

TACOMA COMMUNITY COLLEGE

Special Meeting of the Board of Trustees

March 14, 1968

3:30 p.m.

Agenda

1. Roll Call
2. Landscape Bids
3. Recommended Exemptions under the Washington State Civil Service Act
(supplement 3)
4. Date for next meeting
5. Adjournment
6. Budget Study Session

TACOMA COMMUNITY COLLEGE

Minutes

BOARD OF TRUSTEES

March 14, 1968

A special meeting of the Board of Trustees was called to order by the Chairman, Mr. Edmunds, at 3:30 p.m., Thursday, March 14, 1968 at Tacoma Community College.

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

Absent: John McCutcheon

Guests: Richard Falk, Paul Jacobson, Henry Schafer, George Van Mieghem, Jack Hyde, President, TCCA, Dale Wirsing, Wen Anderson, Frank Mitchell, Rick Anderson, Robert Arpke, Ronald Magden, Edward Daniszewski, Phil Tate and Tim O'Grady

Phil Tate, Associated Student Body President, announced to the Board that he will be leaving college to go into the Coast Guard and introduced his successor, Tim O'Grady.

Mr. Binns moved that the Board accept the low bid of Landscape Northwest in the amount of \$36,719.00 for landscaping Phase III of the campus. The motion carried.

(Mr. Edmunds moved that certificated personnel, the president, deans and directors be exempted under the Washington State Civil Service Act. The motion carried.)

(Mr. Cooper moved that the Board meet on the fourth Thursday of each month at 3:30 p.m. The motion carried.)

The next regular meeting of the Board of Trustees will be held on March 28, 1968 at 3:30 p.m. in the conference room of the Tacoma Community College administration building.

The meeting adjourned at 3:50 p.m.

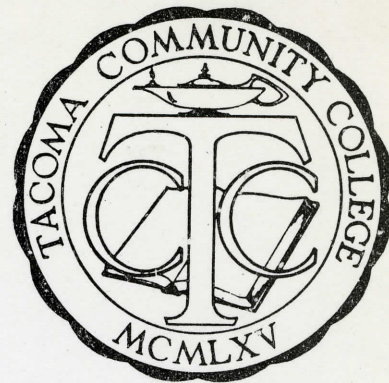
3-14-68

Agenda Supplement 3

TACOMA COMMUNITY COLLEGE

It is recommended that certificated personnel, the president,
deans and directors be exempted under the Washington State Civil
Service Act.

Tacoma Community College



MEMORANDUM

Date: March 5, 1968

To: Fellow Trustees -- TCC

From: Chuck Edmunds

Subject: Random notes taken at 48th Annual Convention of American Association of Junior Colleges, Boston, February 26 - March 1, 1968

Monday a.m.

At the 9:30 to 12:15 Noon session, the topic for discussion was, "What Preparation for Junior College Personnel in the Future?"

Chairman, Frederic R. Giles, Dean, School of Education, University of Washington, introduced speaker, E. Alden Dunham, Executive Associate, Carnegie Corporation. Mr. Dunham is in charge of the distribution of funds for the Carnegie Foundation.

Some of the highpoints that admittedly are controversial, are as follows: The first statement of Mr. Dunham was, "The graduate school cleanout to man the trenches" was followed by, "The neglect of junior colleges in relation to need for funds is not in proper perspective with the availability of federal funds. He left his own question, "What can foundations do?" more or less unanswered except to say that 'Carnegie' didn't come here with a bundle of money. Mr. Dunham said, "We will need a hundred thousand in manpower in the seventies. There will be lots of Ph.D.'s available, according to the manpower study of supply and demand. He said, "A dullard with a degree would not be as acceptable as an interesting person without the degree." He mentioned the reservoir of mature women that can be recruited in the community college setting, much easier than the high school programs of the past. "There must be better liaison with graduates."

Mr. Dunham touched lightly on the splits in the junior college programs, such as the split between arts and sciences with other programs. "Subject disciplines must be taught with relevance to future teaching in the junior college setting." He proposed as the first priority that a series of relevant courses be taught for teacher prospects. He indicated a favorable attitude toward a two year program for a doctorate not involving a thesis. A one year Master's Degree, "may be the answer, to start with, for professional training." Part of the professional training could be carried on at the community college setting. Finally, he felt that the faculty, may at some point in the future, include community college graduates.

The reactions to his speech were varied but include such remarks as: "We need a flexible faculty -- reading lectures to class was not intelligent, its learning that teaches the student, only a few people who apply laws of learning, achieve change in students -- students must achieve skills -- teachers too often involved in rote, some teachers now bar note taking, dichotomy of dullard versus intelligent teaching, a real need for technical teachers; community colleges grasping at straws for teachers; a Doctor of Arts program does offer promise, as does the one-year Master's.

Continuing with reactions such as: junior colleges don't know what they want, bring along the ethnic groups, intern programs are no longer in existence at Berkeley, there should be a program or a summer course for all new community college teachers, and we should put across the idea that community colleges are here to stay thus enticing permanence of faculty.

Garrison asked "What kind of a professional career can you offer to a community college teacher?" Fifteen percent of community college funds should be cranked into research and development fund and the faculty should be allowed to use it for specified subject research, etc."

Cedar Rapids, Iowa community college representative stated that their instructors were looking at salaries up to \$16,500 without a Ph.D. There were three scheduled critics that constituted the foregoing but Chairman, Giles did not announce their names other than given names.

I attended the session "Acquainting Representatives of New Institutions with A.A.J.C. Programs and Services." This session dealt with programs emanating from A.A.J.C. and available to subscribers as far as simple questions are concerned. The association is also available for limited project assignments on a fee basis. We heard from the following: Kenneth Skaggs, Coordinator, Occupational Education; Jane Matson, specialist in student personnel work, A.A.J.C. facilities information service. There were other services and activities mentioned as part of the programs of the association.

The clearing house report was made by John Roueche of U.C.L.A. who explained Educational Resources Information Center as a clearinghouse, acquires, indexes, and cards abstract research documents and research related materials relevant to the community college field.

Finally, today's program (Monday) began at nine thirty and concluded at four. There were several subjects going on simultaneously and those community colleges that sent more than one representative will be able to relate first hand information of value to their Boards.

Tuesday a.m.

I had intended to attend the commission meeting on legislation but it was cancelled for some reason or other. I did attend the meeting of the commission on student personnel.

Dr. Jane Mattson of the A.A.J.C. staff on temporary assignment by virtue of a Carnegie Foundation grant made the following observations:

High school guidance counsellors do not have a good understanding of community college programs. In the graduate school, the neo high school counsellors should be well informed and trained on junior college programs. Perception of the junior college program by prospective teachers is important.

There were three gentlemen who discussed the advantages of their company's testing programs. Dave Crockett discussed the American College Testing Program and outlined developments under the headings of:

- (a) new community college guidance profile
- (b) new survey of education and progress
- (c) demonstration centers designed to assist junior colleges with research

These subject titles practically explain what the speaker had to say. What seemed most interesting to me was the guidance profile, that is a self instructive test, non-scoring used as a screening tool. It records the student's reaction on services, which

include subject appreciation, instructor appraisal, lecture evaluation, type of treatment of material by instructors and food services to list a few. Mr. Crockett seemed to think the junior college programs need a better way of classification. He also assured us that adult success was not compatible with grade score. The result of the grade score does not show the desirable traits and qualities of the individual.

Mr. Lupton of Science Research Associates, spent little time on his company studies in the junior college placement program for use in testing except to assure us that materials will be sent to all colleges within the next two months. Essentially the testing programs include a multi-level test battery and an optional forty questions of local selection. English, reading and math are the central subjects.

The Education Testing Service report stressed a comparative guidance and placement program. The student selects the subjects he wants to pursue and two batteries are taken. The first core battery is biographical, plus reading, math, reasoning induction, perception and others. The second core includes spacial reasoning, mechanical maze, student reaction testing and others related. I should have stated that the student selects subjects he wants to pursue in 'clusters' such as art clusters and mechanical skills clusters. Evaluations are now going on with expected four year summation report due in 1970.

We listened to a pitch from the Y.M.C.A. that "historically has worked with college students since ... 1858." Mr. Clarence Elliott attempted to relate the place of religious clubs and "Y" activities in community colleges. He assured us that an ad hoc approach was the best. He further assured us that the program would be on an implicit religious basis not an explicit basis.

The Commission wanted to know if it should develop guidelines for college statements on time, place, and manner. This question addressed to whether a college should have a statement to use prior to an event which might happen. The time, place and manner was the when, where and how concerning demonstrations. Most of us felt the local colleges could do this in their own way.

Tuesday p.m.

Chairman Dwyer, President, Massachusetts Board of Regional Community Colleges, outlined the various systems of Board control and the roll of the Board. The chairman introduced the speaker, Dr. J.L. Swingle, Executive Vice President, Association of Governing Boards of Universities and Colleges, Washington D.C. Dr. Swingle amused the assembly with his droll humorous expressions. He spoke of the lay boards as representing the public interest. "How can the public interest be best served?" he questioned. "Can the professional be trusted in medicine, in the church and in the public at large?" This may be a theological question."

An oversimplification of the function of the Board followed. He said, "You select a President, you support the President (as a rubber stamp) and say "yes" or you may be off the Board. You police the President (or harass the President). He continued by amplifying the word policy which he said, "boils down to enforcement." By this time the audience was fully awake. Dr. Swingle asked, "What grounds exist to enforce the office of the President? The policy may be what the most powerful say. Who is dominating? Dr. Swingle asked that we defend our presidents but assured us that a

crisis syndrome is healthy and added, "No crisis, no Board. If none, create one, or maybe fire the President." After settling down, he enumerated the fundamental functions of a Board as follows:

1. Legally a Board is the source of authority. It represents continuity and must have accountability. Its members should read the charter.
2. The Board formulates policy and has a systematic review of performance.
3. The Board is the supreme court and/or court of appeals of the college.

"Patterns for Boards have not been evolved nationally." Power struggles may be settled by financial muscle." He went on to say, "Why are we addicted to lay government?" then answered his own question by saying, "There is no close competition for anything different. There were several other interesting observations and gems such as "spontaneous combustion without adequate ventilation."

Bob Leonard (Shoreline) noted a delicate balance between policing and policy with a taint of tampering with administration problems.

Sam Cuddeback took the speech apart and stated, "The power does lie with the Boards, so let it ever be. The wherewithal to operate comes from the public, etc. The lay Board is not wedded to the professional traditional approach and is most willing to give anything worth a try."

Dr. Swingler asked "Can the professional be trusted?" Sam Cuddeback asked, "Can the lay people also be trusted?" and added, "That the Board is not a rubber stamp, not a police unit, for this would be a waste of time and a job properly done by the local enforcement boys." Mr. Cuddeback mentioned that a crisis involving the President does bring support. Other points made by Mr. Cuddeback included:

1. The President is the executive officer and this must be appreciated and emphasized.
2. Board members must avoid meddling in internal affairs of the college administration.
3. Board members are not qualified to inquire, comment about, or make suggestions to the professional administrators.
4. It is of highest importance that the President and chairman have good rapport.
5. The "legal responsibility of the Board" and "court of last resort" as related by the main speaker were correct according to Sam Cuddeback.
6. The need for ventilation or give and take is a happy bit of phrasing and pleasing to this critic.
7. The relationship between the Board and faculty was not mentioned by the principal speaker.
8. Interrelationship with students, faculty and Board.
9. The internal administration of the institution should be vested in the President, faculty and staff of the institution and not the Board.

Mr. Cuddaback continued with his critic and speech by adding, "There is a co-equal responsibility of the College as between the Board, administration and the faculty.

On a question from the floor, "What is meant by internal affairs?" Dr. Swingle suggested that a Board member should develop a sense of corporateness and find an informal means of interplay between Board and faculty, and between Board and student government. Grievances must be solved by the Board not on an individual basis, or he is meddling. Problems must be handled through proper channels. Bob Leonard observed that if meddling was negative in nature -- "stay out of it." Trust your President, there must be mutual trust."

Dr. Swingle at a later moment suggested that there must be a documentation of policy for a good program. The audience participation resulted in dialogue of conflicting definitions and petty bickering. The tone of the conference session was created to "fire" the audience and it did that. Even so, the afternoon was enjoyable.

Tuesday Evening

The first general conference was held in the grand ballroom at 8 p.m. Governor John A. Volpe told of a few firsts for the state of Massachusetts which included junior colleges.

John W. Macy treated the subject of "New Sources for Leadership", by informing the convention that returning veterans would be given civil service jobs without an examination.

Wednesday a.m.

