

TACOMA COMMUNITY COLLEGE

Minutes

BOARD OF TRUSTEES

July 13, 1967

A regular meeting of the Board of Trustees was held at 3:00 p.m., Thursday, July 13, 1967 at Tacoma Community College.

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

Guests: George Van Mieghem, Dale Wirsing, Jack Hyde, President, TCCA, Harland Malyon, Ronald Magden and Henry Schafer

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

President Ford reported on the following items:

- a. Letter to President, Board of Directors, Tacoma School District No. 10
- b. Recommendations by the Faculty Regarding:  
Salary Schedule Provisions  
Extra Compensation Schedules
- c. Letter from Donald Olson, Consultant, Administration and Finance, State Department of Public Instruction
- d. Negotiations Agreement (Action by Faculty)
- e. Appointment of an Athletic Director
- f. Progress Reports

Mr. Hatfield moved approval of Tacoma School District No. 10 Board of Directors actions relating to Tacoma Community College business at their meetings of April 13, April 27, May 25, and June 22, 1967. The motion carried.

Mr. Binns moved that the president be given full authority to hire non-certificated employees without Board approval. The motion carried.

Mr. Binns moved that the president be given full authority to purchase materials in accordance with the Resolution Pertaining to Surplus Property Section. The motion carried.

Mr. Hatfield moved that the president of the college be authorized to sign all personnel contracts except his own, which is to be signed by the Chairman of the Board. Motion carried.

The next meeting of the Board of Trustees will be held on July 27, 1967 at 3 p.m. in the conference room of the Tacoma Community College administration building.

The meeting adjourned at 5:10 p.m.

# Tacoma Community College



Agenda Supplement Item 3-b<sub>i1</sub>

## MEMORANDUM

Date: July 13, 1967  
To: Board of Trustees  
From: Tom Ford  
Subject: Extra Pay for Extra Work

Historically, the public schools in Washington State, including the community colleges, have compensated faculty members for additional responsibilities beyond their regular academic assignment. During our first two years of operation we have attempted to provide for these services by releasing faculty members from a proportion of their teaching load for coaching, activity advising and departmental responsibilities. While this arrangement has been defensible from a philosophical point of view, it presents some practical problems - most of which are financial. For example; an instructor earning \$12,000.00 with 1/3 released time for coaching, costs the college \$4,000.00 for his coaching assignment. In addition, the college must hire a part-time instructor at \$8.00 to \$10.00 per hour to teach the class left vacant.

After consulting with the faculty, it was suggested that an extra pay schedule be prepared for consideration. On April 28, 1967, such a schedule was recommended to the District 10 administration, but was not acted upon for the same reasons previously reported to you as regarded the salary schedule and the negotiations agreement.

The following extra pay schedule was approved by the faculty on July 10 and is submitted to you for your perusal and consideration. I would like to place it on the next regular agenda for Board action.

### Recommended Extra Pay Schedule for 1967-68

(This schedule 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	

The problem of department and division chairman, as well as the athletic director, present similar, and perhaps more complex problems. These positions are essentially administrative in nature and require additional time during the working day as well as program wide responsibilities.

The department and division chairmen have conferred with the faculty salary committee who have, in turn, made a recommendation to the faculty. Their recommendation; approved by the faculty on July 10, is as follows:

1. Released time to be determined by the president, <sup>up to</sup> ~~with a minimum of one-third load and~~ a maximum of two-thirds load.
2. Per diem to be determined by the president <sup>up to a</sup> ~~with a minimum of five days~~ (beyond the 180 day contract) ~~and a~~ maximum of thirty days.
3. An administrative responsibility factor of 20% of the base salary on the regular salary schedule (.20 x 6400 or \$1,280.00)

The faculty has not considered extra compensation for the position of athletic director. However, in view of the program responsibility for all institutional athletics coupled with the assignment as athletic commissioner to the Washington Association of Community Colleges, I will recommend to the faculty and subsequently to the Board that this position also carry a responsibility factor of .20 with any released time or per diem to be determined by the president.

I would like to place the above proposal on the next agenda.

