorably it should be with the understanding that my rights, tenure, emolument, and privileges are not to be prejudiced by the granting or taking of this leave of absence.

Sheldon M. Gilman

VIDEO-TAPE RECORDER TABULATION

<u>ITEM NO.</u>	<u>Audiocraft</u>	<u>Aero-Marc</u>	<u>Rarig</u>	<u>Ampex</u>
1	<u>\$9,589.90</u>	\$8,847.50 \$6,990.00 Alt.*	No Bid	No Bid
2	<u>\$1,011.50</u>	\$ 975.00 less 10%	No Bid	No Bid

* Black and White only
 Color adapter can be added later.
 Units available in: General Electric
 Sony
 General Precision
 Sylvania
 R.C.A.


Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem,
 Dean of Administrative Services

AWARD:

Audiocraft	<u>\$9,589.90</u>
	<u>1,011.50</u>
	<u><u>\$10,601.40</u></u>

For explanation of why low bid was not recommended, see attachment.



TACOMA PUBLIC SCHOOLS

ADMINISTRATION BUILDING: TACOMA AVENUE AT SO. EIGHTH
P. O. BOX 1357 • TACOMA, WASHINGTON 98401 • FU 3-1811

December 28, 1967

TO: Mr. Rolland Evans
Purchasing Officer
Tacoma Community College
5900 South 12th Street
Tacoma, Washington

FROM: Robert P. Slingland
Consultant to Tacoma Community College
ITV Project

SUBJECT: Recommendation for two closed circuit video tape recorders and
25 - 1/2 hour rolls helical scan video tape.

After consideration of many facets of the two bids opened November 8, 1967, I recommend that purchase of the Ampex machine be made. I likewise recommend purchase of the Ampex video tape. The following are reasons for the selection of the Ampex machine:

The apparent low bidder does not meet specifications. (Sony or G.E.)

1. Specifications call for bid instruments to include processing amplifiers. The apparent low bidder evidently does not include a processing amplifier in his bid. I understand this would require raising the price some \$2000 from the bid figure.
2. Video response of the apparent low bidder machine is not 4.2 megacycles as requested on the specifications.
3. Tape is not replayable on any other model machine of the same manufacturer. Specifications require that "the recorders must be able to play tape of any other model of one inch machine by the same manufacturer."
4. The apparent low bidder has bid a machine which includes two heads for video recording, rather than one as shown on the specifications. Therefore, there would be more service maintenance than on a one head video recording machine.
5. Tape exchange possibility with other educational organizations in the state appears potentially higher with the Ampex bid machine. Some 40 Ampex, one inch machines are now in operation in the state. Less than one fourth this number of one inch Sony machines are in use in the state.

December 28, 1967

6. Several national tape libraries are said to have moved to the Ampex machine, notably the National School and College Television Library at Bloomington, Indiana. This library could prove to be an important source of pre-recorded community college material in the future.
7. The Ampex machine has guaranteed horizontal response over 350 lines whereas the low bidder's machine does not so guarantee. In fact, the Ampex machine has guaranteed 400 lines.
8. There is a question of the low bidder's ability to make video signal to noise ratio specification. This is shown in the specification to be better than 42db.
9. At least one other manufactured tape recorder, International Video Corporation of California, could meet specifications as Ampex has met the specifications. This company was not yet in existence for bidding at the time of this bid. Therefore, invitation was not extended to them.

Response to alternate bid by apparent low bidding company - does not meet specifications in many areas.

pb

cc: Dr. Tom Ford, President
Mr. George Van Mieghem

INVITATION TO BID

Return To

Tacoma Community College, Business Office
 00 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

November 8, 1967

Date

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages . . . To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended, and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash. Description	Quantity	Unit	Unit Price	Bidder Must Enter All Extensions and Totals Amount
CLOSED CIRCUIT VIDEO TAPE RECORDER					
1	Helical scan video tape recorders, as per attached specifications.	2	ea		
2	One-half hour each rolls 1" Helical Scan Video tape on reel with following specifications: Video Signal to noise ratio better than 42 db, Video frequency response 4.2 mc, Audio signal to noise better than 46 db. Stop motion operation - 5 min. Base film - 1.0 mil polyester. Tape width 0.998 ± .002, reel size 9-3/4" dia. operating environment + 30°F to 110° F. Humidity: 25% RH to 95% RH. Scotch series 357 or equal.	25	ea		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
 Business Office
 Tacoma Community College
 5900 So. 12th, Tacoma, Wash.