The second general conference was addressed by Simeon E. Baldwin, Professor of Law, Yale University. His subject was, "Academic Freedom and Tenure." The highlight and substance of the speech was that we must allow academic freedom without visible narrow avenues of control. To the question, "Why should we care for academic freedom?" came the answer that there should be no straight jacket on our faculty. "Teachers and students should always be able to ask questions and have their rights protected, with full freedom, in the classroom. Care should be used not to introduce controversial questions in the classroom not related to his subject.

It was noted by the speaker that a faculty member could be dismissed for 'cause'. A definition was attempted. Cause is not community response! It is unfitness, lack of training and incapacity. It is gross misconduct whose complaint perhaps should be heard by a faculty committee. The ultimate responsibility should be with the governing body.

After the general session concluded, I joined the third session of the morning meeting entitled, "What Good Are Students, Anyway?". The format of arrangement for seating indicated to an extent the intense discussion and confrontation anticipated. The stage or raised speaker section was in the center of the hall with seating arranged around the stage in a four sided manner.

Mr. Wordell layed the ground work for the fiery critic section to follow by suggesting that students were good for several things including teaching. Students should be hired to help other students, not many, but a few. Students should be involved in experimental education programs. This program should also be funded and/or credits for the course could be given. "Students must be aided in finding themselves."

In the critic section, it was noted that student participation is desirable, valuable and can be successful with or without administration cooperation. Motivation of students is "tougher" in the junior colleges than in the four year colleges. It was noted further that student bodies should handle their own student affairs budget. This viewpoint came after some discussion revealed differing views between the administration, faculty and student body. The second critic said there were four deterrents in allowing students complete freedom:

1. Junior college faculty participation in student activities needs redefining.
2. The administration with the "more than nervous" presidents are in a struggle with faculty involvement with college programs. It was suggested that a joint statement on student rights be given the President, then "you can have confrontation."
3. The students themselves are conservative.
4. The whole nature of bureaucracy itself tends to encapsulate, to ingest. The student movement is being taken in.

These were four generalized statements that the critic admitted were not well thought through.

On the subject of student experiences, the feeling of the meeting agreed that incidents were going to happen, if you allow free student participation. You are going to have the Mario Savios, the Rap Browns or something else. This is one reason why student experience and participation is held in check.

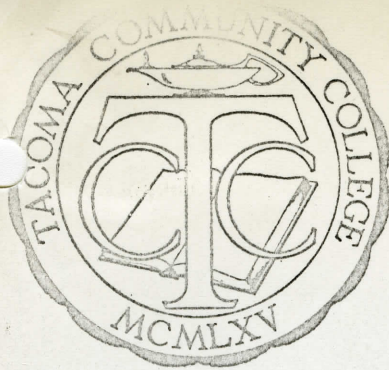
How can you "turn on" students when the faculty is not "turned on"? Some discussion on this question followed that opened up definitive arguments.

Here are some provocative statements that were extracted from a most lively session:

- (a) Students desiring freedom, if complete, is anarchy.
- (b) The two year college does not have the problems of the four year college.
- (c) When there is lack of participation in the classroom, how can you have participation on the campus.
- (d) All we have been doing here is criticizing graduate training.
- (e) Courses that require involvements, encounters confrontations.

The third general conference of Thursday a.m. discussed controls of junior colleges by government. We did not stay for the final banquet.

My own opinion of the conference was that it accomplished good informative training sessions. Two thousand delegates enjoyed discussion on every facet of community college involvement. There was always present the pros and cons to the many problems presented. The experts were not always able to give quick solutions. The local needs of colleges and their solutions will have to be met by the local boards. I feel that my time was well spent and that a complete background of do's and don't's will be valuable in my own future deliberations at our board level. I personally thank the Board for making the convention trip possible.



Associated Students of
Tacoma Community College

5900 South 12th Street
TACOMA, WASHINGTON 98465
SKyline 2-6641 - Ext. 79

2/6/68

Board of Trustees
Tacoma Community College

Dear Members,

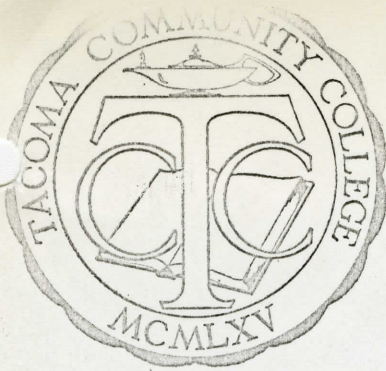
On behalf of Activities Council I want to thank you for your farsightedness in endorsing the Government of Associated Students of Tacoma Community College Academic Freedom policy.

This decision on your part gives me confidence that you are acutely aware of the student and his rights and privileges.

If I can be of future assistance to you please do not hesitate to call on me.

Respectfully,

Tim O'Grady, ASTCC Vice President
Activities Council Chairman



Associated Students of
Tacoma Community College

5900 South 12th Street
TACOMA, WASHINGTON 98465
SKyline 2-6641 - Ext. 79

February 7, 1968

Board of Trustees
Tacoma Community College

Dear Members,

I wish to personally thank you for your recent decision regarding academic freedom and speaker policy on this campus. It is, indeed, very heartening to know that you respect the rights of the students and will allow them this vital part of education. Again, thank you very much.

Very truly yours,

Paul Henderson (pgm)

Paul Henderson
Chairman,
Artist and Lecture series

PH:pgm



Tacoma Community College

5900 South 12th Street

TACOMA, WASHINGTON 98465

SKyline 2-6641

February 5, 1968

Mrs. M. S. James
Director, Capitol District
Washington State Federation of Garden Clubs
Tacoma, Washington

Dear Mrs. James:

It is a singular pleasure to report to you and Mrs. Titlow that at its meeting on February 1, the Board of Trustees unanimously accepted the offer of the Capitol District of the Washington State Federation of Garden Clubs to develop an arboretum on the campus of Tacoma Community College. As you know, the Campus Development Committee has agreed that adequate space be set aside on the east side of the campus for the arboretum as well as a ten acre park. It is my hope that the two projects will compliment each other and provide an outstanding facility for our whole community.

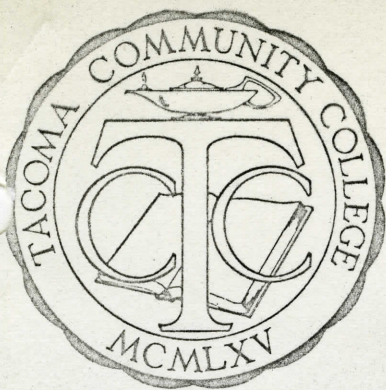
On behalf of the Trustees, I want to thank all of you for your generous proposal. It is an outstanding example of the kind of selfless endeavor which will make Tacoma a better and more beautiful place in which to live.

The prospects of participating in this project is most certainly an exciting one to us here at TCC and I hope the planning phase will begin soon.

Sincerely,

Thornton M. Ford, Secretary
Board of Trustees

TMF:bb



Tacoma Community College

5900 South 12th Street
TACOMA, WASHINGTON 98465
SKyline 2-6641

February 6, 1968

Mr. L. Evert Landon
P.O. Box 11046
Tacoma, Washington 98411

Dear Mr. Landon:

The enclosed information was prepared by me and delivered to Mr. Vern Leidle two weeks ago in an effort to point out some of the problems we anticipate if the 1968-69 allotment recommendation presented by the Washington Association of Community Colleges to Dr. Canfield were to be adopted by the State Board for Community Colleges.

At its regular meeting last Thursday, February 1, our Board of Trustees asked me to furnish you with a copy of the information so that you, as our representative on the State Board, would have an opportunity to be aware of our particular concerns.

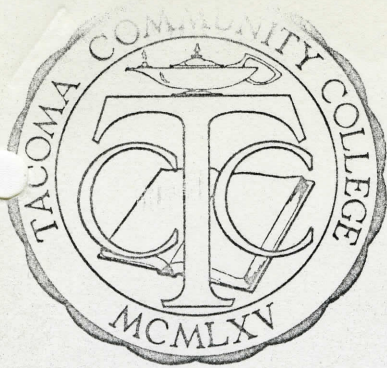
I am looking forward to making a modest presentation before the State Board this coming Thursday at Green River Community College. I believe our entire Board of Trustees will accompany me.

Sincerely,

A handwritten signature in cursive that reads 'T M Ford'.

Thornton M. Ford
President

TMF:bb
Enc.



Tacoma Community College

5900 South 12th Street

TACOMA, WASHINGTON 98465

SKyline 2-6641

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Thornton M. Ford, Secretary
Board of Trustees

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Tacoma Community College

5900 South 12th Street

TACOMA, WASHINGTON 98465

SKyline 2-6641

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P.O. Box 11046
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Sincerely,

Thornton M. Ford
President

TMF:bb
Enc.

GYM BLEACHERS - TABULATION

<u>ITEM NO.</u>	<u>FRANK COHAN</u>	<u>ROD MUZZY</u>	<u>SAFEWAY STEEL</u>	<u>SKY-HI EQUIPMENT</u>
1.	\$ 5440.00	<u>\$ 4524.00</u>	\$ 4998.00 1% Disc.	No Bid

Low bid meeting specifications indicated by _____ recommended.

George Van Miegham,
Dean of Administrative Services

Award:

Rod Muzzy \$4524.00

Bids Not Returned:

Wenger Corp.
Terry Products
Pittsburgh-Des Moines

INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

February 20, 1968

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. Tacoma, Wash. Description	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<p>Samples must be available upon request</p> <p>SPECIFICATIONS - Mobile Gymnasium Bleachers</p> <p><u>GENERAL SCOPE</u></p> <p>Furnish and install Berlin Model D-1200-ROM (or equal) Bleacher Sections in the following configurations:</p> <p>Three sections, each 14 feet in length overall, 6 rows.</p> <p>Two 18 foot sections, each 18 feet long overall, 5 rows.</p> <p><u>REQUIREMENTS</u></p> <p>All bleachers shall have 17" height of seats, 24" front-to-back spacing, and 11" rise per row.</p> <p>Each section shall be equipped with built-in hydraulic jack system, such that entire jacking and moving system is integral with and enclosed by the bleacher construction.</p> <p><u>DESIGN</u></p> <p>The seat and footboards shall be designed to support, in addition to their own weight, a vertical live load of 120 pounds per lineal foot and a horizontal "Swaying" force of 24 pounds per lineal foot of seatboard.</p>	1			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
Business Office
Tacoma Community College
5900 So. 12th, Tacoma, Wash. Mar. 4, 1968
1:00 P.M.
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 fail 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

Page 2 of bid for Mobile Gymnasium Bleachers

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
	<p>SPECIFICATIONS - Mobile Gymnasium Bleachers</p> <p><u>DESIGN (Cont'd)</u></p> <p>The minimum design load shall be 100 pounds per square foot of horizontal projection of the understructure as a whole.</p> <p>Each section over 11'-6" long shall be supported by not less than 4 square or rectangular tubular steel uprights.</p> <p>Each support column shall have a support wheel of heavy duty hard rubber, nonmarking, which requires no lubrications. Wheels shall be no less than 4" in diameter with a 1-5/8" face.</p> <p>The understructure shall have provisions for a scissors type cross bracing in the horizontal plane, to guide the moving rows, and to interlock rows between front and rear legs. Scissors shall operate smoothly during travel of bleacher, maintaining individual leg elements in complete parallelism at all times.</p> <p><u>MATERIALS AND FINISHES</u></p> <p>Steel frame members shall be from quality material conforming to A.S.T.M. A7 Specifications, and shall be finished with dark green, semi-gloss vinyl toluene alkyd enamel. Any surfaces damaged during shipment shall be touched up by installation contractor.</p> <p>Riser boards to be 4/4 x 10" lumber. Foot and seat boards to be 5/4 x 10" lumber. Riser boards, seat boards shall be laminated clear Douglas Fir, "B" or Better", finished with two coats of clear Berco-Hyde.</p> <p>Footboards shall be clear Douglas Fir, mixed grain with tan colored abrasive tread (mild) synthetic paint finish.</p> <p><u>INSTALLATION</u></p> <p>All work in connection with installation of bleachers shall be accomplished by factory trained mechanics, and in accordance with all City of Tacoma and other applicable codes.</p> <p>Upon completion of installation, the bleacher installer shall thoroughly familiarize the Owner's representatives with care and operation of the bleacher, and conduct operating demonstrations as required.</p>				
	TOTAL				

TABULATION - ICE MACHINE

<u>ITEM NO.</u>	<u>SCOTT</u>	<u>CASCADE</u>	<u>BRODIE</u>	<u>NORTHWEST</u>	<u>DOHRMANN</u>	
1	SF 2WW SHSS	\$1,350.00	SF 2WW SHSS	\$1,203.80	No Bid	<u>Spec. \$1,177.00</u>
	Less 2%		Net		Net	
	15 days		20 - 30 days		21 days	

Low bid meeting specifications indicated by _____ recommended

George Van Mieghem,
Dean of Administrative Services

AWARD:

Dohrmann \$1,177.00

Bids Not Returned

Patrick Hotel Supply
Bargreen Ellingston
Warner Distributing

INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

February 16, 1968
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.	Quantity	Unit	Unit Price	Amount
1	<p><u>ICE MACHINE</u> Machine to be approximately 48 inches high, 48 inches wide and 24 inches deep in stainless steel. It must have a daily production capacity of 600 pounds, with a storage capacity of 300 pounds. Must operate on a 115 volts 60 cycles, single phase AC current. Scotsman Model SF-2WWSF-SS or equal.</p> <p>A demonstration may be required prior to award.</p>	1			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
Business Office
Tacoma Community College
5900 So. 12th, Tacoma, Wash. Feb. 29th
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:

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.