TACOMA COMMUNITY COLLEGE

June 22, 1967

Agenda Supplement

Item 4

The attached articles include topic headings under which Institutional regulations and procedures will be developed. Professional Compensation, Faculty Leave, and Conditions of Employment are all matters associated with contractual agreements between the faculty and the College. The recommended policies are designed as guarantees to the faculty that they will be involved in the development of the regulations and that disagreements which may arise between the faculty and the administration could be resolved under the provisions of the negotiation agreement.

## 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

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	

Refer to July 27, 1967  
Meeting - Reports -  
Item E

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
P. O. Box 1666, Olympia

July 20, 1967

BULLETIN NO. 3-67

TO: Community College Presidents  
FROM: Norman C. Richardson, Acting Director  
RE: Present Status of Contemplated Plans for Capital  
Outlay Needs During the 1967-69 Biennium

Please check those of the following four statements which indicate your best appraisal of the current status of capital outlay needs in your college district.

This form is to be returned to the State Board for Community College Education not later than August 7, 1967.

- \* 1. New construction: number of teaching stations and/or auxiliary facilities requiring 27,375 square feet of space. Do not include facilities already authorized by the State Board of Education.
- 2. We have not yet determined plans for construction during the 1967-69 biennial period, but we should like to discuss our problems with a staff member of the State Board for Community College Education.
- 3. We have facilities which we feel should be modernized or altered and would like to discuss them with you.
- 4. We do not plan to build or modernize existing facilities during the 1967-69 Biennium.

Comments:

\* See attached memo.

Tacoma Community College  
College District District 22

(Name)  
Signed *Shon...*

President  
(Title)

Date August 4, 1967

Return original copy to: Dr. Norman Richardson, Acting Director  
State Board for Community College Education  
Post Office Box 1666  
Olympia, Washington 98501



# 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.

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

Minutes of Meeting of the State Board for Community College Education  
Held July 6, 1967, in Olympia, Washington

The third meeting of the State Board for Community College Education was held on Thursday, July 6, 1967, in the Quinault Room of the Tye Motor Inn, Olympia, at 9:30 a.m.

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

Mr. John Hagensen, Vancouver - Chairman  
Mrs. John Bakke, Kirkland - Vice Chairman  
Mr. George Duecy, Everett  
Mr. L. Evert Landon, Tacoma  
Dr. James E. Moore, Seattle  
Mr. H. Avery Peyton, Spokane  
Mrs. Robert Shepherd, Pasco  
Dr. Norman C. Richardson, Secretary and Acting Director

The minutes of the June 22nd meeting were approved by the Chairman, with an addition and correction noted by Mrs. Bakke.

INVENTORIES OF ASSETS

A report on the progress made to date in the transfer of assets from school district to college district jurisdiction was detailed by Dr. Richardson, and a report of the current status of inventory reports was distributed to the Board. Districts not heard from as yet have been reminded to submit their inventories. A meeting with the State Board of Education Secretary, Miss Borghild Helgesen, had been scheduled for Monday, July 10th, Dr. Richardson informed the Board, after which the inventories will be submitted to the Governor's Office for arbitration on disputed properties, in accordance with provisions of Chapter 8, Laws, Extraordinary Session, 1967.

Motion:

It was moved by Mr. Duecy and seconded by Mrs. Shepherd that the Board instruct the Acting Director to notify community colleges that the inventories of assets would be submitted to the Governor's Office for arbitration and settlement subsequent to the meeting with the Board of Education Secretary.

Motion unanimously carried and so ordered by the Chairman.

## PROPOSAL FOR SELECTION OF PERMANENT DIRECTOR

Dr. Frederic T. Giles, newly-appointed Acting Dean of the School of Education at the University of Washington, reported on the progress of the proposal for the selection of a permanent Director. Dr. William H. Crawford, Professor of Education at Washington State University, and Dr. Giles met and developed a selection procedure and an invitation for application for the position of Director of the State Board for Community College Education.

Dr. Giles further suggested the involvement of vitally interested persons or groups. He suggested selection of a committee of Board members, a member of the Washington Association of Community Colleges, and consultants to agree on a plan of procedure and a schedule of steps to be taken.

