

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

September 23, 1971

3:30 P.M.

Northwest History Room

REVISED AGENDA

1. Roll Call
2. Minutes
3. Correspondence
  - (a) Guidelines on Sabbatical Leaves from Council on Higher Education
4. Unfinished Business
  - (a) Resolution re. Cooperative Board--Academic Personnel Relations Agreement (Sup. 4-a)
5. New Business
  - (a) Supplementary faculty appointments (Sup. 5-a) -- Dr. Jacobson
  - (b) Equipment bids (Sup. 5-b) -- Mr. Call
  - (c) Maintenance contract for office equipment (Sup. 5-c) -- Mr. Call
  - (d) Resolution re. respiratory care program at St. Joseph's Hospital (Sup. 5-d) -- Dr. Rhule
  - (e) Resolution re. use of facilities at St. Joseph's Hospital (Sup. 5-e) -- Dr. Rhule
  - (f) Resolution re. final acceptance of Maintenance and Science Building (Sup. 5-f)
  - (g) Resolution re. ASB budget (Sup. 5-g)
6. Reports
  - (a) ASB -- Mr. Whitbeck
  - (b) WACCSG -- To be announced
  - (c) TCCA -- Mr. Jansen
  - (d) TCCSA -- Mrs. Hotel
  - (e) Student Services -- Dr. Lathrop
  - (f) Instruction -- Dr. Jacobson
  - (g) Community Services -- Mr. Schafer
  - (h) Occupational Education -- Dr. Rhule
  - (i) Instructional Resource Center -- Mrs. Amoroso
  - (j) Administrative Services -- Mr. Call
  - (k) Planning and Program Development -- Dr. Falk
  - (l) President's Report -- Dr. Ford
  - (m) Trustee Comments
7. Information
  - (a) Schedule Board dinner for October

TACOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES

MINUTES OF MEETING  
September 23, 1971

The regular meeting of the Board of Trustees was held on Thursday, September 23, 1971, in the Northwest History Room at Tacoma Community College.

Members and Officers of the Board in Attendance:

Rev. Robert M. Yamashita, Chairman  
Mr. Charles L. Edmunds, Vice-Chairman  
Dr. Dewey Tuggle  
Mr. Don E. Anderson  
Dr. Thornton Ford, Secretary

Absent:

Mr. Robert O. Springer

Administrative Staff and Others Who Regularly Attend:

Mrs. Doreen Amoroso	Mr. Luther Jansen
Mr. Tom Anderson	Mr. Joseph Kosai
Mr. Barry Boyer	Dr. Robert Lathrop
Mr. James Call	Mrs. Rogene Ragsdale
Mr. Bobby Frazier	Dr. Robert Rhule
Mr. E. W. Hazelton	Mr. H. J. Schafer
Mr. George Huffman	Mr. Dale Wirsing
Dr. Paul Jacobson	Mr. Ed Zimmerman

Guests:

Mr. Steve Hicks  
Mr. Rex Rouse  
Mr. Lyle Swedberg

CALL TO ORDER

The meeting was called to order by Chairman Yamashita at 3:35 P.M. A quorum was present with four members of the Board in attendance: Trustee Robert Springer was absent.

APPROVAL OF MINUTES

The minutes stand approved as printed.



CORRESPONDENCE

President Ford reported four items of correspondence: (a) new guidelines for sabbatical leaves received from the Council on Higher Education (Sup. 3-a); (b) letter received from the City of Tacoma, Department of Public Utilities, informing TCC of the City's continuing program of electrical distribution improvement as these activities relate to service to the college; (c) letter from faculty member, George Huffman, containing information on the newly organized Tacoma Community College Federation of Teachers, Local #2196, AFT (AFL-CIO); and (d) letter from Steve Hicks of the Tacoma Drug Abuse Center requesting permission to establish a drug information and counseling facility at TCC.

UNFINISHED BUSINESS

It was agreed that Resolution No. 71-21, the Cooperative Board--Academic Personnel Relations agreement, be held over until the October Board meeting.

NEW BUSINESS

Dr. Jacobson discussed the recommended supplementary faculty for Fall Quarter, 1971.

Motion: Dr. Tuggle moved and Mr. Anderson seconded that the Board accept the supplementary faculty as listed in supplement 5-a for Fall Quarter, 1971, and further, that President Ford be authorized to enter into an agreement with each candidate at a rate of pay consistent with the college's part-time pay schedule for Community Services credit courses; Community Services non-credit courses; General Education and University-parallel courses; and Occupational Education courses.

Motion carried unanimously.

Equipment bids were discussed by Mr. Call.

Motion: Mr. Edmunds moved and Dr. Tuggle seconded that the Board accept the low bids for audio-visual equipment (Sup. 5-b-1): Items 1 & 3 (3 projectors and 1 film rewind) from Gunars Abolins at a total cost of \$1666.95 and Item 2 (2 projectors) from Ralph Butterworth Co. at a total cost of \$1050 for a grand total of \$2716.95.

Motion carried unanimously.

Motion: Dr. Tuggle moved and Mr. Edmunds seconded that the Board accept the bid as recommended by the administration for a video tape recorder and portable monitor (Sup. 5-b-2) from Audiocraft at a total cost of \$1661.80.

Motion carried unanimously.



Motion: Mr. Anderson moved and Mr. Edmunds seconded that the Board accept the low bid from Ralph Butterworth Co. for 8 controlled readers (Sup. 5-b-3) at a total cost of \$1592.

Motion carried unanimously.

Motion: Dr. Tuggle moved and Mr. Edmunds seconded that the Board accept the bids as recommended by the administration for sporting equipment (Sup. 5-b-4): Items 2, 4 & 8 from Hunt and Mottet at a total cost of \$425.80; Items 5, 6, 7, 12, 13, 14, 15, 16, 27, 28, 30 & 31 from Howells at a total cost of \$554.02; Items 1, 3, 9, 10, 11, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 & 29 from Scotts at a total cost of \$1149.81 for a grand total of \$2129.63.

Motion carried unanimously.

Mr. Call reported on the proposed maintenance contract for IBM typewriters, explaining that this would result in a savings to the college.

Motion: Mr. Anderson moved and Mr. Edmunds seconded that the Board adopt the maintenance contract as contained in supplement 5-c to be effective from September 1, 1971 through June 30, 1972 at a pro-rated cost (10 months) of \$1225.33 for office use machines and a maintenance contract for new machines in the business education lab effective December 27, 1971 through June 30, 1972 at a cost of \$488 for a grand total of \$1713.33.

Motion carried unanimously.

Dr. Rhule discussed Resolutions No. 71-33 and No. 71-34 relating to TCC's health care programs.

Motion: Dr. Tuggle moved and Mr. Anderson seconded that the Board adopt the following resolution:

RESOLUTION NO. 71-33

WHEREAS, Tacoma Community College has developed health programs requiring instructors with specialized training and experience; and

WHEREAS, Local health-care agencies employ personnel qualified to instruct in these programs; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the President be authorized to execute in behalf of Community College District 22 contracts with health-care agencies for the services of employees to instruct in Tacoma Community College health programs.

IT IS FURTHER RESOLVED, That this delegation of authority be filed in the Board's offices.

Motion carried unanimously and the resolution was adopted.



Motion: Dr. Tuggle moved and Mr. Edmunds seconded that the Board adopt the following resolution:

RESOLUTION NO. 71-34

WHEREAS, Tacoma Community College has developed health programs requiring specialized facilities and equipment for clinical training and on-the-job experience for students; and

WHEREAS, Local health-care agencies have available such facilities and equipment; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the President be authorized to execute in behalf of Community College District 22 contracts with health-care agencies for use of facilities and equipment for clinical training and on-the-job experience for students involved in these programs.

IT IS FURTHER RESOLVED, That this delegation of authority be filed in the Board's offices.

Motion carried unanimously and the resolution was adopted.

Resolutions No. 71-35 and No. 71-37 relating to the new Maintenance Building No. 21 and the Science Complex Addition Building No. 10 were discussed. The college architect, Mr. Lyle Swedberg, was present to answer any questions in this regard.

Motion: Mr. Edmunds moved and Dr. Tuggle seconded that the Board adopt Resolution No. 71-37, additions to the contract with Leo Finnegan Construction Co. (Contract No. 69-629H) for the Maintenance and Science Buildings in the amount of \$2,139.

Motion carried unanimously and the resolution was adopted.

Motion: Mr. Edmunds moved and Mr. Anderson seconded that the Board adopt Resolution No. 71-35, final acceptance of Project No. 69-629G (Maintenance Building No. 21 and Science Complex Addition Building No. 10); and further, that notification of this action be transmitted by President Ford to the Washington State Department of General Administration, Division of Engineering and Architecture.

Motion carried unanimously and the resolution was adopted.

NOTE: Mr. Swedberg reported that even with the change order noted above, the buildings were completed at a cost of about \$600 under the original contract price.



A proposed 1971-72 Associated Student Body (ASB) budget was presented to the Trustees by Dr. Lathrop. This item will be discussed at a Board study session to be held before the next regular Board meeting at which time it will be presented for final approval.

Motion: Mr. Edmunds moved and Dr. Tuggle seconded that the Board adopt Resolution No. 71-36 (Sup. 5-g) authorizing expenditures by the ASB at a rate not to exceed amounts budgeted in 1970-71 until such time as the 1971-72 operating budget for the Associated Student Body is approved by the Board of Trustees of Tacoma Community College.

Motion carried unanimously and the resolution was adopted.

### REPORTS

ASB.--No report.

WACCSG.--No report.

TCCA.--Mr. Jansen, President, said one item of unfinished business in regard to negotiations is the "definition of activities courses" as provided for in the minutes of the August 26, 1971 Board meeting.

TCCSA.--No report.

Student Services.--Dr. Lathrop called on Mr. Kosai, Records and Admissions Officer, who said that as of 3:00 P.M. today 3200 students have registered. This is about equal to the same point in time last year.

An ad hoc committee, Dr. Lathrop said, has been called to meet next week to study the drug abuse problem and the possibility of establishing a drug information and counseling facility at TCC. The concern is with drug education, he said. Legal counsel will be available.

Instruction.--Dr. Jacobson reported a drift towards the occupational programs and the math-science courses, with a drop in the social sciences.

The entire instructional staff will meet as a group on September 24 on the MBO program and then break up into sub-groups to work on objectives.

A written report from Community Services states there are 26 credit courses operating and 40 non-credit courses for Fall Quarter, 1971 (some on-campus and some off-campus).

Community Services.--Report included under "Instruction."

Occupational Education.--Dr. Rhule reported that the allied health programs have been filled since last week; receptionist-clerk and law enforcement are doing well; and at present the junior accountant and real estate programs are light.



Instructional Resource Center.--Mrs. Amoroso, Director, said the librarians are all interested in applying "Management by Objectives."

Administrative Services.--No report.

Planning and Program Development.--No report.

President's Report.--Dr. Ford reported on the "Summer Project for Task Force C" which he chaired, and which came about through a request from John C. Mundt, the new State Director for Community College Education, calling for a state-wide effort challenging resources of the entire community college system. Those serving on Task Force C included Trustees Robert Yamashita and Don Anderson; Allan Clarke and Ron Lundquist of the TCC faculty; Cheryl Doten, editor of the Collegiate Challenge; Steve Whitbeck, ASB President; together with invaluable assistance from Dr. Richard Falk as well as Roger Bassett and Earl Hale of the State Office.

The job given to Task Force C, Dr. Ford said, was to establish objectives for their attainment through the year 1977, identifying responsibilities and ranges of performance for each objective--after receiving an assessment of the achievement of the system's goals as prepared by seven task forces addressing themselves to each of the seven goals in Volume I of Design for Excellence prepared by the State Office about a year ago.

The result of Task Force C's efforts was eight goals and a total of sixty-nine objectives prepared to measure progress towards those goals through 1977.

Dr. Ford reported also on the workshop on legislative relations held at Highline Community College on September 10 and 11. Representatives from every one of Washington's twenty-two community college districts were there. Attending for TCC were Dr. Ford; Board Chairman Robert Yamashita; Ed Zimmerman, President-elect of TCCA; Dale Wirsing, Public Information Officer; Dr. Richard Falk (representative on the state-wide governmental relations committee); and Steve Whitbeck, ASB President. The meeting was titled "Achieving Joined Voices with a Single Mission--and Why It's Necessary."

September 17 was orientation day for Board members, faculty and staff on "Management by Objectives." An evaluation of that session, with comments, was distributed to the Trustees. Workshops will be held in this regard, with practice in writing objectives, on September 24. Dr. Ford added that this is TCC's attempt to make the system more viable--to get on top with the management problem. He said TCC is one of the few institutions in the state who have undertaken this project and "we are the only institution in the state who have involved the whole faculty."

Trustee Comments.--Mr. Yamashita's comment on the two-day legislative workshop was that "all institutions are being challenged and must show justification for what they are trying to do." He felt the burden should be on the institution.

Dr. Tuggle said he had received a good deal of negative feedback from one person who had attended the MBO session September 17.



Don Anderson said he felt that one of the criteria for granting tenure should be whether the individual is "operating by objectives." Other criteria, he said, should be the proportion of students who drop out of classes as well as innovativeness or creativity. He added that he "would like to see TCC become the most creative and innovative college in the area."

In discussion regarding recognition to be given former Board members, the following action was taken:

Motion: Mr. Anderson moved and Dr. Tuggle seconded that the Board properly honor former Board member John Binns.

Motion carried unanimously.

NOTE: This item will be the subject of a special study session to be scheduled in the near future.