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VACUUM CLEANERS TABULATION

<u>ITEM NO.</u>	<u>JANCO UNITED</u>	<u>AIR MAC, INC.</u>	<u>THREE-M SUPPLY</u>	<u>MURTOUGH</u>
1	Not Returned	No Bid	Not Returned	Not Returned
2		No Bid		
3		\$ <u>525.00</u>		

Low bid meeting specifications by _____ recommended.

George Van Mieghem
Dean of Administrative Services

AWARD:

AIR MAC, INC. \$ 525.00

INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

February 16, 1968

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
	Sample must be available prior to or at time of bid opening.			
1	<u>VACUUM CLEANERS (Wet or Dry)</u> Model P-1011. Multi Clean Products Inc. or equal. Cleaner to have 10 gal. Polyethylene tank and (2) 10 foot lengths of hose, mounted on wheels, with carpet head and squeeze head.	2		
2	<u>INDUSTRIAL VACUUM CLEANER</u> Multi-clean Karpet Kween or equal. Base dimensions 17½" long x 17½" wide by 2½" high (front).	2		
3	<u>PORTABLE VACUUM</u> Model 3000 Tornado/Pro or equal. Vacuum to have shoulder harness with complete set of attachments.	3		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope
Business Office
Tacoma Community College
5900 So. 12th, Tacoma, Wash. Feb. 26th
Bid Opens at 1:00 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:

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

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(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.

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TACOMA COMMUNITY COLLEGE

New Faculty - 1968-69

DeVon Edrington - German and Philosophy

M.A. expected in June, 1968, from the University of Puget Sound.

Spring Quarter
Supplementary Faculty

Adachi, Seiichi	Sociology
Ames, Sylvia	Psychology
Anderson, William	Psychology
Arnold, Robert	Biology
Bleser, Caroline	Art
Brisbois, Alfred	Geography
Campeau, Marvin	Accounting
Chopp, Melvin	Mathematics
Contris, Joseph	Creative Writing
Crawford, John	Philosophy
Daniel, George	Engineering
Demarest, Loni	English
Dippolito, Frank	Art
Drake, Jewel	Medical Records
Edrington, DeVon	Philosophy
Goller, Gayla	English
Greenup, Patricia	Physical Education
Haglund, Richard	Economics
Hannula, Richard	Physical Education
Harper, George	Astronomy
Hutchins, Robert	Business Law
Hyde, Jack	Geology
Jaeck, Warren	Mathematics
Jansen, Luther	Sociology
Jarmon, Ronald	Mathematics

Spring Quarter
Supplementary Faculty

Anderson, Lennard	Music
Bergeson, Robert	Music
Booth, Ronald (Mrs.)	Music
Clarke, Alan	Music
Dezell, Robert	Music
Gorsuch, Keith	Music
Meddaugh, Al	Music
Schartow, John	Music
Srail, John	Music
Walters, John	Music
Whisner, David	Music
Brower, Olive	Child Care
Ishi, George	Police Science
McLaughlin, Tom	History
Gilman, Sheldon	Model United Nations
Sherfy, Ralph	Sociology

Lewis, Richard	English
Libby, Ronald	Political Science
Macias, Cenobia	Spanish
Magden, Ronald	History
Martin, Alan	Mathematics
Martin, Lawrence	Political Science
Mladinov, Joseph	Business Law
Miller, Pheobe	Anthropology
Muse, William	Biology
Obiozor, George	African Culture
Rhule, Robert	English
Rife, Robert	English
Ripley, Doris	English
Ryan, William	English
Shull, Howard	Speech
Simmons, Gilbert	Russian
Sonntag, Betsy	English
Sterling, B. F.	Real Estate
Stevens, Robert	Psychology
Summers, Charles	Speech
Taylor, Edgar	Mathematics
Tennison, Melvin	Sociology
Thornburg, Robert	History
Trier, David	Forestry
Trolson, Roger	Accounting
Turya, Donald	Business
Wirsing, Dale	McLuhan (communications)
Witt, Frank	Biology
Wolvers, Donald	Speech

PROPOSED SUMMER SESSION CALENDAR

In its second summer session, the college will offer 44 courses in 21 departments. The course offerings will enable students to choose from a wide number of disciplines. The program is planned for a capacity of 600 full-time equivalent students--an increase from the 1967 summer session, which had a capacity of 400. (Registration for the 1967 session was 212 F.T.E.'s; total enrollment was 414.) Since the community is becoming more aware that we offer a summer program and since evaluations by last year's students were quite favorable, we anticipate increased enrollment for the 1968 summer session.

The summer session will begin June 17 and continue through August 16. The calendar is as follows:

- June 17 Registration 8 a.m. to 4 p.m. Building 15
8 a.m. to 10:30 a.m. reserved for students
currently enrolled at TCC.
- June 18 First day of classes
- July 4,5 Holiday - No Classes
- July 17 End of first 4½ weeks session - Midterm Exams
- July 18 First day of classes for second 4½ weeks session
courses
- August 14 Last day of classes
- August 15,16 Final Exams

The catalog for the summer session is in the hands of the State Printing Office and is expected to be ready in the near future.

Director of Student Services -- Robert C. Lathrop

Mr. Lathrop holds a Bachelor of Arts and Master of Education Degrees from Central Washington State College and has completed course work toward a Doctor of Education Degree at Washington State University. He has been on the Tacoma Community College faculty as a counselor since 1965. He has had two years of experience in supervising student government and activities and has been a counselor for nine years.

Evening Program Supervisor -- Brice H. (Howie) Shull

Mr. Shull holds a Bachelor of Arts and Master of Arts Degrees from Pacific Lutheran University and has done graduate work at the University of Washington. Before joining the Tacoma Community College faculty as an instructor in speech, Mr. Shull taught in the Tacoma and Puyallup school districts. He is a former Marine Corps officer.

Tacoma Community College



MEMORANDUM

Date: March 7, 1968
To: Members of the Board of Trustees
From: Paul Jacobson
Subject: A Progress Report Regarding the Data Processing Needs of the College

GENERAL INFORMATION

Late in 1967, because of certain problems which were arising in the records handling office of the College and because of the obvious applicability of data processing techniques to those problems, an ad hoc committee was established to study present and future usage of electronic data processing equipment by the College and to make some preliminary recommendations to the President. The members of the committee were: Messrs. Russell Clark, Joe Kosai, Lloyd Jakeman, and Paul Jacobson. After several meetings by members of this ad hoc committee, some of which included discussions with representatives of the IBM Corporation, the National Bank of Washington, the University of Puget Sound and Highline College, the committee members have responded individually to a set of questions pertaining to college involvement in data processing. The questions, directed to the areas of interest of each of these individuals, were as follows:

1. What are your present uses of data processing equipment?
2. What problems are you encountering?
3. What areas of new use by the College do you anticipate for data processing equipment?
4. Which institutions and organizations maintain data processing equipment that the College may wish to use on a rental or contract basis?
5. Does the College have a need for a data processing advisory committee?
6. What are the College's immediate data processing needs?

The comments listed below are a summary of the responses which the study committee has given to the first five questions listed above. In addition to these comments, and in connection with question number six, the study committee has recommended that the College order the rental of a key punch machine immediately, so that economies in time and effort may be affected on the campus as soon as possible. As a result of this recommendation, the College has ordered the leasing of an IBM key punch machine. The need for

it appeared to be clear and obvious. However, any advisory committee which may be established will have the responsibility of reviewing the leasing decision. The key punch machine will not be delivered for several months to come, and the leasing arrangement is subject to cancellation upon 30 days notice.

COMMITTEE RESPONSES TO QUESTIONS

The present uses of electronic data processing techniques at TCC lie in two principal areas: records handling and instruction. Of the two, the records handling function is presently the most extensive. Registration, for instance, a process which occurs four times each year, involves punched class cards, punched student identification cards, and sorting, tabulating and print-out operations for the preparation of the preliminary and final class rosters, the class distribution report for the College, the enrollment report for the State office and the selective service report. Additional data processing needs of the Records Office occur with regard to the printing of grade reports, transcripts and various address labels.

The College's data processing pertaining to instruction, at the present time, involves only two classes: they are the mathematics and engineering classes in computer programming. For the records services, TCC has contracted with the Puget Sound National Bank. Instruction is utilizing student card punchers at Clover Park Vocational School and also the Service Bureau Corporation in Seattle for computer and print-out services.

In the activities described, several problems have developed as noted earlier in this report. The Puget Sound National Bank, for instance, must fit TCC work into an ongoing schedule. Since the TCC work is a minor part of the bank's data processing activities, school records work is usually deferred until other work is done. The bank's services are often delayed, as a result, which affects the timing and effectiveness of the College's internal activities and makes appropriately timed reports to outside agencies very difficult to achieve. Also important is the bank's reluctance to make corrections in the College's computer programs, mainly because of the low priority level which the bank assigns to college work. The end result often is the inaccurate reporting of data. Several examples of inaccurate reporting have been noted this year because of the need for rewriting the College's programs. The minimum effect of the inaccurate reports has been the hindrance of the College's usage of the data involved.

Another kind of problem has developed in the instructional activities. The College's card punching for this purpose is performed at Clover Park Vocational School, because that relatively small amount of work can be

carried on faster and more inexpensively at the Vocational School than at the bank. Even so, whenever an error occurs in a student's program, two trips to the Vocational School are required. On one trip, new instructions are delivered to the keypunchers. On the second, the punched cards are picked up. These details, combined with the fact that the College's computer programming courses meet only twice each week, materially reduce the progress which can be made by the classes in question.

In the future, the College may reasonably expect the demand for present data processing services to increase proportionately to any increase in the size of the student body. In addition, new uses may well occur. The College's internal research efforts would be facilitated, for instance, by having additional statistics related to students available on punched cards. In addition, the College Library staff would like to automate its circulation system and its other bookkeeping and card catalog activities. A further possibility lies in the potential development of a computer assisted instruction. This area is rather vague at the moment, but the IBM Corporation has stated that computer assisted instruction will be a vast development in the future, and limited activities in this area have already been reported in the literature. In any event, it is safe to assume that this area may develop and give rise to added data processing needs on the part of the College. The assembly of the quarterly class schedule can also be facilitated by data processing, too, and future use of computers may even include rapid scheduling of classes for all students.

The increased usage of data processing equipment which lies in the future will necessitate many decisions regarding the most efficient and economical means of securing that service for the College. A number of alternatives are open. The College's most direct procedure would be to rent certain pieces of equipment from the IBM Corporation or an equivalent supplier. Another possibility would be to rent a remote input and output unit which would be connected to a computer center at some other institution. Highline Community College is planning to connect remote units to its facilities as is the Service Bureau Corporation in Seattle and other organizations. Still other possibilities are for the College to rent services at the Puget Sound National Bank, the National Bank of Washington, the State Office of Public Instruction, the Service Bureau Corporation in Seattle or in Lakewood, Centralia Community College, the Tacoma Public School District, the University of Washington, Western Washington State College, or at Seattle University. Each of these possibilities would have some advantages as well as disadvantages.

In order to arrive at conclusions regarding the direction which the data processing efforts of the College should take, as well as the most reasonable means of obtaining data processing equipment and services, the ad hoc

committee recommends that a permanent advisory committee be established. The committee should: (1) immediately investigate all current and proposed college uses of data processing methods, (2) make recommendations to the College President pertaining to those present uses which should be continued and pertaining to those proposed uses which appear to be justified, (3) similarly recommend the services and equipment which the College should purchase, contract for and/or lease, and also recommend the most advantageous manners of so doing, and (4) continue to meet when necessary to study new suggestions pertaining to the College's data processing needs, applications and methods.

