

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

October 22, 1970

3:30 p.m.

Northwest History Room

Revised Agenda

1. Roll call
2. Approval of minutes
3. Correspondence
4. Unfinished business
 - (a) Institutional objectives (Supplement 4a)
5. New business
 - (a) Resolution re. TCCA (Supplement 5a)
 - (b) Supplementary faculty (Supplement 5b) -- Mr. Rhule
 - (b-1) Supplementary faculty (Supplement 5b-1) -- Dr. Jacobson
 - (c) Equipment bids (Supplement 5c)
 - (d) Program priorities (Supplement 5d) -- Dr. Ford
6. Reports
 - (a) ASB -- Mr. Sheridan
 - (b) TCCA -- Mr. Clarke
 - (c) TCCSA -- Mrs. Hildebrand
 - (d) Instruction -- Dr. Jacobson
 - (e) Student Services -- Dr. Lathrop
 - (f) Community Services -- Mr. Rhule
 - (g) Administrative Services -- Mr. Van Mieghem
 - (h) Instructional Resource Center -- Mrs. Amoroso
 - (i) Planning -- Dr. Falk
 - (j) President's report -- Dr. Ford
7. Information
 - (a) Report on Project CHANGE (Supplement 7a) -- Mr. Vaughan
 - (b) Report on Administrative Organization Committee

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

October 22, 1970

The regular meeting of the Board of Trustees was called to order by Mr. John Binns, Chairman, at 3:30 p.m., October 22, 1970, at Tacoma Community College.

Present: John Binns, Don Anderson, Dr. Dewey Tuggle, Robert Yamashita, and Thornton Ford, Secretary

Guests: Robert Patterson, Robert Rhule, Dr. Robert Lathrop, Dale Wirsing, Dr. Paul Jacobson, Mrs. Lorraine Hildebrand, Howard Ferguson, ~~Dr. Richard Falk~~, Jerry Vaughan, J. Allan Clarke, Barry Sheridan, John DeVore, Dr. Ronald Magden, Dennis Hale, and David Lantz

A quorum was present with four members of the Board in attendance.

Minutes of the meeting of September 23, 1970, were approved as submitted.

Correspondence

Dr. Ford distributed copies of a memorandum directed to the Chairmen of the District Boards of Trustees from the State Board for Community College Education inviting the chairmen and a TACC representative to a retreat on October 31st and November 1st.

Unfinished business

Dr. Ford said that the Priorities Statement (Supplement 5d under New Business) should be discussed in connection with the Objectives Statement (Supplement 4a).

Mr. Sheridan reported that only part of the Student Senate has had a chance to go over the objectives and Chairman Binns said he did not think anything as important as this should be done without having the students' opinions.

Mr. Anderson ~~indicated that he could not agree with the statement prepared by the staff and~~ presented the Board with a "Statement of Objectives for TCC" which he said had been worked out by himself and some friends and asked for the Board's consideration of this (see attachment).

The objectives statement prepared by the staff, Dr. Ford said, was distributed to the faculty at its retreat in September and later approved unanimously with some minor changes in the wording.

Mr. Yamashita commented "I assume that these objectives will be continually evaluated" and that "We should spell out some recognition of the problems we face on our college campus."

Dr. Ford added that "We have to tie the priorities in to the budget to bring about the realization of the objectives." He said that this second step is to establish

a set of priorities to guide the college and the Board. In general, he said, "They address themselves to the closing of the gap of what TCC is doing and what Bates Vocational-Technical Institute is doing." He said further that "The objectives of a community college, in particular, are to expand its efforts to provide re-entry into the educational process at any time of a person's life or career. The average age of a typical college student is now between twenty-two and twenty-three years of age in all colleges."

In relation to the priority statement of Student Services, Mr. Clarke believes there is a need for expansion in this area and that the statement should be one of budget priority.

Mr. Binns added that "If hard times continue for very long, it will bring us perhaps a different type of student."

The rest of the administrative staff, Dr. Lathrop reported, has drafted two or three drafts for their own priorities.

The Board put off action for another month on these items in order to obtain the students' opinions.

All of the college's priorities should be set by the first of the year 1971, Dr. Ford said.

New business

After discussion, Mr. Anderson moved and Mr. Yamashita seconded that the Board adopt Resolution No. 70-73 calling for a faculty senate (TCCA) for the duration of the 1970-71 academic year. Motion carried unanimously.

Mr. Yamashita moved and Mr. Anderson seconded that the Board approve the supplementary faculty list (Supplement 5b), including the appointment of Mrs. Marie Fortier to regular faculty status. Motion carried unanimously.

Mr. Anderson moved and Mr. Yamashita seconded that the Board accept the low bid for a press from Wright Press at a price of \$835.00. Motion carried.

Mr. Yamashita moved and Mr. Anderson seconded that the Board accept the low bid in each case for audio-visual equipment, Item 4 from Motion Picture Service at a price of \$348.00, and Items 1, 2, 3, and 5 through 13 from Photo Sound at a total cost of \$925.75. Motion carried.

After discussion, Dr. Tuggle moved and Mr. Yamashita seconded that the Board accept the bid from Engineered Electronics for a P.A. System at a price of \$1108.00, and an Interphone System at a price of \$421.00 for the Little Theater. Motion carried unanimously.

Reports

Associated Student Body.--Mr. Sheridan, President, discussed the parking lot issue and said that student government has researched this with Mr. Frank Mitchell as well as with other colleges in the state. He made the suggestion that instead of the \$7.50 fee charged per year that students pay \$2.50 per quarter with faculty and staff paying \$9.00 per year. This has received the approval of the faculty, he said.

Dr. Ford said this should go to the Administrative Council first. Mr. Binns asked that this item be considered as a special order of business for the next Board meeting.

In further ASB business, Mr. Sheridan reported that the Student Senate has been diminished from thirteen to nine and that elections are forthcoming.

TCCA.--Mr. Clarke, President, reported that an ad hoc committee has been formed consisting of the Deans of Instruction of the community colleges and the faculty committee of the Instructional Council to work on innovations in the area of instruction for the community college system as a whole.

TCCSA.--Mrs. Hildebrand, President, informed the Board that a petition has been sent to the Higher Education Personnel Board requesting that the TCCSA be recognized as a bargaining unit to represent classified employees at TCC. This item will appear on the November 13th agenda of that board's meeting.

Instruction.--Dr. Jacobson reported that classes are in progress and the class schedule for the next quarter is ready. He said that a real estate course has been added and they are looking forward to an occupational effort in this area. The typing laboratory is filled and the math lab is very busy.

Student Services.--Dr. Lathrop said the Student Personnel Advisory Council is taking a close look at the "E" grade and will have a report at the next Board meeting.

Community Services.--Mr. Rhule, Director, reported on the non-credit program. He said that Peninsula has gone from a two-quarter to a three-quarter program with thirty-four classes being held servicing 360 people. Eleven classes had to be cancelled. On this campus, Mr. Rhule said there are forty-six classes in session servicing 1214 people with seven cancellations of classes.