### Motion:

It was moved by Mr. Landon and seconded by Mr. Peyton that the Chairman appoint a committee of five persons to contact community college leaders throughout the country in a search for a qualified Director of the State Board for Community College Education, and to act as a screening committee. The committee was to consist of two members of the College Board, one representative from the Washington Association of Community Colleges, and two consultants.

Motion unanimously carried and so ordered by the Chairman.

The Chairman appointed Mr. Duecy and Mrs. Bakke from the College Board, with Mr. Duecy to serve as Chairman; Dr. Walter Johnson to represent WACC, and Dr. Giles and Dr. Crawford to act as consultants.

### Motion:

It was moved by Mr. Duecy and seconded by Mrs. Shepherd that the proper expenditure of funds be authorized to pay the above committee members per diem and mileage equal to that authorized for nominating committees in Chapter 8, Laws, Extraordinary Session, 1967.

Motion unanimously carried and so ordered by the Chairman.

Dr. Giles suggested that the committee work out a budget as to the proper expenditure of funds involved in their work. He further suggested that the College Board have an opportunity to come to an understanding as to its views with regard to a permanent Director.

## DATA PROCESSING: SERVICES, COSTS AND ECONOMIES

A presentation relating to the data processing of community college records, given by Francis Flerchinger, Director of Educational Data Processing in the State Superintendent's Office, provided the Board with a history of the development of a method of uniform college enrollment reporting, describing the currently used forms and a summary of costs. Mr. Flerchinger indicated that enrollment data for last year is currently on magnetic tape and described its potential value. Mrs. Bakke suggested one practical use for it would be to bring such information to the Board for study.

Dr. Richardson described the importance of such information, especially during legislative sessions, and its value for research projects.

Discussion as to the logical assumption of cost of this operation, whether by district boards or State Board, developed with final agreement that this would properly be a College Board cost.

Motion:

It was moved by Mr. Peyton and seconded by Dr. Moore that the Board accept the Acting Director's recommendations in his report on data processing. (Exhibit A)

Motion unanimously carried and so ordered by the Chairman.

COLLEGE BOARD BUDGET REVIEW

Following Dr. Richardson's discussion of the itemized budget for the College Board, Mr. Buel Brodin of the Central Budget Agency stated that considerable latitude as to shifting of object items would be allowable within the total allotment. He further indicated that major shifts should require Board concurrence, but that minor changes should be within the Acting Director's jurisdiction. Mr. Brodin stated, however, that the Central Budget Agency should have knowledge of any funds available for Board expenditure.

Motion:

It was moved by Mr. Duecy and seconded by Mrs. Bakke that the data processing charge for community colleges be allocated among the various colleges on a per capita FTE basis for this biennium.

The motion did not carry, with Mr. Duecy and Mrs. Bakke voting "aye" and Mrs. Shepherd, Dr. Moore, Mr. Peyton and Mr. Landon voting "nay."

Mrs. Shepherd pointed out the need to budget for national magazines for the two-year college and to provide sufficient funds to permit members of the Board to participate in appropriate national meetings and suggested that it should be included in the budget for the next biennium.

Motion:

It was moved by Mr. Peyton and seconded by Mr. Landon that the Board approve the budget as submitted by the Acting Director, giving him latitude within the individual items to make such changes as seem to be needed.

Motion unanimously carried and so ordered by the Chairman.

PRESENTATION: SHORELINE COMMUNITY COLLEGE - TWO CAPITAL PROJECTS

Dr. Richard White, President of Shoreline Community College, introduced officials from the Shoreline District: Mr. Leonard, Chairman of the College Board; Mr. Tronson, Business Manager; Mr. Gary Little, Area Assistant Attorney General; and Mr. Douglas, Vice President of the College. Dr. White discussed at length the situation regarding a land purchase from Mrs. Bertha Boeing for critically needed parking facilities. Various members of Dr. White's group added pertinent information to the discussion. The second project concerned the lapse of an option on a 46-acre tract of land for Shoreline Community College. (Exhibit B)

Motion:

It was moved by Mr. Landon and seconded by Mrs. Bakke that the Board make the necessary appropriation to meet the immediate need of \$15,000 for the first installment on the 20-acre tract in question, with the entire amount to be paid within the period prior to the lapse of the option, or January, 1969. It was further moved by Mr. Landon that the Director be authorized to request a loan of \$15,000 from the State Finance Committee, for the immediate need of the Shoreline Community College District.

