

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

August 24, 1967

Agenda

1. Roll Call
2. Approval of Previous Minutes
3. Correspondence
 - (a) Communication from Mr. Richard B. Ott, Chairman, Governor's Advisory Committee on Allocation of Community College Assets
 - (b) Memorandum from Peter Nagrodski, Director of Extended Education, Tacoma Public Schools, regarding Adult Education Funds to be administered through Tacoma Community College
4. Reports to the Board
 - (a) Preliminary Landscaping Plans (Mr. Wallace Ruff)
5. Unfinished Business
6. New Business
 - (a) Recommendation on Food Services
 - (b) Recommendation on salary schedule additional experience credit. (Agenda Supplement 6-b)
 - (c) Recommendation on Extra Pay Schedule for 1967-68 (Agenda Supplement 6-c)
 - (d) Faculty appointments

It is recommended that the following persons be issued a teaching contract for the 1967-68 academic year:

Name: Donna L. Leonetti (Mrs.)

Age: 25

Preparation: M.A.

Major: Anthropology

Experience: 1 year as a research assistant in graduate school

Subject: Anthropology

Name: Hugh E. Criswell

Age: 25

Preparation: M.A.

Major: Psychology

Experience: 1½ years (teaching assistant)

Subject: Psychology

- (e) Ratification of Phase III General, Electrical and Mechanical Contract Change Orders (Agenda Supplement 6-e)
- (f) Recommendation on portable building for shop facilities for art and drama departments
- (g) Petition for approval of College for attendance of non-immigrant students
- (h) Equipment bids

7. Adjournment

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

August 24, 1967

The regular meeting of the Board of Trustees was called to order by the Chairman, Mr. Edmunds, at 3:00 p.m., Thursday, August 24, 1967 at Tacoma Community College.

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

Guests: Richard Falk, Henry Schafer, George Van Mieghem, Ronald Magden, James Metcalf, Wallace Ruff & Associates

The minutes of the Board meeting of July 27, 1967 were approved.

Correspondence

A letter was received from Richard B. Ott, Chairman, concerning the Governor's Advisory Committee on Allocation of Community College Assets. The Advisory Committee asked for Dr. Ford's concurrence that the inventories shown are accurate and complete and that the school district and the college are in agreement as to the assets transferred. Dr. Ford informed the Board of Trustees that a letter of concurrence had been written to Mr. Ott.

Dr. Ford explained the contents of a memorandum from Peter Nagrodski, Director of Extended Education, Tacoma Public Schools, regarding Adult Education Funds to be administered through Tacoma Community College. He explained that it would be necessary to administer part of the Tacoma Public Schools Adult Education program through the college budget due to a State Board of Community Colleges' ruling that all adult education funds in a community college school district are allotted through its local college.

Reports to the Board

Mr. Wallace Ruff presented and answered questions regarding preliminary landscaping plans for the amount of money presently allocated.

New Business

Mr. Hatfield moved that the college handle its own food service. The motion carried.)

Mr. Hatfield moved that,

Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at Tacoma Community College. Full credit shall be given for professional experience *in a non-academic (etc.)* and half credit shall be given for the next ten. (Item 4 on Provisions of the Salary Schedule concerning experience credit)

The motion carried.

*See covered
(Blue sheet, enclosed)*

Minutes

Mr. Hatfield moved that the Extra Pay Schedule for 1967-68 be adopted.

| | |
|----------------------------|-------------------|
| Head Basketball Coach | \$1,200.00 |
| Assistant Basketball Coach | 720.00 |
| Cross Country Coach | 450.00 |
| Golf Coach | 450.00 |
| Intramurals | 1,000.00 |
| Track Coach | 800.00 |
| Assistant Track Coach | 450.00 |
| Tennis Coach | 450.00 |
| Debate | 750.00 |
| Drama | 350.00 (per play) |
| Newspaper Advisor | 1,000.00 |
| Stage Band | 450.00 |

The motion carried.

Mr. Cooper moved that the recommendation that Mrs. Donna L. Leonetti be appointed to teach anthropology and Mr. Hugh E. Criswell be appointed to teach psychology for the 1967-68 academic year be approved. The motion carried.

Mr. Hatfield moved that the poll vote be ratified concerning the Phase III, General Contract Change Order No. 6, Electrical Contract Change Order No. 3, and Mechanical Contract Change Order No. 3. The motion carried.

Mrs. Myers moved that the recommendation that the college purchase materials in the approximate amount of \$2,495.00 for the portable building be allowed. The motion carried.

(Mrs. Myers moved that Tacoma Community College be authorized under federal law to enroll non-immigrant alien students. The motion carried.)

Mr. Edmunds submitted a motion to accept bids concerning athletic equipment as presented. The motion carried.

Mr. Hatfield moved that the Board accept the recommendation on the bids for art tables as presented. The motion carried.

Mr. Hatfield moved that the Board approve the recommendation on other art equipment bids as tabulated. The motion carried.

(Mr. Hatfield moved that the Chairman of the Board and the President act as a committee of two with power to act relative to landscaping within the funds allocated. The motion carried.)

The next meeting of the Board of Trustees will be held on September 14th at 2 p.m. in the conference room of the Tacoma Community College administration building

Dr. Magden, representing the TCCA, extended an invitation to the Board to attend a tea sponsored by the faculty wives, on September 14th at 3 p.m. in honor of the new staff members.

The meeting adjourned at 4:50 p.m.

Thornton Ford

Thornton M. Ford, Secretary

Tacoma Community College



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MEMORANDUM

Date: June 13, 1967
To: Dr. Ford
From: Tacoma Community College Association
Subject:

The TCCA has asked that item 4 on Provisions of the Salary Schedule be revised to read:

Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at Tacoma Community College. Full credit shall be given for professional experience in a non-academic setting for the first four years of such experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individual's primary assignment at Tacoma Community College, in which case credit will be allowed as if it were professional experience in a non-academic setting.

The matter of granting credit for professional experience in a non-academic setting was debated vigorously by the faculty. Apparently all members of the faculty believed that such experience should be credited on the salary schedule; the question that was debated was how much weight should be given that experience. A minority believed that it should be given equal weight with experience in an academic setting; the majority feeling, represented by the statement above, was that it should be given somewhat less weight than experience in an academic setting.

The principle involved is one that has long been debated in educational circles. It is the question of the relationship of the value of practice to the value of theory. It may be stated this way, "Is a person who has spent ten years working in a field (e.g. as an industrial chemist) as well qualified to teach in that field as a person who has spent ten years teaching in that field?" The faculty apparently feels that he is 7/10 as well qualified. Their reasoning seems to be

that there are two aspects to teaching a subject. One is knowledge of subject matter; the other is the ability to communicate that knowledge to others. One can gain knowledge of a subject by practicing it as well as by teaching it. One cannot, however, learn to communicate that knowledge skillfully without experience in that particular skill, i.e. communication. The 7/10 figure shown previously is simply a rough attempt to indicate the feelings of a majority of the faculty about these two aspects of teaching.

As nearly as we can determine from examining the experiences of the faculty in this area, the previous administration did grant credit on the salary schedule for experience in a non-academic setting. Apparently the granting of such credit was rather flexible. The faculty feels that as a matter of justice to the individuals concerned, the procedure should be standardized.

Finally, there are precedents for granting credit on a salary schedule on the basis of experience in a non-academic setting. The obvious example is that of the vocational-technical schools and institutes. It is worth noting that the subjects most likely to be involved here are those that most directly connected with what might be called vocational and technical skills, e.g., the sciences and business subjects.