#### INFORMATION

It was the consensus of the Trustees that the first Annual Tacoma Community College Board Recognition Banquet be scheduled for October 28, 1971, at O'Brien's. Current and former members and their spouses will be invited.

A study session was scheduled for Thursday, October 14, 1971, between the hours of 3:00 P.M. and 5:30 P.M. in the Northwest History Room. The agenda includes (1) delegation of authority to the college president for awarding equipment contracts, (2) the 1971-72 ASB budget, and (3) a proposal to establish a drug abuse clinic on the TCC campus.

Plans are under way for a Science Center dedication.

#### NEXT MEETING

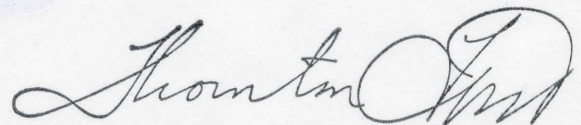
The next regular meeting will be held on October 28, 1971, at 3:30 P.M. in the Northwest History Room of the college.

#### ADJOURNMENT

Motion: Dr. Tuggle moved and Mr. Edmunds seconded that the meeting adjourn.

Motion carried unanimously.

The meeting adjourned at 6:42 P.M.



Secretary



State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

M E M O R A N D U M

TO: Members, WACC

August 3, 1971

FROM: John Terrey

RE: SABBATICAL LEAVES

The Council on Higher Education at its meeting in Cheney on July 20 re-affirmed its position on sabbaticals by adopting again the "Professional Leave Guidelines." Action was taken after the State Board objected to certain provisions contained in the guidelines. Our objections were heard, but the Council simply resolved the issue by re-affirming its original position. The advisory vote was 9-4 in favor of the motion. The citizen members voted 5-1 in favor of the motion.

Several items are attached for your information:

1. Professional Leave Guidelines
2. SBCCE Report on Professional Leaves
3. Memorandum to the Legislative Budget Committee from  
Mr. James M. Furman, dated May 10, 1971
4. Vote by Council to Re-affirm Support of Guidelines
5. Letter to Legislative Budget Committee from John N.  
Terrey, dated August 3, 1971

JT:mv

Attachments

## PROFESSIONAL LEAVE GUIDELINES

1. The purpose of a professional leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The institution will receive direct benefit of such an experience through the increased effectiveness of those persons participating in a professional leave program.
2. Selection for professional leave shall be based upon the worthiness of the project or plan as submitted by the faculty member. It is intended that each institution conduct a rigorous and thorough selection procedure in the awarding of professional leave.
3. Projects or plans should be evaluated according to their value to the institution based on the following criteria:
  - a. Value of project or plan in relationship to teaching responsibilities.
  - b. Ability of applicant to achieve goals of project or plan as based on past experience and academic background.
  - c. Need for new or additional knowledge in subject field to be studied.
  - d. Quality of replacement personnel designated to take the responsibilities of the applicant.
  - e. Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.
4. A minimum of six years of service to the institution is required before qualifying for consideration for professional leave.
5. A period of one year's service following a professional leave will be required upon return from leave.
6. Ordinarily professional leave will not be granted to individuals who, upon return from professional leave, will have less than three years of service to the institution prior to retirement.
7. Applications for professional leave at all institutions should include the following information:
  - a. General information including name, department, rank, date of initial service with the college or university, terms of leave desired, dates of previous professional leaves, and percent of salary to be awarded as based on other grants and funding.
  - b. A detailed statement of the applicant's plans for utilizing the time requested. This statement should include such information as the time sequence for completion of any project or plan.
  - c. A list of foundations, institutions, or other organizations with which the applicant will be affiliated during the professional leave.



- d. A complete listing of grants and stipends other than those granted by the institution which will be available to the applicant during the time of professional leave.
  - e. If there is any travel to be included in the professional leave, the need must be justified in terms of the proposed project or plan for study.
  - f. Background information concerning the applicant's previous professional or scholarly work, especially in the area of the proposed plan.
  - g. A copy of the applicant's bibliography of publications should be attached to the application.
  - h. Supporting letters from faculty members or other appropriate individuals not necessarily associated with the institution may also be submitted if the applicant so desires.
  - i. A statement regarding the value of the applicant's project in terms of benefit to the institution upon return from professional leave.
8. Upon return to the institution each person shall submit a written report summarizing the work completed during professional leave and how the new knowledge shall be utilized by the person in teaching assignments and additional research.
  9. It is not intended that applicants on a professional leave would engage in other employment. If employment were a part of the project or plan, it would necessarily have to be justified within the terms of the purpose of the professional leave.
  10. Professional leave will not be granted for the purpose of working for an advanced degree.
  11. Recognizing the diversity of methods for providing funds for professional leave, the individual institution should be responsible for allocating the resources necessary for a professional leave. However, it is strongly urged that the institutions establish the professional leave program on a "break-even" basis. In other words, replacements for persons on professional leave should ordinarily take place within existing faculty to the extent that it is possible.
  12. The sum of the professional leave salary and additional funds in the form of grants and stipends shall not exceed the amount of the normally contracted salary for the period of the leave.
  13. The awarding of professional leave involves not only the selection of a worthy project, but is dependent upon internal academic decisions involving class scheduling, replacement personnel, and budgetary constraints. Therefore, the number of professional leaves may vary from year to year. It is the purpose of these guidelines to allow flexibility in the percent of professional leaves awarded by any one particular institution. However, in order to provide some uniformity and comparability among institutions, each college and university shall submit the number of persons



receiving professional leave, the length of the leave, and the number of budgeted F.T.E. faculty members. A percentage figure for each institution shall be generated annually.

It is the intent of these guidelines to set a range of 2.5 - 3.5 percent for the percentage of professional leaves granted. Any institution exceeding this range shall adjust its policies accordingly.

The base figure used to provide some comparability among institutions is the budgeted full time equivalent faculty included in instruction and departmental research. It should be pointed out that those institutions which have a policy allowing librarians and administrators who have faculty rank to participate in a professional leave program will have a consistently higher percentage figure. For example, Washington State University has a total of 1,363.177 F.T.E. faculty from which persons could conceivably receive a professional leave. However, the number of persons in the instruction and departmental research portion of the budget totals 749.807--a difference of 613.37 F.T.E. personnel. Therefore, WSU's figures would appear to be higher than other comparable institutions.

14. Institutions should institute programs which would encourage the applicant to apply for and, hopefully, receive outside funds for professional leave programs. Such a program has been outlined by the University of Washington and could be used as an example. This procedure would also assist in the goal of placing a professional leave program on a no-cost basis, without deteriorating the quality of instruction.
15. Each institution shall submit a preliminary report to the Council on Higher Education in April of each year and a final report by July 1, stipulating:
  - a. The number of persons to receive professional leave.
  - b. The contracted salary of the recipient.
  - c. The percentage of salary to be paid.
  - d. The actual cost, subtracting grants and stipends, to the institution.
  - e. The length of time the recipient is to be on leave.
  - f. The method of replacing the person and the cost to the institution, if any.
16. It is anticipated that special circumstances may arise which are not addressed in the Guidelines. Any institution may submit special requests to the Council on Higher Education for review and recommendation.
17. Any guidelines adopted by the Council on Higher Education, in conjunction with the institutions, shall be reviewed annually.



State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

Report on Professional Leaves

(A Staff Report Prepared by the State Board for Community College Education)

This communication is in response to the request by the Committee in its report entitled Sabbatical and Stipend Leave Programs Administered by Educational Institutions and State Agencies that the State Board for Community College Education comment upon the findings and conclusions of the report. In general, the findings and conclusions of the report accurately describe the administration of such leave programs in the various community colleges and recognize the constraining influence of professional negotiations on the statutory authority of individual community college district boards of trustees to establish leave policies. In the interest of clarifying certain points cited in the report, the following specific comments are provided.

With respect to community college leave programs, the report indicates that their "primary purpose is to resume graduate study in order to earn advanced degrees." It would be more accurate to say that the primary purpose of such leaves is to provide opportunities for individuals to upgrade their professional skills, acquire new skills, extend their knowledge, and engage in specific study and research, frequently under circumstances that contribute to qualifying for advanced degrees. In this respect, the beneficial effects of the study and research are identical to those of the leaves granted to faculty members at the four-year institutions, many of whom (but not all) already have completed terminal advanced degrees. In short, the prime purpose of any study, basic or advanced, is to acquire usable knowledge and skill--the receipt of a formal degree is merely the symbol of such purpose, not the end in itself.

The report concludes that "in many institutions today whether a sabbatical leave is granted depends primarily upon the completion of the service requirement period." We know of no data that would support this conclusion. The report indicates that 1.7 per cent of community college professional staff members were granted leaves during the current biennium. However, the number eligible to be considered for such award is much greater. If all who were eligible received awards, the percentage would be substantially in excess of that level.

The proposed guidelines covering professional leaves developed by the Council on Higher Education in cooperation with the four-year institutions have been examined by representatives of the various community colleges. The following statement summarizes the applicability of those guidelines to community colleges.

The State Board for Community College Education, on behalf of the community college system, wishes to make an affirmative response to the Legislative Budget Committee request regarding possible establishment of guidelines for



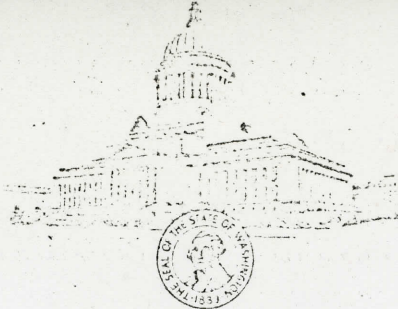
administration of professional leave policies in the various college districts. In general, the Board advocates adoption of institutional policies consistent with the guidelines proposed by the four-year institutions through the Council on Higher Education, with the following exceptions:

- 1) RCW 28B.50.580 makes the Professional Negotiations Act of 1965 (Chapter 28A.72 RCW) applicable to community colleges and thereby establishes the legal right of recognized faculty representatives to negotiate (among other things) policies related to professional leaves. It is therefore recognized that system-wide guidelines regarding professional leave policies could not derogate that right, nor would such guidelines necessarily guarantee absolute uniformity in the administration of such leave policies.
- 2) The provision requiring a minimum of six years of service before becoming eligible for consideration for award of professional leave (item No. 4 of proposed guidelines) is appropriate for four-year institutions where the traditional maximum probationary period for obtaining tenure is six years. Eligibility for award of professional leave should be tied to tenure status. Therefore, the maximum probationary period established for community colleges by RCW 28B.50.850 is the appropriate guideline for community colleges.
- 3) While it is agreed that professional leave should not be granted solely for the purpose of acquiring an advanced degree (item No. 10), the possibility that a leave recipient might partially or totally complete advanced degree requirements incidentally, as the result of study while on leave, should not preclude award of such leave to an otherwise qualified candidate. This is particularly true for community colleges where, unlike most four-year institutions, the general entrance-level degree requirement is a master's degree (or its equivalent for instructors in many technical occupational fields), and the faculties include a larger proportion of individuals without terminal degrees. In addition, professional leaves in community colleges are predominantly awarded for advanced study in degree-related programs in graduate universities; thus the possibility of completing advanced degree requirements is greater.
- 4) For community colleges, it is more realistic to make the guideline covering the maximum number of leaves allowable applicable to the system rather than to individual institutions (item No. 13). Because of the great variability among the colleges in age, faculty characteristics, program emphasis, and proximity to graduate education institutions, the needs satisfied through the award of professional leave can best be met through flexible institutional maximums within a system-wide guideline.



- 5) Community college districts should continue to report professional leave activity to the State Board for Community College Education (item No. 15) and also participate in periodic review of the appropriateness of the professional leave guidelines for public, two-year colleges (item No. 17).





STATE OF WASHINGTON  
COUNCIL ON HIGHER EDUCATION

1020 EAST FIFTH ST.  
OLYMPIA, WASHINGTON 98501  
753-2210

May 10, 1971

MEMORANDUM

TO: The Legislative Budget Committee

FROM: Mr. James M. Furman

SUBJECT: Professional Leave Guidelines

The Legislative Budget Committee has requested comments concerning the proposed policies regarding professional leave as set forth by the State Board for Community College Education's response entitled, Report on Professional Leaves, April 14, 1971. The first section of the State Board response contains specific comments from the community college viewpoint regarding the Legislative Budget Committee's report, Sabbatical and Stipend Leave Programs Administered by Educational Institutions and State Agencies. The second part of the response indicates that the State Board for Community College Education will adopt guidelines for professional leaves and such guidelines are listed. After a thorough review, the community college system adopted, with some exceptions, the Council on Higher Education Guidelines as developed for the four-year institutions. Several provisos or exceptions for community colleges are attached to the Council on Higher Education Guidelines and it is to these provisos that the following comments and concerns are directed.

Background

The Council on Higher Education developed its guidelines through a series of meetings and discussions with four-year institutional representatives. During that period existing policies were examined, along with information received from other states concerning sabbatical leave policies. A list of policy recommendations, although not entirely agreeable to all institutions, was finally developed within the recommendations of the Legislative Budget Committee's report. A member of the State Board for Community College Education staff was invited to attend each of these meetings.



Confusion regarding the term "in conjunction" was responsible for the lack of participation by the State Board in the Council on Higher Education meetings. It was thought by the Council on Higher Education staff that the community colleges would develop a set of guidelines and transmit these policies through the Council on Higher Education prior to distribution to the Legislative Budget Committee. In order to maintain communication, however, a special meeting was held between a member of the Council staff and the State Board staff member responsible for this activity to explain what had taken place within the series of meetings with the four-year institutions.