Mr. Landon, Dr. Moore, Mrs. Bakke, Mr. Duecy voted "aye"; Mr. Peyton and Mrs. Shepherd voted "nay."

Motion carried and so ordered by the Chairman.

Mr. Peyton expressed concern that the College Board had not as yet had the opportunity to review requests for disbursements from the capital project account for community colleges nor to develop criteria for such allotments. He felt the responsibility lay with the Board to look at the total picture before allotting monies to any specific college.

Motion:

It was moved by Mr. Peyton and seconded by Mrs. Shepherd that the Board give permission to the Shoreline Community College District Board of Trustees to sell revenue bonds to the amount of \$100,000 for the construction of a parking lot, to be funded by parking fees. (Exhibit C)

Motion unanimously carried and so ordered by the Chairman.

Dr. White expressed his appreciation to the Board for their consideration.

SPOKANE COMMUNITY COLLEGE CAPITAL PROJECT

Dr. Walter Johnson, President of Spokane Community College, presented a property transaction proposal wherein the Spokane Community College Board of Trustees would purchase two parcels of land and, in turn, sell two acres of land to the Union Sand and Gravel, Spokane. The proposal also includes the request for approval of deeding the two parcels purchased from Union Sand and Gravel to the City of Spokane for the purpose of relocating a roadway. Approval of this

transaction was sought by Dr. Johnson, who indicated it conformed with advice provided by Mr. Clarence Smith, the Assistant Attorney General for that district. (Exhibit D)

Motion:

It was moved by Mr. Landon and seconded by Dr. Moore that the Board authorize the Spokane Community College Board of Trustees to proceed with the purchase of two plots of land from Union Sand and Gravel, Spokane, Washington, and to sell approximately two acres to Union Sand and Gravel, with the subsequent sale to the City of Spokane of the two plots purchased from Union Sand and Gravel for the purpose of relocating the existing Fort George Wright Drive.

Motion unanimously carried and so ordered by the Chairman.

HIGHLINE COLLEGE REQUEST

Dr. Richardson reported to the Board on Highline College's request for authority to proceed in meeting the critical need of an additional parking lot as described in their presentation at the June 22nd meeting of the Board. (Exhibit E)

Motion:

It was moved by Mr. Landon and seconded by Mrs. Shepherd that Highline College be granted permission by the College Board to issue bonds in the amount of \$100,000, to provide for the construction of a parking lot. The funding of this bond issue is to be provided by revenue from this parking lot.

Motion unanimously carried and so ordered by the Chairman.

THE ADMINISTRATIVE PROCEDURE ACT

Mr. Robert Tjossem, Assistant Attorney General for the College Board, discussed the coverage of the Administrative Procedure Act as it relates to the Board as a State agency. Mr. Tjossem indicated that Dr. Richardson will be provided with the necessary forms to ensure compliance with requirements of the Act.

Specifically, Mr. Tjossem discussed the steps necessary for the establishment of College Board rules and regulations to ensure their validity. He suggested the Board might consider adopting its policies by formal resolution, and that these be numbered and systematized. Policies that might be inherent in the Board's by-laws could be reviewed and adopted at a later date.

SERVICES AND PROCEDURES OF DIVISION OF ARCHITECTURE AND ENGINEERING

Mr. Warren Brown, Supervisor of the Department of General Administration's Division of Architecture and Engineering, described the services which his

Division will provide to the community college districts. Supervision of capital building projects will be handled through this code division, providing design and engineering supervision of public works involving labor and construction in the various community colleges of the State, as well as for other State institutions. Orientation briefings have been held for community college business managers for review of the procedures required.

In brief, Mr. Brown outlined the progressive stages of a capital project, beginning with the authorization by the college board of trustees. A public works requisition is sent to the Division of Architecture and Engineering, which retains an architect and assigns a staff member to supervise the project until its completion. Regular inspections and supervision for the period of one year insures its proper progress during the course of schematic design, working drawings and construction phases.