DEFINITION OF THE EXPERIENCE IN WASHINGTON COMMUNITY COLLEGES*

| College | Definition |
|------------------------------------|--|
| Shoreline | Relevant experience (some credit given for non-teaching experience upon evaluation) |
| Lower Columbia | College teaching - year-for-year Secondary teaching - year-for-year if 50% of time with Juniors and Seniors Other teaching - 1 year for 2 years Non-educational - 1 year for 2 years if directly related to assignment. |
| Bellevue (Proposed) | College and High School teaching - year for year Other teaching - 1 year for 2 years |
| Skagit Valley | Teaching - year for year Non-educational - 1 year for 2 years if directly related to assignment. |
| Clark College | Teaching - year for year Non-educational - up to $\frac{1}{2}$ number of steps in salary column. |
| Highline | College teaching - year for year Secondary teaching - 1 year for 2 years Elementary teaching - 1 year for 3 years Non-teaching - 1 year for 2 years if directly related to assignment. |
| Big Bend Grays Harbor Tacoma | Upon evaluation may give credit for non-teaching experience |

Other Colleges do not define experience.

* Salary Schedules in TCCA files. 7-11-67

PROVISIONS OF THE SCHEDULE

1. The schedule applies only to certified staff members.
2. The schedule is based upon a regular contract year (presently 180 days). Reimbursement for an extended contract (over 180 days) will be on a per diem basis.
3. Present staff members' qualifications will be evaluated on the basis of official transcripts or records. Present salaries will not be affected adversely.
4. Credit for previous experience will be allowed, to the nearest whole number, on a year-for-year basis if the experience is directly related to the primary assignment of the staff member at Tacoma Community College. Full credit shall be given for professional experience and half credit shall be given for the next ten. Credit for active military service on a year-for-year basis will be granted to a maximum of two years, except where such experience is directly related to the individuals primary assignment at Tacoma Community College, in which case credit will be allowed as if it were professional experience in a non-academic setting.
5. Training will normally consist of quarter hours of college credit; however, in some cases training credit other than college hours may be granted (see guidelines).
6. Movement within a column is dependent upon completion of at least two-thirds of an academic year of satisfactory service.
7. An individual subject to this schedule may request a re-evaluation of his records. The request must be filed no later than two weeks after the date of reporting for work and must be accompanied by a college transcript or other appropriate records.
8. A salary appraisal committee shall be formed to advise the college administration and the college board on administration of the schedule.

6-B?

Tacoma Community College



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8. A salary appraisal committee shall be formed to advise the college administration and the college board on administration of the schedule.

Agenda Supplement 6-c

The following extra pay schedule was approved by the Tacoma Community College Association on July 10, 1967. It applies only to extra work assignments over and above full-time teaching assignments.

| | | |
|----------------------------|------------|------------|
| Head Basketball Coach | \$1,200.00 | |
| Assistant Basketball Coach | 720.00 | |
| Cross Country Coach | 450.00 | |
| Golf Coach | 450.00 | |
| Intramurals | 1,000.00 | |
| Track Coach | 800.00 | |
| Assistant Track Coach | 450.00 | |
| Tennis Coach | 450.00 | |
| Debate | 750.00 | |
| Drama | 350.00 | (per play) |
| Newspaper Advisor | 1,000.00 | |
| Stage Band | 450.00 | |

*passed by Board of Trustees
Aug. 24, 1967*

BOARD POLICY

ARTICLES

I. PROFESSIONAL COMPENSATION

The Board and Faculty agree that professional compensation is a matter of mutual concern. The Administration and Faculty will work out mutually satisfactory compensation plans and regulations.

II. FACULTY LEAVE

The Board and Faculty agree that faculty leave is a matter of mutual concern. The Administration and Faculty will work out mutually satisfactory leave plans and regulations.

III. CONDITIONS OF EMPLOYMENT

The Board and Faculty agree that conditions of employment is a matter of mutual concern. The Administration and Faculty will work out mutually satisfactory conditions of employment and regulations.

INSTITUTIONAL REGULATIONS

ARTICLES

I. PROFESSIONAL COMPENSATION

- A. Salary Schedule
- B. Provisions of Salary Schedule
- C. Guidelines for Administration of the Salary Schedule
- D. Summer Salary Provisions
- E. Salary Appraisal Committee
- F. Vacation Allowances
- G. Retirement and Severance Pay
- H. Dues and Deductions
- I. Attendance at Professional Conferences

II. FACULTY LEAVE

- A. Leaves of Absence
- B. Sabbatical Leave
- C. Sick Leave
- D. Health or Hardship Leave
- E. Military Leave
- F. Maternity Leave

III. CONDITIONS OF EMPLOYMENT

- A. Working Conditions
- B. Working Hours
- C. Curriculum Policies
- D. Teaching Loads and Assignments
- E. Insurance Protection
- F. Instructor Evaluation
- G. Recruitment and Selection
- H. Vacancies and Promotions
- I. Special Service Personnel

State of Washington
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION
Olympia

MINUTES OF MEETING

The regular meeting of the State Board for Community College Education was held on Thursday, August 10, 1967, at Panorama Hall, Lacey, at 9:30 a.m.

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

Mr. John Hagensen - Chairman
Mr. George Duecy
Mr. L. Evert Landon
Dr. James E. Moore
Mrs. Robert Shepherd
Dr. Norman C. Richardson, Secretary and Acting Director

The minutes of the July 6 meeting were approved as written.

COMMUNITY COLLEGE INVENTORIES

Dr. Richardson reported on the progress of the community college inventories. He stated that it would be inappropriate for the State Board or its staff to make judgments as far as these inventories are concerned. Rather, the staff should receive these inventories and then transfer them to the Office of the Governor for review by the Governor's Advisory Committee for its judgment on the disposition of assets. The Committee members are: Mr. Ray Haman, Judge Richard Ott, and Mr. Philo Zimmerman. In several instances, the school district and the community college feel the need for assistance in making the actual determinations and they look to this Advisory Committee for help. The decisions made by this Committee will be long lasting.

No Board action was necessary in regard to this report. Having accepted these inventories and transmitted them to the Governor's Advisory Committee, the obligation of the Board is complete.

EMPLOYMENT OF COLLEGE BOARD DIRECTOR

Dr. Fred Giles, representing the committee appointed to establish procedures for the employment of a director, presented to the Board materials designed to be used in securing a director. Dr. Giles asked for suggestions or changes to these materials. The Board had no changes to recommend.

Motion: The Board unanimously adopted the Committee's report and asked that the Committee proceed with phases II and III on motion by Mr. Duecy, seconded by Mrs. Shepherd.

Mr. Duecy, Chairman of this Committee, stated that the Committee will proceed with circulation of the brochure. It was the feeling of the Committee that timing could be stepped up and that selection of the director could be accomplished ahead of schedule. The brochure and related materials will be circulated to educational associations, community colleges, universities, and to other associations where there might be interest.

DEVELOPMENT OF GUIDELINES FOR CAPITAL PROJECTS

Mr. Vern Leidle, of the College Board staff, presented a brief summary to the Board with regard to questionnaires sent to the colleges. The results of this rather hurried and brief survey indicate a total of 1,213,529 square feet at \$30 per sq. ft. for a total estimated cost of \$36,405,870 to be constructed in the next two-, three- or four-year period. The second part of this survey indicates a total of \$471,000 for needs in terms of additional equipment, parking lots, improvements to existing buildings, and modifications. This would be financed from the \$2-1/2 million allocated by the Legislature. A "go-slow" policy for the Board with respect to the remainder of this fund was urged by Dr. Richardson and Mr. Leidle. Guidelines will need to be established for priority listings for the disbursement of funds. A complete inventory of needs is necessary before a priority listing can be determined.

Mr. Hagensen suggested that the College Board accept recommendations as they come from the office staff.