Nov. 27, 1967
 Bid Opens at 1:30 P.M.

We guarantee delivery at destination from _____ via _____ within _____ days after receipt of order at address shown. We will allow _____ discount for payment 10th proximo.

To the Tacoma Community College:
 We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein.

Date _____ 19____

Signature _____

Title _____

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

(1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.

(2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.

(3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.

(4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.

(5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.

(6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.

(7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.

(8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.

(9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

(10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.

(11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.

(12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.

(13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.

(14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.

(15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

(16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

(17) All prices are to be included herein.

(18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.

(19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

SPECIFICATIONS
for
HELICAL SCAN VIDEO TAPE RECORDERS

GENERAL STATEMENT

Two slant track portable video tape recorders are to be purchased to be used within an interconnected closed circuit television system extending through, eventually, nineteen buildings, at Tacoma Community College.

Each video tape recorder will be employed in multiple ways to assist Tacoma Community College staff members in their classroom teaching. Such functions as on-campus general taping of lecture-demonstrations from science, social science, language, literature, physical education and health, drama and speech classrooms will be needed. Tapes made on them must be replayable over periods of one year or more with professional quality pictures and adequate sound. Special recording techniques in art, remedial speech and athletic training will be requested of this equipment. In addition, certain steps in the orientation and registration procedures of the college will be handled by CCTV involving, conceivably, these recorders.

It may also be used in a single classroom application. Signal submitted to the recorders will be from standard, random, 2:1 interlace and EIA sync cameras. Recording information may also come from off-the-air stations or future 2500 megacycle systems. These recorders may be called on to feed video/audio signals on quad-head recorders at KTPS, Channel 62 or directly on the air. This equipment must not only be adaptable to movement from classroom to classroom, but also outdoors where it might be operated off of a mobile vehicle equipped for remote television pickup.

The recorders must be portable and easy to operate. Members of the staff as well as students of Tacoma Community College will be trained to operate the equipment. They will not be technically oriented and must be able to use the equipment effectively with a minimum of training and without the burden of technical upkeep of the equipment. Portability is defined as no fixed location.

The recorders must be able to play tape of any other model of one inch machine by the same manufacturer. Capabilities of recorders to be themselves up-dated as the manufacturer makes improvements will be given especial consideration (such as color capability).

GENERAL SPECIFICATIONS

Each tape transport shall be enclosed in a strongly constructed cabinet with dust proof cover. In addition, plastic dust covers shall be provided for temporary protection after removal of cabinet cover. It shall be possible for recorder to operate while a plastic dust cover is in place.

Special operating features required of each recorder are: still frame reproduction, slow motion, fast forward, footage counter and adaptability for remote control operation at a later date. Machines supplied must be of the most current serial number order of that manufacturer (example: Ampex; beyond serial numbers in 3,000's). Only authorized franchise dealers will be considered as suppliers. The control panel shall consist of easily identifiable button controls to actuate the recorder. Some form of safety device must be built in to insure against possible erasure in play mode.

Successful bidder shall supply one spare tape reel for each recorder plus approved head cleaner fluid for each recorder.

A warranty shall be at least 90 days, parts and labor, which must be performed on the buyer's premises. Bidders are required to state fully the terms of the warranty covering the balance of the school year after delivery and also warranty terms for each year thereafter. Warranty on video head shall apply for at least 500 hours.

The recorder shall be one inch helical scan, with two channel audio. It shall have a six watt audio speaker system, as well as 600 OHM or line output.

The video tape recorders shall come complete with processing amplifiers, with a drop-out position control with proper positioning of the reinserted drop-out, composite video input level 0.5 to 2.0 volts peak-to-peak terminated by 75 OHMS, composite video output level set at unity, 1.0 volt peak-to-peak. The recorder shall meet RS 170 specifications when used with a processing amplifier.