Such programs, explained Mr. Brown, are developed in advance of construction. His staff provides assistance in planning and programs for future budgeting. Design work is done by an independent architect unless it would be a minor project of under \$15,000. He indicated that projects begun under school district administration would proceed as they were.

Advance planning on future projects, Mr. Brown stated, would require four years in order to insure adequate funding for his Division which is providing this service to the colleges. He indicated that the Central Budget Agency program requires a six-year projection for budgeting, and that his Division also requests a six-year plan for capital project budgeting.

Mr. William Stephens, Deputy Director for the Department of General Administration, told the College Board that their budgeting for the current biennium did not include the services they would be required to provide for community colleges and that this would require a drastic revision of the next biennium's budget for his Department.

Motion:

It was moved by Mr. Duecy and seconded by Mrs. Bakke that the Board instruct the Acting Director to notify the various community college districts and their presidents that careful planning should be undertaken to prepare justification of projected budgetary needs for operation and capital construction prior to the next meeting of the legislature, in view of the limited funds available.

Motion unanimously carried and so ordered by the Chairman.

MISCELLANEOUS REPORTS

Mr. Stephens reported to the Board on the availability of a six-unit apartment house being vacated and which is planned to house the College Board's state staff. This would be a temporary arrangement since within a year or less room on the East Capitol Campus would have to be made available for the

construction of a new State Highway Building. The State staff would then move to other quarters assigned by his Department.

Dr. Richardson briefed the Board on progress made toward development of a community college district map; proposed letterhead for the Board's staff; and a discussion of format, contents and scope of distribution of the College Board minutes of meetings.

Mr. Hagensen suggested that material accompanying the agenda be provided the Board in advance of meetings, and Dr. Richardson indicated that he has planned to do this.

Dr. Richardson explained that the proposed change in tuition and fees rules and regulations would require a twenty-day public notice prior to the Board meeting and that further consideration would have to be deferred until the August 3rd meeting. A final ruling on the question of reimbursement of Board members for travel expense other than 10¢ per mile is also expected then.

Discussion then turned to the procurement of an Assistant Director for Finance and Administration, as proposed in the State Board's projected organization chart.

Motion:

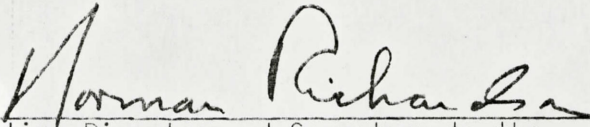
It was moved by Mr. Landon and seconded by Dr. Moore that the Board instruct the Acting Director to make a selection of an Assistant Director for Finance and Administration on an exempt, rather than temporary, basis.

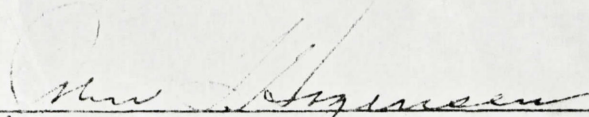
The vote was taken, with Mrs. Bakke, Dr. Moore, Mrs. Shepherd, Mr. Peyton and Mr. Landon voting "aye" and Mr. Duecy voting "nay."

Motion carried and so ordered by the Chairman.

Inasmuch as neither Mr. Hagensen nor Mrs. Bakke would be available for the next meeting, the Chairman requested Mr. Peyton to serve as Chairman Pro Tem at the next meeting, scheduled for August 3rd.

The Chairman declared the meeting adjourned at 4:00 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

July 6, 1967

DATA PROCESSING COSTS

Community college education is the most rapidly expanding program in the State. With this growth has come an increasing need for factual information about enrollments, characteristics of the students and other statewide and individual college figures. Provision of this data is logically a responsibility of the State Board for Community College Education.

In the past the Office of the Superintendent has borne the total cost of data processing services. The 1967-69 College Board budget simply will not afford sufficient funds to offer the same service heretofore provided. Although much of the data collected has not been used, it does not appear advisable at this time to effect savings by reducing the amount of data gathered. The situation needs careful study before any change is made in the type and amount of information reported.