Motion: On motion by Mr. Duecy, seconded by Mrs. Shepherd, the Board directed the staff to provide at the earliest possible time a review of commitments made by the Legislature that must be fulfilled by this Board in reference to capital construction and other related subjects.

CERTIFICATION OF COMMUNITY COLLEGE INSTRUCTORS

Dr. Richardson discussed the responsibility of the College Board for certification of community college instructors. Upon the advice of Mr. Tjossem and in accordance with the Administrative Procedures Act, it was decided to adopt an emergency regulation relating to certification.

Motion: On motion by Mr. Landon, seconded by Mr. Duecy, the College Board unanimously approved Emergency Regulation No. 1.
(Exhibit A)

ISSUANCE AND SALE OF REVENUE BONDS

In accordance with State Law, a public hearing was held at 11:00 a.m. regarding the adoption of a rule dealing with the issuance and sale of revenue bonds and the establishment of retirement bonds therefor. After discussion by College Board members and persons in the audience, Mr. Hagensen called upon Mr. Robert Tjossem, Assistant Attorney General, to read the regulation to the College Board. Mr. Hagensen then asked for a motion to adopt the proposed regulation.

Motion: On motion by Mrs. Shepherd, seconded by Mr. Duecy, the Board unanimously adopted Regulation No. 1 for the issuance and sale of revenue bonds. (Exhibit B)

REQUESTS BY SHORELINE AND HIGHLINE FOR AUTHORITY TO ISSUE REVENUE BONDS

Parking lot project requests by Shoreline and Highline community colleges, to be financed by revenue bonds for self-supporting facilities, were re-authorized in accordance with Regulation No. 1 adopted August 10, 1967, by the College Board. Resolutions 1-67 (Shoreline) and 2-67 (Highline), each authorizing the sale of revenue bonds in the amount of \$100,000 for the construction of parking facilities, were read by Mr. Hagensen.

Motion: On motion by Mr. Landon, seconded by Dr. Moore, the Board unanimously approved the adoption of resolutions 1-67 and 2-67. (Exhibit C - Shoreline and Exhibit D - Highline)

CAPITAL PROJECT REQUEST FROM BIG BEND COMMUNITY COLLEGE

Mr. Goerge Conatore, Director of Occupational Education with Big Bend Community College, made the presentation for the College asking approval of the College Board for the expenditure of available local funds for remodeling the building housing the aircraft program. Dr. Morgan, President of Big Bend, stated that these funds are now available. Resolution 3-67, granting this approval, was read by Mr. Hagensen.

Motion: On motion by Mr. Duecy, seconded by Mrs. Shepherd, the College Board unanimously adopted Resolution 3-67 as read allowing the expenditure of these funds for the stated purpose, the expenditure being limited to funds available locally and from federal sources. (Exhibit E)

PLANNING AND COMMUNITY AFFAIRS AGENCY

Mr. Hagensen introduced Mr. Peyton of the Governor's staff to the College Board. Mr. Peyton made a brief presentation outlining the purposes of this new state agency, the Planning and Community Affairs Agency, and how it will relate to other state agencies, including the State Board for Community College Education. This agency will be in a position to supply the College Board staff with population trends, figures, and over-all state planning information, so that the over-all planning and programming for education will include the activities of the State Board for Community College Education.

A question was asked of Mr. Peyton regarding the September 1 date for a report on long-range planning by the College Board. Mr. Peyton stated that because the College Board has had so little time to prepare such a report, there would be no deadline. His agency will keep in touch with the College Board regarding this report.

HIGHER EDUCATION FACILITIES COMMISSION

Mr. Roger Bassett, Higher Education Facilities Commission, was introduced to the College Board. Mr. Bassett outlined the history of the Commission and explained that the programs administered by this Commission have direct implication with respect to community colleges. The initial responsibility of this Commission is to administer a competition among all colleges for the grants that are available. The Higher Education Facilities Act in creating a program of undergraduate construction grants provided that funds available should be divided. Approximately 25 percent of the total is set aside for public junior colleges and vocational-technical institutes. The United States Office of Education will not participate in the total cost of a project at a ratio any larger than 40%. This means that 60% of the money must be committed by the State Agency at the time the project is submitted. Final preliminary drawings on the project must be submitted before the United States Office of Education will allow it to be accepted. Mr. Bassett explained that current applications must be submitted to his office by December 15.

Another area of interest to the College Board is the Comprehensive Facilities Planning Grant Program which makes \$70,000 per year available in this state for use in developing planning studies relating to project facilities needs. The Commission has the money available and would welcome suggestions and leadership from the College Board on how these funds might best be used to solve the problems of community college planning.

Mr. Bassett indicated the willingness of his staff to appear later before the College Board to answer specific questions or to help with different problems.

Motion: On motion by Mr. Duecy, seconded by Mr. Landon, the College Board instructed the office staff to work closely with Mr. Bassett and the HEFC office to proceed with what the Legislature has committed us to do.

Motion: On motion by Mrs. Shepherd, seconded by Dr. Moore, the College Board requested the staff to investigate the possibilities of using federal funds (\$70,000 from the Comprehensive Facilities Planning Grant Program) to support the comprehensive long-range plan required by the Community College Act of 1967.

CAPITAL PROJECT REQUEST - EVERETT COMMUNITY COLLEGE

Dr. McCurley, President of Everett Community College, appeared before the Board asking for authorization to award the contract for facilities that are partially financed by district funds and partially by state funds specifically earmarked by the Community College Act.

Motion: On motion by Mr. Duecy, seconded by Mrs. Shepherd, the College Board authorized Everett Community College to proceed with the awarding of the contract.

APPLICATION FOR FEDERAL PROPERTY

Mr. Leidle informed the Board of the action necessary to accept the application of Edmonds School District No. 15 for the federally owned piece of property that is to become the site of the Edmonds Community College campus. This is the site of the former Northwest Relay and Radio Receiving Station. After corresponding with the Office of Health, Education, and Welfare in San Francisco, it was made known to the College Board office that the State of Washington would have to become the applicant to acquire the property.

A resolution prepared for adoption by the State Board was read by Mr. Hagensen. This resolution authorizes Mr. Leidle to perform on behalf of the College Board all the necessary acts, representations, and duties necessary to acquire the federal property.

Motion: On motion by Dr. Moore, seconded by Mrs. Shepherd, the College Board unanimously adopted Resolution 4-67 as read.
(Exhibit F)

CAPITAL PROJECT REQUEST - EDMONDS COMMUNITY COLLEGE

Dr. McCurley, acting president of the Edmonds Community College, presented to the College Board a request for funds in the amounts of \$5,000 to enable an architect to begin necessary design and drawing for the construction of the Edmonds College campus and \$21,660 to engage an architect to prepare preliminary plan and specifications for the college campus. This amount (\$21,660) is 25% of the standard architectural fee of 6% of the total cost of the capital project. Resolution 5-67 was read to the College Board for its approval.

Motion: On motion by Dr. Moore, seconded by Mr. Landon, the College Board unanimously adopted Resolution 5-67 as read.
(Exhibit G)

PLANNING GRANT REQUESTS - COLUMBIA BASIN AND GREEN RIVER COMMUNITY COLLEGES

Dr. Esvelt, President of Columbia Basin Community College, presented the request of Columbia Basin College to the College Board for a planning grant in the amount of \$25,000. It was the concensus of the Board that until such time as priorities can be established that requests for grants, other than those of an emergency nature, should be postponed.

Motion: On motion by Dr. Moore, seconded by Mrs. Shepherd, the Board agreed to table for an indefinite time the request from Columbia Basin and also a similar request from Green River Community College.

Mr. Hagensen expressed the feeling that a directive should be sent from the College Board office stating that no more funds will be made available for capital projects until such time as a priority listing has been determined. The college presidents would be directed to submit the needs of their respective institutions to the College Board staff.