The purpose of this meeting, from the Council viewpoint, was merely to acquaint the State Board staff with the progress of the four-year institutions and assist the State Board for Community College Education in proceeding toward the preparation of guidelines for the two-year system. However, when the Council guidelines were distributed to the State Board staff, it was determined that the community colleges could agree with most of the policies. Therefore, the State Board's review of the sabbatical question generally stems from policies as set forth for the four-year institutions by the Council on Higher Education. The exceptions specified in the State Board's response generally deal with those areas which are considered different or unique in the community college system as compared to the four-year system.

Proviso No. 1: Professional Negotiations Act

The first exception dealt with by the State Board refers to the Professional Negotiations Act of 1963 which "established the legal right of recognized faculty representatives to negotiate (among other things) policies related to professional leaves." The State Board further stated, "It is therefore recognized that system-wide guidelines regarding professional leave policies could not derogate that right, nor would such guidelines necessarily guarantee absolute uniformity in the administration of such leave policies."

It would seem that the preceding statement in itself denies the major purpose of the guidelines as now stipulated. The Legislative Budget Committee's report recognizes the problem associated with the Professional Negotiations Act and has made several considerations regarding the setting of uniform standards. There are four alternatives listed in the Legislative Budget Committee's recommendations. In general, the intent of these recommendations would be to preclude professional leaves from the Professional Negotiations Act or for the Legislature to pass appropriate legislation regarding professional leaves which would, in essence, require a revision of the Professional Negotiations Act. Other alternatives, as described by the Legislative Budget Committee's report, would require budget control of professional leaves through legislative mandate; i.e., setting a specific percentage of professional leaves applicable to individual institutions. The staff of the Council on Higher Education believes that it would be of greater advantage



for the community college system to have the governing boards, such as the State Board for Community College Education and the local board of trustees, come to an agreement concerning the management of this particular faculty benefit and have the Professional Negotiations Act amended, rather than await policy mandated by the Legislature each biennium. Placing the responsibility for determining either a percentage of faculty who may receive professional leave or a budgetary control stipulation by the Legislature would inhibit the institutions in making any advance plans for professional leaves and negate the attempt of all institutions of higher education to place the professional leave program on a self-monitoring basis.

Proviso No. 2: Number of years for eligibility

The State Board for Community College Education has indicated that a period of three years is more appropriate for the community college system in determining faculty eligibility for professional leaves. The Council on Higher Education Guidelines specify six years. The assumption made by the State Board is that the time period for eligibility is related to the status of tenure in the four-year institutions. Generally speaking, this may be true even though the American Association of University Professors' guidelines for tenure recommend seven years. However, the basic rationale for the six year period was determined by the need of an institution to identify professionally mature faculty. It was felt that the value of the professional leave could be more readily utilized by such a person, particularly in relation to the research emphasis for professional leave which will be discussed in the next proviso.

Proviso No. 3: Purpose of professional leave

A major point of disagreement relates to the Council on Higher Education guideline which states that the "Professional leave will not be granted for the purpose of working for an advanced degree." It is recognized that the proviso as stipulated by the State Board for Community College Education's guidelines generally agrees with this policy. However, the proviso goes on to indicate that if an individual completed an advanced degree while on a professional leave, it would be acceptable. If the community colleges follow the Council on Higher Education Guidelines which indicate that the primary purpose of a professional leave should be based on a project or research oriented activity, the major intent of the guidelines would not be violated. However, if professional leave is granted to faculty members whose sabbatical projects include a year at an institution for fulfilling course or general thesis requirements for the completion of an advanced degree, this would be contrary to the general spirit of the professional leave guidelines.

In reviewing the Report of the Community College District Sabbatical Leave Program, February 3, 1971, the number and classification of persons receiving a professional leave were as follows:



Graduate School -- 33; Travel -- 8; and Research -- 5. On the basis of the classifications provided in this report only five members would be eligible according to the Council on Higher Education Guidelines.

The rationale for allowing community college faculty to attend graduate school, as stated by the State Board for Community College Education, is that community college faculty generally have had less advanced degree education than their counterparts at the state four-year colleges or universities. There are state four-year college teachers and university-level faculty members who do not hold the Ph.D. and these persons must spend one year's residency at their own expense and time, or pursue summer work in order to complete their degrees. The decision to acquire a Ph.D. or doctoral level degree is a personal decision to be borne by the individual. In making that decision the individual must recognize the sacrifices to be made. Further, there are financial considerations which would mean that the State was supporting the recipient through an indirect method of student financial aid while he was pursuing an advanced degree. Then not only does the State grant such aid but would also presumably pay that person a greater salary when he returns to teach at the community college or four-year institution. It is recommended that a leave without pay is more appropriate for those persons whose primary purpose is the pursuit of an advanced degree.

Since it is impossible to determine at this time to what extent those who attended graduate school would be eligible for a professional leave, it is recommended that the types of projects proposed be reviewed by both the State Board for Community College Education and the Council on Higher Education in the next two years of the biennium to determine the actual intent of the recipient in seeking professional leave.

Proviso No. 4: Percentage of professional staff on professional leave

The fourth proviso presents an exception which states that the percentage of leaves should be applicable to the entire community college system rather than to the individual institutions. This is in reference to the Council on Higher Education's guideline which sets forth a percentage of 2.5 - 3.5 full time equivalent faculty members who could be granted professional leaves in any one institution. The Council on Higher Education Guidelines have determined that this is a policy which should affect each individual institution rather than the total system. Again, the question is one of equitability among all of the institutions.

The percentage range in the Council on Higher Education Guidelines is flexible. This past year only one of the twenty-two community college districts exceeded the stipulated range. (See Attachment A.) If the percentage range were administered on a system-wide total, it would be possible for several community college districts to have very high percentages above the range of 2.5 - 3.5 percent and for others to have an extremely low percentage. This would appear to be contrary to the request



of the Legislative Budget Committee to develop uniform and equitable policies. Taking into consideration circumstances in which the base figure of total professional staff is so small as to restrict professional leaves to a low extreme, it is recommended that the percentage range be administered on an individual community college district basis. If the percentage level is prohibitive the community colleges could submit a special request as allowed in the Council on Higher Education Guidelines: "Any institution may submit special requests to the Council on Higher Education for review and recommendation."

Proviso No. 5: Reporting

The fifth and final proviso as attached to the Council on Higher Education Guidelines from the State Board for Community College Education indicates that all reporting of professional leave activities should be made to the State Board for Community College Education. While the Council on Higher Education would not disagree with this general proviso, it would request that the State Board for Community College Education prepare an annual report such as requested in the Council on Higher Education Guidelines, and distribute the information generated by such a report to both the Council on Higher Education and any legislative groups as requested.

In summary, the guidelines on professional leave of the Council on Higher Education suggest the following modifications to the response of the State Board for Community College Education:

- (1) The primary purpose of a professional leave should emphasize independent research which is project oriented and has direct benefit to the institution.
- (2) A percentage level for individual community college districts should be instituted, consistent with the exceptions noted previously.
- (3) If it is not possible to equitably administer the professional leave guidelines without changes in the Professional Negotiations Act, it would be advisable to amend the act.
- (4) The time period for eligibility to be considered for professional leave should be six years rather than three as indicated in the State Board for Community College Education's Report on Professional Leaves.



Percentage of Professional Personnel  
on Sabbatical Leave in Washington Community College Districts  
1970-1971

<u>District</u>	<u>Professional Personnel</u>	<u>F.T.E. Leaves**</u>	<u>Percent</u>
1 Peninsula	42	1	2.38%
2 Grays Harbor	65	1	1.54%
3 Olympic	110	2.33	2.12%
4 Skagit Valley	84	2	2.38%
5 Everett, Edmonds	184	5.33	2.90%
6 Seattle	353	5.22	1.48%
7 Shoreline	146	4.67	3.20%
8 Bellevue	89	1.33	1.49%
9 Highline	139	2.67	1.92%
10 Green River	118	3.78	3.20%
*11 Ft. Steilacoom	42	-	-
*12 Centralia	80	-	-
13 Lower Columbia	67	-	-
14 Clark	121	1.33	1.10%
15 Wenatchee	73	3	4.11%
16 Yakima	128	1	.78%
17 Spokane	230	-	-
18 Big Bend	59	2	3.39%
19 Columbia Basin	108	-	-
*20 Walla Walla	53	-	-
21 Whatcom County	2	-	-
22 Tacoma	107	3.33	3.11%
	2,225	40	2.34%

\*No sabbatical leave policy at this time.

\*\*A full time equivalent professional leave is the total number of quarters faculty members are on leave divided by 3; e.g., if 10 persons are granted one quarter leaves the F.T.E. professional leave is 3.3.

Council on Higher Education 5/11/71



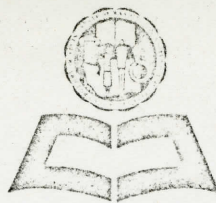
VOTE ON SABBATICAL LEAVE GUIDELINES

COUNCIL ON HIGHER EDUCATION

(July 20, 1971 - Cheney, Washington)

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
<u>Advisory Members</u>			
Father Richard Twohy	X		
Dr. James Brooks	X		
Mr. Walter Howe	X		
Dr. Melvin Lindbloom		X	
Representative Lynch	X		
Dr. Charles McCann	X		
Representative McDermott	X		
Dr. David McKenna	X		
Senator Sandison		X	
Senator Scott		X	
Dr. Emerson Shuck	X		
Dr. Glenn Terrell	X		
Dr. John Terrey		X	
Dr. Charles Flora			X
Mr. Richard Hemstad			X
Dr. Charles Odegaard			X
TOTAL	9	4	3
<u>Lay Members</u>			
Mr. Richard Albrecht	X		
Mr. J. Scott Barron	X		
Mr. Leon Bridges	X		
Mr. John Mosier		X	
Mr. Marion Wilson	X		
Mr. Richard Wollenberg	X		
Mr. Harry J. Prior			X
Mrs. David Gaiser			X
Mr. Goodwin Chase			X
TOTAL	5	1	3





STATE OF WASHINGTON

# state BOARD for community college education

P. O. Box 1666  
Olympia, Washington 98501  
Telephone: (206) 753-2000  
753-7412

August 3, 1971

Senator Frank Foley, Chairman  
Legislative Budget Committee  
3924 Wauna Vista Drive  
Vancouver, Washington 98661

Dear Chairman Foley:

As a result of action taken by the Legislative Budget Committee, the Council on Higher Education, in conjunction with the State Board for Community College Education, was directed to draw up guidelines for sabbatical leaves. The procedure which was followed had the guidelines prepared in cooperation with the colleges and universities. The State Board, in cooperation with the faculty and other groups, identified those areas in the guidelines to which the community colleges objected. Both of these reports were submitted to the Legislative Budget Committee. Mr. Furman was asked to respond to the State Board's report. This he did in a memorandum dated May 10, 1971.

The differences between the Council and the State Board were discussed before the Legislative Budget Committee in Cheney on June 18, 1971. So as to reconcile the differences, the Council on Higher Education reviewed its position at its regular meeting on July 20, 1971. The decision of the Council was to re-affirm its position relative to the Guidelines.

Therefore, the Guidelines stand over our objections. We are bound by the Guidelines and have shared them with the presidents of the colleges. However, the action came too late to be binding for this year. The Guidelines will be utilized for 1972-73.

One important item still remains. The Professional Negotiations Law of 1965 makes leaves a subject of negotiations between the Board of Trustees and the professional association elected by the faculty. While the State Board supports the Guidelines, unless the law is changed, the law will obviously take precedence over the Guidelines. So as to avoid any misunderstanding, the State Board will urge that negotiations take place within the limits set by the Guidelines.



Senator Frank Foley, Chairman  
Legislative Budget Committee  
August 3, 1971  
Page 2

I would be pleased to discuss this problem with you.

Sincerely,

John N. Terrey  
Deputy Director

JNT:mv

cc: Mr. Gerald Sorte  
Mr. James Furman



DIVISIONS

Light  
Water  
Belt Line



*City of Tacoma*  
WASHINGTON

DEPARTMENT OF PUBLIC UTILITIES

C. A. Erdahl, Director

August 25, 1971

*cc: G. Van Mighem*

Please address reply to:  
City of Tacoma  
Department of Public Utilities  
P. O. Box 11007  
Tacoma, Washington 98411

Attention: H.J. Winsor

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

Subject: Tacoma City Light Electrical  
Service to Tacoma Community  
College  
Our File No. 695

Dear Dr. Ford:

We are writing to keep you informed of our continuing program of electrical distribution improvement, specifically as these activities relate to our service to Tacoma Community College.

Our field crews currently are converting the voltage in the area north of 12th Street along Mildred from 4 kV to 12.5 kV. The College was supplied with 12.5 kV long before this conversion began, by means of Campus Substation, designed especially for your requirements.

We now have installed the large permanent 15/20/25 MVA Highland Substation at 6th and Mildred to supply all the 12.5 kV loads in your area, including the College. Thus, we soon will remove the 2.5 MVA transformer and high voltage terminal tower from Campus Substation, and transfer the College load to the new 12.5 kV line from Highland Substation.

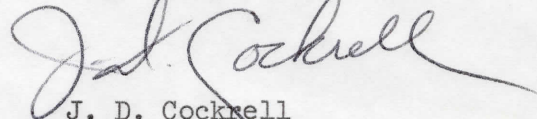
This will in no way alter the quality of service to your school. The equipment remaining in Campus Substation will provide the 12.5 kV cable termination, disconnecting means, and billing metering equipment. The principal change will be the general improvement in appearance, resulting from the simplification of the facilities.