Correction of certain inequities that exist in present procedures would effect substantial reduction in our data processing costs. Twelve of the nineteen colleges submitted student and faculty reports on punch cards. Seven colleges reported on the CC-1 form and this information was key punched by the State Office at no expense to the colleges. This is not an equitable situation. Further, of the twelve colleges reporting on punch cards, five colleges key punched their cards with a different format than that used by the State Office. Additional processing was done by the State Office and at State Office expense. Again there is an inequity. If community colleges were required to submit student and faculty reports on punch cards using the State format, College Board costs would be considerably reduced and we would have a procedure which would be fair and equitable to all colleges.

Additional savings could be realized if we were to eliminate the processing of class cards. Principal use of the class cards has been in verifying the enrollment reports which were the basis for the allocation of funds. This is a negative practice, unnecessary in view of present allocation policy, not applied to K-12 programs and entails a cost greater than any value derived.

Recommendations:

- (1) That all community colleges be required to submit student and faculty reports on punch cards.
- (2) That all community colleges submit cards key punched according to the State Office format.
- (3) That the processing of class cards for verification purposes be discontinued.

Shoreline Community College, District No. 7  
King County, Washington  
June 26, 1967

Resolution No. 3

RESOLUTION REQUESTING RELEASE OF FUNDS  
TO SHORELINE COMMUNITY COLLEGE, DISTRICT NO. 7,  
KING COUNTY, STATE OF WASHINGTON

WHEREAS, the Shoreline Community College, District No. 7, has become by operation of law, the owner of a land purchase contract with Bertha Boeing, for twenty acres of land immediately adjacent to the Shoreline campus, and

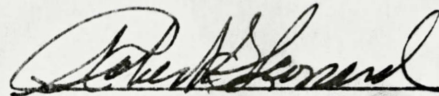
WHEREAS, thirty thousand dollars has been expended as a down payment on said land purchase contract, and

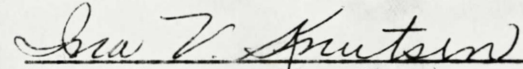
WHEREAS, approximately one hundred ninety thousand dollars remains owing on said land purchase contract, fifteen thousand of which is due on July 15, 1967, and

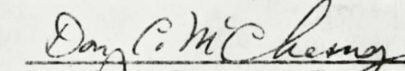
WHEREAS, Shoreline Community College is without funds to make payments called for by said contract:

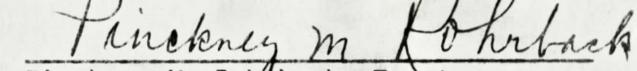
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Shoreline Community College, District No. 7 that the State Board of Community College Education is requested to release funds to Shoreline Community College, District No. 7 to satisfy the said contract with Bertha Boeing.

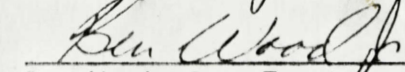
PASSED this 26th day of June, 1967, by the Board of Trustees.

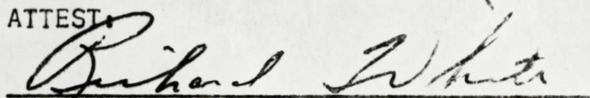
  
Robert G. Leonard, Chairman

  
Ina V. Knutsen, Vice Chairman

  
Don C. McChesney, Trustee

  
Pinckney M. Rohrbach, Trustee

  
Ben Wood, Jr., Trustee

ATTEST  
  
Richard White, Acting Secretary  
Board of Trustees



SHORELINE COMMUNITY COLLEGE

June 29, 1967

State Board for Community College Education  
Old Capitol Building  
Olympia, Washington 98501

Attention: Dr. Norman C. Richardson

Gentlemen:

On June 26, 1967 at a regular meeting of the Shoreline Community College, District No. 7 Board of Trustees, the following motion was approved:

Motion No. 8

In accordance with the recommendation of the President's office, the Board of Trustees requests the approval of the State Board for Community College Education, in accordance with the provisions of H. B. 548, Section 14, paragraph 6, to sell approximately \$100,000 in revenue bonds for the purpose of providing additional parking facilities, pledging revenue from parking permit fees and parking fines as the revenue source to service said bonds.