The advisory committee should be composed of instructional and service personnel from within the College as well as knowledgeable persons from outside of the institution. It is especially necessary to have someone on the advisory committee who has experience in the field of community college applications of data processing techniques. Suggestions for membership are as follows:

A. From the College

Mr. Russell Clark (Division Chairman, Math/Science)
Mr. Lloyd Jakeman (Mathematics Instructor)
Mr. Joseph Kosai (Records Officer)
Mr. Morris Skagen (Head Librarian)

B. From outside of the College

A representative from the Tacoma School District #10 data processing center.
A representative from one of the Tacoma banks.
A representative from the State Office of Public Instruction.
A representative from each of the data processing centers of Centralia and Highline Community Colleges.
A representative of the IBM Corporation and the Service Bureau Corporation of Seattle.

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

Centralia College
Room No. 6 - General Classroom Building

March 7, 1968
11:00 A.M.

A G E N D A

1. Campus Tour--Dr. Nels Hanson, President, Centralia College 11:00 a.m.
2. Roll Call 2:00 p.m.
3. Minutes of February 8, 1968, Meeting
4. Introduction of Guests

COMMUNICATIONS

None

BUSINESS

5. Request from Community College District No. 5 for Capital Project Allotment
6. PRESENTATIONS
Dr. Dwight C. Baird, President, Clark College
Dr. Harold A. Lang, President, Lower Columbia Community College
Dr. Edward P. Smith, President, Grays Harbor College
7. OTHER
Plans for Next Meeting
Adjournment

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

MINUTES OF MEETING

The regular meeting of the State Board for Community College Education was held on Thursday, January 4, 1968, on the Shoreline Community College Campus.

The following members and officers of the Board were in attendance:

Mrs. John Bakke - Vice Chairman
Mr. George Duecy
Mr. L. Evert Landon
Dr. James E. Moore
Mr. H. Avery Peyton
Mrs. Ruth Shepherd
Dr. Albert Canfield - Consultant and Director-Elect

Dr. White expressed pleasure on behalf of the trustees and staff of Shoreline Community College to have the College Board meeting on their campus.

The minutes of the December 5, 1967 meeting were approved as submitted.

APPOINTMENT OF ACTING DIRECTOR

On motion by Mr. Duecy, seconded by Mrs. Shepherd, the College Board appointed Vern V. Leidle as Acting Director until such time as Dr. Canfield assumes the directorship in March.

CLOVER PARK COMMUNITY COLLEGE

In response to a question from the December meeting, Dr. Marion Oppelt, President, Clover Park, informed the Board that there is a statutory limitation of 20 years on the lease of state lands for public school use. (Senate Bill 422, Chapter 78, Extraordinary Session, 1967)

SEATTLE COMMUNITY COLLEGE - AMENDED PROPERTY DESCRIPTION

Dr. Erickson, President, Seattle Community College, submitted an amended resolution of the properties to be included for condemnation for its South Campus. The boundaries specified in Seattle Community College Resolution 67-6 (College Board Resolution No. 67-11) had omitted a small portion.

Mr. Peyton moved and Dr. Moore seconded a motion to approve the adoption of Seattle Community College Resolution No. 67-9. The motion was unanimously approved. (Resolution No. 67-9 on file in the College Board office)

AUTHORIZATION OF CONSENT INSTRUMENT

At the request of the Department of Health, Education, and Welfare, Office of Surplus Property Utilization, Resolution No. 68-1 was presented authorizing Mr. Leidle to execute the consent instruments necessary to enter into a lease agreement with Economic Systems Corporation on the North Campus, Big Bend Community College (Larson Air Force Base).

On motion by Mrs. Shepherd, seconded by Mr. Landon, the College Board unanimously approved the adoption of Resolution No. 68-1. (Resolution on file in the College Board office.)

RATIFICATION OF ALLOCATION FOR APPRAISAL OF LYNNWOOD SITE

Payment of \$1,700, the College Board's share of the appraisal of the Lynnwood site for the Edmonds Community College, was ratified by unanimous vote on motion by Mr. Landon and second by Mr. Duecy.

REPORT - COMMUNITY COLLEGE BOND FUND

The State Board for Community College Education has authority, under the Community College Act of 1967, to finance community college capital projects through the issuance of bonds secured by the 40-percent tuition deposits to the Community College Bond Retirement Fund. The staff informed the Board that these funds will not meet the capital needs of the State's community colleges.

FINANCIAL SUMMARY OF CAPITAL OUTLAY ALLOTMENTS

The following report was presented by the staff:

SUMMARY OF CAPITAL OUTLAY
APPROPRIATIONS AS RELATED TO ALLOCATIONS

Appropriation 1 - Proceeds from sale of bonds authorized by Referendum 14

Appropriation 2 - Authorized by H.B. 207 for community college capital outlay

	<u>APPROPRIATION 1</u>	<u>APPROPRIATION 2</u>
Appropriated Amount	9,300,676	10,035,096
Allocations as of December 31, 1967	<u>3,497,176</u>	<u>2,147,791</u>
Unallocated Balance	5,803,500	7,887,305

ADOPTION OF OFFICIAL COLLEGE BOARD SEAL

Mr. Landon presented three designs to the Board as possibilities for the official College Board seal. It was proposed by Mr. Peyton that all three designs be reduced to the standard size for a seal before final determination is made.

INTERIM REPORT ON SURVEY OF CAPITAL OUTLAY REQUIREMENTS

The preliminary information requested from the presidents of the community colleges was to assist the College Board staff in determining the probable magnitude of the statewide request for the 1969-71 biennium. An approximate figure of \$131 million was reported, representing estimates on the part of college presidents and boards of trustees. Most of the estimates were made without the benefit of analysis by architectural firms. Some of them represented a single biennial need while others included three biennia. The staff was requested to notify community college districts of the time schedule for presentation of budget requests for capital funds for the 1969-71 biennium to the College Board for analysis and review.

GRAYS HARBOR COMMUNITY COLLEGE - REQUEST FOR APPROVAL OF CAPITAL PROJECT

A request for approval of a capital project (modification of a covered walkway) in the amount of \$4,700 was submitted for College Board approval by Grays Harbor College. This project is to be financed with local funds.

On motion by Mr. Duecy, seconded by Mrs. Shepherd, the College Board unanimously approved this request.

SPOKANE COMMUNITY COLLEGE - REQUEST FOR APPROVAL TO PURCHASE REAL PROPERTY

The Board of Trustees, Spokane Community College, requested approval of the College Board to purchase real property adjacent to the Mission Street campus. This purchase is to be financed with capital funds that accrued to the Spokane Community College District as transferred from the Spokane School District.

On motion by Dr. Moore, seconded by Mr. Peyton, the College Board approved the recommendation of the staff to grant authority to the Spokane Community College Board of Trustees to purchase certain real property adjacent to the Mission Street campus for an amount not to exceed \$44,000.

RESOLUTION OF APPRECIATION TO DR. NORMAN C. RICHARDSON

A resolution was presented for consideration by the College Board expressing sincere appreciation to Dr. Norman C. Richardson for his contributions to the community colleges in the State of Washington and to the College Board.

On motion by Mr. Landon, seconded by Mrs. Shepherd, the College Board unanimously approved adoption of this resolution (Exhibit A).

Mr. Duecy requested that a copy of this resolution be forwarded to Olympic College.

TENTATIVE SCHEDULE OF FUTURE MEETINGS

A tentative schedule of future board meetings had been prepared for consideration and comments by the Board. It was the concensus of the College Board that college trustees and presidents be invited to attend the meeting in their respective areas. The schedule approved is as follows:

February 8, 1968	Green River - Host Tacoma Clover Park Olympic
March 7, 1968	Centralia - Host Clark Lower Columbia Grays Harbor
April 4, 1968	Yakima - Host Walla Walla Columbia Basin
May 2, 1968	Everett-Edmonds - Host Skagit Peninsula Whatcom
June 6, 1968	Wenatchee - Host Big Bend Spokane

OTHER BUSINESS

Mr. Robert Leonard, Chairman, Board of Trustees, Shoreline Community College, expressed his appreciation for the opportunity of having the College Board on the Shoreline campus. Mrs. Bakke expressed thanks, on behalf of the College Board, to Mr. Leonard, Dr. White, and staff members for the tour and for being able to conduct the College Board meeting on the campus.

NEXT COLLEGE BOARD MEETING

The next meeting of the College Board will be held on February 8, 1968, on the Green River campus (to be held in the Performing Arts Building).

The meeting adjourned at 2:30 p.m.

/s/ Vern V. Leidle

Acting Director
State Board for Community College Education

/s/ Jean Bakke

Vice Chairman
State Board for Community College Education

EXHIBIT "A"

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

RESOLUTION OF APPRECIATION
TO
DR. NORMAN C. RICHARDSON

WHEREAS, during a critical period of transition in state and local administration of community college education in the State of Washington, Norman C. Richardson generously requested leave of absence from his position at Olympic Community College to assume interim responsibilities as Assistant State Superintendent of Public Instruction for Community College and Adult Education for the period August, 1966 to June, 1967, and as Acting Director, State Board for Community College Education, for the period June, 1967 to January, 1968; and

WHEREAS, Dr. Richardson has given outstanding leadership as Acting Director responsible for implementation of the Community College Act of 1967, establishment of the office of the State Board for Community College Education and in giving counsel and guidance to the administrators of the community colleges throughout the State; and

WHEREAS, professional leadership, inspiration and human understanding have characterized all of his endeavors on behalf of the state-wide system of community colleges: Therefore be it

RESOLVED, that the State Board for Community College Education, meeting in Seattle on January 4, 1968, through adoption of this resolution, express its appreciation to Dr. Norman C. Richardson for his many contributions and services beyond the call of duty to community college education in the State of Washington; and be it

RESOLVED further, that this resolution be spread upon the minutes of the State Board for Community College Education and that a copy be presented to Dr. Richardson.

Dated this 4th day of January, 1968.

/s/ John L. Hagensen, Chairman
State Board for Community College
Education

/s/ Mrs. John Bakke, Vice-Chairman

/s/ George Duecy

/s/ Mrs. Ruth Shepherd

/s/ L. Evert Landon

/s/ Dr. James E. Moore

/s/ H. Avery Peyton

TACOMA COMMUNITY COLLEGE

MEMORANDUM

Date: February 6, 1968
To: Professional Staff
From: Dean Falk
Subject: Student Discipline

The following published regulations are currently in force on our campus:

The academic community, by its very nature, places emphasis on individual responsibilities. Members and friends of the College community commonly support the institution's need to maintain an environment which is conducive of learning and to the free exchange of ideas. The following limitations are imposed to protect the right of the majority while the College serves their educational needs. By their actions, individuals who are unwilling or unable to accept these limitations effectively, remove themselves from the College community.

1. Smoking is not permitted in classrooms or in other areas which are used for instructional purposes.
2. Gambling, wilful destruction of public property and possession or use of intoxicants are prohibited on College property and are dealt with in a manner prescribed by law.
3. Undisciplined behavior which interferes with instructional objectives is not sanctioned on the campus.

A student may be placed on disciplinary probation by the Dean of Students when, in the judgment of the administration, such a restriction will serve the best interests of the College and the student's pursuit of education. As authorized by law, the Board of Trustees may suspend or expel students who refuse to obey any of the duly promulgated rules and regulations.

Approved by the College administration on
recommendation from the Advisory Council,
November 1967.

Violations of published regulations for students are consistently and uniformly enforced through the Office of the Dean of Students. Enforcement must be based on carefully gathered factual data.

Memorandum
February 6, 1968
To: Professional Staff
Subject: Student Discipline

Page 2

In reporting offenses which you feel require disciplinary action, the following information is important:

- _____ the name of the individual or individuals involved. (If names are not available, a description is sometimes helpful.)
- _____ first hand knowledge of the actual offense. (We all become concerned about rumors, but fair enforcement of regulations requires better information.)