CAPITAL PROJECT REQUEST - YAKIMA VALLEY COMMUNITY COLLEGE

Dr. Scheidt, President of Yakima Valley College, appeared before the College Board with a request for \$50,000 for the improvement of parking facilities and the installation of an underground sprinkling system. Dr. Scheidt also submitted an alternate request in the amount of \$20,000.

Motion: On motion by Dr. Moore, seconded by Mrs. Shepherd, the College Board denied this request at this time.

CAPITAL PROJECT REQUEST - WALLA WALLA COMMUNITY COLLEGE

Dr. Dietrich, President of Walla Walla Community College, outlined to the College Board the problems that must be resolved before the College can open its doors to students in September. It was the recommendation of the College Board staff that the two resolutions, Resolution 6-67 in the amount of \$47,172.69 for alteration and repair of existing facilities and Resolution 7-67 in the amount of \$46,094.78 for making changes as required by the State Fire Marshal, be approved by the College Board.

Motion: On motion by Mr. Duecy, seconded by Mrs. Shepherd, the Board unanimously approved the two resolutions as read. (Exhibit H - Resolution 6-67 and Exhibit I - Resolution 7-67)

Mr. Landon commended Dr. Dietrich on behalf of the Board for his courage in working with the problems encountered by the Walla Walla Community College.

MISCELLANEOUS REPORTS

Mr. Landon presented drawings of suggested official seals for the College Board. None of these appeared to be satisfactory. It was agreed that Board members should continue to search, utilizing suggestions from art students or instructors at the various community colleges.

The Legislative Budget Committee invited the College Board to participate in its meeting to be held in Port Townsend on August 18, 1967.

Motion: On motion by Mr. Landon, seconded by Mr. Duecy, the College Board instructed Dr. Richardson as Acting Director to prepare a progress report and to appear on behalf of the College Board.

Motion: On motion by Mr. Duecy, seconded by Dr. Moore, the Board authorized Mrs. Shepherd to attend the meeting as a representative of the College Board.

It was brought to the attention of the Board that Mrs. Shepherd is an appointee to the National Council for Community College Education. The Council is holding a meeting in Chicago during the month of August. It was the concensus of Board members that the State of Washington and the State Board for Community College Education should be represented.

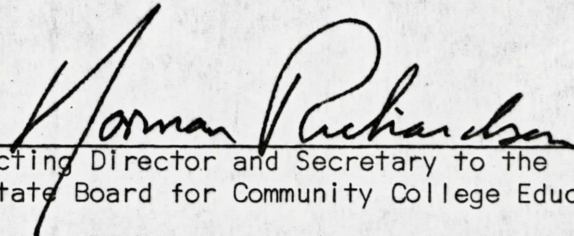
Motion: On motion by Mr. Landon, seconded by Mr. Duecy, the Board authorized Mrs. Shepherd to represent the Board, accept appointment to this Council, and approved reimbursement for travel expenses.

A letter regarding funds for the expenses incurred by the Whatcom County College District was presented to the Board. Dr. Richardson was asked to obtain a budget figure from the District prior to the next College Board meeting.

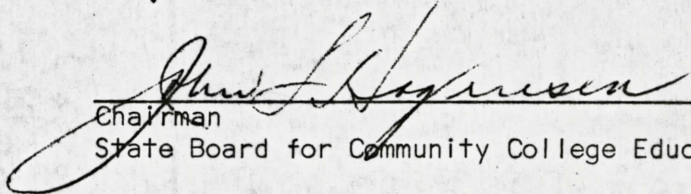
NEXT COLLEGE BOARD MEETING

The next College Board meeting will be held September 14, 1967, at 9:30 a.m. at the Tyee Motor Inn, Olympia.

The Chairman adjourned the meeting at 4:55 p.m.



Acting Director and Secretary to the
State Board for Community College Education



Chairman
State Board for Community College Education

TO THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

EMERGENCY REGULATION I.

WHEREAS, Section 9, No. 7a, Chapter 8, Laws Extraordinary Session 1967, charges the State Board for Community College Education with the responsibility for the establishment of minimum standards to govern the operation of community colleges with respect to qualifications and credentials for instructional and administrative personnel, except as otherwise provided in the State Plan for Vocational Education; and

WHEREAS, there has not been sufficient time, to conduct the necessary research to establish minimum standards for instructional and administrative personnel; and

WHEREAS, Section 63 of the Act provides that all rules and regulations of the State Board of Education shall remain in force until revoked or modified in accordance with law by the State Board for Community College Education; and

WHEREAS, the State Board has adopted specific regulations regarding the certification of community college teachers;

It is necessary to adopt this emergency regulation for the following reasons:

To follow the certification procedures under the current rules and regulations on certification of community college teachers and personnel would cost approximately ten dollars per certificate to process. To date there have been approximately 800 applications for certification and an additional 200 applications are anticipated. This situation creates a dire emergency in that there are not sufficient monies appropriated to process the applications as required under the current rules and regulations.

Accordingly, in light of this emergency the college board hereby adopts an emergency regulation as follows:

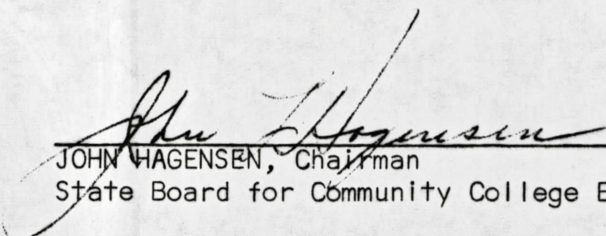
(a) All temporary, three-year, and special (adult) certificates valid for community college teaching during the 1966-67 academic year be extended for one year, provided that certificates held on a continuing basis by adult educators will terminate on June 30, 1968.

(b) The Director is delegated the authority to issue a one-year teaching certificate for the 1967-68 school year which terminates on June 30, 1968, to instructors not previously certified.

(c) Community College Presidents are authorized to determine whether or not applicant instructors meet existing standards.

(d) Community College Presidents are directed to certify the names of instructors who meet existing certification requirements to the Director for issuance of the certification.

Dated this 10th day of August, 1967.



JOHN HAGENSEN, Chairman
State Board for Community College Education

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

Regulation No. 1

REGULATIONS for the issuance and sale of revenue bonds for self-supporting facilities by community colleges and for the establishment of a local bond retirement fund by community colleges for such bonds.

1. A community college may issue and sell revenue bonds for the purposes authorized by section 14(6) of the Community College Act, chapter 8, Laws of 1967, Ex. Sess., only after the college obtains the approval of the college board.

To obtain the written approval of the college board, the community college must:

(1) Present to the college board, at a regular or special meeting, a written statement indicating:

- (a) The nature of the self-supporting facility;
- (b) The need by the community college for such a facility;
- (c) The anticipated cost of the facility;
- (d) The source of the revenue(s) to be pledged for the payment of the bonds and the anticipated annual amount of the revenue;
- (e) The amount the bond issue proposed.

(2) Prepare and present a written resolution for the college board's signature. The resolution shall contain the following:

- (a) A statement to the effect that the college board authorizes the college to issue revenue bonds in accordance with section 14(6) of the Act and RCW 28.76.180 - .210;
- (b) A statement describing the nature of facility to be built with the proceeds of the bond issue;

- (c) A statement that the bond issue is not to exceed the amount approved by the college board and setting forth the amount;
- (d) A statement that the college is authorized to establish a bond retirement fund under section 33 of the Community College Act of 1967 and the rules and regulations of the college board adopted pursuant thereto;
- (e) Any other statement which is pertinent to the college board's resolution authorizing the college to issue the revenue bonds.