TECHNICAL SPECIFICATIONS

Tape width:	1 inch
Tape speed:	9.6 inches per second
Writing speed:	1,000 inches per second
Writing heads:	One
Video response	± 3db 30cps to 4.2 mc.
Guaranteed horizontal resolution:	over 350 lines
Video signal to noise ratio:	better than 42db

Plug in printed circuit boards

Ball bearing motors

UHF type video connectors on RF and video

XL Cannon on audio

This would be Ampex 7500C or equivalent.

TABULATION - LIBRARY FURNITURE

<u>ITEM NO.</u>	<u>MAGNA</u>	<u>NORTHWEST INTERIORS</u>	<u>B.F.SHEARER</u>	<u>ROD MUZZY</u>
1	No Bid	\$4,700.00 \$3,860.00 Alt.	\$5,099.00	\$2,656.00 \$2,821.00 Alt.
2	\$1,013.46	\$1,434.00	No Bid	\$ 774.00
3	\$ 260.00	\$ 230.00	No Bid	\$ 185.70
4	\$1,201.98	\$2,148.00	No Bid	\$2,084.70
(Totals 2,3,4)	\$2,475.44	\$3,812.00	- -	\$3,044.40 \$2,370.00 Alt.
5	No Bid	\$ 385.00 \$ 184.70 Alt.	No Bid	\$ 203.85
6	No Bid	\$ 158.00 <u>78.50</u> Alt.	No Bid	\$ 83.45

Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem,
Dean of Administrative Services

AWARDS:

Magna	\$2,475.44
Rod Muzzy	\$2,859.85
Northwest Interiors	\$ <u>78.50</u>
TOTAL	\$5,413.79

BIDS NOT RETURNED:

G. D. Martin
H. D. Baker
Wash. School Supply
Gordon Anderson
Monitor Cabinets
Sears & Roebuck

Items 2, 3, and 4 were bid as a group.

INVITATION TO BID

Return To

Tacoma Community College, Business Office
 00 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

Nov. 21, 1967

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages 2 & 3. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended, and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash. Description	Bidder Must Enter All Extensions and Totals		
		Quantity	Unit	Unit Price Amount
1	60 tray card catalog units as per DREXEL, #D-1772 or equal. SPECIFICATIONS: 41 3/8" wide; 18 1/4" deep; 60" high Walnut grain veneer, hand-rubbed, natural oil finish to be on side panels, removable base, and back. Removable top to be simulated walnut grain veneer plastic Formica #503-85SU or equal. Trays to be of dove-tailed construction, reinforced fronts, each tray to provide 14" usable space and hold approximately 1500 3" x 5" center punched L.C. cards. Each tray to be fitted with center rod and lock mechanism. Tray fronts to be finished with walnut veneer Formica #503-85SU and have same finish as back, base and end panels. Cabinet to be out-fitted with 2 or 3 slide-out reference trays with end stops. Hardware to be of anodized aluminum or brushed chrome. Base to be of square steel tube, finished in brushed chrome.	4	ea	
2	Card Catalog Reference Table Magna LB-750 or equal SPECIFICATIONS: Approximately 72" wide; 24" deep; 40" high All wood surfaces to be walnut veneer, hand-rubbed, natural oil finish except top Table top to be Formica #503-85SU textured fitted with 6 (six) 3" x 5" compartments under table top.	6	ea	

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
 Business Office
 Tacoma Community College
 5900 So. 12th, Tacoma, Wash.
 Bid Opens at

We guarantee delivery at destination from _____ via _____
 within _____ days after receipt of order at address shown. We will allow _____ discount
 for payment 10th proximo.

To the Tacoma Community College; Date _____ 19____
 We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein.
 Signature _____
 Title _____

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

- (1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.
- (2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.
- (3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.
- (4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.
- (5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.
- (6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.
- (7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.
- (8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.
- (9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.
- (10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.
- (11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.
- (12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.
- (13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.
- (14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.
- (15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.
- (16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.
- (17) All prices are to be included herein.
- (18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.
- (19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.
- (20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TACOMA COMMUNITY COLLEGE
 5900 SOUTH 12TH STREET
 TACOMA, WASHINGTON 98465