Dr. Thornton M. Ford  
August 25, 1971  
Page 2

We trust that our service to the College has been satisfactory. In the interest of maintaining adequate service, we would appreciate any advance word concerning proposed expansion of school facilities. We do have considerable additional capacity available in our lines and cables, but certain metering facilities would require revision in the event of a significant increase in electrical load.

Very truly yours,



J. D. Cockrell  
Superintendent  
Light Division

HJW:asa



Tacoma Community College Federation  
of Teachers  
Tacoma Community College  
5900 South 12th Street  
Tacoma, Washington 98465  
September 22, 1971

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

Dear Dr. Ford:

This letter is to inform you that a local of the American Federation of Teachers has been organized at Tacoma Community College. The name of the organization is Tacoma Community College Federation of Teachers, Local # 2196, AFT (AFL-CIO). The temporary officers:

George E. Huffman, President  
Edward A. Zimmerman, Vice-President  
Joanne H. McCarthy, Secretary  
Pamela F. Lynch, Treasurer

As an organization of college employees, we are requesting the same rights and privileges granted to other employee organizations at Tacoma Community College. Specifically, we are requesting that TCCFT be granted:

1. Equal use of school mail facilities;
2. Equal right to distribute materials to teachers' mail boxes in each college building;
3. Equal bulletin board space in teachers' lounges to be used at the responsible discretion of the TCCFT;
4. Equal privileges for the use of space on official bulletin boards and written staff bulletins.

Further, we request:

1. Use of college facilities for the purpose of holding meetings;
2. Names and addresses of all full and part-time teachers and the names and addresses of all new full and part-time teachers coming into the college;
3. The right to have dues deducted from salary checks by Payroll Deduction Authorization;
4. Assurance that administrators and representatives of the Board of Trustees shall remain neutral in words, actions, or inferences as to the individual employee's right to choose his own organizational affiliation;

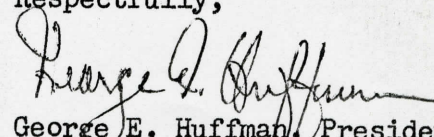


5. Official notice, sufficiently in advance, of any meeting of the Board of Trustees accompanied by a copy of the agenda;
6. The president of TCCFT to be placed on the mailing list to receive minutes of meetings, financial reports, a monthly print-out of college revenues and expenditures, and other reports pertaining to the operation of the college;
7. The president of TCCFT to receive copies of all officially adopted policies of the college pertaining to professional employees;
8. The president of TCCFT to receive copies of proposed and adopted budgets for the operation of the college.

If there are any questions, problems, or policies regarding these requests, the TCCFT officers are ready to meet with you to discuss and resolve them at your convenience. We would appreciate a reply at your earliest convenience.

The Tacoma Community College Federation of Teachers looks forward to working with you, your administrative staff, and the Board of Trustees in the mutual advancement of educational opportunities for the students of Tacoma Community College.

Respectfully,

  
George E. Huffman, President  
Tacoma Community College  
Federation of Teachers

cc: Mr. David Selden, AFT President  
Mrs. Phyllis Hutchinson, AFT Vice-President  
Mr. Ross K. Rieder, WSFT President  
Mr. John C. Mundt, State Director for Community College Education  
Mr. Robert Yamashita, Chairman, TCC Board of Trustees  
Mr. Donald Anderson, Trustee  
Mr. Charles Edmonds, Trustee  
Mr. Robert Springer, Trustee  
Mr. Dewey Tuggle, Trustee  
Mr. Steven Whitbeck, President, Student Government, TCC  
Senator Warren G. Manguson, U.S. Senate  
Senator Henry M. Jackson, U.S. Senate  
Rep. Floyd Hicks, U.S. House of Representatives  
Senator Martin Durkan, Washington State Senate  
Rep. Marjorie Lynch, Washington State House of Representatives  
Rep. Tom Swayze, Speaker, Washington State House of Representatives  
Mr. Howard Ferguson, Tacoma News Tribune



RESOLUTION NO. 71-21

WHEREAS, The agreement on COOPERATIVE BOARD--ACADEMIC PERSONNEL RELATIONS has proved to be mutually beneficial; and

WHEREAS, The Tacoma Community College Association (TCCA) has indicated a desire to extend the agreement; therefore, be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the COOPERATIVE BOARD--ACADEMIC PERSONNEL RELATIONS agreement, as amended, be extended until September, 1972, pursuant to provisions for renewal contained in Section VI of the agreement.



COOPERATIVE BOARD--((CERTIFICATE)) ACADEMIC PERSONNEL RELATIONS

Between the Board of Trustees Tacoma Community College District 22 and  
the Tacoma Community College Association

The Board of Trustees of the Tacoma Community College District 22 and the Tacoma Community College Association do hereby agree that the educational welfare of the students of Tacoma Community College is of paramount importance and shall be accepted as the basic consideration by both parties. Pursuant to Chapter ((143)) 196, Laws of ((1965)) 1971, ((Revised-Code-of-Washington)) 1st Extraordinary Session, the parties do hereby agree as follows:

I  
RECOGNITION

The Board of Trustees of Tacoma Community College District 22, hereinafter known as the Board, recognizes that teaching is a profession and that the Tacoma Community College Association, hereinafter referred to as the Association, having received the majority of votes cast by the ((certificated)) academic staff of the college, shall be the representative of all the ((certificated-personnel)) academic employees employed, or to be employed, by the Board. The Association recognizes the Board as the duly authorized governing body of Tacoma Community College District 22 and as the employer((s)) of all ((certificated-personnel)) academic employees. The purpose of recognition is the mutual agreement that the parties will negotiate with regard to matters as outlined in Section II-C.

II  
PRINCIPLES

A. Attaining Objectives

Attainment of objectives of the educational program of the district requires mutual understanding and cooperation between the Board and the professional personnel. Free and open exchange of views is desirable and necessary, with all parties participating in deliberations leading to the determination of matters of mutual concern.



B. Professional Teaching Personnel

Teaching is a profession requiring specialized qualifications, and the success of the instructional program in the college depends upon the maximum utilization of the abilities of ~~((certified-personnel))~~ academic employees who are satisfied with the conditions under which their services are rendered.

~~((Certified-personnel))~~ Academic employees have the right to join, or not to join, any organization for their professional or economic improvement, and membership in any organization shall not be required as a condition of employment.

C. Representation

The Board and the president, or their designated representatives shall meet with representatives of the Association to negotiate in good faith on policies governing professional compensation~~((;))~~; faculty leave~~((;))~~; conditions of employment~~((;))~~; the recruitment of instructors, deans, and the president~~((;))~~; community support for the school program~~((;))~~; budget preparation~~((;))~~; communications~~((;))~~; and other matters which affect the quality of the educational program.

III  
PROCEDURES

A. Association Participation

When requested by either party, the president of the college and/or the Board of Trustees shall meet with Association representatives to confer on matters outlined in Section II-C. Matters not satisfactorily resolved at these meetings may, at the request of either party be the subject of negotiation between a committee of Board members, the president of the college, and Association representatives.

B. Meetings

Meetings between the Association representatives, the Board, and the president of the college shall be called upon the written request of any one of the parties involved. Requests for meetings shall include specific statements of the reasons for the requests.



C. Directing Requests

Requests from the Association for meetings between Association representatives, the Board, and the president, shall be made to the president of the college. Requests from the president of the college or the Board shall be made to the president of the Association. A mutually convenient meeting shall be arranged within fifteen days of the date of the request.

D. Statements of Positions

Proposals, counterproposals, information and supporting data shall be exchanged freely and in good faith during the meeting or meetings in an effort to reach mutual understanding and agreement. The Association negotiations committee, the president of the college, and where applicable a committee of the Board shall act, insofar as possible, as a committee of the whole.

E. Requests for Assistance

All participants have the right to utilize the services of their own consultants in the deliberations.

F. Agreement reached by the participants shall be put in written form and shall be subject to ratification by the Board and the Association.

G. Nothing in this agreement shall be interpreted as denying the right of ~~((a-certificated))~~ an academic employee to appear before the Board on his own behalf on matters as outlined in Section II-C. In the event such matters shall affect other ~~((certificated))~~ academic staff members, the Association shall have the right to express its considered professional judgment before the Board prior to the Board's final decision on an individual case.



IV  
RESOLUTION OF DIFFERENCES

A. Special Committee

If the participants reach an impasse or if they reach agreement but such agreement is not ratified by both parties, either party may within five days thereafter, and provided twenty-four (24) hours notice of such intended action has first been served upon the other party, request the Office of the State Director of Community Colleges or whoever else may be the duly authorized authority, by registered mail, to appoint a special committee to assist and advise in the resolution of differences. Said committee shall make a written report with recommendations to both parties within ~~((fifteen))~~ twenty calendar days of receipt of the request for assistance.

V  
ACADEMIC FREEDOM

The Board recognizes and respects the right of citizens to make suggestions for the improvement of the college, but the Board also recognizes that the educational profession has both the right and the responsibility to insist that students must be free to learn and faculty members free to teach broad areas of knowledge, including those which may be considered controversial~~((?))~~, consistent with the purposes for which they are employed. Whenever any group or individual brings charges against a faculty member concerning the faculty member's freedom to teach, if the Board concurs with the faculty member's position, it may provide~~((?))~~ without charge) to the faculty member the necessary and sufficient leave, ~~((legal-assistance;))~~ and other support for the protection of academic freedom.



VI  
RENEWAL

The provisions of this agreement shall continue in effect for one year following the date of signing and ~~((shall))~~ may be renewed at the regular meeting of the Board of Trustees in the month of renewal unless challenged by an employee organization showing proof of at least thirty per cent membership of the college's ~~((certificated-personnel))~~ academic employees. This agreement may be amended or supplemented at any time by mutual agreement of the parties thereto. It may be terminated at the end of each annual period by either party by giving written notice of intent to terminate not less than thirty days prior to the renewal date.

~~((VII))~~  
~~((CONTRACT-RIGHTS))~~

~~((It-is-mutually-agreed-that-all-contract-rights-which-were-held-by-members-of-the faculty-with-the-Tacoma-School-District-Number-10;-and-which-have-not-been specifically-amended-or-superseded-under-this-agreement;-remain-in-force.))~~

~~((VIII))~~ VII  
SAVING CLAUSE

If any provision of this agreement or the application thereof to any person or circumstance is held invalid, the agreement can be given effect without the invalid provision or application; and to this end the provisions of this agreement are declared to be severable.

In the event a portion of the agreement is held to be invalid, then the parties to this agreement shall renegotiate to bring that portion into conformity with the law.



((X)) VIII  
ACCEPTANCE

This agreement is signed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1971

ATTEST:

\_\_\_\_\_  
Chairman  
Board of Trustees

\_\_\_\_\_  
President  
Tacoma Community College Association

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Association Secretary

\_\_\_\_\_  
Board Secretary



TACOMA COMMUNITY COLLEGE  
MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 23, 1971

THE FOLLOWING CANDIDATES ARE RECOMMENDED AS SUPPLEMENTARY FACULTY FOR FALL QUARTER, 1971. IT IS FURTHER RECOMMENDED THAT THE BOARD AUTHORIZE PRESIDENT FORD TO ENTER INTO AN AGREEMENT WITH EACH CANDIDATE AT A RATE OF PAY CONSISTENT WITH THE COLLEGE'S PART-TIME PAY SCHEDULE.

COMMUNITY SERVICES CREDIT COURSES

COMMUNITY SERVICES NON-CREDIT COURSES

GENERAL EDUCATION AND UNIVERSITY PARALLEL COURSES

OCCUPATIONAL EDUCATION COURSES



COMMUNITY SERVICES  
SUPPLEMENTAL FACULTY

FALL QUARTER 1971  
CREDIT PROGRAMS

<u>Name</u>	<u>Degree</u>	<u>Field</u>	<u>Program</u>
Seiichi Adachi	Ed. D.	Psychology	McChord
Robert C. Adams	M.A.	Sociology	Weekend College
Joseph Betz	M.A.	Mathematics	Weekend College
Stephen J. Boyles	J.D.	Business	McChord
Daphne Davis	M.A.	History	McChord
Robert T. Deacon	M.A.	Economics	McNeil
John Evans	M.A.	Philosophy	McChord
Conrad Graham	M.A.	Sociology	McChord
James E. Harnish	M.A.	History	McChord
Donald Hildreth	B.A.	Reading	McChord
Tom Hulst	M.A.	Political Science	McChord - Purdy
John R. Jacobs	M.A.	English	Weekend College
S. Viola Johnson	B.A.	Sociology	Public Assistance Social Service Aides Program
Robert Johnson	M.A.	Sociology	Expeditior
Sylvia Lewis	M.A.	English	McChord
Ronald Magden	Ph.D.	History	Weekend College
David L. Milan	M.A.	English	McChord
A. George Nace	Ph.D.	Biology	McChord
Nolan Osher	M.A.	Psychology	McChord
Gary Rebholz	M.A.	English	McNeil
Howard Shull	M.A.	Speech	McChord



COMMUNITY SERVICES  
SUPPLEMENTAL FACULTY

FALL QUARTER 1971  
CREDIT PROGRAMS

<u>Name</u>	<u>Degree</u>	<u>Field</u>	<u>Program</u>
Smitherman, William C.	B.A.	Sociology	Purdy
Summers, Morris	M.A.	Speech	Weekend College
Thaden, Robert F.	M.Ed.	Psychology	McChord - McNeil
Ulrich, Kenneth	M.A.	Psychology	Expeditor
Vaughan, Gerald A.	B.A.	Political Science	Weekend College



COMMUNITY SERVICES  
SUPPLEMENTAL FACULTY

FALL QUARTER 1971  
NON-CREDIT PROGRAM

<u>Name</u>	<u>Qualifications</u>
Mike Armor	B.A. - Real Estate Broker for 8 years
Margaret Backstrom	Music Teacher since 1935
Alger Beal	B.S.
Jerry Becker	Artist and Teacher
Mary Beyer	Interior Design Training Course at Clover Park Vocational-Technical School; Free Lancing in Interior Design
Marvin Bidstrup	B.A. - Career writer, newspaper reporter, editor of Tacoma Labor Advocate
Glenn Blubaugh	German instructor at Pacific Lutheran University
Toby Butler	Music Teacher since 1943
Kathy Cole	B.F.A. - Art Instructor
Frank Dippolito	M.F.A. - TCC Art Faculty
Jo Emery	Dance director, choreographer, owner of a dance studio
Susie Frank	B.A. - Knitting instructor, Ft. Steilacoom Community College (Puyallup Branch), and the Bon Marche
Ranny Gaschk	Work experience in home repairs; employed by KTVW
Robert Glueck	M.B.A. - 20 years business experience (primarily sales management)
Lois Gross	10 years creative writing teaching
Theodore Gulhaugen	M.A. - Full-time ordained Minister; instructor
Gladys Hemenway	M.A.