Dr. Ford added that he believes the campus will have around 4,000 FTE's this fall with a total of about 7,000 individuals.

Administrative Services.--Mr. Van Mieghem reported on the bargaining unit petition of the TCCSA which has gone to the Higher Education Personnel Board.

He gave a progress report on the TCC telephone system, saying the college has the go-ahead of its own Trustees but as yet there is no full go-ahead from the State Board.

The 1970 special session of the Washington State Legislature established an Insurance Board to set up insurance plans for state employees but excluded education personnel from this coverage, Mr. Van Mieghem said. He reported that he is working with the college's insurance broker on a new plan to be submitted for approval by faculty and staff and the twenty-two community college districts are working on a plan as well. The cut-off date for the old plans is January 1, 1971. He assured the Board that any new plan would have no lapse in coverage for employees.

Administration went immediately to the Department of Architects and Engineers in Olympia and received authorization to blacktop two new parking lots. This is currently being done.

Resource Center.--Mrs. Hildebrand reported for Mrs. Amoroso that a bibliography on the Pacific Northwest Indians has been published by TCC in conjunction with the Tacoma Public Library. She said this has been sent out all over the United States as well as to Canada and other places. This was the first time a bibliography on this subject had been prepared, she said, and requests have come from all over the country in response to their initial distribution. The cost is ten cents a copy and Mrs. Hildebrand reported that over 700 have been sold in the last three months.

Planning.--Dr. Ford reported that the occupational program planning is progressing rapidly.

President's Report.--Dr. Ford said that following the Council of Presidents' meeting in October, the State Board came up with a capital projects request for the twenty-two community colleges in the amount of about \$50,000,000 for the state. TCC's request is No. 14 on the list in the amount of \$270,230 for the remodeling of instructional space. Dr. Ford said this means no student center, physical education facility expansion, or new administrative space. He said that with a campus built for 2500 we have grown to twice that many students.

Mr. Binns said that "It seems to me it is the most urgent problem we have here."

Dr. Ford said he would be meeting with Dr. Canfield to discuss the incidental fee and that tuition may go up. Sixty per cent of tuition is the only amount earmarked for community college building and bonds against it have already been sold. He said that he would not be surprised at a tuition increase.

Dr. Ford reported that the requested level of expenditures in the budget would represent a 46.1 per cent increase for the State System and a 38.9 per cent increase for TCC (see Supplement 6j).

Information

Project CHANGE.--Jerry Vaughan reported on this project (Supplement 7a) contracted under a grant received fifteen months ago between TCC and the State Higher Education Commission. He said that in this final report the college concludes that it must take an extremely serious look at servicing the South End of Tacoma and that we need very badly to increase adult education in the East Side of the City.

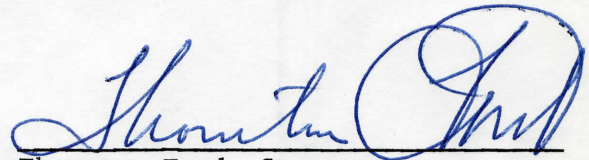
Mr. Binns said he would like to compliment whoever prepared this report. He also said that "People out there are just as interested in education as anybody else and that we should do everything we can to bring it to them."

Administrative Organization Committee.--Dr. Ford briefly reported on this last spring. The Board asked us, he said, to make some rather dramatic changes in administration of the college.

It was the consensus of the Board that they wanted to review this material and bring it back for discussion at a later time.

The next meeting of the Board of Trustees will be held on November 19, 1970, at 3:30 p.m., at Tacoma Community College.

The meeting adjourned at 5:40 p.m.


Thornton Ford, Secretary

Adopted by the Board of
Trustees by action on
October 22, 1970

Agenda Supplement 5a

RESOLUTION NO. 70-73

Whereas, Section 51, chapter 283, Laws of 1969 1st ex. sess. (codified in RCW 28A.72, Professional Negotiations Law) provides for the establishment of a faculty senate or similar organization; therefore be it

Resolved, That a majority of the Board of Trustees of Tacoma Community College, District 22, regularly assembled at its October 22, 1970 meeting, recognizes the Tacoma Community College Association (TCCA) as fulfilling these provisions; such recognition to be for the duration of the 1970-71 academic year.

TACOMA COMMUNITY COLLEGE
 BUDGET INFORMATION FOR BOARD OF TRUSTEES MEETING OCTOBER 22, 1970

Item	State System			Tacoma Community College					
	Biennium		Per cent Increase	Biennium		Per cent Increase	Basic Allocation	Local Plus Federal Funds	Total Biennium Budget
	69-71	71-73		69-71	71-73				
Current level of expenditures No increase in enrollment	\$98,379,089	\$110,630,295	12.4	\$5,176,970	\$5,783,272	11.2	\$5,783,272	\$1,023,940	\$6,807,212
Current level of expenditures Projected increase in enrollments	98,379,089	125,072,203	27.1	5,176,970	6,141,018	18.6	6,141,018	1,095,502	7,236,520
<u>Requested</u> level of expenditures Projected increase in enrollments	<u>98,379,089</u>	<u>143,778,098</u>	<u>46.1</u>	<u>5,176,970</u>	<u>7,190,009</u>	<u>38.9</u>	<u>7,190,009</u>	<u>1,095,502</u>	<u>8,285,511</u>
Full support level of expenditures, Projected increase in enrollments	98,379,089	182,500,639	85.5	5,176,970	9,008,700	74.0	9,008,700	1,095,502	10,104,282
Enrollments	113,500	139,230	22.7	7,174	8,254	15.1			

Supplemental Elements

Salary increase	\$7,551,261	(5 per cent + 5 per cent faculty only)
System-wide programs . . .	3,194,300	
Per diem	130,815	
Salary increments	1,732,156	(Faculty plus staff)
TIAA/CREF	1,779,125	
OASI (change in base + rate)	1,059,977	
Library book price increase	<u>433,658</u>	
 TOTAL	 \$15,881,092	