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
3	<p>NEWSPAPER RACKS as per Magna LB 100 or equal</p> <p>SPECIFICATIONS: 44" w x 26" d x 31 h. approximately, Hand rubbed walnut veneers, Formica #503-85 SU (textured), furnished with 10 split newspaper rods. Base: to match item #1 (including levelers on legs).</p>	2	ea		
4	<p>DOUBLE FACED INDEX TABLES as per Magna LB-710 or equal</p> <p>SPECIFICATIONS: Approx. dim. 90" wide; 54" deep; app 40" high. Walnut veneer, hand-rubbed, natural oil finish; table top to be Formica #503-85 SU (textured). Hardware to be anodized aluminum. Base to be same as Item #1.</p>	6	ea		
5	<p>ATLAS CASE - to match construction and finish detail of Thonet # or equal.</p> <p>All parts other than metal to be Formica #503-85 SU on both sides.</p> <p>APPROXIMATE DIMENSIONS:</p> <p><u>Sides:</u> 25 7/8" wide, front of side to be 24 3/4" H back of side to be 27 1/2" <u>Back:</u> 31" wide, 27 1/4" high (metal) <u>Edges:</u> 1 1/8" sides, back and front, front edge to include 1/2" lip, sloped to hold material on top of cabinet. <u>Shelf:</u> 5 metal pull-out shelves 24" d x 27 1/2" w with stops. Faced with 5/8" wooden self edge 27 1/2" wide. <u>Legs:</u> 1 1/4" square, 14" high brushed chrome with levelers. <u>Base:</u> X design, metal 2 7/8" wide under bottom shelf and attached to legs. <u>Top:</u> 31" wide, 27" deep, sloping 2 3/4" front up to back.</p>	1	ea		
6	<p>DICTIONARY CASE - Same as above, Thonet # or equal</p> <p>All parts other than metal to be Formica #503-85 SU on both sides.</p> <p>APPROXIMATE DIMENSIONS <u>Top:</u> 25 3/4" w x 13 1/2" d x 1 1/4" thick <u>Sides:</u> 12 1/4" wide, 27 1/2" high at front, Back 30" high <u>Back:</u> Metal 22 7/8" W x 29 7/8" high 1" wooden strip on both sides of back.</p>	1	ea		
TOTAL					

TACOMA COMMUNITY COLLEGE
 5900 SOUTH 12TH STREET
 TACOMA, WASHINGTON 98465

Page 3 of bid for PERMANENT FURNITURE Library

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
6	<p>DICTIONARY CASE (Continued)</p> <p><u>Rim:</u> 1 1/8" sides, front, back, front has 1/2" lip sloped to hold material on top of cabinet.</p> <p><u>Legs:</u> 1 1/4" square length, 12" brushed chrome with levelers</p> <p><u>Shelves:</u> No. 1 is adjustable, 22 13/16" w x 10 5/8" deep w/ 3/4" wood front rim. Bottom shelf has 2 3/8" wood facing.</p> <p><u>Base:</u> to be same as item #1</p> <p>NOTE:</p> <p>(1) ITEMS 2, 3 & 4 BID AS A GROUP</p> <p>(2) BID SHALL INCLUDE COMPLETE INSTALLATION.</p>				
TOTAL					

TABULATION - STUDY SKILLS FURNITURE

<u>ITEM NO.</u>	<u>Northwest Interiors</u>	<u>G. D. MARTIN</u>
1	<u>\$544.00</u>	No Bid
2	\$4,385.00	<u>\$3,094.00</u>

Low bid meeting specification indicated by _____ recommended.

George Van Mieghem,
Dean of Administrative Services

AWARDS:

Northwest Interiors	\$ <u>544.00</u>
G. D. Martin	<u>\$3,094.00</u>
TOTAL	<u><u>\$3,638.00</u></u>

Bids Not Returned:

Sears Roebuck & Co.
Rod Muzzy
Gordon Anderson
Monitor Cabinets
B. F. Shearer
Timmerman
Magna
Educators

INVITATION TO BID

Return To

Tacoma Community College, Business Office
5900 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