COMMUNITY SERVICES  
SUPPLEMENTAL FACULTY

FALL QUARTER 1971  
NON-CREDIT PROGRAM

<u>Name</u>	<u>Qualifications</u>
Don Hildreth	B.A.
Raymond Ho	M.F.A.
Mario Iafrate	Experience in property management
Florence (Pease) Imhoff	Experienced Bridge Instructor
George Kasonovic	MA.A.
Edward Kossova	M.A. - German and Russian M.A. & Ph.D. - Italian and French
Peggy Lavinder	M.A.
Arthur McKellips	10 years professional artist
Robert Marien	2nd Degree Black Belt, Judo
Elizabeth Miller	B.A. - One year in France
Karin Morris	A.A. & S. - Teaching experience in creative stitchery
Richard Mulkey	B.A.
Paula Rex	M.A.
Richard Rhea	TCC Art Faculty
Jerry Robinson	B.S.
Lucy Sharp	Self-employed, Sharp's Decorations (Olympia)
John Slipp	M.S.
B. F. Sterling	B.A. - Real Estate Experience
Ken Stevens	Ph.D.
Marge Stockwell	Registered Interpreter for Deaf, National and State of Washington
Phil Stovin	M.B.A.
Isabelle Waite	20 years experience in the instruction of mushrooms
Larry White	B.A.



TACOMA COMMUNITY COLLEGE  
GENERAL EDUCATION  
AND  
UNIVERSITY PARALLEL COURSES

FALL QUARTER 1971  
CREDIT PROGRAMS

Robert Adams, M.A.	Sociology
Robert Arnold, M.S.	Forestry
Jill Armistead, M.A.	English
Donald Bidwell, M.A.	Speech
Ken Borek, M.A.	Business
Keith Brightwell, 20 years of law enforcement experience	Law Enforcement
Sue Butschun, M.S.	Mathematics
Tim Carlson, M.A.	Psychology
Kathleen Casey, Ice Skating Professional	Physical Education
Jacques Cassidy, M.A.	English
Russell Clark, M.S.	Health Technology
Annetje Claringbould, M.A.	Art
Richard Dunlap, B.A.	Engineering
John Evans, M.A.	Philosophy
Winnifred Fisher, M.A.	German
Marie Fortier, B.A.	Music
Michiko Freeman, B.A.	Business and Accounting
Ronald Genda, M.A.	Business
Richard Giroux, M.S.	Psychology
Gayla Goller, M. Ed.	English
Richard Harrison, M.A.	English
Donald Hildreth, B.A.	Reading
Kenneth Hilliard, M.B.A.	Business
Friedgard Hodges, M.A.	German
Roland Holsinger, 9½ years of real estate experience	Real Estate (Business)
Jim Hubert, B.A.	Real Estate (Business)
Desmond Isaacson, Bowling Professional	Physical Education
Wally Jacobson, Ph.D.	Philosophy
Eugene James, B.A. Ed.	English
Grant Jensen, M.F.A.	Art
Jean Kinnaman, M.S.	Psychology
Ken Larson, M.S.	Chemistry
Richard Lewis, M.A.	English
Cenobia Macias, B.A.	Anthropology
Larry McDaniel, B.A.	Business Machines
Dan McLachlan, M.A.	English
Joseph Mladinov, L.L.B.	Business Law
Varnell Neese, M.S.	Biology
Mike O'Brien, B.A.	Engineering
Kelly Reynolds, J.D.	Business Law
Robert Rife, M.A.	English
William Ryan, B.A.	English
Bernie Salter, Golfing Professional	Physical Education



Tacoma Community College  
General Education and  
University Parallel Courses  
Fall Quarter 1971 - Credit Programs

Page 2

Joanne Shelley, B.A.  
Gerald Shulenbarger, M. Ed.  
Gary Sigmen, M.A.  
Lorraine Stephan, M.A.  
William Streeter, M.A. Ed.  
Vera Wiseman, M.A.  
Douglas Whitaker, B.A.  
William Wittenfeld, M.A.  
Edward Zimmerman, M.S.

Geology and Oceanography  
Psychology  
Economics  
Business  
Physical Education (Swimming)  
Biology  
Speech  
Mathematics  
Mathematics



OCCUPATIONAL EDUCATION SUPPLEMENTARY FACULTY

FALL QUARTER 1971

ROBERT ADAMS, M.A.	Sociology
WARREN JAECH, M. Ed.	Mathematics
EUGENE JAMES, B.A.	English
CLARENCE LOFING, M.A.	History
RONALD LUNDQUIST, M.Ed.	Counseling
ENID G. SMITH, Supervisor, Medical Transcription, Madigan General Hospital	Medical Terminology & Transcription
Whitaker, Douglas, B.A.	Speech



INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

August 23, 1971

DATE

Please bid net prices at which you will agree to furnish any or all of the following articles F.O.B. destination shown below and on pages 1. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and total. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B.	Destination	Bidder Must Enter All Extensions and Totals			
			Quantity	Unit	Unit Price	Amount
1	<u>PROJECTORS, 16MM SOUND</u> Manual Threading. Solid State, 12 Watt Output. Separate Speakers. Auto Shift 3 to 2 Shutter. Fast Rewind.  KODAK AV 126TR		3	Ea.		
2	<u>PROJECTORS, 16MM SOUND</u> Autoload or semi-autoload. Min. 10 Watts Output. 3 Blade Shutter with Still Picture feature.  GRAFLEX INSTA-LOAD MOD. 1120 or BELL & HOWELL MOD. 1552.		2	Ea.		
3	<u>FILM REWIND, POWERED.</u>  NEUMADE SUPER X SPRX-1		1	Ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

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

8/30/71

Bid Opens at 2:00 P.M.

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

To the Tacoma Community College:

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

Date \_\_\_\_\_ 19\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_



purchase order contract includes the following terms and conditions and includes, to the invitation to bid, request for quotations, specifications, plans 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 at expense.

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

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

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

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

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

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

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

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

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

(17) All prices are to be included herein.

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

(19) When special brands are named it shall be construed solely for the purpose of indicating standards of quality, performance or use desired. Brands of equal quality, performance and shall be considered, except as noted, provided vendor specifies the brand, model and 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 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 fault on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.



BID INVITATION-PROJECTORS  
 BID OPENING 8/30/71-2:00 P.M.

VENDORS	PROJECTORS, 16MM SOUND		PROJECTORS	FILM REWIND	
1. PHOTO & SOUND CO.	\$492.00	\$1496.00	\$563.50	\$1127.00	\$255.00 15 DAYS
			ALT. \$513.60 (RCA 35181-AT20X)	\$1027.20 *	
2. RALPH BUTTERWORTH CO.	\$508.00	\$1524.00	\$525.00	<u>\$1050.00</u> <i>2 projectors</i>	N/B
	ALT. \$552.00 (GRAFLEX 0820)	\$1656.00 *			
	ALT. \$395.00 (GRALEX 1050)	\$1185.00 *			
3. EDUCATIONAL SYSTEMS	\$532.46	\$1597.38	N/B		N/B
TRECK PHOTOGRAPHIC	\$504.41	\$1513.23	N/B		\$237.15 3-4 DAYS
4. GUNARS ABOLINS	\$484.00	<u>\$1452.00</u> <i>3 projectors</i>	N/B		<u>\$214.95</u> 10-14 DAYS

LOWEST BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.  
 GEORGE VAN MIEGHEM  
 DEAN OF ADMINISTRATIVE SERVICES

BIDS NOT RETURNED:  
 WASHINGTON SCHOOL SUPPLY  
 CAMERA MART  
 CAMERA SHOP  
 RAYS CAMERA

\* BID AS ALTERNATE AND DOES NOT MEET SPECIFICATIONS  
 (NOISY AND POOR SOUND REPRODUCTION ON ITEM 2), BASED  
 ON EXPERIENCE.

AWARDS: RALPH BUTTERWORTH - ITEM 2 - TOTAL COST: \$1050.00  
 GUNARS ABOLINS --ITEMS 1 & 3 - TOTAL COST: \$2694.15 1666.95

*Grand total 2716.95*



INVITATION TO BID

Return To

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5900 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

August 23, 1971

DATE

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Item No.	Prices F. O. B.	Destination	Bidder Must Enter All Extensions and Totals			
			Quantity	Unit	Unit Price	Amount
	Description					
1	<u>BATTERY OPERATED VIDEO TAPE RECORDER AND CAMERA</u>		1	Ea.		
	Sony Videorover II Model AV-3400/AVC-3400 or equivalent. Include battery pack and carrying case.					
2	<u>PORTABLE MONITOR, 18" DIAGONAL, MONOCHROME</u>		1	Ea.		
	Sony Mod. CUM-180UA					
PLEASE ENTER COMPANY NAME AND ADDRESS BELOW						TOTAL

Address

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

8/30/71 Bid Opens at 2:00 P.M.

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

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

Date \_\_\_\_\_ 19\_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_



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

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- (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.
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- (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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BID INVITATION-VIDEO TAPE RECORDER  
 BID OPENING 8/30/71-2:00 P.M.

VENDORS

VTR RECORDER

PORTABLE MONITOR

VENDORS	VTR RECORDER		PORTABLE MONITOR	
1. PHOTO & SOUND COMPANY	N/B		N/B	
2. AUDIOCRAFT	<u>\$1405.30</u>		\$256.50	2%-2 DAYS DEL.
3. INDUSTRIAL ELECTRONICS	\$1482.00		<del>\$1738.50</del>	2%-45 DAYS DEL.
4. AERO MARC, INC.	$  \begin{array}{r}  1712.05 \\  \$1495.00 \\  \hline  217.05  \end{array}  $	$  \begin{array}{r}  1738.50 \\  1482 \\  \hline  256.50 \\  1495 \\  \hline  1751  \end{array}  $	$  \begin{array}{r}  217.05 \\  \$1712.05  \end{array}  $	

LOWEST BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.  
 GEORGE VAN MIEGHEM  
 DEAN OF ADMINISTRATIVE SERVICES

BIDS RETURNED "NO BID:"

PHOTO & SOUND CO.  
 ENGINEERED ELECTRONICS  
 EDUCATIONAL SYSTEMS  
 WASHINGTON SCHOOL SUPPLY

BIDS NOT RETURNED:

RALPH BUTTERWORTH CO.

AWARDS:

AUDIOCRAFT - ITEMS 1 & 2  
 TOTAL COST \$1661.80



INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

August 27, 1971

DATE

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages 1. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Destination Description	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<u>CONTROLLED READERS, JR.</u>	8	Ea.		
2	<u>GH SERIES STORY FILMSTRIPS</u>	1	Set		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

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

9/3/71 Bid Opens at 2:00 P.M.

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

To the Tacoma Community College:

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

Date \_\_\_\_\_ 19 \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_



STANDARD TERMS AND CONDITIONS

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

- (1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.
  - (2) No charges will be allowed for handling which includes, but is not limited to, packing, crating, bags, containers or reels, unless otherwise stated herein.
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  - (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. An adjustment in payment is necessary due to damage, the cash discount period shall commence the date final approval for payment is authorized.
  - (13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No credit shall be made for the Federal excise and transportation taxes and TCC agrees to furnish documentation 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 respect 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; Reinstatement 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 kind from TCC, unless a satisfactory showing is made that discriminatory practices have been terminated and that a recurrence of such acts is unlikely.
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- Vendor covenants and agrees that in the event suit is instituted by the buyer for breach of contract on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.



BID INVITATION-CONTROLLED READERS  
 BID OPENING 9/3/71-2:00 P.M.

ITEMS	LEARNING SYSTEMS	RALPH BUTTERWORTH	AUDIO VISUAL SUPPLY
1. CONTROLLED READERS	\$220.00            \$1760.00 (Spec.) (With Case)	\$199.00 <u>\$1592.00*</u> (Graflex) (Without case)	\$208.00            \$1664.00 (Spec.) (Without case)
2. GH SERIES STORY FILMSTRIPS *	\$87.50            \$87.50 (Spec.)	\$87.50            \$87.50 (Graflex)	\$87.50            \$87.50 (Spec.)

\*With Rewind add \$11.00

TERMS &  
 DELIVERY:

NET 20 DAYS

NET 30 DAYS

NET 21 DAYS

LOWEST BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.