With adequate information our regulations can be enforced. If circumstances permit, the staff member who provides the information will receive a report regarding the actual resolution of each situation. The process, as described, has been in operation for some time. Offenders are placed on disciplinary probation, from time to time -- or invited to leave the campus. Since our general objective is improved behavior, rather than revenge or adverse publicity for the cooperative majority, general announcements regarding disciplinary measures have not been made. Information regarding actual property damage on campus has seldom been complete enough to use for enforcement purposes. (Again, names and first hand knowledge are essential.) When facts are available the college administration is able to act quickly and forcefully. It is our common objective to preserve public property, while we protect the rights of each member of the College community.

copies to:

Collegiate Challenge
Government Associated Students, Tacoma Community College

TACOMA COMMUNITY COLLEGE

New Faculty - 1968-69

Mr. Yun-Yi Ho

University of Minnesota, M.A. in History (1968)

Mr. Vernon Hess - English Instructor

Stanford University, M.A. (1950)

Spring Quarter
Supplementary Faculty

Ronald Booth	Music
Reginald Douglas	History
E. H. Handerson	History
Leonard Lukin	A. E. P.
Ronald Lundquist	A. E. P.
Robert Thaden	A. E. P.
James Varnell	English



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

MARCH 22, 1968

Bureau of Higher Education

In reply refer to:
OOE-BHE-DSFA

OE Vendor Code: 003796
Transaction/Award Number: 04294560

Dear President:

We are pleased to approve the level of expenditure of Federal funds as specified below for the operation of your College Work-Study Program under pertinent statutes, the applicable regulations, and your application covering the grant period July 1, 1968, through December 31, 1968.

<u>Authorized Federal Expenditures</u>	<u>State Percentage</u>	<u>Award Expires</u>
\$ 37,092	60.00	December 31, 1968

The "State Percentage" is the percentage of the amount recommended by your Regional Review Panel which we are able to award to institutions in your State within funds available on a State-by-State basis.

This letter constitutes an amendment and extension of my letter to you dated January 1, 1968. Your approved level for the twelve months ending December 31, 1968, is the sum of the authorizations shown in the January 1, 1968 letter and the amount shown above.

Payments will be made by our disbursing agent, the National Institutes of Health, under the same pattern as that employed previously. Questions pertaining only to payments should be directed to Mr. James H. Bouvet, Financial Management Branch, National Institutes of Health, Room 3B-42, Building 31, Bethesda, Maryland 20014, Telephone (area code 301) 496-4671.

If your institution receives automatic payment, your Work-Study account may occasionally contain Federal funds in excess of the currently approved level of expenditure. Please note, however, that the sum of the levels of Federal expenditures authorized above and in my letter to you dated January 1, 1968, may not be exceeded during the grant period without explicit written approval from this office.

We are unable to make a commitment at this time regarding your program level for the January 1, 1969 through June 30, 1969 grant period. However, we expect to be able to notify all institutions of a definite award for the period before November 30.

Sincerely yours,

Donovan J. Allen
Chief, Work-Study Branch
Division of Student Financial Aid

THORNTON M FORD
PRESIDENT
TACOMA COMMUNITY COLI
TACOMA WASH 98465

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FRANK J. LAUSCHE, OHIO
E. L. BARTLETT, ALASKA
VANCE HARTKE, IND.
PHILIP A. HART, MICH.
HOWARD W. CANNON, NEV.
DANIEL B. BREWSTER, MD.
RUSSELL B. LONG, LA.
FRANK E. MOSS, UTAH
ERNEST F. HOLLINGS, S.C.

THRUSTON, B. MORTON, KY.
HUGH SCOTT, PA.
WINSTON L. PROUTY, VT.
JAMES B. PEARSON, KANS.
ROBERT P. GRIFFIN, MICH.

United States Senate

COMMITTEE ON COMMERCE

WASHINGTON, D.C. 20510

FREDERICK J. LORDAN, STAFF DIRECTOR

March 19, 1968

Mr. Thornton M. Ford
President
Tacoma Community College
Tacoma, Washington 98465

Dear President Ford:

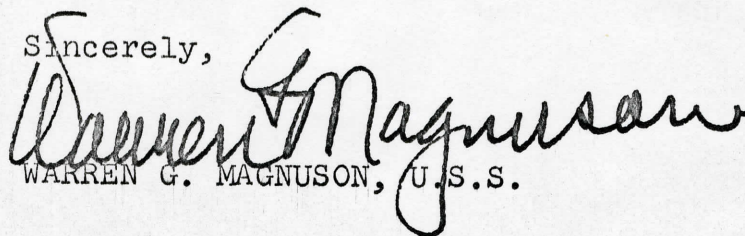
Dr. Howe in the U. S. Office of Education advised today that your allocation for the Educational Opportunity Grants Program has been approved for the 1968-69 academic year.

The sum allocated Tacoma Community College is \$17,080. As you know, this program was authorized by Title IV, Part A, of the Higher Education Act of 1965.

This program has meant a great deal to many students in Washington's colleges and universities and it has been a pleasure and satisfaction for me to support it.

Kindest regards and best wishes.

Sincerely,


WARREN G. MAGNUSON, U.S.S.

WGM:dw



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

Bureau of Higher Education

In Reply Refer to:
OOE-BHE-DSFA-EOG

ALLOCATION LETTER FOR EDUCATIONAL OPPORTUNITY GRANTS
Authorization Period: July 1, 1968 through June 30, 1969

Date:	MARCH 16, 1968	Authorized Allocation
OE Vendor Number:	003796	Initial Year \$17,080
NIH Vendor Number:	888870	Renewal Year
Transaction Number:	03086010	TOTAL \$17,080

Dear President:

The review of your institution's application for participation in the Educational Opportunity Grants Program for the authorization period indicated above has been completed by the Regional Panel. The funds recommended by this panel have been adjusted, where necessary, to conform with the limitations set by State allotments and the fiscal year appropriation.

Because of these limitations on funds and the demand for money to support Initial Year awards, we have not designated funds for Section 402(2) awards. In order to meet the purpose of the program most effectively under these conditions, we recommend that you make awards according to the following priorities:

Renewal, Initial and then, with remaining funds, Section 402(2) awards. In no case may the amount indicated above for Initial Year awards be exceeded without written authorization from this office.

Please note that funds authorized by this letter are for use only during the period July 1, 1968 through June 30, 1969. If for any reason you will not use any portion of the funds allocated to you, please write to this office immediately to permit possible reallocation of the funds. If you need additional funds, a written request should be sent to this office and every effort will be made to redistribute any funds which might be available. Please send copies of such correspondence to the appropriate Regional Office.

Payments will be made by our disbursing agent, the National Institutes of Health, under the same pattern as that employed previously. Questions pertaining only to payments should be directed to Mr. James H. Bouvet, Financial Management Branch, National Institutes of Health, Room 3B-42, Building 31, Bethesda, Maryland 20014, Telephone (area code 301) 496-4671. (See Section 501, EOG Manual.)

THORNTON M FORD
PRESIDENT
TACOMA COMMUNITY COL
TACOMA WASH

98465

IT IS IMPERATIVE THAT
YOU CAREFULLY READ
THE ALLOCATION LETTER

Chief, Educational Opportunity Grants Branch
Division of Student Financial Aid
Telephone (area code 202) 962-4110

Appr. No. 758/90293

UAN 82730665

Obj. Class. Code 41.10

INSTITUTION'S COPY - PRESIDENT



Higher Education Facilities Commission

STATE OF WASHINGTON

P. O. BOX 527
OLYMPIA, WASH. 98501

March 18, 1968

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

Dear Dr. Ford:

It is a pleasure for me to inform you that the State Commission has approved your application for a grant under Title VI, Part A of the Higher Education Act of 1965. Your application will be forwarded to the U. S. Office of Education with the recommendation that you be awarded a grant of \$12,207 for laboratory and other instructional equipment and materials to improve the quality of instruction in the fields of Campus-Wide General Use and Social Science.

Enclosed for your information is a copy of the priority list approved by the Commission on February 8 and the scoring sheet from which that list was developed.

Sincerely,

Kenneth L. Glassburn
Executive Secretary

KLK:ng
Enclosure

cc: Mr. George Van Mieghem
State Board for Community College Education

PRIORITY LIST FOR GRANTS FOR LABORATORY AND OTHER SPECIAL EQUIPMENT AND MATERIALS UNDER
TITLE VI, PART A, HIGHER EDUCATION ACT OF 1965

Priority No.	Score	Applicant	Eligible Project Cost	Grant Request	Grant Recommended
1.	97.5	Olympic College	\$ 25,346	\$12,673	\$12,673
2.	87.5	Eastern Washington State College	25,651	12,826	12,826
3.	87.5	Pacific Lutheran University	25,756	12,878	12,878
4.	85.0	St. Martin's College	26,274	13,137	13,137
5.	82.5	Tacoma Community College	24,414	12,207	12,207
6.	82.5	Spokane Community College	37,681	18,840	18,840
7.	82.5	Bellevue Community College	25,156	12,578	12,578
8.	80.0	Highline Community College	26,194	13,097	13,097
9.	80.0	Shoreline Community College	18,806	9,403	9,403
10.	80.0	Skagit Valley College	10,633	5,317	5,317
11.	80.0	Seattle Community College	29,300	14,650	14,650
12.	80.0	Seattle Pacific College	25,471	12,735	12,735
13.	80.0	Gonzaga University	24,171	12,086	12,086
14.	77.6	Western Washington State College	27,717	13,859	13,859
15.	77.5	Walla Walla Community College	25,676	12,837	12,837
16.	75.0	Peninsula College	12,499	6,250	6,250
17.	70.0	Big Bend Community College	24,559	12,279	12,279
18.	45.0	Centralia Community College	25,659	12,829	12,829
19.	42.5	Yakima Community College	6,766	3,383	3,383
20.	40.0	Green River Community College	30,551	15,276	15,276
21.	35.0	Columbia Basin Community College	17,791	8,896	8,896
22.	35.0	Washington State University	37,745	18,872	18,872
23.	35.0	Edmonds Community College	14,482	7,241	7,241
TOTALS			\$548,298	\$274,149	\$274,149

SCORING SHEET FOR GRANTS FOR LABORATORY AND OTHER SPECIAL EQUIPMENT AND MATERIALS
UNDER TITLE VI, PART A, HIGHER EDUCATION ACT OF 1965

SCHOOL AND PROJECT No.	1965-1967 AVERAGE EDUCATIONAL AND GENERAL EXPENDITURES PER SEMESTER CREDIT-HOUR EQUIVALENT MAXIMUM POINTS: 25		PERCENTAGE OF REQUESTED PROJECT WHICH IS FOR PROGRAMS IN EXISTING FACILITIES / MAX POINTS: 20		CAPACITY-ENROLLMENT RATIO. A COMPARISON OF AVAILABLE INSTRUCTIONAL SPACE TO FULL-TERM ENROLLMENT / MAX POINTS: 10		NATURE AND EXTENT OF COMMITMENT TO IMPROVEMENT PLAN MAX. P.M. POINTS: 40				DATE OF MOST RECENT LABORATORY AND OTHER SPECIAL EQUIPMENT GRANT RECEIVED BY APPLICANT MAX. POINTS: 5		OVERALL	
	AVERAGE	POINTS	PERCENTAGE	POINTS	RATIO	POINTS	FACULTY INVOLVEMENT	ACADEMIC OBJECTIVES	PROGRAM IMPLICATIONS	PROJECT REPORT IN 2 YRS.	DATE	POINTS	TOTAL POINTS	RANK
PENINSULA COMMUNITY COLLEGE	28.20	10.0	100%	20.0	377.72	5.0	10	10	10	10	5-27-67	0	75.0	16
OLYMPIC COMMUNITY COLLEGE	17.0	22.5	100%	20.0	242.0	10.0	10	10	10	10	—	5	97.5	1
ST. MARTIN'S COLLEGE	31.89	17.5	100%	20.0	319.63	7.5	10	10	10	10	5-27-67	0	85.0	4
SARRE PRAIRIE COLLEGE	37.26	12.5	100%	20.0	320.27	7.5	10	10	10	10	5-27-67	0	80.0	10
SKAGIT VALLEY COMMUNITY COLLEGE	27.0	10.0	100%	20.0	358.54	5.0	10	10	10	10	—	5	80.0	11
CONZAGA UNIVERSITY	42.78	15.0	100%	20.0	440.54	5.0	10	10	10	10	5-27-67	0	80.0	12
SIDRELINE COMMUNITY COLLEGE	26.03	12.5	100%	20.0	290.0	7.5	10	10	10	10	5-27-67	0	80.0	13
WESTERN WASHINGTON STATE COLLEGE	34.74	20.0	(28%) 37.69%	7.6	241.0	10.0	10	10	10	10	5-27-67	0	77.6	14
HIGHLINE COMMUNITY COLLEGE	24.04	12.5	100%	20.0	263.0	7.5	10	10	10	10	5-27-67	0	80.0	15
SEATTLE COMMUNITY COLLEGE	29.61	10.0	100%	20.0	202.0	10.0	10	10	10	10	5-27-67	0	80.0	16
BIG BEND COMMUNITY COLLEGE	30.33	10.0	100%	20.0	709.0	0	10	10	10	10	5-27-67	0	70.0	17
GREEN RIVER COMMUNITY COLLEGE	22.17	15.0	100%	20.0	352.0	5.0	0	0	0	0	5-27-67	0	40.0	18
EASTERN WASHINGTON STATE COLLEGE	34.51	20.0	100%	20.0	347.0	7.5	10	10	10	10	5-27-67	0	87.5	19
WASHINGTON STATE UNIVERSITY	56.12	7.5	100%	20.0	320.0	7.5	0	0	0	0	6-8-67	0	35.0	20
SPOKANE COMMUNITY COLLEGE	23.77	15.0	100%	20.0	294.0	7.5	10	10	10	10	6-8-67	0	82.50	21
WALLA WALLA COMMUNITY COLLEGE	20.37	17.5	100%	20.0	915.0	0	10	10	10	10	5-27-67	0	77.50	22
YAKIMA VALLEY COMMUNITY COLLEGE	21.03	17.5	100%	20.0	463.0	5.0	0	0	0	0	5-27-67	0	42.50	23
YELLE COMMUNITY COLLEGE	30.48	10.0	100%	20.0	328.5	7.5	10	10	10	10	—	5	82.50	24
YACOMA COMMUNITY COLLEGE	22.94	15.0	100%	20.0	324.70	7.5	10	10	10	10	5-27-67	0	82.50	25
PACIFIC LUTHERN UNIVERSITY	37.56	20.0	100%	20.0	321.0	7.5	10	10	10	10	5-27-67	0	87.50	26
GRANDIA COMMUNITY COLLEGE	23.41	15.0	100%	20.0	181.73	10.0	0	0	0	0	5-27-67	0	45.0	27
COLUMBIA BASIN COMMUNITY COLLEGE	29.17	10.0	100%	20.0	500.0	5.0	0	0	0	0	5-27-67	0	35.0	28
EMERSONS COMMUNITY COLLEGE			100%	20.0	821 (LEASED)	0	0	10	0	0	—	5	35.0	29