November 22, 1967

Date

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages . To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended, and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash. Description	Bidder Must Enter All Extensions and Totals		
		Quantity	Unit	Unit Price Amount
1	<p>Bids to include complete installation. Samples or drawings to be available at time of bid.</p> <p>STUDY SKILLS LAB TABLES 30" x 96" x 29"H. TOP: 3/4" solid core faced with Textured Walnut Formica or equal with backing sheet, heavy duty Black Vinyl edges to withstand high impact, supported by 1-3/4" steel apron welded at joints. Folding legs to be T-type pedestal with extra heavy brushed Chrome plating over two heavy nickel platings, 1" x 2" rectangular electric welded steel tube with keystone housing added for extra support. Pedestal bases to have end-cap non-marking glides of heavy duty formed plastic securely attached by concealed screws. Tables to be equipped with 8 position height adjustment, 22" through 29", adjustment to be by means of rotary lock with double pawls in pedestal channel and positive locking mechanism.</p> <p>Anderson Associates #3096M Saturna or equal</p>	8	ea	
2	Per attached specifications.			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
Business Office
Tacoma Community College
5900 So. 12th, Tacoma, Wash. 1:30 P.M.

Bid Opens at Dec 6, 1967

We guarantee delivery at destination from _____ via _____ within _____ days after receipt of order at address shown. We will allow _____ discount for payment 10th proximo.

To the Tacoma Community College: Date _____ 19_____

We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein. Signature _____ Title _____

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

(1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.

(2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.

(3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.

(4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.

(5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.

(6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.

(7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.

(8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.

(9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

(10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.

(11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.

(12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.

(13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.

(14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.

(15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

(16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

(17) All prices are to be included herein.

(18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.

(19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

LIBRARY CARRELS

STUDY CARRELS, 36" W x 24" D x 51" H:

Posts shall be 1" square furniture stock steel tubing, with a minimum of .062" wall thickness 51" high in a brushed chrome finish. Top shall be closed with a white nylon cap and bottom shall have a $1\frac{1}{4}$ " diameter nylon adjustable swivel glide. Posts shall be punched with a minimum of 3 slots per supporting face, to accept interlocking die-formed lugs on plates attached to panels.

PANELS AND SHELVES shall be constructed of $\frac{3}{4}$ " thick particle board with all exposed surfaces covered with high pressure laminate. Formica or equal, meeting NEMA standards, in a textured finish Walnut woodgrained pattern. Vertical edges that abut posts shall be routed for their full length to accept a full length flush recessed plate $\frac{1}{2}$ " wide x .092" thick. Recessed plates shall be mechanically die-formed with non-jamming, wedge locking, closed end lugs equal in number to slots in post and designed to closely interlock with same and shall further be punched with 2 holes, one above and one below, per lug, for fastening plates to panels securely. In addition, each panel shall be locked to posts with a fastener to prevent vertical shearing action between post and panel. End panels shall be provided with threaded metal fasteners or inserts, factory installed, for fastening desk support angles and holes provided for concealed shelf support clips.

DESK TOP shall be constructed of $1\frac{1}{4}$ " thick particle board 35" wide x 23" deep covered on all exposed surfaces with $\frac{1}{16}$ " thick high pressure laminate, formica antique white or equal. Underside of desk shall be covered with a balancing sheet of equal thickness. Desk top shall be supported on 1" x 1" x $\frac{1}{8}$ " steel angles and fastened to same with a minimum of 4 suitable screw fasteners.

Design must be such that carrels may be easily disassembled and rearranged and/or added to with matching components which must be available.

ELECTRICAL SERVICE:

Units designated with "PP" suffix are to be supplied with electrical outlets consisting of a 3 outlet vertical electrical raceway, 115 v.ac, at right rear of unit. Raceway to be self-containing complete with

3-wire "pigtail" of sufficient length to hook up with adjacent unit. All wiring must be below working surface of units, UL approved. Light fixtures, when specified as LF-24 are to be 24", 2-tube (20W) florescent, with pin switch, grounded outlet and 3-wire pigtail. A 3 inch matching fascia will be furnished on the shelf of the carrel to prevent direct light from shining in user's eyes. LF 24 includes the vertical electrical raceway noted above.

ADDITIONAL PARTS:

In addition to units specified below, additional parts as follows will be supplied. These parts must be interchangeable with all units supplied:

- 4 - B764S End Panels, 2 right, 2 left
- 2 - 2-way corner posts
- 2 - 3-way corner posts

UNITS REQUIRED

- 1 764S PP
- 8 764A PP
- 2 B764S PP
- 12 B764A PP 2 with LF 24 light package.