II. Establishment of Local Revenue Bond Retirement Funds. Community colleges can establish local bond retirement funds for local revenue bond issues only when authorized by the college board. If the college is so authorized, the bond retirement fund is to be established in the office of the college treasurer (or if there is no treasurer, then in the office of the college business manager or comptroller).

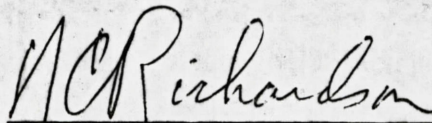
The revenues pledged to pay for the bonds shall be deposited in local depositories as provided in section 32 of the Community College Act of 1967: PROVIDED, That all the revenues so pledged will at all times be kept segregated from all other college monies and shall be used exclusively for the payment of the principal and interest of the revenue bonds.

If any federal or state monies or other grants, bequests or gifts or income therefrom are pledged to fund the revenue bond issue, such monies shall be deposited as provided above unless such monies could not be obtained if so deposited, in which case such monies shall be deposited according to the applicable law, or term of the trust, bequest or gift.

III. Any community college authorized on or before the effective date of this regulation by the college board to issue and sell revenue bonds pursuant to section 14(6) of the Community College Act of 1967, is authorized to

establish a bond retirement fund for such revenue bonds, such funds to be operated in accordance with the foregoing rules and regulations. In addition, the college board ratifies the creation of the Bond Fund created by Resolution No. 7 of the Shoreline Community College District No.7.

Dated this 10th day of August, 1967.



N. C. Richardson, Acting Director
State Board for Community College Education

R E S O L U T I O N N O . 1-67

IT IS HEREBY RESOLVED by a majority of the quorum of the State Board for Community College Education that:

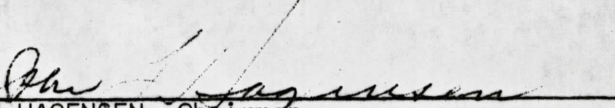
(a) Community College District No. 7 (Shoreline) is authorized to issue revenue bonds pursuant to sections 14(b) and 33 of the Community College Act of 1967 and the applicable provisions of RCW 28.76.80 - .210;

(b) The proceeds of such bond issue shall be used only for the purpose of construction of parking facilities;

(c) The amount of the bond issue shall not exceed \$100,000;

(d) The bond issue shall be funded by the pledging of revenues from parking fees and such other revenues as are authorized to be used by Section 33 of the Community College Act of 1967 as the board of trustees of Shoreline Community College may provide;

(e) Community College District No. 7 (Shoreline) is authorized to establish a local bond retirement fund pursuant to Section 33 of the Act and rules and regulations of the college board.


JOHN HAGENSEN, Chairman
State Board for Community College Education

August 10, 1967
(Date)

R E S O L U T I O N N O . 2-67

IT IS HEREBY RESOLVED by a majority of the quorum of the State Board for Community College Education that:

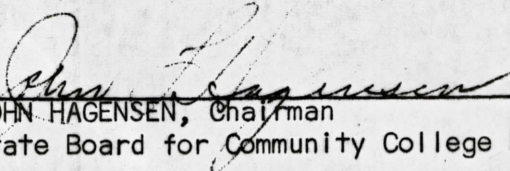
(a) Community College District No. 9 (Highline) is authorized to issue revenue bonds pursuant to sections 14(b) and 33 of the Community College Act of 1967 and the applicable provisions of RCW 28.76.80 - .210;

(b) The proceeds of such bond issue shall be used only for the purpose of construction of parking facilities;

(c) The amount of the bond issue shall not exceed \$100,000;

(d) The bond issue shall be funded by the pledging of revenues from parking fees and such other revenues as are authorized to be used by Section 33 of the Community College Act of 1967 as the board of trustees of Highline Community College may provide;

(e) Community College District No. 9 (Highline) is authorized to establish a local bond retirement fund pursuant to Section 33 of the Act and rules and regulations of the college board.



JOHN HAGENSEN, Chairman

State Board for Community College Education

August 10, 1967

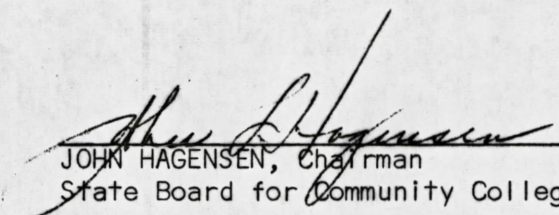
(Date)

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 3-67

A majority of the quorum of the college board hereby authorizes the board of trustees of community college district # 18, Big Bend Community College, to undertake to remodel a portion of Building 4103, located on the North Campus. This authority, however, is conditioned on the district using only local and federal funds as approved by the Central Budget Agency. The amount of the expenditure for this purpose shall not exceed the local and federal funds of \$19,082.00 which is currently on hand for this project unless the district first obtain approval by the Central Budget Agency.

Dated this 10th day of August, 1967.


JOHN HAGENSEN, Chairman
State Board for Community College Education

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 4-67

WHEREAS certain real property owned by the United States, consisting of the Northwest Relay and Radio Receiving Station, located in the County of Snohomish, State of Washington, declared surplus and subject to disposal for educational purposes by the Secretary of Health, Education and Welfare, under the Federal Property and Administrative Services Act of 1949, as amended, and rules and regulations promulgated pursuant thereto; and

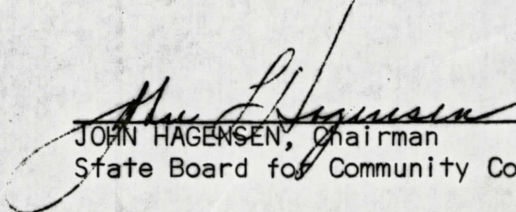
WHEREAS, the State Board for Community College Education need said property and can utilize the same for educational purposes in accordance with the requirements of said Act and the rules and regulations promulgated thereunder;

NOW, THEREFORE, BE IT RESOLVED that the State Board for Community College Education shall make application to the Secretary of Health, Education and Welfare for and secure the transfer to it of the above mentioned property for educational use upon and subject to such exception, reservation, terms, covenants, agreements, conditions and restrictions as the Secretary of Health, Education and Welfare, or his authorized representative, may require in connection with the disposal of said property under said Act and the rules and regulations issued pursuant thereto; and

BE IT FURTHER RESOLVED that the State Board for Community College Education, Vern V. Leidle, Assistant Director - Administration and Finance, be and he is hereby authorized, for and on behalf of the State Board for Community College Education to do and perform any and all acts and things

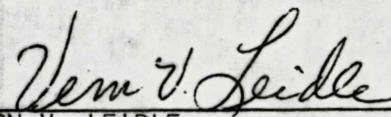
which may be necessary to carry out the foregoing resolution including the preparing, making, and filing of plans, applications, reports, and other documents, including representations and commitments regarding use and time within which such use shall commence; the execution, acceptance, delivery, and recordation of agreements, deeds, and other instruments pertaining to the transfer of said property and the payment of any and all sums necessary on account of the purchase price thereof or on account of fees or cost incurred in connection with the transfer of said property for surveys, title searches, appraisals, recordation of instruments, or escrow costs.

Dated this 10th day of August, 1967.



JOHN HAGENSEN, Chairman
State Board for Community College Education

I, Vern V. Leidle, hereby certify that I am the Assistant Director - Administration and Finance of the State Board for Community College Education; and that the foregoing resolution is a true and correct copy of the resolution adopted by the vote of a majority of the members of said State Board for Community College Education present at a meeting of said Board on the 10th day of August, 1967, at which a quorum was present.