THIS NOT COMPLETED ONE ACADEMIC YEAR

TACOMA COMMUNITY COLLEGE

Preliminary 1968-69 Budget Request With Supporting Data and Narrative

A. Covering Statement

1. Name of college
Tacoma Community College
2. Location
5900 South 12th, Tacoma, Washington 98465
3. Board of Trustees
Mr. Charles L. Edmunds, Chairman
Mr. Frank Cooper, Vice Chairman
Mr. John Binns
Mr. Lewis Hatfield
Mrs. Maxine Myers
Dr. Thornton Ford, President of the College
4. As the Board of Trustees and the administration and faculty look ahead at the next five years, they are confronted with a complex picture of interrelated facts and forces. A brief discussion of these components may help to describe the picture.
 - (a) Projected enrollment growth through 1975 indicates that even with the completion of the Clover Park Community College Campus in 1970 or 1971 present enrollment trends will mark a dramatic increase over the next five to seven years. It should be pointed out that Pierce is the fastest growing county in the state, exceeding by 5.2 per cent the rate of population growth in King County during the seven years period 1960-67.

The most accurate prediction of enrollment growth to date has been based on the number of high school graduates throughout Pierce County each year.

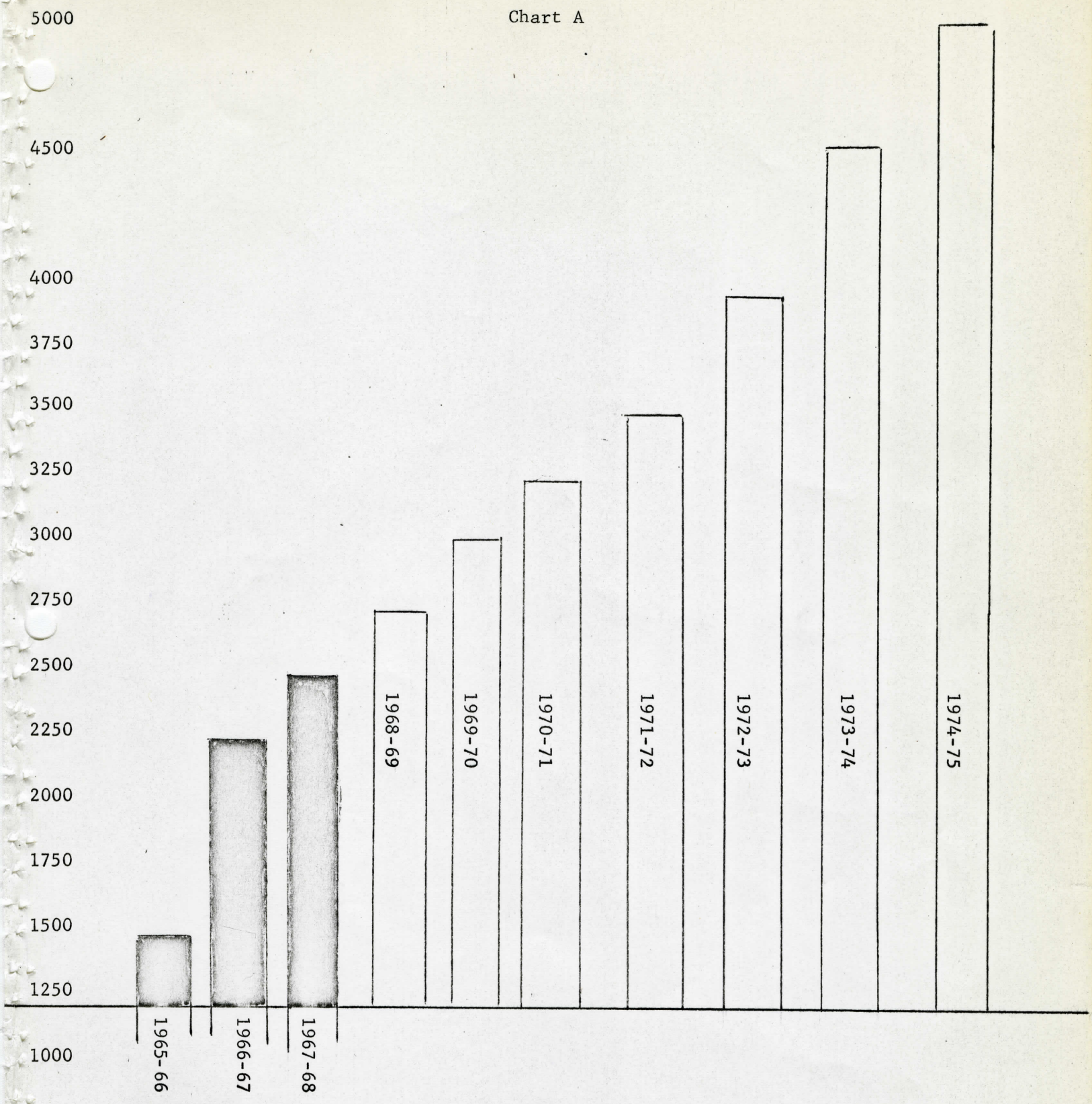
A county wide telephone survey conducted on March 20, 1968 indicates the following increases in high school graduates in Pierce County through 1975.

1969 - 5590	1973 - 7325
1970 - 5981	1974 - 7837
1971 - 6399	1975 - 8385
1972 - 6846	

Recent figures furnished by the Washington State Department of Commerce and Economic Development predict a medium yearly population increase in Pierce County of 11,300 between 1970 and 1975 reaching 476,690 by that year. During the same period the 15-19 year old population will increase from 36,356 to 39,560 and the 20-24 year old population will increase from 35,737 to 39,195. With 30 per cent of our present enrollment currently made up of adults not directly related to the high school graduate figure, the new program emphasis described under (b) (below) suggests that by 1975 approximately 50 per cent of Tacoma Community College's

enrollment will come from the community at-large rather than the high school graduating classes. Experience shows that currently, at least 80 per cent (and this is increasing) of all high school graduates in Pierce County pursue some formal education beyond high school, and that half of this number are likely to apply for admission to a two year institution. This suggests that a county two year school enrollment (adjusted for attrition) would equal considerably more than one-half the annual graduating class size. This number, then, can be roughly doubled to include the students entering from the community at large. This suggests that at least 10,000 students will be enrolled in Pierce County community colleges and vocational-technical schools by 1975. It can be seen by Chart A that the 1975 enrollment prediction for Tacoma Community College is conservative.

Chart A



- (b) Along with enrollment growth, the college anticipates that the next five years will bring a leveling off of our present major emphasis on university parallel courses. This will not be due to a diminishing importance of this program, but rather because the need for expansion of that program will increase less dramatically than community service, General Studies, the Academic Exploratory Program, and occupationally related programs. One major change in emphasis will come in the area of the non-transfer General Studies and Academic Exploratory Programs. Initially developed to accommodate students planning to terminate their formal college experience at the Associate Degree level, the General Studies Program idea is showing evidence of meeting a wide range of needs. First, it affords entry by many students whose high school performance indicates a poor prognosis for success in the college transfer curriculum. Second, it provides a suitable general liberal educational experience in the humanities, the social sciences, and the natural sciences which can be coupled with a program at the Tacoma or Clover Park Vocational-Technical Institute for an Associate in Technical Arts Degree at the College. Third, it is adaptable to many educational demands emanating from socially or culturally deprived central city areas where prospective students are unlikely to be prepared for college entrance by the normal routes. Two examples of this are our Head Start Teacher Aid Program and the New Careers Program.

Like General Studies, the Academic Exploratory Program serves the needs of those whose scholastic record or academic performance indicates the need for a selective introduction to collegiate instruction. It is a one-quarter, full-time educational experience for entering students. In it selective studies in modern literature accompany continued training and practice in library skills and research, reading techniques and other learning skills, and written and oral language arts. The program gives students the opportunity to explore the spectrum of occupational opportunities. We anticipate increasing the availability of this program in 1968-69.

Another area in which we anticipate an increased effort is community service courses. The college inaugurated six no-credit, no-grades courses during the winter quarter, and will offer 10 during the spring. These courses deal with a wide range of subjects of interest to adults--from the Vietnam War and the philosophy of Hugh Hefner to a non-mathematical approach to astronomy. We foresee even greater growth in this area in the following year.

Of particular interest are the several new and planned occupationally oriented programs at the College. With the official separation of the College from the Tacoma Vocational-Technical Institute, participation in vocational education activities appeared to be closed to the College. Such was not to be the case. Many community agencies came forth immediately -- seeking

college transfer courses to augment both public and private training programs and professional educational needs. Even before separation the College established the Behavioral Sciences Institute for correctional officers. The Institute's objectives are to offer an initial sequence of courses in the behavioral sciences for middle echelon correctional officers at McNeil Island Federal Penitentiary as well as employees of municipal and county police departments. The original sequence of courses has expanded into a complete Associate Degree program. A substantial number of Tacoma City police officers are currently pursuing a regular academic curriculum. Many of the courses are taught at the County-City Building.

Last year the College undertook the responsibility of providing both the required science and the liberal arts courses for all the students enrolled in the St. Joseph's Hospital School of Nursing. It also provides both basic science and technical courses for the hospital's school of Medical Records Technicians. Similar arrangements have been completed to provide services for the X-Ray technology program at the same hospital school. Our Health Occupations and Services Advisory Committee is currently studying formal needs in the fields of Associate Degree in Nursing and Oral Hygienists.

A Forest Products Advisory Committee is participating in the planning of an Associate Degree curriculum designed to provide candidates for the many forest products industries in the Tacoma area.

Considerable attention is currently focused on the plight of the disadvantaged and poverty-ridden minorities living in the central city. The college is now offering several courses in the Hilltop area of Tacoma. Working with an advisory committee from Hilltop, three courses are being offered through our community service program this spring. They include Well Child Care, Consumer Education, and Afro-American History. Two other programs should be mentioned in connection with this objective. The first is a training course for Teacher Aids in the Head Start Program. The other is a new idea currently in the planning stages by which the College will participate in the education of a fourth of Washington State's first group of participants in the Office of Economic Opportunity's New Careers Program.

It should be pointed out that none of the above programs duplicate courses which are presently offered at the Tacoma Vocational-Technical Institute. It is of singular interest that all the community agencies involved in the educational endeavors mentioned above (and others as well) have approached the college because of the wish or requirement that their employees be involved in a transfer credit program. It is suggested that a regional vocational-technical institute cannot meet all of our community's occupational education needs and that a so-called "academic"

community college may indeed provide for a substantial number of community and individual needs in this area.

- (c) Projected increases in operating costs are, for the most part, expected to rise slightly over the next five years. Examples will be found in the inauguration of college sponsored occupational programs. Examples of this will be found in the health related programs of degree nursing and oral hygiene mentioned above. Both of these will require a substantial investment in specialized personnel and facilities.