TOTAL 37 stations.

Above references are Library Concepts, Inc.

Winter Quarter 1967-68

SUPPLEMENTARY FACULTY

Arnold, Robert	Biology
Bestor, Thomas	Philosophy
Brisbois, Alfred	Geology
Butschun, Susanne	Mathematics
Campeau, Marvin	Business Admin. - Accounting
Chopp, Melvin	Mathematics
Connett, L. M.	Sociology
Crawford, John	Philosophy
Daniel, George B.	G. E.
Demarest, Loni	English
Dippolito, Frank	Art
Drake, Jewell	Biology
Duncan, Don	P. E.
Edrington, DeVon	Philosophy
Godderis, Gene	Political Science
Goller, Gayla	English
Greenup, Patricia	P. E.
Haglund, Richard	Economics
Hannula, Richard	P. E.
Harper, George	Astronomy
Hutchins, Robert	Business Admin. - Business Law
Hyde, Jack	Geology
Jaeck, Warren	Mathematics
Jansen, Luther	Sociology
Jernon, Ronald	Mathematics
Lewis, Richard	English

Libby, Ronald	Vietnam
Macias, Cenobia	Spanish
Magden, Ronald	History
Malyon, Harland	History
Martin, Alan	Mathematics
Martin, Lawrence	Political Science
McCourt, Jerry	English
Mladinov, Joseph	Business Admin. - Business Law
Muse, William	Biology
Nevaskar, Balwant	Anthropology
Rhule, Robert	Hemingway
Rife, Robert	English
Ripley, Doris	English 101
Rosenow, Jack	Business Admin. - Business Agreements
Ryan, William	English
Sheppard, Donald	Art
Shull, Howard	Speech
Simmons, Gilbert	Russian
Sonntag, Betsy	English
Stevens, Robert	Psychology
Tennison, Melvin	Sociology
Trier, David	Forestry
Trolson, Roger	Business Admin. - Accounting
Turya, Donald	Business Admin. - Introduction
Van Druff, John	Mathematics
Witt, Frank	Biology
Wolvers, Donald	Speech

Winter Quarter - 1967-68

SUPPLEMENTARY FACULTY

Ciroux, Richard	A. E. P.
Lukin, Leonard	A. E. P.
Thaden, Richard	A. E. R.
Anderson, Leonard	Music
Bergeson, Robert	Music
Clarke, Alan	Music
Gorsuch, Keith	Music
Meddaugh, Al	Music
Scharton, John	Music
Strail, John	Music
Strickland, Dale	Music
Walters, John	Music
Whisner, David	Music

Recommended Fees
for
Non-Credit Community Service Courses

The following are all non-credit courses meeting two hours per evening, once a week for ten weeks.

Vietnam - American Opportunity or Folly?
Astronomy
Geology and the Pacific Northwest
American Authors Series: The Life,
Philosophy and Works of Hemingway

It is recommended that a fee of \$10 be established for each of these courses and for all other courses of this type offered on our campus.

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

Shoreline Community College
Faculty Dining Room

January 4, 1968
9:30 AM

A G E N D A

1. Minutes of Meeting, December 5, 1967
2. Presentation: Dr. Marion O. Oppelt, President
Clover Park Community College
3. Amended Resolution 67-9: South Campus Condemnation Authority,
Seattle Community College District
4. Resolution: Lease on North Campus, Big Bend Community College
(Consent Instrument)
5. Ratification of \$1700 allocation from \$2,500,000 appropriation
to pay State's share (College Board) for appraisal of Lynnwood Site
6. Report on 40% of tuition of Community College Bond Fund
7. Financial Summary of Capital Outlay Allotments
8. Report by Mr. Landon re: Official Seal (to be presented)
9. Interim Report on Survey of Capital Outlay Requirements
1969-71 Biennium.
10. Grays Harbor Community College: Request for Approval of
Capital Project
11. Spokane Community College: Request for Approval to
Purchase Real Property
12. Resolution of Appreciation to Dr. Richardson
(to be presented)
13. Tentative Schedule of future College Board meetings