GEORGE VAN MIEGHEM  
 DEAN OF ADMINISTRATIVE SERVICES

BIDS NOT RETURNED:  
 INLAND AUDIO VISUAL  
 TRANS EDUCATION  
 EDUCATIONAL AIDS & SERVICE

BIDS RETURNED "NO BID"  
 EDUCATIONAL SYSTEMS INC.

AWARDS:  
 ITEM 1- RALPH BUTTERWORTH  
 TOTAL COST.....\$1592.00

\* ITEM 2 CANCELLED.



INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

August 23, 1971

DATE

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Item No.	Prices F. O. B.	DESTINATION	Bidder Must Enter All Extensions and Totals			
			Description	Quantity	Unit	Unit Price
1.	<u>BASKETBALLS</u> Wilson Jet		19	ea.		
2.	<u>TENNISBALLS</u> Wilson T1020		50	doz.		
3.	<u>SOFTBALLS</u> Voit J112		1	doz.		
4.	<u>VOLLEYBALLS</u> Voit LV4		3	ea.		
5.	<u>SOCCERBALLS</u> Voit		2	ea.		
6.	<u>SHUTTLECOCKS</u> Carlton T8902		4	doz.		
7.	<u>ARROWS 30"</u> York B.S.		2	gross		
8.	<u>BOW STRINGS, DOUBLE LOOP 5'6"</u> 25-34 lbs. 35-44 lbs.		9 9	ea. ea.		
9.	<u>TARGET BUTTS</u> 48" matts		2	ea.		
10.	<u>BOW TIP PROTECTORS</u>		2	doz.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

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

8/31/71 Bid Opens at 2:00 p.m.

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

To the Tacoma Community College:

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

Date \_\_\_\_\_ 19 \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_



STANDARD TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(17) All prices are to be included herein.

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

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

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any fault 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 ATHLETIC SUPPLIES

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
11.	<u>FINGER GUARDS</u> Saunders GN25	24	sets		
12.	<u>FLETCHING CEMENT</u>	1	ea.		
13.	<u>ARCHERY BOWS, LEFT HANDED</u> No. 7120 Collegian 1 ea. 22 lbs, 25 lbs, 26 lbs, 28 lbs, and 32 lbs.	5	ea.		
14.	<u>FENCING MASKS</u> Santelli No. 49 2 small 2 extra large	4	ea.		
15.	<u>POMMELS</u> Santelli No. 25	10	ea.		
16.	<u>FOIL BLADES, FRENCH</u> Santelli No. 5	12	ea.		
17.	<u>BADMINTON RACKETS</u>	12	ea.		
18.	<u>BADMINTON NETS</u>	2	ea.		
19.	<u>VOLLEYBALL NETS</u> (snap on)	3	ea.		
20.	<u>GOLF WOODS, LAMINATED</u> 6 ea. No. 3 6 ea. No. 1	12	ea.		
21.	<u>GOLF IRONS</u> No. 7	12	ea.		
22.	<u>RUETHER BOARD</u>	1	ea.		
23.	<u>EXERGENIE</u>	6	ea.		
24.	<u>WHISTLES, METAL W/TOOTH GUARD</u>	8	ea.		
25.	<u>GYMNASTIC CHALK</u>	1	ea.		
26.	<u>BASKETBALL NETS</u>	4	ea.		
27.	<u>REVERSIBLE SHIRTS</u> Royal/gold Royal numerals on gold side Gold numerals on royal side	24	ea.		
28.	<u>GYM PANTS</u> Royal with gold numerals on left leg	24	ea.		
29.	<u>SOCKS</u> 80% cotton, 20% stretch nylon white full cushion	12	doz.		
TOTAL					



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

Page 3 of bid for ATHLETIC SUPPLIES

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
30.	<u>ATHLETIC SUPPORTERS</u> Blke No. 10	12	doz.		
31.	<u>BASKETBALL SCORE BOOKS</u>	4	ea.		
TOTAL					



BID OPENING 8/31/71-2:00 P.M.

ITEMS	HUNT MOTTET	HOWELLS	SCOTT'S
1. BASKETBALLS	\$16.90 \$321.10 #DF923 MacGregor	\$25.00 \$475.00 Spec	\$22.75 \$432.25 Spec
2. TENNIS BALLS	\$7.85 \$392.50 #DU55 MacGregor	\$22.30 \$423.70 Alt. Rawlings RLO \$8.95 \$447.50 Spec	\$8.20 \$410.00 Spec
3. SOFTBALLS	\$19.00 \$19.00 #DB-100 CR	\$20.40 \$20.40 Spec	\$16.50 \$16.50 Penn PIK-12
4. VOLLEYBALLS	\$6.00 \$18.00 #DPR-835	\$6.25 \$18.75 Spec	\$6.95 \$20.85 Penn PVK-6
5. SOCCERBALLS	N/B	\$6.25 \$12.50	\$7.95 \$15.90
6. SHUTTLECOCKS	N/B	\$3.00 \$12.00 Spec	\$3.30 \$13.20 Spec
7. ARROWS, 30"	\$47.00 \$94.00 #BA-30 YORK	\$43.20 \$86.40 Pearson 2000	\$45.00 \$90.00 York BA-30"
8. BOW STRINGS			
25-34 lb.	.85 \$7.65	.95 \$8.55	\$1.15 \$20.70
35-44 lb.	.85 \$7.65	.95 \$8.55	\$1.15 \$20.70
	#DS-56 YORK	Pearson 6320	DS-56
9. TARGET BUTTS	N/B	N/B	\$37.00 \$74.00 M6-48
10. BOW TIP PROTECTORS	N/B	N/B	\$2.00 \$4.00
11. FINGER GUARDS	N/B	\$2.65 \$63.60 Pearson 8730	.85 \$20.40 Spec
12. FLETCHING CEMENT	N/B	.52 .52 Pearson 9910	.90 .90 Spec
13. ARCHERY BOWS, LEFT	N/B	\$19.50 \$97.50 Pearson 7120	\$22.00 \$110.00 York BFB
14. FENCING MASKS	N/B	\$10.45 \$41.80 Santelli #49	N/B
15. POMMELS	N/B	\$1.35 \$13.50 Spec	N/B
16. FOIL BLADES, FRENCH	N/B	\$4.00 \$48.00 Spec	N/B
17. BADMINTON RACKETS	\$2.90 \$34.80 #DT-249 MacGregor	\$2.75 \$33.00 SPTCFT 00158	\$1.95 \$23.40 MacGregor T239
18. BADMINTON NETS	\$2.65 \$5.30 Cot. 12215 Regent	\$5.35 \$10.70 Cot. Victory	\$7.95 \$15.90 Gold Metal DB 12½ Cot.
19. VOLLEYBALL NETS	N/B	\$10.40 \$31.20 Cot. Victory 264	\$21.95 \$65.85 S3230 VBC
20. GOLF WOODS	\$9.00 \$108.00 MacGregor	\$12.60 \$151.20 Wilson Blue Ridge	\$8.00 \$96.00 MacGregor 201 WH
21. GOLF IRONS	\$6.00 \$72.00 MacGregor	\$6.50 \$78.00 Wilson Crest	\$4.75 \$57.00 201 H
22. RUETHER BOARD	N/B	\$118.00 \$118.00 Nissen #249	\$110.00 \$110.00 Spec
23. EXERGENIE	N/B	\$22.50 \$135.00 Exer-Gym	\$22.00 \$132.00 Exer-Gym
24. WHISTLES, METAL	N/B	\$1.05 \$8.40 Acme Thunder	\$1.00 \$8.00 Spec



ITEMS	HUNT MOTTET	HOWELLS	SCOTT'S
25. GYMNASTIC CHALK	N/B	\$2.15    \$2.15	<u>\$1.50</u> <u>\$1.50</u>
26. BASKETBALL NETS	\$.57    \$2.28 Cot. BNC-60-12	\$1.75    \$7.00 Nylon NGN	<u>\$1.50</u> <u>\$6.00</u> Nylon
27. REVERSIBLE SHIRTS	N/B	<u>\$3.35</u> <u>\$80.40</u> R. Southern 65703	\$4.50    \$108.00 Spec
28. GYM PANTS	N/B	<u>\$1.80</u> <u>\$43.20</u> Spec	\$1.40    \$33.60 Spec
29. SOCKS	N/B	\$9.00    \$108.00 Nelson FCP	<u>\$7.25</u> <u>\$87.00</u> PTC
30. ATHLETIC SUPPORTERS	N/B	<u>\$9.40</u> <u>\$112.80</u> Bike #10	\$9.60    \$115.20 Spec
31. BASKETBALL SCORE BKS		<u>\$1.35</u> <u>\$5.40</u> SLM Short/Long	\$1.50    \$6.00 Spec

TOTAL	\$1082.28	\$2279.02 or \$2279.72 (alt. 1)	<del>\$2094.15</del>
TERMS & DEL:	2%-30 DAYS	2%-10-60 DAYS	NET-30 DAYS

LOWEST BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED BY  
 GEORGE VAN MIEGHEM  
 DEAN OF ADMINISTRATIVE  
 SERVICES

BIDS NOT RETURNED:

GAME TIME  
 WASHINGTON ATHLETIC SUPPLY  
 B & I SPORTING GOODS  
 WASHINGTON SCHOOL SUPPLY

AWARDS

HUNT & MOTTET - ITEMS 2, 4, 8.  
 TOTAL COST.....\$425.80

HOWELLS - ITEMS 5, 6, 7, 12, 13, 14, 15, 16,  
 27, 28, 30, 31.  
 TOTAL COST.....\$554.02

SCOTT'S - ITEMS 1, 3, 9, 10, 11, 17, 18, 19,  
 20, 21, 22, 23, 24, 25, 26, 29!  
1149.81    TOTAL COST.....~~\$2094.15~~  
1149.81

GRAND total should be 2129.63



# Tacoma Community College



## MEMORANDUM

Date: September 20, 1971  
To: Board of Trustees  
From: E.W. Hazelton  
Subject: Maintenance Contract for IBM typewriters.

The purchasing department has given careful study to the suggestion that all IBM typewriters be placed on maintenance contract. Listed below in brief outline are the reasons why we should proceed at this time.

The dollar outlay is not too much less by going on contract. However, to place a machine on contract, the machine requires a complete going through to bring it up to good condition. This often can be a big initial expense in terms of parts replacement costs. Last year during the annual clean up, many expensive parts were replaced, subsequently this year there was no expense for parts. We anticipate that next year we again would have major parts replacement costs.

Basically, the contract covers two annual cleanups, repair calls during regular work hours and all parts and labor. The operators could call in their own requests for repair instead of going through purchasing which would, for sake of economy, try to combine calls and also frequently try to repair the equipment themselves.

Savings would be realized from the accounting standpoint as there would be only two billings each year for the previous six month half of the contract. Presently we have many billings for each individual call which results in more checks being written and many account entries being made. This would also give us a better handle on these kinds of expenses for budget purposes.

There are several other benefits involving such things as inventory control (supplied by IBM), fewer breakdowns and better operation of the equipment saving the typists time, etc., and hopefully prolonged life of the typewriters.

COSTS: Fiscal 70-71	\$1431.74	(33 units with one annual cleaning)
Contract	\$1470.40	(35 units with two annual cleanings)

Note: If the contracts are signed they would be effective 9/1/71 through 6/30/72. We would receive credit for any repairs performed since 9/1. The amount for the



contracts would be pro-rated for 10 months totaling \$1225.33, one-half to be paid in December and June.

We have also added 22 IBM selectrics and 12 IBM transcribing units to our business education lab. We recommend that these definitely be placed on maintainance due to the rough treatment we expect them to receive in classroom use. The cost for the typewriters is \$25.00 per unit or \$550.00 per year. The transcribers run \$35.50 per unit totaling \$426.00 per year. These would be piad from 12/27/71 (after original 90 day warranty expires) to 6/30/72. Total cost of both items: \$438.00.



RESOLUTION NO. 71-33

WHEREAS, Tacoma Community College has developed health programs requiring instructors with specialized training and experience; and

WHEREAS, Local health-care agencies employ personnel qualified to instruct in these programs; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the President be authorized to execute in behalf of Community College District 22 contracts with health-care agencies for the services of employees to instruct in Tacoma Community College health programs.

IT IS FURTHER RESOLVED, That this delegation of authority be filed in the Board's offices.

*Adopted 9/23/71*



RESOLUTION NO. 71-34

WHEREAS, Tacoma Community College has developed health programs requiring specialized facilities and equipment for clinical training and on-the-job experience for students; and

WHEREAS, Local health-care agencies have available such facilities and equipment; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That the President be authorized to execute in behalf of Community College District 22 contracts with health-care agencies for use of facilities and equipment for clinical training and on-the-job experience for students involved in these programs.

IT IS FURTHER RESOLVED, That this delegation of authority be filed in the Board's offices.

*Adopted 9/23/71*



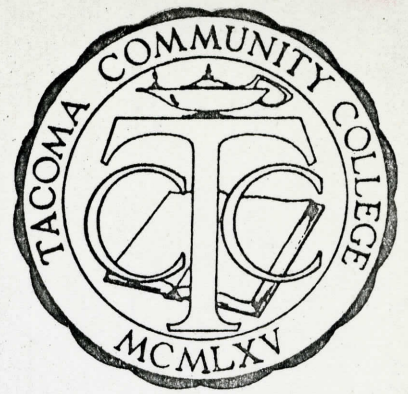
RESOLUTION NO. 71-35

BE IT HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, That final acceptance is made of Project No. 69-629G (Maintenance Building No. 21 and Science Complex Addition Building No. 10); and

BE IT FURTHER RESOLVED, That notification of this action be transmitted by President Ford to the Washington State Department of General Administration, Division of Engineering and Architecture.