Another example may be pointed out in the regular academic program where effort is being made to reduce the teacher/student ratio in the social sciences division. The chronic over-enrollment experienced during our first three years of growth will probably level off by the end of the next five year period. This will enable the college with additional capital funding, to provide both facilities and services necessary to handle current enrollment.

Another factor which may alter the present operational cost pattern is the prospect of expanding the summer session to more nearly that of spring quarter. This will mean that by 1975 the utilization of the plant during the summer is expected to approach the efficiency of the spring quarter. It also means that annual costs of maintenance and operation will rise.

The obvious factors associated with cost-of-living and salary increases are, of course, major considerations in a prediction of cost changes over the next five year period.

5. Policies for Tuition Charges

- (a) Non-resident students are those who will not have been domiciled in the state for at least one year prior to the first day for which they have registered. Federal employees, both civilian and military, and their children and spouses residing within the state, and staff members of the community college and their children and spouses are defined under the law as 'resident students'. (from Tacoma Community College 1967-68 catalog, p.9)
- (b) The only tuition exemptions the college recognizes are those cases covered by Chapter 224, Laws of 1947, (R.C.W. 28.76.150 through 28.76.170)
- (c) General tuition for part-time students has been established at the rate of \$6.00 per quarter hour. It is based on a decision that twelve credit hours constitute a minimum full-time load and that \$6.00 represents the most equitable hourly pro-rata of the required \$70.00 quarterly tuition charge. By the same token, non-resident part-time tuition has been established at \$15.00 per credit hour.

6. TOTAL BUDGETED EXPENDITURES BY PROGRAM

	1967-68	1968-69	% Change
Administration and General Expense	191,032	213,491	21.2
Student Services	191,167	240,878	26.0
Plant Maintenance and Operation	216,450	255,259	17.9
Libraries	213,010	233,903	9.8
Instruction	860,516	1,286,047	49.4
Extension and Public Services	44,080	49,591	12.5
TOTAL	1,716,255	2,279,139	32.8

TOTAL BUDGETED EXPENDITURES BY SOURCE OF FUNDS

	1967-68	1968-69	% Change
State Board Allocation	1,171,208	1,560,150	33.2
Other State Appropriations	122,736	144,000	17.3
Federal Vocational	-----	-----	----
Federal Other	74,511	90,000	20.8
Tuition*	190,946	216,000	13.1
Incidental Fees**	63,648	72,000	13.1
Local Board Reserves	53,971	-----	----
Other	39,235	40,800	4.0
TOTAL	1,716,255	2,122,950	23.7

It should be noted that in this 1968-69 budget request, projected expenditures exceed estimated income by an amount of \$156,189.00. In order to accomplish program requirements that amount of additional funds is requested of the State Board for Community College Education.

TOTAL BUDGETED EXPENDITURES BY TYPE

	1967-68	1968-69	% Change
Salaries and Benefits of all certified staff and those classified staff with salaries over \$8,000 per year	886,094	1,341,896	51.3
Other Salaries and Benefits	404,767	474,148	17.1
Other Expenditures	425,394	463,095	8.9
TOTAL	1,716,255	2,279,139	32.8

7. Projection of current level of services at next year's enrollment and prices.

(a) 1967-68 estimated expenditures	\$1,716,255
Total credit hours fall 1967	33,750
Cost per credit hour	50.85

(b) Estimated F.T.E. Fall 1968	2768	
	<u>x15</u>	
	\$50.85	x 41520
Next year's cost of expanded program		\$2,111,292

(c) 80% of expenditures related to salary and wages	\$1,689,034
8% increase in salary and wages	\$1,824,157
20% of expenditures related to other costs	422,258
3% cost of living increase	434,926

(d) \$ 434,926
<u>1,824,157</u>

Next year's program at next year's prices	\$2,259,083
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(e) 1967-68 estimated expenditures	\$1,716,255
80% related to salary and wages	1,373,004
8% increase	1,482,844
20% related to other costs	343,251
3% cost of living increase	353,549
\$1,482,844	
<u>353,549</u>	

This year's program at next year's prices	\$1,836,393
---	-------------

Next year's program at next year's prices	\$2,259,083
---	-------------

This year's program at next year's prices	<u>\$1,836,393</u>
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Amount required for program enrichment and additional programs	\$ 422,690
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The amount required for new programs will provide for the necessary staff for services demanded by the pressures of increased enrollment. The additional requirements are in the student records office, admissions office, business office and library. In addition, it will be necessary to hire 20 more instructors to handle the student load expected in 1968-69. Also, for the first time the college will have to launch into a maintenance program which it has not had to face prior to this because of the age of the facility. 1968-69 will be the first year

that we will be using all of our buildings for the entire year.

Additional positions provided for in this budget presentation are as follows:

- 1 - Personnel Director
- 1 - Accountant
- 1 - Director of Instructional Resource Center
- 1 - Librarian
- 1 - Financial Aids Officer
- 1 - Evening School Director
- 2 - Study Skills Technicians
- 20 - Instructors
- 5 - Secretary-Clerks
- 2 - Maintenance Men
- 2 - Custodians

B. Description of College Programs

Administration and General Expenses

This program includes the general administrative and central service functions essential to the overall direction of the school's instructional and public service mission:

- a) policy formulation and executive direction
- b) accounting, budgeting and business management
- c) personnel administration
- d) purchasing and material control
- e) public relations
- f) central services not readily identifiable with the individual segments of the school, such as postage, catalogs, general publications.

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	141,432	159,550	12.8
Federal	7,204	8,701	20.8
Local	42,396	45,240	6.7
TOTAL	191,032	213,491	21.2

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Salaries and benefits of all certified staff and those classified staff with salaries over \$8,000 per year	88,790	95,304	7.3
Other Salaries and Benefits	52,642	64,246	22.0
Other	49,600	53,941	8.8
TOTAL	191,032	213,491	21.2

Number of Staff and Average Costs

	1967-68		1968-69		% Change	
	Man Years	Ave. Cost	Man Years	Ave. Cost	Man Years	Ave. Cost
Certified staff and those classified staff with salaries over \$8,000 per year	6	14,800	7	13,615	16.6	-----
Other staff	14	3,760	16	4,015	14.2	6.7
TOTAL	20	xx	23	xx	15.0	xx

Additional Information

At the inception of facility planning for Tacoma Community College, the State Office of Public Instruction operated on the assumption that an enrollment of 2500 students represented an optimum size for all community colleges in Washington. Consequently the state construction matching formula restricted new physical plants to 183,750 square feet for all practical purposes. The optimum size assumption has proven to be grossly unrealistic.

A more realistic approach to facility projection must take into consideration the factors of demand, available space, location (accessibility) available funds, and utilization of plant and staff.

Tacoma Community College has, since separation from the local school district, formed a Campus Development Committee. This committee is representative of the board, the administration, the faculty and the student body. The college architect serves as a consultant along with other specialists for specific projects. It is the task of this committee to translate program and enrollment changes into facility needs and to participate in the development of educational specifications for needed facilities.

At the present time, facility needs have been projected through the end of the 1969-71 biennium. Exhibit A represents a breakdown in costs of the Capital Outlay Needs Request for the 1969-71 biennium recently submitted to the Office of the State Board for Community College Education.

The Campus Development Committee is currently developing a five-year Capital Needs projection through the 1974-75 biennium.

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

Student Services

This program concerns principally services to the students which are non-instructional in nature, relating generally to the advance of their general role as a part of the institution. Included are:

- a) selection and admission of students, including registration
- b) testing and guidance
- c) counseling
- d) discipline
- e) financial aids to students (administrative costs only)
- f) placement services
- g) supervision of health services
- h) direction of student activities

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	159,717	204,597	28.1
Federal	4,245	5,127	20.8
Local	27,205	31,154	14.5
TOTAL	191,167	240,878	26.0

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Salaries and Benefits of all certified staff and those classified staff with salaries over \$8,000 per year	76,160	107,777	41.5
Other Salaries and Benefits	83,557	96,820	15.9
Other	31,450	36,281	15.4
TOTAL	191,167	240,878	26.0

Number of Staff and Average Costs

	1967-68		1968-69		% Change	
	Man Years	Ave. Cost	Man Years	Ave. Cost	Man Years	Ave. Cost
Certified staff and all classified staff with salaries over \$8,000 per year	6	12,695	7.9	13,642	31.7	7.4
Other Staff	26	3,214	2.9	3,339	11.5	3.9
TOTAL	32	xx	36.9	xx	15.3	xx

Additional Needs in Student Services

(a) Study Skills-Testing

A significant proportion of entering students continue to begin their collegiate experience, lacking sufficient skills to do satisfactory academic work at the college level. The addition of semi-professional assistants and additional equipment will provide the basis for serving the needs of known deficiencies on the part of entering students. The 1967-68 academic year has been used as a pilot year, during which time initial programs, professional staff and basic hardware have been used in the development of the Study Skills Lab: This facility and service is designed to meet the needs of a wide spectrum of the student population. Since this institution generally admits large numbers of students who are "exploring" the academic world, this service is essential. These projected needs were scheduled for utilization during the 1968-69 academic year, when the institution opened in 1965. The rapid growth of the College enlarges the magnitude of such services, which have been needed but not provided for lack of funds.

(b) Financial Aids

The general growth of the College, the expanded size of the College work-study program for next year, the general financial condition of the community and of the entering students all tend to lead in the same direction: It will be necessary to have all of our financial aids services handled by a Financial Aids Officer during the 1968-69 academic year. This represents the addition of one full-time professional to the Student Services staff which is justified on the basis of the growth of the student population and the corollary services provided. It should be noted that approximately 80 per cent of the male, full-time students at Tacoma Community College carry on some gainful employment during the college year. It is essential that a full-time, Financial Aids Officer be added to the staff so that the very heavy traffic for these services be amply met. All part-time work on campus, student loans, tuition scholarships, part-time job placement off campus and placement services for those leaving the College environment will be handled by this additional staff member.

(c) Activities Coordinator

The growth of the student population will require the utilization of additional part-time student assistants in the Office of the Activities Coordinator, for the 1968-69 academic year.

(d) Activity Advisors

The general growth of the College and the parallel growth of student activity and athletic programs constitute the basis for additional expenditures for activity and athletic advisors and coaches. Such services are viewed as an essential part of the total educational program and of the comprehensive student services offered on campus.

(e) Counseling Services

The total student services staff for the 1968-69 academic year will be made up of one chief administrator, three professional counselors and six other specialists in the various aspects of student services: This will constitute a comprehensive, coordinated student services program. It is essential that clerical assistants, (equivalent to the services of a half-time staff clerk) be added for the needs of the professional counseling staff. Likewise, because of the addition of extensive evening classes, it will be necessary to extend the counseling services for four evenings of the typical teaching week.

(f) Admissions and Health Services

Because of the increased student and staff populations, it will be necessary to add one additional clerk to the Admissions Office: Part of her time will be needed to service the additional needs of the Health Services Office.

(g) Academic Exploratory Program

The Academic Exploratory Program will be expanded for the 1968-69 academic year: The third year for this experimental program. Based on two years of highly successful experience with this program for entering students, the Academic Exploratory Program will be expanded. To serve the increased needs of a larger number of entering students, the Exploratory Program will be scheduled for day students in the fall quarter: The use of one-third of a Language Arts instructor for the fall quarter is essential to the program. Because this program has long since demonstrated its value to a large number of entering students, the Exploratory Program will be scheduled into the evening hours, throughout the academic year and an additional section will be scheduled on Saturdays. It is essential that finances for this program be committed without regard to the number of students enrolled. While the number of students in the Exploratory Program may fluctuate from quarter to quarter, the College views the Academic Exploratory Program as one which provides essential services which should be made available throughout the academic year. Justification for this expansion of program is based on an expansion of student population, coupled with the fact that this experimental program has now proven its value and will become an established part of the College offerings--with continuing fixed charges for the entire academic year.

(h) Records

The addition of one Records Clerk is essential to carry on the needs of the Records Office. The rising student population and the necessary development of additional data processing services are the basis for this expansion.

(i) Dean's Office

The rising number of student and staff members on campus and the general expansion of corollary services, requires the addition of student assistants assigned to the Dean's Office.