COMMUNITY COLLEGE SYSTEM CAPITAL PROJECT REQUEST

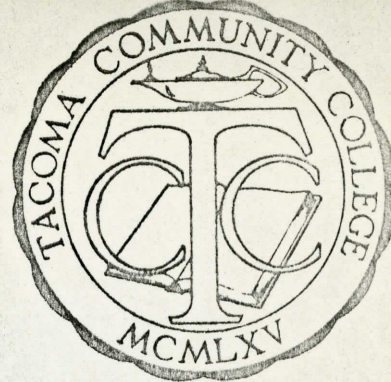
1971-73

<u>Priority</u>	<u>District</u>	<u>Project</u>	<u>Project Cost</u>
1	1970 Legis. Authorization	--	\$10,000,000
2	6 - Seattle Central	Phase I Completion	1,367,610
3	20 - Walla Walla	Phase IA(Instr. & Sup. Sp.)	7,496,565
4	5 - Edmonds	Phase IA/IB Completion	1,444,906
5	15 - Wenatchee Valley	Technical Building	827,516
6	10 - Green River	Science - Tech Bldg.	1,677,750
7	19 - Columbia Basin	Technical Building	1,066,950
8	17 - Spokane	Health Occupations	1,368,360
9	7 - Shoreline	Occupational Serv. Bldg.	811,172
10	5 - Everett	Learning Resource Center	728,900
11	1 - Peninsula	Forest Tech/Health Sciences	148,810
12	11 - Ft. Steilacoom	Ph. III - Instr. & Sup.Sp.)	4,598,702
13	16 - Yakima Valley	Ph. II - Mechanics Instr.	707,566
14	22 - Tacoma	Remodel Instr. Space	270,230
15	4 - Skagit Valley	Remodel Instr. Space	150,000
16	6 - South Seattle	Metals Buildings	1,453,017
17	3 - Olympic	Learning Res. Center Addn. and Remodeling	928,000
18	12 - Olympic	Relocatables	1,052,260
19	9 - Highline	Instructional Building	4,887,755
20	14 - Clark	Remodel Machine & Auto Shops	137,975
21	12 - Centralia	General Remodeling	363,690
22	8 - Bellevue	Relocatable Office Space	106,050
23	13 - Lower Columbia	Learning Resource Center	2,398,317
24	2 - Grays Harbor	Health & Physical Educ.	1,108,050

<u>Priority</u>	<u>District</u>	<u>Project</u>	<u>Project Cost</u>
25	17 - Spokane Falls	Library Remodel	\$ 127,395
26	18 - Big Bend	Health & Physical Educ.	<u>513,300</u>
			\$45,780,845
	Minor Capital Projects		500,000
	Capital Contingencies		2,500,000
	1973-75 Request Pre-Planning		<u>886,263</u>
			\$49,667,108

Tacoma Community College

Agenda supplement 7-b



MEMORANDUM

Date: October 22, 1970
To: Board of Trustees
From: The Administrative Organization Committee
Subject: Review of the 1968-69 Administrative Reorganizations and Further Recommendations

The Administrative Organization Committee, composed of Tom Ford, Russ Clark, George Huffman, Paul Jacobson, Joe Kosai and Jerry McCourt, has met regularly throughout the summer to review the administrative organizational changes which were made two years ago. The committee's work included study of questionnaires which were filled out by the faculty last year, and interviews with all of the administrators and most of the councils which were involved in the changes.

In short, the committee found that the revised administrative channels now in existence at TCC are substantially better than those which were in use earlier. A few additional minor modifications seem to be in order, however, and they are listed in the attached copies of the committee's minutes.

The committee has submitted its findings and recommendations to the TCC faculty and the faculty, in turn, has indicated its approval of the committee report. Now the committee wishes to present its report to the Board of Trustees for final approval.

PEJ

Attachments

Minutes

TACOMA COMMUNITY COLLEGE
Administrative Organization Committee

July 13, 1970

The committee will delegate the evaluation of the position of General Education Coordinator and the General Education program to the Instructional Council. In addition, the committee will defer the evaluation of the Community Services Council and the Dean's position until next spring quarter. However, the committee would like to meet from time to time with the administrative officer in charge of Community Services during the summer, fall and winter quarters.

TACOMA COMMUNITY COLLEGE
Administrative Organization Committee
1970 Report

Revised 7/27/70

1. Instructional Council

On the basis of written questionnaires submitted to the entire faculty and student government, and on the basis of self-evaluation reports from the Instructional Council and the Dean of Instruction, the Administrative Organization Committee wishes to report the following:

- (a) The new Instructional Council structure developed in 1968 has provided for widespread faculty participation, and has caused a strong improvement in communication about instructional matters.
- (b) The Administrative Organization Committee recommends that the Executive Committee of the Instructional Council:
 1. Describe its function, using the guidelines established by the Organization Committee, faculty and Board of Trustees;
 2. Submit its description to the Instructional Council as a whole;
 3. Work out any differences with the Instructional Council, still under the guidelines mentioned above, and
 4. Distribute the final description to the entire faculty.
- (c) The Administrative Organization Committee recommends that the Executive Committee of the Instructional Council be reconstituted as follows:
 1. Three Division Chairmen.
 2. The Director of Community Services.
 3. The Director of the Resource Center.
 4. The General Education Coordinator.
 5. One member at large (elected by and from the Instructional Council for a one-year term. The elected representative is to be a member of the Council, having a regular teaching assignment. He is to participate with the Executive Committee primarily as a representative of the Instructional Council as a whole. In general, he is not to receive routine assignments of committee work as other members are likely to).

2. Division Chairmen

The Administrative Organization Committee wishes to remind the Dean of Instruction that the periodic review of the performances of the Division Chairmen is due for the Social Sciences and Math-Science Divisions. The reviews are to involve all of the members of the respective divisions and are to be concerned with the improvement, if possible and where necessary, of the Division Chairmen's performances.

3. Division and Department Chairmen

The Administrative Organization Committee recommends that the Division and Department Chairmen be asked to rewrite their job specifications in light of the last two years' experiences. It is also recommended:

- (a) That there be a review of the new job descriptions by the Department and Division Chairmen and the Dean of Instruction working together;
- (b) That there be appointed a college-wide committee to study the new job descriptions and to investigate the release time and extra stipend relationships between the two chairman positions; and
- (c) That any forthcoming committee recommendations pertaining to extra stipends and release time be considered during the next over-all review of the college's extra stipend-release time schedule.

TACOMA COMMUNITY COLLEGE

Minutes

Administrative Organization Committee

July 28, 1970

Director of Resource Center

The Administrative Organization Committee has surveyed the faculty regarding the organizational aspects of the position of Resource Center Director. In addition, the present director has written a self-evaluation and has been interviewed by the committee. As a result of these activities, the committee wishes to report as follows:

1. The placement of the Resource Center Director in the college administrative structure is a satisfactory one.
2. The Administrative Organization Committee recommends that the Director of the Resource Center, the Dean of Instruction, and the Instructional Council jointly make increased efforts to communicate with the departments and instructors about the Resource Center equipment and services.
3. The Administrative Organization Committee recommends that the job specifications of the Resource Center Director be changed as follows:

Delete:

"(F) To provide general supervision of all areas of the Instructional Resource Center except for the Study Skills Center and the faculty secretarial and office areas."

Add:

"(F) In the cases of all laboratories in the Resource Center, the Resource Center Director is to coordinate acquisitions and other services as requested by the laboratories or their coordinators, and to supervise general maintenance of the building."

4. The Administrative Organization Committee also recommends the following addition to the job specifications of the Resource Center Director:

"(G) Schedule the operation and coordinate the use of the print shop located in the Resource Center. Advise other members of the administration as necessary regarding the adequacy of print shop equipment, supplies, and personnel."