# Tacoma Community College



## MEMORANDUM

Date: September 22, 1971

To: Dr. Ford  
Members of the Board of Trustees

From: Dr. Falk

Subject: ACCEPTANCE OF NEW FACILITIES: SCIENCE ADDITION  
AND MAINTENANCE BUILDING

This memorandum serves to advise you that the new science addition and the maintenance building have, this date, been inspected by Gordon V. Peterson, Associate Architect with the State Division of Engineering & Architecture, Department of General Administration, and found to be in compliance with the contract documents in cooperation with the consultant architects. The State Division of Engineering & Architecture recommends acceptance of the facilities by the Board of Trustees.

RCF/nt

cc: Dale Wirsing  
Gordon Peterson  
Lyle Swedberg  
Eugene Buecker



SWEDBERG AND ASSOCIATES ARCHITECTS

September 21, 1971

E. J. BUECKER  
GORDON N. JOHNSTON, A.I.A.  
LYLE SWEDBERG, A.I.A.

708 PACIFIC AVENUE  
TACOMA, WASHINGTON 98402  
F U I T O N 3 - 2 5 9 5

BOARD OF TRUSTEES  
TACOMA COMMUNITY COLLEGE  
5900 South 12th Street  
Tacoma, Washington 98465

Gentlemen:

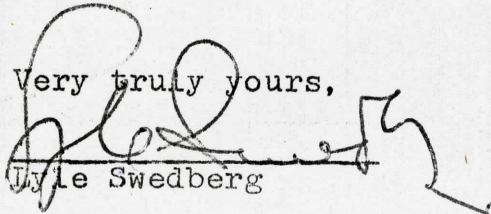
In regard to the contract of Leo Finnigan Construction Co. for the construction of the Science and Maintenance Buildings at Tacoma Community College:

Persons from this office have examined shop drawings and material lists, made periodic inspections of the work as it progressed and have made a final inspection of the project.

It is my recommendation that the work of this project be accepted.

In my judgement the delays in completing this project were due to the painters strike and other items beyond the control of the contractor.

Very truly yours,

  
Lyle Swedberg



SWEDBERG AND ASSOCIATES ARCHITECTS

September 21, 1971

E. J. BUECKER  
GORDON N. JOHNSTON, A.I.A.  
LYLE SWEDBERG, A.I.A.

708 PACIFIC AVENUE  
TACOMA, WASHINGTON 98402  
F U I t o n 3 - 2 5 9 5

Warren A. Brown, A.I.A.  
Division of Engineering and Architecture  
Department of General Administration  
Olympia, Washington

Attention Gordon V. Peterson, Associate Architect

Gentlemen:

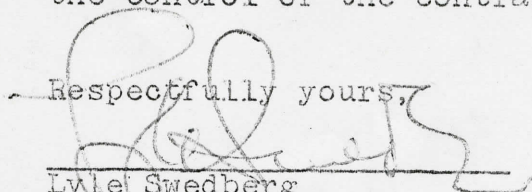
In regard to the contract of Leo Finnigan Construction Company for the Science and Maintenance Buildings at the Tacoma Community College, State Job No. 69-629G:

Persons from this office have examined the shop drawings and equipment lists, made periodic inspections of the work as it progressed and have made a final inspection of the project.

It is my recommendation that the work of this project be accepted.

In my judgement the delays in completing this contract were due to the painters strike and other items beyond the control of the contractor.

Respectfully yours,

  
Lyle Swedberg



RESOLUTION NO. 71-37

IT IS HEREBY RESOLVED by the Board of Trustees of Tacoma Community College, That additions to the contract with Leo Finnegan Construction Co. (Contract No. 69-629H) for the Maintenance and Science buildings in the amount of \$2,139 be authorized.



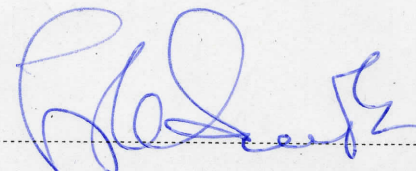
STATE OF WASHINGTON  
**CONTRACT CHANGE ORDER**

Contract No. 69-629H

Change Order Number H-2 page 1 of 2  
 Science - Maintenance Buildings  
 Project Tacoma Community College

REQUEST FOR PROPOSAL

To: LEO FINNEGAN CONSTRUCTION CO., Contractor  
 In connection with your contract with the State of Washington dated August 14, 1970, please furnish your proposal for performing the changes outlined below and detailed on the attachments referred to:

Swedberg and Associates By:  Date: 9/20/71  
 Architect/Engineer

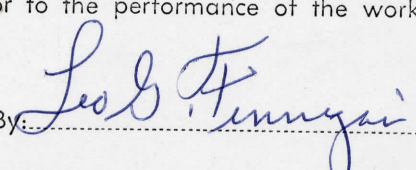
PROPOSAL

To: SWEDBERG and ASSOCIATES, Architect/Engineer  
 We propose to perform all changes described in the above request for a total ADDITION DEDUCTION to the contract sum of:

Two Thousand One Hundred Thirty Nine Dollars, (\$ 2,139.00)  
 (Washington State Sales Tax not included)

We have attached hereto Cost Estimate Detail Sheets Nos. 2

The foregoing amount covers everything required in connection with this change. All other provisions of the contract remain in full force and effect. We understand that no invoices incorporating the amount of this change will be honored prior to authorization or prior to the performance of the work specified.

Leo Finnegan Construction Co By:  Date: 9/20/71  
 Contractor

RECOMMENDATION

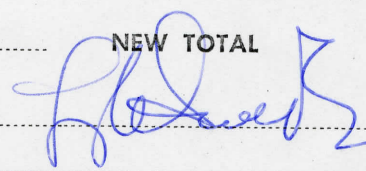
To: State of Washington

We have carefully examined the foregoing proposal and find it to be in order and the cost reasonable. We therefore recommend its acceptance. Following is a summary of the contract amount:

Original Contract Sum 619,636.00 PREVIOUS TOTAL 616,822.00

Previous Additions \_\_\_\_\_ THIS CHANGE (ADD) (DED) 2,139.00  
 XXX  
 XXX

Previous Deductions 2,814.00 NEW TOTAL 618,961.00

Swedberg and Associates By:  Date: 9/20/71  
 Architect/Engineer

AUTHORIZATION

The State of Washington hereby accepts the foregoing proposal and authorizes the performance of the changes specified. This instrument constitutes a change order to the contract only when authorizing signature is affixed.

Recommended by:  
Job Captain  
 \_\_\_\_\_  
 Tacoma Community College

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department of General Administration  
 Division of Engineering and Architecture



STATE OF WASHINGTON  
**COST ESTIMATE DETAIL SHEET**

Sheet 2 of 2

Ref: C.O. No. H7

Project SCIENCE AND MAINTENANCE BLDGS, TACOMA COMMUNITY COLLEGE

Contractor LEO FINNEGAN CONSTRUCTION Co.

Item	DESCRIPTION	Quantity	Unit	Unit Costs		Material Cost	Labor Cost	TOTAL
				Material	Labor			
1	DRAIN TILE & CATCH BASIN				\$ 7 50	\$ 239 00	\$ 255 00	\$ 494 00
2	ADDITIONAL WINDOWS				8 00	224 00	96 00	320 00
3	ACCESS FRAMES LAB. TABLES				8 00	64 00	10 00	74 00
4	ADDITIONAL TELEPHONE CONDUIT, SWITCHING & GROUNDING LAB TABLES				9 50	127 75	318 25	446 00
5	ADDITIONAL DUCTS & DAMPERS				9 00	39 00	36 00	75 00
6	ADDITIONAL CHALKBOARDS TACK BOARD & BASE				8 00	160 00	68 00	228 00
7	LOWERING MAP RAILS, CHANGING LOCKS CHANGING TOILET PARTITIONS				8 00	27 60	366 00	393 60
8	HARDWARE FOR REUSED DOORS					114 00		114 00
9	PATCHING BLACK TOP				7 50	102 00	120 00	222 00
					TOTAL ADD	1097 35	1269 25	2366 60
1	REGULAR CONCRETE IN LIEU OF LIGHT-WEIGHT IN PART OF MAINTENANCE BLDG.					399 20		399 20
2	EXTRA HARDWARE RETURNED FOR CREDIT					107 40		107 40
					TOTAL DEDUCT	506 60		506 60
								1860 00
	15% OVERHEAD & PROFIT							279 00
					TOTAL AMOUNT OF CHANGE ORDER HZ		ADD \$	2139 00



RESOLUTION NO. 71-36

WHEREAS, Approval by the Board of Trustees of Tacoma Community College is necessary for the expenditure of Associated Student Body funds; therefore be it

RESOLVED by the Board of Trustees of Tacoma Community College, That expenditures by the Associated Student Body be authorized at a rate not to exceed amounts budgeted in 1970-71 until such time as the 1971-72 operating budget for the Associated Student Body is approved by the Board of Trustees of Tacoma Community College.

*Adopted 9/23/71*



# Tacoma Community College



## MEMORANDUM

Date: September 15, 1971

To: Board of Trustees  
Faculty  
Staff

From: Tom Ford

Subject: Attached Memo

With fresh memories of the last legislative session and concern about the next one, the State Community College system scheduled a workshop on legislative relations September 10 and 11 at Highline Community College.

TCC was represented at the meeting by myself; Dick Falk, our representative on the statewide governmental relations committee; Bob Yamashita, chairman of the TCC Board of Trustees; Dale Wirsing, public information officer; Ed Zimmerman, president-elect of the TCCA; and Steve Whitbeck, student body president.

I've asked Mr. Wirsing to jot down his impressions, and what follows is his report.

TF

ec

Attachment



Hang together -- or separately.

Representatives from every one of Washington's 22 community college districts met for two days September 10 and 11 at Highline Community College. The meeting was titled "Achieving Joined Voices with a Single Mission -- and Why It's Necessary." They paid \$30 a head to hear themselves criticized for ineptness in dealing with the Legislature.

After two days, one began to feel that most of the 20 speakers were improvising on the same few themes. Among them:

-- People in power, people with enough "clout" to influence the fortunes of the community college system, want it to be a system, answerable to the State Board in Olympia. They are critical of the State Board for not imposing consistency and control.

-- The community college system has acquired a reputation of furnishing unreliable data. Some people -- among them Walter C. Howe, Jr., director of the Office of Program Planning and Fiscal Management -- relied on the data, was embarrassed . . . and hasn't forgiven.

-- Legislators perceive community colleges as unruly children who defy legislative intent. In particular, they're angry over satellite campuses launched without authorization.

-- Educators tend to view themselves as "above" politics, forgetting that the community colleges are a political creation and can just as easily be dismantled by the Legislature.

-- Community colleges no longer rank so near the top of the priority list as they once did with legislators and other influentials.

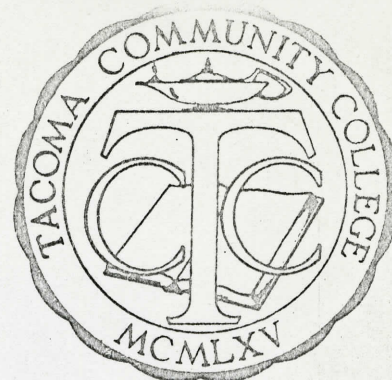
C. Montgomery Johnson, best known as the former Republican State Chairman, reported on results of a non-random survey his firm conducted with 62 legislators and other influentials. The results he flashed on the screen with his overhead projector echoed the themes noted above. Other items from his findings were: (a) the greatest number of respondents singled out community service courses (they called them "hobby" courses) as the least justified expenditure of community colleges; and (b) the suspicion is often expressed that the academic community college think they are better than K-12 people and above providing vocational-technical services. (A copy of Johnson's survey can be borrowed from Dr. Ford.)

Here are some items winnowed from two days of speeches: State Rep. Marjorie Lynch, the "Mother" of the community college system, said the preamble to the Community College Act of 1967 should be required reading at least once a year for community college people . . . Louis Bruno, superintendent of public instruction, pledged efforts to improve cooperation between the common schools and community colleges. He said that at present his office receives much more enthusiastic cooperation from four-year colleges . . . State Rep. Robert Charette insisted that community colleges have been relatively well treated by the Legislature . . . and John Mundt, the new state director for community colleges, said every district will be asked to designate a management information specialist with responsibility for accuracy of information -- a move designed to reduce the system's "credibility gap."

What kind of mood did the presidents, public information officers, trustees, faculty and student body presidents walk away with? There were bruised egos. There were at least a few silent amens to the remark of John de Yonge, Seattle Post-Intelligencer education writer, that the sought-after "joined voices" for community colleges would be impossible to achieve. Perhaps the most common feeling was that a unified front in Olympia was necessary -- not because the state system is always fair or wise -- but because the alternative is worse.



# Tacoma Community College



## MEMORANDUM

Date: September 20, 1971

To: Board of Trustees  
Faculty  
Staff

From: Tom Ford

Subject: THE SUMMER PROJECT FOR TASK FORCE C

I thought you might be interested in a brief resume of a significant activity engaged in by TCC people this past month. The project alluded to above is the activities of Task Force C which came about through a request by John C. Mundt, the new State Director for Community College Education, who in June called for a state-wide effort which is challenging resources of the entire community college system. This challenge is a development of a proposal for "Objectives, Programs and Financing for Community College Education in the State of Washington 1971-77." Briefly stated, the job Mr. Mundt has given the system--in time for the 1972 Special Legislative Session is to:

1. Assess the achievement of the state schools to date.
2. Establish objectives for their attainment through 1977, identifying responsibilities and ranges of performance for each objective.
3. Establish programs which reflect these objectives which are related to present programs and reflect a six-year forecast of program demand.
4. Develop budgets to reflect program requirements through the six-year period.
5. Develop evaluation structures and procedures which will measure the effectiveness of the programs and the attainment of goals and objectives.