Plant Operation and Maintenance

This program is concerned with the operation and maintenance of the institution's physical facility. Some areas included are:

- a) utilities-heat, water, gas, electricity, sewage, telephone
- b) janitorial
- c) trucking and transportation, refuse and service
- d) engineering, etc.
- e) police, safety and regulation
- f) structural and utility maintenance
- g) parking lots, streets and sidewalks

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	94,926	104,771	10.4
Federal	433	523	22.9
Local	121,094	149,965	23.9
TOTAL	216,453	255,259	17.9

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Janitorial Salaries and Benefits	80,343	92,351	14.9
Other Salaries and Benefits	11,500	12,420	8.0
Contracted Janitorial Services	-----	-----	---
Other	124,610	150,488	20.8
TOTAL	216,453	255,259	17.9

Number of Staff and Average Costs

	1967-68		1968-69		% Change	
	Man Years	Ave. Cost	Man Years	Ave. Cost	Man Years	Ave. Cost
Janitorial Staff	15	5,356	19	4,861	26.7	-----
Other Staff	1	11,500	1	12,420	--	8.0
TOTAL	16	xx	20	xx	25.0	xx

The Tacoma Community College plant consists of nineteen permanent buildings totaling 189,320 square feet. All of this space must be maintained through expenditures of this program.

Two additional custodians will be added for the coming year. This need is due, in part, to expanded utilization of plant facilities and in part to the fact that areas in the resource center will be used for the first time next year. It should also be pointed out that 1968-69 will mark the first academic year that all present facilities are complete and available for use.

With the completion of the present buildings, contractor guarantees are expiring. In addition, present initial landscaping activities will create an additional need for grounds maintenance. Two additional persons will be required for the maintenance crew.

Library

This program will cover all expenses of the school's library service, including acquisition of books and materials. It includes branch units, salaries and wages, binding, etc.

Included within the category of libraries are maps, film, film strips, and other collections and materials handled and administered by the library.

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	131,390	154,459	17.6
Federal	26,235	31,689	20.8
Local	55,385	47,755	-----
TOTAL	213,010	233,903	9.8

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Salaries and benefits of all certified staff and those classified staff with salaries over \$8,000 per year.	32,576	41,564	27.6
Other Salaries and Benefits	98,814	112,895	14.7
Other	81,620	79,444	---
TOTAL	213,010	233,903	9.8

Number of Staff and Average Costs

	1967-68		1968-69		% Change	
	Man Years	Ave. Cost	Man Years	Ave. Cost	Man Years	Ave. Cost
Certified staff and all classified staff with salaries over \$8,000 per year	3	10,800	4	10,391	33.3	--
Other Staff	53	1,865	55	2,053	3.8	10.1
TOTAL	56	xx	59	xx	5.4	xx

Additional Information

Total number of volumes on hand as of most recent A.L.A. report	21,033
Estimated number of volumes on hand to date	25,000
Microfilm holdings	2,347
Estimated number of new volumes to be added during:	
1967-68	7,500
1968-69	7,500
Number of volumes regarded as adequate for 1968-69 enrollment	50,000

Instruction

Under this heading should be included all current expenditures of the instructional departments of the institution. These expenditures include the salaries of deans, faculty members, secretaries and technicians, laboratory expenses and equipment and other departmental expenses.

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	751,629	1,190,414	58.4
Federal	35,934	43,407	20.8
Local	72,953	52,226	15.9
TOTAL	860,516	1,286,047	49.4

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Salaries and benefits of all certified staff and those classified staff with salaries over \$8,000 per year	677,068	1,084,831	60.2
Other Salaries and Benefits	74,560	87,341	17.1
Equipment Expenditures	76,628	65,320	--
Other	32,259	48,555	50.5
TOTAL	860,516	1,286,047	49.4

Number of Staff and Average Costs

	1967-68		1968-69		% Change	
	Man Years	Ave. Cost	Man Years	Ave. Cost	Man Years	Ave. Cost
Certified staff and all classified staff with salaries over \$8,000 per year	51	13,275	82	13,230	60.8	--
Other Staff	19	3,925	24	3,639	26.3	--
TOTAL	70	xx	106	xx	51.4	xx

Additional Information (instruction)

- A. The services of instructional personnel at Tacoma Community College are utilized in four general areas: in the university parallel program, in occupationally related programs, in the General Studies Program, and in the College's remedial program. Although these programs will receive a major share of the College's efforts in the next few years, strong new efforts in community service courses may also be expected. The university-parallel program can be expected to grow relatively less fast than the other programs. It should be noted, however, that some expansion will occur in the university-parallel program as a direct result of the College's increasing involvement in occupationally related programs. During the next year, the College plans to develop its programs primarily by increasing the quality and quantity of the courses now offered. If suitable instructors can be found, however, it is likely that the following instruction will also be offered by full-time faculty: (1) university parallel and/or General Studies: reading development, (2) remedial program: introductory algebra, and (3) community service: Head Start teacher aides course.

In addition, an effort will be made to reduce the average class size. In particular, the College's present program often involves classes of 50 to 100 students in such areas as art survey, introduction to drama, literature, introduction to music theory, introduction to business, history of art, introduction to economics, introduction to political science, general psychology, survey of sociology. During 1968-69, the College intends to add discussion sections to such classes wherein the students will meet in groups of 35, at least part of the time, in order to offset the disadvantages inherent in large class sizes.

In the area of instructional research, a faculty committee on new media is exploring ways of making the best use of the capacity for closed-circuit television which was an integral part of the design of the Tacoma Community College campus. We expect to make a start on the use of television and video tape recorders next year. The committee is also investigating the introduction of programmed instruction in some areas. There is a particular need, moreover, for research into new methods of teaching at the community college level--particularly for the culturally disadvantaged persons who will be appearing on our campus because of the Head Start Supplementary Training Program for teacher aides and the New Careers Program. (Both these programs support the student under federal anti-poverty grants.)

- B. During 1968-69, with its anticipated budget, the college expects to make substantial curricular development in all of the areas mentioned above and also expects to be able to provide almost all large classes with small (35 students) discussion sections. In addition, it will be possible to introduce remedial algebra and reading development courses into the curriculum in substantial amounts.

- C. During 1967-68, the full-time faculty was able to provide about 1800 x 15 credit hour equivalents of possible enrollment. Of these, students registered for about 1600 x 15. If 20 additional teaching faculty are hired for 1968-69, about 2400 x 15 credit hour equivalents can be scheduled. With careful scheduling, the physical plant of the College is large enough to allow the expansion; however, certain facilities such as the science laboratory and the gymnasium will be under stress because of heavy utilization. It should be noted, however, that the College's facilities receive a high level of use during evening hours for university-parallel and community service courses and would not accommodate the evening high school completion and adult education program, which is currently contracted to Tacoma School District No. 10 and taught at Lincoln High School.
- D. The College's programs consist of the university-parallel, General Studies, Community Service and Academic Exploratory.

The university-parallel program is designed to provide students with academic experience equal to the first two years of a four-year baccalaureate program. The following occupationally oriented programs involve university-parallel courses:

1. Programs now in Progress:

- (a) The Behavioral Science Institute - a cooperative program with McNeil Island Penitentiary - designed for people in the corrections field, leads to an A.A. degree in three years.
- (b) Teacher Aides (Head Start Supplementary Training Program OEO) Designed to be a flexible, open-ended program that will allow participants to achieve realistic individual goals, A.A., B.A., etc.
- (c) Medical Records Technicians - a cooperative program with St. Joseph's Hospital School of Medical Records Technology. TCC provides academic, St. Joseph's provide technical training, TCC grants an A.A. degree - 24 month program.
- (d) Nurses Training - in cooperation with St. Joseph's Hospital School of Nursing. TCC has been providing on our campus, supporting academic courses, mainly in the sciences. TCC proposes to expand this involvement 100 per cent into a cooperative program with TCC offering a greater part of the course work, both on campus and at the hospital, and granting an A.A. degree at the end of the second year of training.

2. New Programs

- (a) X-Ray Technicians: in cooperation with the Tacoma General Hospital School of X-Ray Technology and St. Joseph's Hospital School of X-Ray Technology, TCC proposes to adopt a two-year, 24-month program leading to an A.A. degree. All academic work (about 65 hours will be on our campus). The technical training will be handled by the cooperating institution.

- (b) Tacoma Police Department - a cooperative program designed for Tacoma police officers leading to an A.A. degree in three years.
- (c) New Careers Program - TCC expects to work with state OEO, EWSC, Welfare Department, etc. to set up new, flexible training programs similar to the Head Start Program for culturally disadvantaged adults.

The General Studies program is designed to serve two groups of entering students: (1) Those students who expect to end their formal academic educations temporarily with an associate degree and (2) those students whose academic preparations need to be strengthened before they enroll in the university-parallel program. This program features a full-time liberal arts curriculum which includes work in the physical sciences, the social sciences and the humanities.

The Academic Exploratory Program provides a full-time educational experience, of one quarter duration, for the entering student whose scholastic record for academic performance indicates need for a selective introduction to collegiate instruction or for review. The central focus of the program is an increasingly rigorous introduction to the language arts at a college level, accompanied by supportive instruction in learning skills and in occupational exploration.

Through its community services program the college provides opportunities for adults in the community to pursue cultural and intellectual activities of particular interest to them. Special college-level instruction is made available on and off the campus in a wide variety of areas. Short courses, seminars, forums and lecture series are arranged throughout the year.

As noted earlier, about 1600 x 15 credit hour equivalents of the program offered by full-time faculty were filled in fall 1967. About 2400 x 15 of such equivalents are expected to be filled in fall 1968. Enrollment growth is expected to increase steadily in the university-parallel program, and to increase rapidly in the remedial and General Studies programs.

In fall of 1967, 53 full-time instructor equivalents were involved in the programs described above. In fall of 1968, 73 such instructors are anticipated.

Adult education at Tacoma Community College is composed of four programs: (a) the high school completion evening program, which, as already noted, is contracted to Tacoma School District No. 10; (b) the university-parallel evening program; (c) non-credit evening programs; and (d) in-service courses. The number of participants and expected growth in these areas is as follows:

	1967-68	1968-69	Expected Growth
high school completion	1,070	1,200	normal
university-parallel evening	800	1,200	normal
non-credit evening programs	300	1,000	rapid
in-service courses	100	500	rapid

We expect the character of our adult education activities to remain the same, although a greater emphasis will be placed on non-credit and in-service training courses.

The College's 1967-68 operating budget provided \$50,000 for community service programs. To date, most of these programs have been self-sustaining, but as courses are developed to meet needs in the central city, it is anticipated that an increasing level of support from the College's operating budget will be required. The College's director of community services is, of course, involved, as are other administrators and faculty members on a part-time basis. It is difficult to identify the cost factors.

E. Total Enrollments

	1967-68				1968-69			
	Summer 1967	Fall 1967	Winter 1968	Spring 1968	Summer 1968	Fall 1968	Winter 1969	Spring 1969
Academic Transfer Credit Hours	3,180	33,750	30,898	27,000	9,000	41,520	37,365	33,615
Terminal Vocational and Occupational Unweighted Credit Hour Equivalents	---	---	---	---	---	---	---	---
TOTAL	3,180	33,750	30,898	27,000	9,000	41,520	37,365	33,615

F. Total Sections in Transfer and Vocational-Technical Programs

	1967-68				1968-69			
	Total Sections				Total Sections			
	Summer 1967	Fall 1967	Winter 1968	Spring 1968	Summer 1968	Fall 1968	Winter 1969	Spring 1969
In facilities owned or leased by the College	47	250	270	274	53	310	310	310
In non-college facilities		3	5	5		20	15	15
TOTAL	47	253	275	279	53	330	325	325

Extension and Public Services

The program consists of activities such as correspondence courses, public lectures, institutes, workshops and seminars which are basically self-supporting. These are designed primarily to service the general public.

Budgeted Expenditures by Source of Funds

	1967-68	1968-69	% Change
State	14,850	46,525	213.3
Federal	433	523	20.8
Local	28,797	2,543	--
TOTAL	44,080	49,591	12.5

Budgeted Expenditures by Type

	1967-68	1968-69	% Change
Salaries and benefits of all certified staff and those classified staff with salaries over \$8,000 per year	---	---	---
Other Salaries and Benefits	14,850	20,525	38.2
Other Expenditures	29,230	29,066	---
TOTAL	44,080	49,591	12.5

Additional Information

Currently extension courses are given at McNeil Island, St. Joseph's Hospital and the Tacoma Police Department. TCC operates an extension center at McNeil Island Penitentiary for the inmates; the program will lead to an A.A. degree in three years for the participants. All transfer courses, and specialized in-service courses were taught at St. Joseph's Hospital and the Tacoma Police Department's Building.

With the approval of the cooperative degree programs with St. Joseph's School of Nursing and the Tacoma Police Department, a 100 per cent increase in the number of these courses is planned.

TCC plans to operate urban extension centers offering transfer, terminal and non-credit courses next year.

Community Services

TCC's community service activities consist of non-credit college level evening courses and free lecture series, both on and off campus. In addition, we provide facilities for meetings of community organizations and co-sponsor courses with outside organizations. A rapid expansion of the non-credit college level courses is planned.