(The Administrative Organization Committee wishes to explore the positional relationship between the Director of the Resource Center and the head librarian, and plans to do so later this summer.)

Administrative Council

The Administrative Organization Committee has studied the organizational structure of the Administrative Council through a general faculty questionnaire and through self-study reports by the Council and by its chairman. The committee believes that the new structure of the Administrative Council, which involves faculty and student representatives in addition to the college administrators, appears to be an improvement over the former council structure. The committee recommends the maintenance of the present Administrative Council structure while looking for better ways to improve the communication between students, faculty and administrators.

Tacoma Community College
Administrative Organization Committee
Minutes, July 28, 1970

2.

A general problem which should be looked at in the future is the problem of duplication of effort between the Administrative Staff meetings and the Administrative Council meetings. Ways to reduce total meeting time by the participants need to be found.

The Administrative Organization Committee recommends that Administrative Council agendas and minutes be distributed to the entire faculty.

After a review of the faculty-wide survey concerning the organization of the Student Personnel Advisory Council and after meeting with Bob Lathrop, the Council chairman, the Administrative Organization Committee recommends:

1. That the present scope and general organization of the Student Personnel Advisory Council be maintained.
2. That the Council's membership be increased through the addition of one counselor and one Division Chairman.
3. That the Council send a copy of its meeting agendas to each faculty building, and that minutes of its meetings be distributed to the entire faculty and to the Board of Trustees.

The Administrative Organization Committee also met with Bob Rhule, Director of Community Services, in order to learn more about the Community Services program. A lengthy session ensued and the committee was well satisfied with the information made available to it. The Community Services program will be studied again by the Administrative Organization Committee at a later time during the 1970-71 academic year.

The committee continued its earlier discussion of the Budget Advisory Council and formulated the following recommendations:

1. That there should be an annual budget message from the college president to the Board of Trustees which lists and appropriately emphasizes institutional priorities which the faculty and staff believe should be established for the coming year.
2. That the Board of Trustees should study the president's budget message and should approve or modify the statement of institutional priorities which it contains.
3. That the Budget Advisory Council and the administrative staff of the college should meet jointly to study the Board approved statement of institutional priorities before examining the annual budget requests from the various college departments.
4. That the Budget Advisory Council regard its main duty as being the interpretation of the Board's views as it combines the budget requests and makes its budget recommendation.
5. That the Council make an increased effort to emphasize campus communications regarding budgetary matters by regularly publishing the Council minutes and distributing them to all members of the faculty and staff, and by publishing the budget details as adopted by the Board (this publication to show all budget requests which survived the budget building process).
6. That the membership of the Budget Advisory Council be allocated by functional areas in the college as follows:
 - (a) Instruction - four members, one elected in each division and one elected in the area of Community Services.
 - (b) Resource Center - one member to be elected.
 - (c) Plant Operation and Maintenance - one member (the Plant Manager).
 - (d) Administration - one member (the chief accountant).
 - (e) Student Services - one member to be elected.

The chairman of the committee is to be the Dean of Administrative Services, and one member each of the TCCA and the TCCSA are to be designated by those organizations to serve as regularly invited guests of the Council.

The Administrative Organization Committee will meet again on Tuesday, September 8, at 11 a.m. in the Administration Building to discuss the committee's role during the next year.

The committee studied a proposal to continue its activities beyond the present evaluation of recent college organizational changes. The committee decided to recommend the following charges for itself:

1. The Administrative Organization Committee will be continued as a standing committee of the college.
2. The committee will entertain written proposals for administrative organizational changes submitted by any recognized group (i.e., TCCA, TCCSA, SPAC, Instructional Council, ASB, etc.) on campus or by the college president. The committee may also develop its own proposals which shall be stated in writing and distributed to the above institutional bodies at least one regular meeting prior to any action by the committee. It shall be the responsibility of the committee upon receipt of such proposals to schedule hearings, examine evidence, invite outside consultants as may be pertinent to the proposal and prepare a recommendation for submission to the faculty and other institutional bodies and finally to the Administrative Council for action. Action by the Administrative Council shall be followed by (a) a recommendation to the Board of Trustees, (b) by adoption of an administrative rule, or (c) by a written statement of the reasons why a recommendation has been denied by the Council. In such cases, the originating group and/or the Organization Committee may request an audience with the Administrative Council and, following that, may submit a written appeal to the Board of Trustees.
3. The Committee will coordinate an evaluation of each organizational change within a year of its inception and prepare a report for the president and the Board of Trustees.
4. The Committee will also address itself to the long range needs of institutional organization and make recommendations on a regular basis for bringing the needed changes about.
5. The Committee will consist of eight full-time faculty members and two students, as follows:

4 faculty members from instruction - one to be elected from each division and one from Community Services.

1 faculty member from Student Services - to be elected by Student Services certificated personnel.

1 faculty member from the Resource Center - to be elected by Resource Center certificated personnel.

1 faculty member from administration - to be appointed by the President.

2 students - to be selected by the Associated Student Government, the president - (chairman — ex officio).

When necessary, the committee should utilize the services of other faculty members having expertise in the area of group organization and/or of appropriate off-campus consultants.

* STATEMENT OF OBJECTIVES FOR TCC

Maintain an open door enrollment in which all individuals seeking educational opportunities will be accommodated within the limitations of resources available.

Achieve a "Standard of Excellence" in the instruction and administration of the college.

Have a comprehensive educational curriculum...

- ... That will provide students with a general education that will assist them to become an effective member of society.
- ... That will parallel the first two years of university study in the fields of...
- ... That will provide a supplementary education for those who wish to pursue additional skill training in a vocational or technical institute.
- ... That will provide occupational programs that will prepare the student for employment upon completion.
- ... Provide specialty designed programs to meet the needs of all segments of our society.
- ... Provide community services for their educational, cultural, and recreational needs.

Have student services that will effectively assist them to become better citizens.

Manage the college using "Sound Principles of Management" to maximize effective education with a minimum cost.

To promote the understanding of:

- ... Our free enterprise system
- ... Our democratic form of government
- ... The Constitution of the United States

To maintain a close liaison with the public so citizens will be proud of the college and its contribution to the betterment of the community.

Don Anderson

* Objectives are defined as...a statement of end-results desired.

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

M E M O R A N D U M

TO: Chairmen, District Boards of Trustees DATE: October 19, 1970
FROM: Robert G. Wark, Publications Director
SUBJECT: TACC - State Board Retreat

As Lyle Perrigo has already informed you, the Trustees Association has arranged with the State Board for a retreat to be held on October 31 and November 1 at Rosario Resort on Orcas Island.

Each district Board is asked to send its Chairman and TACC Representative if possible, but if not, to substitute such that each board is represented by two persons.