VERN V. LEIDLE

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

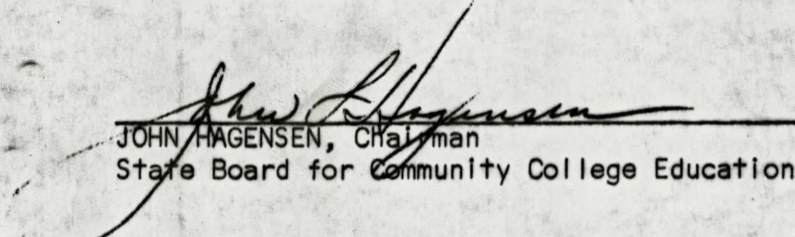
RESOLUTION NO. 5-67

A majority of the quorum of the College Board hereby allocates to Community College District No. 5, the Edmonds Community College, the sums, or so much thereof as may be necessary for the specified purposes, as follows:

(a) \$5,000 for the sole purpose of having the Northwest Relay Station site (sometimes referred to as the "Surplus Army Communication Site) in Lynnwood surveyed to enable an architect to begin necessary design and drawings for the construction of a college campus on the site; and

(b) \$21,660 (which is twenty-five percent of the standard architect's fee of six percent of the total cost of a capital project, or in this case \$1,444,000) for the sole purpose of engaging an architect to prepare a preliminary plan and specifications for the Edmonds Community College campus on the Northwest Relay Station site in Lynnwood. This money is to be paid to the architect only after the plans and specifications have been approved by both the local board of trustees of District No. 5 and the College Board.

Dated this 10th day of August, 1967.

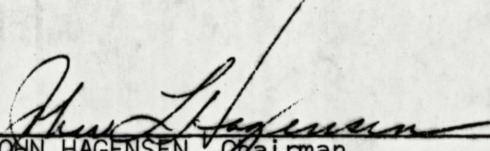

JOHN HAGENSEN, Chairman
State Board for Community College Education

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 6-67

A majority of the quorum of the College Board hereby allocates to the Community College District No. 20, Walla Walla Community College, an amount not to exceed \$47,172.69, or so much thereof as may be necessary, for the sole purpose of altering and repairing the existing facilities so as to render them usable as outlined in Estimate No. 2, copy attached.

Dated this 10th day of August, 1967.



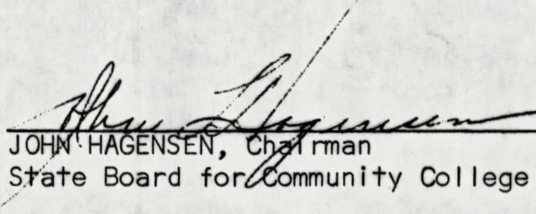
JOHN HAGENSEN, Chairman
State Board for Community College Education

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 7-67

A majority of the quorum of the College Board hereby allocates to the Community College District No. 20, Walla Walla Community College, an amount not to exceed \$46,094.78, or so much thereof as may be necessary, for the sole purpose of making the necessary changes to the College buildings as required by the State Fire Marshal to open the college.

Dated this 10th day of August, 1967.



JOHN HAGENSEN, Chairman
State Board for Community College Education

Tacoma Community College



MEMORANDUM

Date: August 4, 1967

To: Norman C. Richardson, Acting Director

From: Thornton M. Ford

Subject: Present Status of Contemplated Plans for Capital
Outlay Needs During the 1967-69 Biennium

Item #1 - Included in this item are facilities calculated to provide auxiliary spaces at this time and science and faculty space required for a projected enrollment in excess of 2500 by fall 1969.

| | |
|-----------------------------|-----------------------|
| Maintenance Building | 5,000 sq. ft. |
| Faculty Office Building | 5,179 sq. ft. |
| Addition to Business Office | 2,610 sq. ft. |
| Science Building | <u>14,586</u> sq. ft. |
| Total | 27,375 sq. ft. |

Additional Requirements

Subsequent to the approval of a \$700,000 bond issue (November 1966) for the completion of phase III, Tacoma Community College received a Federal Grant totaling \$347,000 plus \$180,000 of the \$700,000 bond issue from Tacoma School District #10, leaving a difference of \$173,000. This figure includes equipment and facilities for physical education, closed circuit television, library and listening laboratory equipment.

These items are absolutely essential in order to make maximum utilization of the eleven buildings to be completed by the beginning of the 1967-68 academic year and to provide for this fall's anticipated enrollment.

Tacoma Community College



MEMORANDUM

Date: September 14, 1967
To: Board of Trustees
From: Tom Ford
Subject: Project Report on Landscape Planning

As the result of several discussions with Mr. Edmunds some tentative procedures for the development of a landscaping plan have been outlined. Some informal consultation with persons in the community who are knowledgeable in the landscaping field have led us to believe that the basic provisions of the preliminary plan as presented by Mr. Ruff are quite sound. Those aspects of ground preparation and irrigation seem to be both efficient and economical within the restrictions of our budget. Furthermore, the basic planting plan appears to have merit to a substantial degree.

The principal questions raised by us are in the areas of appropriateness of the plantings in terms of our possible need to include in the landscaping plan those trees and shrubs which may be of value to our science classes and perhaps desirable because they are either native to our area or have some other particular characteristic. Another concern involves the immediate landscaping problem in the context of the entire campus beautification. We feel that whatever is done in the next landscaping phase must make sense in terms of not only the lawns that are in but the future needs of the entire campus.

We are of the opinion that more involvement of people is desirable before we can determine exactly what should be planted in the near future. I have asked Mr. Hyde, President of the Tacoma Community College Association, to appoint faculty representatives to serve on a Campus Development Committee. I have also requested Dean Falk to ask the Associated Students to appoint or elect representatives to serve on the Committee. These groups, coupled with representatives of the community itself, would be able to take a long range approach to the beautification and development of the entire campus. One charge to the Committee would be to explore desired environmental and psychological impact on both the student and in the community as a whole before naming specific trees or shrubs prior to the letting another landscaping bid. It seemed to us that the problem of environment has not been adequately described to us by the landscape architect and that the overall effect of this endeavor should be greater than simply something pleasing to the eye.

Consequently we are about to the point where we feel the ground preparation and the irrigation could be pushed ahead with dispatch and within the limitations imposed by these activities, the Campus Development Committee could prepare recommendations with professional advise from either Mr. Ruff or perhaps a local firm or person if one can be found.

The Campus Development Committee would also be engaged in the future in the development of educational specifications for new buildings and further landscaping and grounds development of the campus.

I would hope that a recommendation for the initial steps will be ready in the next few weeks.

TABULATION - FACULTY FURNITURE

| <u>ITEM NO.</u> | <u>THE STATIONERS, INC.</u> | <u>NORTHWEST CHAIR</u> |
|-----------------|-----------------------------|------------------------|
| 1 | <u>\$235.95</u> | \$242.00 |
| 2 | \$507.00 | <u>\$480.00</u> |

Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem,
Dean of Administrative Services

TOTAL BID:

| | |
|------------------|-----------------|
| Stationers, Inc. | \$235.95 |
| Northwest Chair | <u>480.00</u> |
| TOTAL | <u>\$715.95</u> |

Bids Not Returned:

H. D. Baker & Co.
Frederick & Nelson
Bank & Office Int.
Timmerman & Co.

✓
TABULATION - CLASSROOM CHAIRS

| <u>ITEM NO.</u> | <u>ROD MUZZY</u> | <u>FRANK COHAN</u> | <u>AMERICAN SEATING</u> | <u>VIRCO</u> | <u>WASH. SCHOOL SUPPLY</u> | <u>B. F. SHEARER</u> |
|-----------------|------------------|--------------------|-------------------------|-------------------|----------------------------|----------------------|
| 1 | \$5,166.00 | \$3,536.40 | \$2,940.00 | <u>\$2,688.00</u> | \$5,197.50 | \$3,822.00 |
| Alternate | 4,389.00 | | | 3,108.00 | 4,132.50 | |
| Alternate | | | | 2,950.50 | 3,767.50 | |
| Alternate | | | | 3,370.50 | 3,311.70 | |
| 2 | 1,742.50 | | | | <u>1,983.75</u> | |
| Alternate | 1,680.00 | | | | | |
| 3 | 134.75 | | | | <u>184.75</u> | |
| Alternate | 94.25 | | | | | |

Low bids meeting specifications indicated by _____ recommended.