Last month I was asked by Mel Lindbloom, President of Green River Community College and chairman of the Steering Committee for the project, to form a task force for the accomplishment of the second task above, which was completed this past week. Our task was to receive an assessment of the achievement of the system's goals as prepared by seven task forces addressing themselves to each of the seven goals in the Volume I of Design for Excellence published about a year ago by the State Board for Community College Education.

To assist with the job of stating or restating the system's goals and objectives for the accomplishment of these goals I asked Bob Yamashita, our Board chairman; Don Anderson, a member of the Board; Allan Clarke and Ron Lundquist of our faculty;



September 20, 1971

Cheryl Doten, Editor of the Collegiate Challenge; along with Steve Whitbeck, ASB President, to form Task Force C for the preparation of these objectives. I also had the invaluable assistance of Dick Falk along with that of Roger Bassett and Earl Hale--both of the State Office.

Upon receipt of the seven task force reports the above group first studied and evaluated each report. It then prepared a preliminary list of measurable indicators by which goal attainment for the system might be measured. On the 30th and 31st of August the task force held two open hearings, first at Bellevue Community College and the following day at Columbia Basin College in Pasco where we met with faculty, students, administrators and trustees from all over the state to explore with them additional means of measuring objectively progress towards the stated goals.

Following the two open hearings we met for seemingly endless hours to place a list of several hundred indicators in some priority form and following that proceeded to write measurable objectives for the attainment of specific goals.

The result of the task force's efforts was eight goals and a total of sixty-nine objectives prepared to measure progress towards those goals through 1977. Goals include statements about (1) quality community college education available to all students; (2) maintenance of the open door and in locations reasonably convenient to all residents; (3) comprehensiveness; (4) innovation and imaginative approaches to instruction; (5) service to the community; (6) management methods most effective; (7) organizational forms within the system which would involve students, faculty, administrators and trustees in the formation of policy and operating decisions; and a new goal No. 8 pertaining to the development of faculty and staff commitment towards the purposes of the entire system. The final report was submitted to the Steering Committee on September 14th and from there delivered to John Terrey's task force which is in the process of establishing programs which reflect the objectives.

I feel it is significant that people at TCC have had an opportunity to provide a major contribution toward the success of this system-wide undertaking. I wanted you to know who they are. I'll try to keep you up-to-date on the progress of the project.

TF

TF:sh



TACOMA COMMUNITY COLLEGE

Orientation Session Rating Sheet

Our objective for this session has been to familiarize faculty, staff, administrators and board members with the idea of operating and managing by objectives.

Please rate today's Orientation Session by responding as follows:

This mark - means;

not good, or  
not much, or  
I don't want, or  
I can't use.

This mark 0 means:

about average, or  
no change, or  
no specific problems

This mark + means:

good, or  
very much, or  
I do want, or  
I can use.

Mark one response for each statement:

	-	0	+	no resp.
1. Please rate today's session in terms of the general quality of the total program.	42	26	49	5
2. Please rate today's session in terms of the speaker's preparation and competence.	19	20	82	1
3. Please rate today's session in terms of the speaker's skills in presenting ideas to the group.	27	31	63	1
4. Please rate today's session in terms of whether the session did introduce the group to management by objectives.	29	40	49	4
5. Before today's session, I would rate my understanding of performance objectives as.....	31	58	31	2
6. As a result of today's session, my understanding of managing and operating by objectives is.....	20	63	37	2
7. To date, my use of performance objectives in my work has been..	25	68	27	2
8. As a result of today's session, the application of these ideas to my work seems to be.....	26	48	40	10
9. My formal and informal training in managing and operating by objectives has been.....	42	53	25	2
10. My interest in workshop sessions on campus to apply these ideas to college operations is.....	45	27	47	3

Comments:

Total responses received: 122

Total number attending: 178

Please give this rating sheet to one of the girls at the door on your way out.  
Thanks.



Orientation Session Rating Sheet

Comments

Wrong context

The session was too long. Too many obvious points were discussed.

The program, like the luncheon, seemed to be composed principally of left-overs slightly warmed.

Speaker must learn to communicate with adults and keep his stories to a minimum and keep them short.

For classified, a waste of time -- do we count? Faculty takes over --

Good in one case, but probably not applicable to many others.

Have competent people to "roam" thru crowd and help groups write objectives during buzz sessions then the people will write them.

He did a very good job of turning me off concerning MBO's. Prior to today I was anxious to find out more about how MBO's should work, but now feel very resistant toward any more of these sessions. The last hour was informative but his general attitude toward us (the faculty) was piss poor. His attitude is not very objective. Let's only hope the administration does not have the same general attitude toward MBO's.

It is very difficult to deal with individuals in a learning process as a product. If this is the trend in education we need to take another look at our objectives. A good program directed to the wrong people.

Too long of a program -- lost interest -- does not relate to the classroom.

It has been difficult to relate the ideas presented in the workshop session to my particular job. I have been somewhat confused about what exactly the objectives of this meeting have been.

It will be interesting to learn whether Objectives #11 & 12 will be followed (see the objective check-list). Past policy makes the use of #11 & 12 quite doubtful. The comments that ought to be made! FORGET THIS STUFF.

A very divisive meeting, doing far more harm than good and creating hostilities not only between faculty (workers) and administration but also among faculty members themselves. Useful perhaps (I doubt it) for administrators. Not for faculty or staff, and against humanistic philosophy, regardless of John Terry. Might work well with white rats.

Speaker knows subject -- speaks too rapidly. Cannot see how session applies to management and operation of a community college. Cannot see how cost and results of these sessions can be justified during these days of tight money. Should use overhead projector for large room and large group. Blackboard too small.

Not oriented toward education (examples, materials, etc.)

Presentation had nothing to say about particular college classroom problems. Avoided questions directed to these problems. Could have done it in an hour's reading.



Resentment seemed unnecessary -- faculty felt they were left out in the process till now. Session didn't seem to produce positive attitudes toward objectives.

Mr. VanOstrom is a superb salesman.

Very evasive when questioned. One goal to reach -- doesn't listen well -- like a vacuum cleaner salesman. I can't visualize using specific objectives in a social science class. I'm more interested in dealing with ideas "here and now topics" rather than the sterile, regimented method of achieving goals. It's more fun to go for a ride than go somewhere.

I believe this idea should come from the faculty by having certain faculty operate with objectives in such a way that others will follow eventually. The presentation here seems to be from the top down.

Fantastic!

Poor in presenting it to this group. I understand the philosophy better and like it less. Why weren't students invited? They should be aware of the obstacle between them and their goals. Let's all kill ourselves. This day has blown my mind.

Too long for me!

Seems to be quite competent in manipulating people. Doesn't seem to be too familiar with education. Too interested in moving through an agenda. ----- I really feel that today was merely "ceremonial" that is, the decision has been made to operate by MBO irregardless of instructor feeling and today marked the beginning of the "selling" campaign. This is the way TCC generally operates. I might add that at times the "salesmanship" isn't very digestable i.e. the stories.

Program violates principles by this program not originating from faculty. No real involvement from faculty. Feeling that this is being pushed down the faculties throats!

Although this package is presented as futuristic, modern, etc. it is really just Max Rafferty's Fundamentalism in new wraps. When students penetrate the pressures of conformity, how will they respond.

\* \* \* \* \*

Basic assumptions are fallacies. Can't deny that he is a polished speaker, but assumptions derived from business models are inappropriate for classroom activities. Too much of the Elmer Gantry; salesman of business values like Gantry sold Religion. Instead of MBO, should be BMO (Business Management Objectives). I tried to remain open-minded, but reading Accountability Book confirmed my fears of the alliance between Administrators and Reactionary Business Leaders. The antithesis of my perceived purpose for being in the classroom (statement 8).

Presentation an insult to my intelligence. Points laboriously made. Very much said to say very little.

Common sense put into fancy and very expensive terms. Without practical application to educational process. Poor analogies.

I resented being talked down to in the morning session. The afternoon was much better but left no time for the most important part of learning to write objectives.



(Statement 8) I do it -- don't write it out (per Henry Ford) just using my own objectives.

Failed to adapt to his audience!!! Which may be the Administration's fault rather than Mr. Van Ostrom's. The literature, administration, and Mr. Van Ostrom have failed to clarify the analogy between business and education, particularly the classroom. As a supposed effort to bring about communication and trust this session has been a farce!!! Mr. Van Ostrom has a typically glib Dale Carnegie approach which ignores the need for adaptation to his actual audience. Today the TCC faculty was further alienated from Tom Ford and his administration.

The material presented today, I believe, was really not worth listening to since most of the individuals present already knew the information presented. (I really believe it was a waste of time and money.)

I think it is a waste of time if it is continued in the same manner presented today.

(Statement 3) Not related to education -- keep away from talk of services, consumer or customer.

\* \* \* \* \*

Unless the State Legislators will budget on the basis of programs, this exercise is useless. Should devote time to looking at Goals, Objectives, Programs and Elements. PPBS language.

I feel Mr. Van Ostrom was an excellent speaker and that some of the comments that were made were extremely unnecessary!! I'm sure that we will be able to set up objectives that will be helpful to our department level as well as TCC as a whole.

Re: 4 and 6. I believe my understanding was hindered by comments of certain members of the group who were most rude and uncivilized to Mr. Van Ostrom. Perhaps voluntary session with faculty members and Mr. Van Ostrom could be arranged so that those present would hopefully engage in a constructive rather than destructive dialogue.

Full day sessions of this type are exhausting -- both for speaker and participant. How about a 2/3 hour presentation of basic concepts (no audience response) it tends to stall on philosophical grounds. Permit discussion at a second session.

This idea of management and operation by objective seems logical because the individual would then have a definite goal to reach and an idea where he stands.

Faculty seem to take over -- not giving classified any consideration. All the comments and examples were pertaining to teaching or students. I can't put the examples to pertain to classified or office work procedures.

I was depressed by the inability of educated people to think in terms outside their own field. "Relevance" would seem to me to be partly the responsibility of the learner in being willing to think through some connections for himself.

I feel the negative attitude taken by the instructional faculty to change and ideas presented by others is the basis for the whole dilemma.

Today's session (to me) did not seem to be completely (as I feel it should have been) TCC orientated. Industry? How about education and TCC management analogies? Education is not an industry and therefore cannot be measured in all instances.



Would like to have more examples drawn from group especially toward end of session. Appreciate your sense of humor, Marshall!

Team effort is an impossibility, as long as the faculty feels that they own the ball and do not intend to get into the ball game.

No communication -- shift vocabulary.

The business approach turned off a lot of people. Why not just teach us how to apply performance objectives without all of the business oriented crap? Please!

MBO is here and must be realized and accepted. Must be applied to education and will be by mandate if necessary. Let's not be forced but assume this responsibility.

(Statement 2) I felt that the resistance on the part of the faculty was brought about by a lack of understanding of the purpose of this session. This was probably the fault of the administration and was extremely detrimental to the effectiveness of the presentation. There also should have been almost total small group discussions of ideas presented with more than one "expert" to answer questions. Another reaction, specifically, was the use of examples which were not pertinent to education. I recommend that you meet with faculty members (small groups) and develop a representative collection of education examples for this use.

\* \* \* \* \*

You should require of your clients (especially educators) that they adequately prepare and inform their members about your presentation. If they cannot, they should allow adequate time for discussion groups during the session.

\* \* \* \* \*

When you are challenged, you should avoid replying with swear words, as this indicates they have "gotten" to you and encourage more of the same. Let the group police its own members, as it started to do later when you maintained a more positive, objective manner.

\* \* \* \* \*

On the whole, you did an admirable job under one of the most adverse conditions for this kind of workshop, that I have ever seen. Hope this week of application discussion leads to more acceptance for understanding of your work.

Too much "fantastic" not enough specifics -- final 30 minutes were good.

(Statement 4) -- except for prepared opposition by some attending.

I thought that Mr. Van Ostrom presented his material in an interesting manner. I was appalled by the rudeness he was confronted with from some of the faculty.


Not all present were faculty! What about the other members -- some could not see their relationship to this meeting. They asked, "Why are we here?"

I really understand how administrators operate.



TACOMA COMMUNITY COLLEGE

SCHEDULE FOR MBO WORKSHOPS ON 9/24/71

TEAM	TEAM CAPTAIN	MEETING PLACE ON CAMPUS	TIME
Student Services	Bob Lathrop	Bldg. #5	9 AM - 4 PM
Instructional Services	Paul Jacobson	Bldg. #12-1	8:30-9:30 AM
Community Services	Bud Schafer	Bldg. #14	9:30 AM - 4 PM
Occupational Education	Bob Rhule	Bldg. #15-10 & 11	9:30 AM - 4 PM
Social Sciences	Ron Magden	Bldg. 20 lounge, then faculty bldg. conference rooms in Bldgs. 17 & 20	9:30 AM - 4 PM
Math-Science	Russ Clark	Bldg. #10-5, then 9 & 10	9:30 AM - 4 PM
Resource Center	Doreen Amoroso	Bldg. #1, faculty library & resource center	9:30 AM - 4 PM
Humanities	Morrie Summers	Bldg. #1, Northwest Room, then 18	9:30 AM - 4 PM
Administrative Services	Dick Falk	Bldg. #5-A	9 AM - 4 PM
 President, MBO Team Captains & Group Leaders	Tom Ford (Workshop debriefing with M. Van Ostrom)	President's Office	4 PM