Attendees should plan on arriving at Rosario on Friday evening, October 30 since ferry service from the mainland would not permit one to arrive Saturday until after the meetings are well underway. Ferries leave Anacortes daily at 8:45 a.m., 4:10 p.m. and 8:00 p.m. They leave Orcas at 7:05 a.m., 2:40 p.m. and 6:40 p.m. A ferry schedule is enclosed.

On recommendation of Rosario's management, we have reserved a number of double rooms for the evenings of the 30th and 31st. Doubles cost \$10 per person per evening; singles are also available at \$17.

In order that we may pre-register you, please advise my office by October 29 of the names of the persons who will attend from your district and whether they will require single or double rooms.

Enclosed is a copy of the meeting agenda along with a brochure on Rosario.

RGW:sr
cc: State Board Members
Enclosures

TACC-SBCCE RETREAT

October 31 - November 1
Rosario Resort
Eastsound, Orcas Island

A G E N D A

Saturday, October 31

9:00 a.m. Welcoming Remarks

Lyle Perrigo, Chairman - Trustees Assoc. of Comm. Coll.
L. Evert Landon, Chairman - State Board for Comm. Coll. Ed.

9:30 Panel Discussion

"Trustee - State Board Communication"

How can trustees and State Board members achieve
and maintain adequate communication on key issues?

Panel:

Lyle Perrigo: Moderator
Dr. Robert M. Kintner, Trustee, District 15 (Wenatchee)
Mrs. Ruth Shepherd, State Board for Comm. Coll. Ed.
Dr. John N. Terrey, Associate Director, SBCCE

10:00 Break

10:15 Small Group Discussions on Communication Problems and Solutions
(Approx. seven groups each with one State Board member and six
to seven trustees)

11:15 Reconvene General Session for small group reports

12:00 Lunch

Address: "The State of the System - 1970"
Dr. Albert A. Canfield, Director

2:00 General Discussion

"Operating & Capital Budgeting--Integrating State and
District Concerns"

Discussion Leaders: Lyle Perrigo
L. Evert Landon

3:45 Break

4:00 TACC Business Meeting

6:00 Dinner - Evening Open

Sunday, November 1

9:00 a.m. General Session

"Long Range Planning--Program Budgeting"

"How a Program-Planning-Budgeting System Might
Operate in the Community College System"
Roger Bassett, Assistant Director, SBCCE

9:30 Panel Discussion

"Implications of Program Planning Systems"

District Considerations - Lyle Perrigo
State Administration - Dr. A. A. Canfield, Director, SBCCE
Policy Considerations

10:00 Break

10:15 Conclusions

Lyle Perrigo
L. Evert Landon

12:00 Lunch

Tacoma Community College



MEMORANDUM

Date: September 17, 1970
To: The Board of Trustees
From: Tom Ford
Subject: PROPOSAL FOR DISCUSSION OF INSTITUTIONAL OBJECTIVES

As Tacoma Community College embarks on its sixth year of operation, we face a number of educational decisions. These decisions will shape the college's future. To insure that these decisions will be made wisely, we must answer at least four questions:

1. Is the college accomplishing its purposes as stated in its formal objectives?
2. Are the stated objectives adequate to guide us through this year of ferment, questioned assumptions, and change in higher education?
3. Are the stated objectives consistent with those of the state community college system?
4. Are the college's various educational programs meeting the expressed needs and wishes of the youth and adults who come to us for education?

It is my belief that the college is satisfactorily accomplishing its objectives of university-parallel education and continuing education for adults. When the college opened in 1965, these were identified as our community's most pressing needs. Our rapid enrollment gains attested to the reality of those needs. I believe, however, that we have yet much to accomplish in the areas of general education and in involvement in occupational education.

I believe, moreover, that the college's stated objectives are no longer sufficiently comprehensive to serve as the basis for the decisions which presently confront us. They do not, for example, address to our commitment to open-door admissions. They do not address to our commitment to

disadvantaged and minority race students. They do not include a commitment to student services. And they do not provide an adequate framework for us to meet identified needs for educational programs leading directly to employment for graduates.

The attached statement by the State Board for Community College Education illustrates the gaps which exist between the state system's expressed objectives and our own. (Attachment B)

Emerging from a study conducted in the community this past summer (funded by a federal grant appropriated through the State Coordinating Council for Occupational Education) is a clear need for Tacoma Community College to offer educational programs that will prepare an increasing number and percentage of our students for employment in specific occupations. Most of these programs are primarily in the developmental and planning stages. Some have been in operation through our Office of Community Services for several years. Examples are our cooperative programs with local hospitals for the education of nurses, X-ray technicians and medical records technicians.

I want to make several points clear about the occupational programs we have begun and are developing. First, none of these programs, either operational or contemplated, duplicate the offerings of Bates Vocational-Technical Institute. Second, all of the programs include a sizeable component of university-parallel or general education courses that are already a part of our curriculum.

It has become increasingly evident that the college's stated objectives are no longer descriptive of the entire range of the college's activities. These discrepancies have caused confusion both inside and outside the college

as to commitments, goals, and priorities. The urgency of revising the college's stated objectives to describe more accurately both present reality and future directions is heightened by two approaching events. First, the 1971 Legislature will determine both operating and capital funds available to accomplish our educational tasks over the next biennium. Second, the task of preparing the college's budget for the next year must begin soon.

With this in mind, I propose the following statement of institutional objectives. It is offered as a beginning statement for consideration by students, faculty, and members of the Board of Trustees. It is intended as a priority list for the task of budget development.

(Statement on next page as Attachment A)

S T A T E M E N T

Tacoma Community College is a publicly owned, publicly supported college. It is designed to provide two years of collegiate and post secondary study for the people of the Tacoma-Pierce County area.

The college's objectives are:

- An open-door enrollment policy with low tuition charges to assure educational opportunity to all.
- Excellence in instruction, counseling and learning resources.
- A comprehensive curriculum consisting of:
 - A program of general education designed to assist a student to assume his place as an effective member of society.
 - An academic curriculum paralleling the first two years of university study.
 - A supplementary education for those who wish to pursue vocational or technical training at an area vocational-technical institute.
 - Occupational programs designed to prepare the student for employment upon completion.
 - A program of continuing education for all members of the community.
- Specially designed programs to meet the needs of disadvantaged and minority-race students.
- Community services of an educational, cultural, and recreational nature.
- Student services designed to assist students to obtain the greatest benefit from their education.

The overall purpose of the state community college system is to provide more learning in less time to more people at less cost.

"Design for Excellence", the Washington State Community College System Master Plan, converts this overall purpose into seven goals for the system.