George Van Mieghem, Dean of Administrative Services.

TOTAL AWARDS:

| | |
|---------------------|-------------------|
| Virco | \$2,688.00 |
| Wash. School Supply | <u>2,168.50</u> |
| | <u>\$4,856.50</u> |

NO BIDS:

G. D. Martin
Aloe Div. of Brunswick

BIDS NOT RETURNED:

Western School Supply
J. K. Gill

Explanation for rejection of certain bids:

Item 2. Bid did not meet specifications. The legs were not strong enough for our usage.

Item 3. Bid did not meet specifications. The legs were not strong enough for our usage.

TABULATION - SCIENTIFIC SUPPLIES (con't)

| <u>ITEM NO.</u> | <u>CENCO</u> | <u>SHERWIN SCIENTIFIC</u> | <u>VAN WATERS</u> | <u>WELCH</u> |
|-----------------|--------------|-------------------------------|-----------------------|--------------|
| 45A | | | <u>25.00</u> | |
| 46 | | | <u>33.20</u> | 52.00 |
| 47 | | | <u>16.00</u> | |
| 48 | | | <u>25.00</u> | 24.75 |
| 49 | | <u>16.80</u> | | |
| 50 | | | <u>4.90</u> | 5.50 |
| 51 | | | <u>3.00</u> | 4.75 |
| 52 | | | <u>48.00</u> | |
| 53 | | | <u>7.50</u> | <u>23.00</u> |
| 54 | | | | |
| 55 | | | | |

Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem, Dean of Administrative Services

| | |
|------------------------|-----------------|
| Central Scientific Co. | 1,295.73 |
| Sherwin Scientific Co. | 16.80 |
| Van Waters | 175.90 |
| Welch Scientific Co. | 1,097.39 |
| | <u>2,585.82</u> |

No Bids:
Aloe Scientific
Inlab Supply Co.

Bids Not Returned
Macalaster Bicknell

Explanation of certain Bids:

| | |
|--------------------|---|
| Item No. 7, 8, & 9 | Not to Specifications |
| 31 | Carbon Rods not adjustable |
| 32 | Quoted an electric bell. Specs. are for a temperature coefficient |
| 34 | Not sufficiently graduated |
| 38 | Not sufficiently sensitive |
| 53 | Not demonstration quality |

TABULATION - SCIENTIFIC SUPPLIES

| <u>ITEM NO.</u> | <u>CENCO</u> | <u>SHERWIN SCIENTIFIC</u> | <u>VAN WATERS</u> | <u>WELCH</u> |
|-----------------|---------------|-------------------------------|-----------------------|---------------|
| 1 | | | | <u>22.35</u> |
| 2 | 56.30 | | 55.00 | <u>42.95</u> |
| 3 | | | | <u>3.00</u> |
| 4 | | | | <u>55.60</u> |
| 5 | | | | <u>48.50</u> |
| 6 | | | | <u>34.50</u> |
| 7 | 29.68 | | 16.48 | <u>37.20</u> |
| 8 | 12.16 | | 7.28 | <u>8.64</u> |
| 9 | 9.84 | | 7.60 | <u>10.16</u> |
| 10 | 244.00 | | | <u>110.00</u> |
| 11 | | | | <u>5.00</u> |
| 12 | | | | <u>54.50</u> |
| 13 | | | | <u>8.25</u> |
| 14 | 5.41 | | | <u>5.19</u> |
| 15 | | | | <u>17.20</u> |
| 16 | | | | <u>14.85</u> |
| 17 | <u>34.80</u> | | 36.00 | <u>35.30</u> |
| 18 | <u>322.60</u> | | | 427.00 |
| 19 | <u>34.08</u> | 27.00 | 37.50 | 34.50 |
| 20 | | | <u>20.80</u> | 30.00 |
| 21 | | | | <u>14.00</u> |
| 22 | 43.20 | 80.00 | | <u>43.04</u> |
| 23 | 18.00 | 24.80 | | <u>14.40</u> |
| 24 | 14.40 | 23.20 | | <u>12.24</u> |
| 25 | 48.90 | | | <u>47.50</u> |
| 26 | | | | <u>30.40</u> |
| 27 | | | | <u>11.50</u> |
| 28 | | | | 108.00 |
| 29 | <u>479.60</u> | | | 536.00 |
| 30 | | | | <u>97.20</u> |
| 31 | 46.25 | 28.80 | | <u>51.45</u> |
| 32 | 4.20 | | | <u>37.45</u> |
| 33 | 24.00 | | | <u>22.32</u> |
| 34 | <u>10.85</u> | | 8.30 | |
| 35 | 58.00 | | | 54.00 |
| 36 | <u>14.40</u> | | 14.40 | <u>14.40</u> |
| 37 | <u>71.60</u> | | | |
| 38 | <u>268.00</u> | | 225.00 | |
| 39 | <u>16.60</u> | | | 19.60 |
| 40 | 14.40 | 19.20 | 18.80 | 18.32 |
| 41 | <u>28.80</u> | 38.40 | 37.60 | 36.64 |
| 42 | | | | <u>39.00</u> |
| 43 | | | | <u>14.00</u> |
| 44 | | | | |
| 45 | | | | |

TABULATION - SCIENTIFIC SUPPLIES

| <u>ITEM NO.</u> | <u>SCIENTIFIC SUPPLIES</u> | <u>CENTRAL SCIENTIFIC</u> | <u>ALOE SCIENTIFIC</u> |
|-----------------|----------------------------|---------------------------|------------------------|
| 1 | \$ 88.32 | \$ 88.32 | |
| 2 | 128.52 | 128.52 | \$ 78.00 |
| 3 | 120.24 | 120.24 | 80.40 |
| 4 | 27.68 | 27.68 | 130.00 |
| 5 | 24.56 | 24.56 | |
| 6 | 33.48 | 33.48 | |
| 7 | 42.24 | 42.24 | 42.24 |
| 8 | 43.20 | 43.20 | 43.20 |
| 9 | 20.88 | 20.88 | 20.88 |
| 10 | 12.96 | 12.96 | 12.24 |
| 11 | 27.90 | 27.90 | 27.90 |
| 12 | 21.00 | 21.00 | 21.00 |
| 13 | 28.68 | 28.68 | 28.68 |
| 14 | 16.56 | 16.56 | 19.20 |
| 15 | 56.64 | 56.64 | 56.64 |
| 16 | 22.80 | 22.80 | |
| 17 | 32.00 | 32.00 | 32.00 |
| 18 | 32.00 | 32.00 | 32.00 |
| 19 | 32.00 | 32.00 | 32.00 |
| 20 | 40.25 | 40.25 | 40.25 |
| 21 | 39.48 | 39.48 | 39.48 |
| 22 | 35.52 | 35.52 | 35.52 |
| 23 | 56.16 | 56.16 | 56.16 |
| 24 | 53.28 | 53.28 | 53.28 |
| 25 | 42.24 | 42.24 | 42.24 |
| 26 | 59.40 | 59.40 | 59.40 |
| 27 | 7.38 | 7.38 | 7.38 |
| 28 | 29.52 | 29.52 | 29.52 |
| 29 | 56.88 | 56.88 | 56.88 |
| 30 | 74.88 | 74.88 | 74.88 |
| 31 | 72.00 | 72.00 | 72.00 |
| 32 | 69.60 | 69.60 | 69.60 |
| 33 | 49.50 | | |
| 34 | nc | | |
| 35 | 136.00 | | |
| 36 | 156.00 | | |
| 37 | 330.00 | 330.00 | 330.00 |

No Bids:

Inlab Supply Co.
Leeds & Northrup

Bids Not Returned:
Central Scientific

Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem, Dean of Administrative Services

Explanation of rejection of certain bids:
Items 2 & 3: Accuracy insufficient.