The community colleges in the State of Washington will:

1. Make high quality community college education opportunities available in locations reasonably convenient to all Washington residents.
2. Maintain an "open door" policy by admitting all applicants within the limits of the law and the resources available to the system.
3. Offer the citizens of each district a fully comprehensive array of occupational, cultural, recreational, and academic programs designed to serve their interests, needs, and aspirations.
4. Develop and employ innovative and imaginative approaches to instruction which will provide more efficient and effective learning by adapting to the needs, capabilities, and motivations of the individual.
5. Be active in the community and district, reaching beyond the campus to play an integral part in the functions of the communities and people they serve.
6. Employ management methods which will make the most effective use of available human and capital resources in providing the highest quality and quantity of education possible.
7. Develop organizational forms and operating procedures which will involve students, faculty, administrators, trustees, and the community in the formation of policies and operating decisions that affect them.

RESOLUTION NO. 70-73

Whereas, Section 51, chapter 283, Laws of 1969 1st ex. sess. (codified in RCW 28A.72, Professional Negotiations Law) provides for the establishment of a faculty senate or similar organization; therefore be it

Resolved, That a majority of the Board of Trustees of Tacoma Community College, District 22, regularly assembled at its October 22, 1970 meeting, recognizes the Tacoma Community College Association (TCCA) as fulfilling these provisions; such recognition to be for the duration of the 1970-71 academic year.

Tacoma Community College

Meeting of the Board of Trustees

October 22, 1970

The following candidates are recommended as supplementary faculty for Community Services non-credit courses at TCC Fall Quarter, 1970. It is further recommended that the board authorize President Ford to enter into an agreement with the candidates at a rate of pay consistent with the college's existing rate of pay for non-credit, Community Service instruction.

Norman Burrell, M.S.

Physical Education

Roland Holsinger

9 years of Real Estate
experience
Vice President of Tacoma
Real Estate Brokers
Vice President of Peacock
Real Estate Inc.

Business

TACOMA COMMUNITY COLLEGE
SUPPLEMENTARY FACULTY - Fall Quarter 1970

Marie Fortier

Music

B.A.

INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

October 6, 1970

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 1. 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. Destination	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<p><u>PRESS</u>, Combination etching or Lithography.</p> <p>Electrically driven $\frac{1}{2}$ H.P. 115 V.-A.C. <u>Bed</u>: 27" x 48" x $\frac{3}{4}$". Warp Resistant. Steel rollers and frame. <u>Drive</u>: No. 50 roller chain. All bearings oil impregnated bronze <u>On-Off Reversing Switch</u>: Furnas Heavy Duty Controller.</p> <p>Change over from lithography to etching should be easily accomplished.</p> <p>Press should be easily disassembled and moved.</p> <p>Please include specifications with bid.</p> <p>Dickerson Combination Press or Equivalent.</p>	1	ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
 Business Office
 Tacoma Community College
 5900 So. 12th, Tacoma, Wash.
 10/5/70 Bid Opens at 2:00 P.M.

We guarantee delivery at destination from _____ 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 _____

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, quantity 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 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 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 reason 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.

BID INVITATION-PRESS
BID OPENING 10/15/7-2:00 P.M.

ITEM

WRIGHT PRESS

GRAPHIC CHEMICAL & INK

1. PRESS, Combination Etching or
Lithography.

\$835.00

\$1035.00

(DICKERSON COMBINATION
PRESS)

LOW BIDS MEETING SPECIFICATIONS INDICATED BY _____ RECOMMENDED.

George Van Miegheem
Dean of Administrative Services

BIDS RETURNED " NO BID:"

BRODHEAD GARRETT
DOBE DEPOT OF SEATTLE
AMERICAN EQUIPMENT & SUPPLY
NORTHWEST HOBBY & TOY

BIDS NOT RETURNED:

AMERICAN HANDICRAFTS COMPANY

AWARD: WRIGHT PRESS.....\$835.00 TOTAL COST

INVITATION TO BID

Return To
Community College, Business Office
12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

SEPTEMBER 16, 1970

DATE

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

Prices F. O. B.		Bidder Must Enter All Extensions and Totals			
Description	Destination	Quantity	Unit	Unit Price	Amount
<u>VTR CABINET</u> Height 29", 4" Casters. Surface area 18" x 40" min. Adjustable shelf; locking doors, electric outlet.		2	Ea.		
RADIANT MODEL RCVTR29ES or Equivalent					
<u>VTR CART</u> Height 29", 4" casters. Surface area 18" x 40" min., electric outlet.		1	Ea.		
RADIANT MODEL RVTR29E or Equivalent.					
<u>PROJECTION CARTS</u> Height 34", 4" Casters, electric outlets.		12	Ea.		
RADIANT R34E or Equivalent.					
<u>SEAL PRESS</u> Platen Size 26" x 32"		1	Ea.		
SEAL MODEL 350					

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 <u>2:00 P.M.</u>
---------	--

We guarantee delivery at destination from _____ 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.

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(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.

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(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.

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(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

Page 2 of bid for AUDIO-VISUAL SUPPLIES

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
	<u>THE FOLLOWING IS A MATCHED SET -- ITEMS MUST BE COMPATABLE:</u>				
5	<u>LECTERN WITH AMPLIFIER AND MIKE</u> Solid State, 20 Watt min. AMPLIVOX MODEL AV-SL	1	Ea.		
6	<u>AC ADAPTER</u> For Model AV-SL Amplifier	1	Ea.		
7	<u>READING LIGHT</u> , Model S-1100	1	Ea.		
8	<u>BATTERY PACK</u> , 10 Batteries, S-1430	1	Ea.		
	<u>BATTERY PACK HOLDER</u> , Model S-1420	1	Ea.		
10	<u>MICROPHONE MIXER</u> , Model 1040	1	Ea.		
11	<u>MICROPHONE EXTENSION KIT - MODEL S 1020</u>	1	Ea.		
12	<u>EXTENSION CORD</u> , for Microphone S 1720	1	Ea.		
13	<u>MICROPHONE DESK STAND</u> , S-1020	2	Ea.		
TOTAL					

BID INVITATION-AUDIO VISUAL EQUIPMENT
 BID OPENING 9/25/7-2:00 P.M.

ITEMS	MOTION PICTURE SERVICE		PHOTO & SOUND		RALPH BUTTERWORTH	
	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
1. VTR CABINET	N/B		<u>\$94.95</u>	<u>\$189.90</u>	N/B	
2. VTR CART	N/B		<u>\$86.95</u>	<u>\$86.95</u>	N/B	
3. PROJECTION CARTS	\$26.90	\$322.80	<u>\$25.70</u>	<u>\$308.40</u>	\$31.50	\$378.00
4. SEAL PRESS	<u>\$348.00</u>	<u>\$348.00</u>	\$378.00	\$378.00	\$380.00	\$380.00
5. LECTERN W/LAMP & MIKE	N/B		<u>\$340.50</u> (SOUNDCRAFT L-30-20N INCLUDING FOLLOWING ACCESSORIES)	<u>\$340.50</u>	\$320.00	\$320.00
6. AC ADAPTER					\$26.00	\$26.00
7. READING LIGHT					\$4.40	\$4.40
8. BATTERY PACK					\$7.00	\$7.00
9. BATTERY PACK HOLDER					\$7.00	\$7.00
10. MICROPHONE MIXER					\$23.00	\$23.00
11. MICROPHONE EXT. KIT					\$67.00	\$67.00
12. EXTENSION CORD					\$8.40	\$8.40
13. MICROPHONE DESK STAND					\$5.40	\$10.80

LOW BID MEETING SPECIFICATIONS INDICATED BY _____

RECOMMENDED
 GEORGE VAN MIEGHEM
 DEAN OF ADMINISTRATIVE SERVICES

BIDS NOT RETURNED:

AMERICAN SEATING COMPANY

BIDS RETURNED " NO BID:"

AUDIOCRAFT

AWARDS: MOTION PICTURE SERVICE - ITEM #4....\$348.00 TOTAL COST

PHOTO & SOUND COMPANY - ITEMS # 1, 2, 3 & 5 - 13.

TOTAL COST \$925.75

INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

September 15, 1970

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 1 & 2. 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.	Destination	Bidder Must Enter All Extensions and Totals			
			Quantity	Unit	Unit Price	Amount
1	Description					
	P.A. SYSTEM					
	TO BE INSTALLED IN T.C.C. THEATER USING FOLLOWING EQUIPMENT:					
		545S SHURE MICROPHONES	2	Ea.		
		MS11C ATLAS STANDS	2	Ea.		
		4130 B RAULAND-BORG AMPLIFIER (LOCATED IN PROJECTION BOOTH)	1	Ea.		
		E35 WA TEMPLE SOUND COLUMNS (INSTALL ON EACH SIDE OF STAGE AS DIRECTED)	2	Ea.		
		CB 12 D ARGOS HOUSING (PORTABLE)	1	Ea.		
		LS 12 A ELECTRO-VOICE PORTABLE SPEAKER	1	Ea.		
		16 WATT, 25 V. TRANSFORMER	3	Ea.		
		8 WATT, 25 V. TRANSFORMER	2	Ea.		
		JACK ON STAGE FOR PORTABLE SPEAKER ATTACHMENT	1	Ea.		
		CABLE (FOR 4 MIKE CIRCUITS AND 2 SPEAKER CIRCUITS FROM PROJECTION BOOTH TO STAGE)	1	LOT		
		DUAL MIKE OUTLETS (MOUNTED ON FRONT EDGE OF STAGE FACIA)	2	LOT		
		WB 408 CSL ARGOS SPEAKERS INSTALLED IN DRESSING ROOMS.	2	Ea.		
	545 S SHURE MIKE W/PLUGS & CORD	1	Ea.			
	BB-1 ATLAS BOOM	1	Ea.			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope

Business Office

Tacoma Community College

5900 So. 12th, Tacoma, Wash.

9/25/70

Bid Opens at 2:00 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 _____

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- (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

Pa 2 of bid for P.A. SYSTEM

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS		
		Quantity	Unit	Amount
2	<u>INTERPHONE SYSTEM</u>			
	401 ACTION CONNECTING BLOCKS	2	Ea.	
	308 ACTION PHONES	3	Ea.	
	TRANSFER SWITCHES INSTALLED IN #308 PHONES (TRANSFER FROM BUZZER TO LITE MODE)	3	Ea.	
	#450 ACTION PHONE (PORTABLE WITH 30' CORD AND PLUG MATCHING FRONT STAGE JACK)	1	Ea.	
	RECEPTACLE JACK MOUNTED ON STAGE FRONT TO RECEIVE PORTABLE PHONE	1	Ea.	
	CABLE FOR <u>FULL TRUNKAGE</u> WIRING	1	Lot	
	ACTION POWER SUPPLY #441	1	Ea.	
	ADDITIONAL WALL PHONE (ON STAGE)	1	Ea.	
	NOTE: INSTALL 3 EACH #308 PHONES AS DIRECTED ON STAGE AND 1 EACH #308 PHONE IN PROJECTION BOOTH.			
	VENDOR MAY INSPECT INSTALLATION SITE BY CONTACTING: MR. HAZELTON -- 5900 S. 12 TH STREET -- LO-4-7200.			
TOTAL				

<u>VENDOR</u>	<u>P.A. SYSTEM</u>	<u>INTER-PHONE SYSTEM</u>
1. C & G ELECTRONICS	N/B	N/B
2. INDUSTRIAL ELECTRONICS SYSTEM	N/B	N/B
3. BANDSTAND	\$1233.50	N/B
4. ENGINEERED ELECTRONICS	<u>\$1108.00</u>	<u>\$421.00</u>

LOW BID MEETING SPECIFICATIONS INDICATED BY _____ RECOMMENDED.

GEORGE VAN MIEGHEM
DEAN OF ADMINISTRATIVE SERVICES

BIDS RETURNED "NO BID:"

INDUSTRIAL ELECTRONICS SYSTEM
C & G ELECTRONICS
A.T. STEWART CO.

BIDS NOT RETURNED:

EXECUTONE NORTHWEST
LAKEWOOD SOUND
T.G. BAILEY CO.

AWARDS: ENGINEERED ELECTRONICS

TOTAL COST: \$1,529.00

October 19, 1970

MEMORANDUM

To: The Board of Trustees
From: Tom Ford
Subject: PRIORITIES FOR THE COLLEGE: 1971-73 BIENNIUM

In a September 17th memorandum to you I proposed a reordering of institutional objectives. Following our discussion at the September 23rd Board meeting I distributed the proposal to the faculty and to the president of the student body. In the memorandum I stated that:

The urgency of revising the college's stated objectives to describe more accurately both present reality and future directions is heightened by two approaching events. First, the 1971 Legislature will determine both operating and capital funds available to accomplish our educational tasks over the next biennium. Second, the task of preparing the college's budget for the next year must begin soon.

This memorandum is addressed to the first event--that is, the educational tasks over the next biennium. It is intended as a stage for the establishment of priorities to guide us in the second event--that of developing next year's budget.

For the purposes of this proposal I would like to deal with each "objectives statement" in terms of identifiable provisions in the budget. While it is admittedly a broad-brush statement, I submit it as a categorical priority base for the next two years.

All recommendations are made in anticipation of extremely limited dollar allocations. These will be made by the State Board for Community College Education from the funds to be appropriated to it by the 1971 Legislature. All recommendations are made with the realization that reordered objectives must be coupled with reordered financial priorities.

I. An open door enrollment policy with low tuition charges to assure educational opportunity to all

Simply stated, the budget must reflect our commitment to the "open door," and it must attempt to adequately fund programs which hold promise for the widest possible variety of students.

II. Excellence in instruction, counseling, and learning resources

A. Emphasis on new and modified programs within the college will doubtless demand new and modified techniques and methods of instruction and of counseling. It is essential, then, that the teaching and counseling faculty develop and master whatever new and modified techniques and methods which may be necessary to maintain excellence in a widened array of programs required to maintain the open door and educational opportunity for all.