TOTAL AWARDS:

Scientific Supplies Co. - \$2,119.75.

TABULATION - FURNITURE

| Item | Virco | Educators | Martin | Gordon Anderson | American Seating | Monitor | Muzzy | Magna | Puget Sound | B.F. Shearer | Washington School Supply |
|------|---|-----------|---------|--------------------|---------------------------|---------|-------------------------------|---------|----------------|--------------------|--------------------------------------|
| 1 | 1705.60 1497.60 1289.60 1081.60 | | | | <u>2464.80</u> 2797.60 | | 2240.16 2288.00 1815.84 | 2912.00 | 2263.04 | 2121.60 2225.60 | <u>3265.60</u> 2381.60 1955.20 |
| 2 | <u>741.60</u> 597.60 597.60 501.60 753.60 657.60 | | | | 1346.40 1423.20 | | 854.40 660.96 | | 888.00 | 1032.00 | 1298.40 |
| 3 | | | 667.20 | | | | 417.00 | 540.00 | 477.96 | | <u>401.40</u> |
| 4 | | | 2340.00 | | | | 1472.90 | 1794.00 | 2015.78 | | <u>1167.40</u> |
| 5 | | | | 1062.50 | | 1110.00 | | | | | |
| | | | | | | | | | | | |
| 6 | | | | | <u>1248.00</u> | | <u>1280.00</u> | | | | |
| | | | | | <u>2310.50</u> | | <u>2390.00</u> | | | | |
| | | | | | Installed | | Installed | | | | |

} FOB TCC
 } 2249.00
 }
 } Installed
 } 2678.00

Low bid meeting specifications indicated by _____ recommended.

George Van Mieghem
Dean of Administrative Services

Awards

| | | |
|-------------|--------------------------|--------------------|
| Item 1 | American Seating | \$ 2,464.80 |
| Item 2 | Virco | 741.60 |
| Item 3 | Washington School Supply | 401.40 |
| Item 4 | Washington School Supply | 1,167.40 |
| Items 5 & 6 | Gordon Anderson | 2,310.50 |
| | TOTAL | \$ <u>7,085.70</u> |

Bids not returned:

A.T. Norman
 Remington Rand
 Dohrman Hotel Supply
 Frank Cohan
 Timmerman Equipment Co.

Explanation for Rejection of Certain Bids

ITEM 1

Virco - No item bid meets specifications. Bid called for tubular welded frame. Chairs bid are swaged legs which are easily bent.

Muzzy - No item bid meets specifications. Bid called for tubular welded frame. Chairs bid are swaged legs which bend easily.

Puget Sound - Chair bid does not meet specifications. Bid called for tubular welded frame. Chair bid are swaged legs which bend easily. Also, glides on chair bid are plastic.

Shearer - No sample chair submitted per bid requirement.

PROPOSED CALENDAR FOR 1967-68
(Revision)

Fall Quarter

| | |
|-----------------|---------------------------------|
| September 11-22 | Faculty and Orientation |
| September 25 | Quarter Begins |
| November 23-24 | Thanksgiving Vacation |
| December 18-21 | Final Examinations |
| December 22 | Faculty Workshop - Quarter Ends |

Winter Quarter

| | |
|-------------|---------------------------------|
| January 2 | Quarter Begins |
| February 22 | Holiday |
| March 11-14 | Final Examinations |
| March 15 | Faculty Workshop - Quarter Ends |

Spring Quarter

| | |
|----------|---------------------------------|
| March 25 | Quarter Begins |
| May 30 | Holiday |
| June 3-6 | Final Examinations |
| June 7 | Faculty Workshop - Quarter Ends |
| June 7 | Commencement |

| | <u>Instructional Days</u> | <u>Orientation and Advisement</u> | <u>Faculty Workshops</u> | <u>Total Days</u> |
|--------|-------------------------------|---------------------------------------|------------------------------|-----------------------|
| Fall | 59 | 13 | 1 | 73 |
| Winter | 52 | 0 | 1 | 53 |
| Spring | <u>53</u> | 0 | 1 | <u>54</u> |
| | 164 | | | 180 |

INVITATION TO BID

Return To

THIS IS NOT AN ORDER

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

Date _____

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

| Item No. | Prices F. O. B. | Bidder Must Enter All Extensions and Totals | | | |
|----------|--|---|------|------------|--------|
| | | Quantity | Unit | Unit Price | Amount |
| | Description | | | | |
| 1 | Art Tables, 4872C*, 48x72x29" High with solid core 1-1/8" Edcolite laminated plastic (Birch Grain) tops banded with matching tenite tee molding pinned for permanent retention. Side and end rails to be 2" x 5" shaped, solid alder or maple with 2" x 4" cross-bracing 24" O.C. tenoned into rails. Legs are to be not less than 2-1/2" tapered solid or laminated maple securely fastened torails and equipped with 1-1/2" rubber cushioned steel glides. All wood parts to be finished per Educators standard specifications. Gordon K. Anderson Associates, or equiv.* | 8 | ea | | |
| 2 | Art Tables, 4872 P*, 48x72x29" Same as Item 1 except tops to be 3/4" colorless as mfd. by Johns-Manville Corp., fabricated and finished to manufacturers specifications or equal. Gordon K. Anderson Assoc., or equiv.* | 10 | ea | | |

| | |
|---|--|
| <p>PLEASE ENTER COMPANY NAME AND ADDRESS BELOW</p> <p>Address _____</p> | <p style="text-align: right;">TOTAL</p> <p>Mark Your Bid Envelope Business Office Tacoma Community College 10:00 A.M. 5900 So. 12th, Tacoma Bid C 5.23, 1957</p> |
|---|--|

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

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

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

- (1) No alteration in any of the terms, conditions, delivery, price, quality, 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 _____ to be included herein.

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

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

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

Tacoma Community College



MEMORANDUM

Date: August 18, 1967

To: Dr. Ford

From: Paul Jacobson

Subject: Requests for Additional Experience Credit

Seven requests for additional experience credit, as it pertains to salary placement, have been received from faculty members as of August 18. The requests are summarized below.

| <u>Name</u> | <u>Additional Experience Request (in years)</u> | <u>Cost to the College During 1967-68</u> | <u>Basis for Request</u> |
|-------------------|---|---|---|
| W. J. Crawford | 1 | \$512. | Non-teaching, industrial experience (Canadian Geological Survey) |
| E. F. Daniszewski | 2 | \$640. | Business Experience |
| E. F. Daniszewski | 1 | \$320. | Military Service |
| J. H. Hyde | 2 | \$1,024. | Military-Related Experience Geologist for the U.S. Army |
| L. Jansen | 3 | \$ 960. | Social Work |
| I. P. McCabe | 2 | \$1,024. | Questions original placement. Was given no credit for teaching fellowship and T.A. experience. |
| E. L. McNeal | 1 | \$ 320. | Questions original placement. Was not given credit for 5/9 year of teaching. |
| B. H. Shull | 1 | \$320. | Military - or - original placement professional |

If the Board of Trustees approves the TCCA request for non-teaching/experience credit, the following salary increases would be required during 1967-68.

| | |
|-------------------|-----------------|
| W. J. Crawford | \$512. |
| E. F. Daniszewski | \$640. |
| J. H. Hyde | \$1,024. |
| L. Jansen | \$960. |
| Total | \$3,136. |