Priority statement

A continuing program of professional in-service education should be developed to provide each teaching and counseling faculty member with a means by which he or she may become or remain equal to the tasks of changing program emphasis described in the statement of objectives.

B. Reordered priorities suggest new directions for the staff and facilities of the Instructional Resource Center. The staff of the Resource Center has been industrious in responding to new needs as they have been identified.

Priority statement

In the continued development of the Resource Center, top priority should be given to development of services that will

(a) allow individual students to learn at their own pace and in ways best suited to themselves; and

(b) best support the college's increased emphases on general and occupational education.

III. A comprehensive curriculum consisting of:

A. A program of general education designed to assist a student to assume his place as an effective member of society

I believe that community college education is far past the time when even in the academic program can it be presumed that academic means the same as college transfer. In the first place, far fewer than half of the students enrolled in the so-called transfer program ever transfer to any place. Secondly, almost every course we teach will transfer to some place. It is a firmly established fact that an "open door" to university-parallel programs may become, for an increasing number of community college students, an open door to failure. In my view, our general education program ought to develop individualized learning programs for the wide variety of students who come to us. In some occupational programs, a substantial share of the course work will be provided through the general education program.

Priority statement

During the next two years, the resources of Tacoma Community College should be brought to the task of determining the kinds of educational experiences and programs that are most needed and desired by the students who come to us and who will not transfer to a senior college or university.

B. An academic curriculum paralleling the first two years of university study

The university-parallel program has, to date, represented the major effort of the college. It is a sound program and enjoys a high degree of status throughout the region.

Priority statement

The quality of the university-parallel program should be maintained. Expansion of the program should be leveled to a degree that will permit the expansion and development of the general education, community services, and occupational programs of the college. We should exercise considerable caution in approving new courses that are not related to the needs of an occupational program.

C. A supplementary education for those who wish to pursue vocational or technical training at an area vocational-technical institute

To date, this program has formed a principal basis for the Associate in Technical Arts degree.

Priority statement

Coordination and cooperation with the vocational-technical institutes in the area should continue. A substantial number of students are earning Associate degrees through the multiple registration arrangement. Tacoma Community College should increase its efforts in counseling and advising students toward the program.

D. Occupational programs designed to prepare the student for employment upon completion

The curricula at Tacoma Community College presently afford students several avenues of education and training leading to specific occupations. These programs are, however, operated primarily in cooperation with other educational agencies in the community. Careful analysis of additional job markets in the community indicates that a considerable gap exists between the cooperative programs in which we are now engaged and the local training resources outside TCC. In order to assure that a truly comprehensive educational and training opportunity be available to all people in our service area TCC has adopted the above objective.

Priority statement

Tacoma Community College should, throughout the 1971-73 biennium, mount needed occupational programs designed to prepare students to enter the job market. These programs should be logical extensions of the university-parallel, general education, and community services programs presently in operation. Along with general education, these programs should receive the highest curricular priority of the college.

E. A program of continuing education for all

Little doubt exists that higher education is today experiencing the greatest upheaval of this century. The questioning of societal values, rapidly changing concepts and requirements for vocational careers, and the essential goals of education are all in transition. If higher education is to play an effective role in the resolution of these problems it is absolutely essential that it be as accessible to all as we can possibly make it.

Priority statement

It is an explicit purpose of the college to facilitate re-entry into the educational process by all adults who wish to avail themselves of the services of the college. The college should give equal priority to programs which meet the needs of adult students as it does for the students ordinarily considered to be of "typical college age."

IV. Specially designed programs to meet the needs of disadvantaged and minority race students

Throughout the past two years considerable effort has been made at the college to organize and mount programs and services addressed specifically to the educational needs of both disadvantaged students and those of minority races. Some progress is evident in the hiring of minority staff, the formation of a minority affairs committee and the appointment of a Minority Affairs Director. Several courses have been created in this area. Workshops for faculty and students have been held and the college is an active participant in the Puget Sound Minority Affairs Consortium. Students of minority races have been actively sought

throughout the community. An Ethnic Studies Laboratory has been organized, funded, and put into operation.

Priority statement

The college will not relax its efforts to provide higher educational opportunity for those in the community who, because of economic, cultural, or ethnic disadvantage, would have little access to higher education at any other institution.

V. Community services of an educational, cultural, and recreational nature

Consistent with priority statement III. E. (above) the college accepts a responsibility to serve as a focal point of a wide variety of services and activities to the limit of its professional resources. Courses, workshops, and field services for the entire community are considered to be part of the role of this community college. The Community Services Program operates with the least formality and the greatest flexibility in its attempt to realize this objective.

Priority statement

The Community Services Program should be given as great an emphasis as possible in pursuit of its objectives. Progress should be made toward budgetary parity with other programs of the college.

VI. Student services designed to assist students to obtain the greatest benefit from their education

It is axiomatic that only a small part of learning occurs in the classroom. The statement is even true on a college campus. All who

enter must make a great number of decisions outside the classroom. In general, the Student Services programs are designed to assist potential and attending students to make these decisions wisely. For the questions of "How do I get into college?" "What do I take?" "How can I finance college?" "How do I succeed in college?" "How do I resolve conflicts?" and "What should my goals be?" every student needs to find answers--sooner or later. The college accepts the task of helping each student to find them in a pattern which bears genuine meaning for the individual.

Priority statement

The Office of Student Services accepts a primary responsibility for recognizing each student as an unique individual. Its various services of counseling, testing, student activities, learning skills, admissions, reporting Veterans' affairs, etc., should be organized and financed toward that end. Its mission is both auxiliary and central to whatever success individuals experience at TCC.

VII. Administration

Perhaps a final objective statement ought to read An administrative staff equal to all the demands listed above. The lowest common denominators embrace both educational leadership and managerial expertise.

Realization of the above objectives requires first that the college's administration accepts their primacy and, second, that all administrative efforts be expended toward that end. In its role of educational leadership the administrative staff must be sensitive to the educational needs

of the community served by the college. It must interpret the college to the community and vice versa. It must continually search for means of improving the college's services through the selection and improvement of an excellent faculty and supportative staff.

It is the proper business of the administration to serve. The service must attend to several directions--ultimately the community; directly, the students and those who labor toward their education. The service must provide educational direction and motivation to the faculty and staff. It must seek to provide an adequate level of financial support, facilities, libraries, equipment, supplies and, extremely important, an environment conducive to the educational and learning processes. Such elusive things as morale, individual fulfillment, academic freedom and rights of free inquiry are all components of educational leadership and management. Together they all form the administrative priority for the college.

VIII. The Board of Trustees

Not the least priority for the future of the college remains for the Board of Trustees. In addition to its powers of policy and appointment, the Board provides the formal link between the college and the community it serves. It must be sensitive to community opinion and community needs. The collective wisdom and judgment of its individual members must enhance, guide, arbitrate and, it seems to me, accept a great deal of responsibility for the success of the college's program.