Enclosed is background information prepared for the perusal of the State Board for Community College Education. This enclosure establishes the basis of need for additional parking space by September, 1967 at Shoreline Community College and outlines the details of the proposed method of financing the development of this parking space.

The Board of Trustees is mindful of the many demands being placed upon the resources and time available to the State Board for Community College Education. The Board of Trustees would, however, wish to emphasize the emergency nature of this request for approval of the sale of revenue bonds and would ask that this matter be handled as expeditiously as possible.

Sincerely,

*George H. Douglas*

George H. Douglas  
Secretary, Board of Trustees  
Shoreline Community College  
District No. 7

cc: Mr. Robert G. Leonard, Chairman, Board of Trustees  
Dr. Richard White, President  
Mr. Edgar Tronson, Vice President  
Mr. Gary Little, Assistant Attorney General

16101 GREENWOOD AVENUE NORTH  
SEATTLE, WASHINGTON 98133  
TELEPHONE: Lincoln 6-4101

# Spokane Community College

E3403 MISSION AVENUE  
Spokane, Washington 99202

June 29, 1967

Dr. Norman Richardson  
Acting Director  
State Board for Community Colleges  
Box 527  
Olympia, Washington 98501

Dear Dr. Richardson:

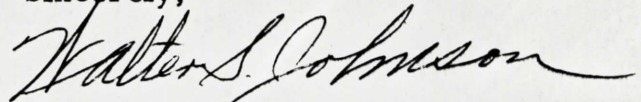
I request that you place on the July 6th State Board Agenda a request for state board approval to purchase two plots of land approximately one and one-half acres from Union Sand and Gravel, Spokane, Washington.

Also, request approval for Washington Community College District No. 17 to sell approximately two acres to Union Sand and Gravel. The difference in the purchase price is approximately \$150.00.

The purchase and sale of all three parcels of land has been approved by both the Board of Directors, School District No. 81 and the newly appointed Board of Trustees, Washington State Community College District No. 17.

Approval is also requested for Washington State Community College District No. 17 to deed the two plots purchased from Union Sand and Gravel to the City of Spokane for the purpose of relocating the existing Fort George Wright Drive.

Sincerely,



Dr. Walter S. Johnson  
President

WSJ/ej

P.S.: Mr. H. Avery Peyton will have a plot plan indicating the parcels of land in question. As soon as approval is granted, we will have Mr. Clarence Smith, Community College District Attorney, prepare the necessary documents and forward all required information to the State Board for Community College Education.

HIGHLINE COLLEGE PARKING LOT

Highline College requests College Board approval to issue and sell revenue bonds to the extent of \$100,000.00 against expected parking revenues of \$10,000 per year; this revenue to accrue from a \$3.00 per quarter charge to students and staff wishing to park on campus. A statement of need is furnished in President Allan's letter of June 13.

HIGHLINE PUBLIC SCHOOLS  
**HIGHLINE COLLEGE**

MIDWAY, WASHINGTON 98031

OFFICE OF THE PRESIDENT

June 13, 1967

Dr. Norman Richardson  
Executive Secretary  
State Board of Community College Education  
Olympia, Washington 98501

Dear Dr. Richardson:

With the full concurrence of the Trustees of Community College District IX, I request permission to appear before the State Board for Community College Education at its meeting on June 22, to request the Board's assistance in three items of urgency having to do with the facilities at Highline College:

I. Parking: An Emergency Situation.

Present parking facilities, as indicated by the red numbers on the enclosed maps, include planned space for 1040 cars. During the fall quarter just past, this space was completely in use during the peak hours of each day by the 2000 full-time equivalent students enrolled.

New buildings, indicated by red shading, together with increased state allocation, will bring an estimated 2800 full-time equivalent students to our campus during the forthcoming fall quarter, 1967.

There is no public parking, and there is no streetside parking in the vicinity of the campus which is safely accessible.

There is an emergency need to develop the north parking lot, and an access road thereto. The 540 spaces will provide adequate parking at least through 1968-1969.

Plans are completed for the parking lot and the on-campus access road. These plans were bid about 18 months ago at \$90,000. Present estimates are:

Parking lot and on-campus road	\$ 100,000
Purchase and development of access to Kent-Des Moines Road (see pencilled sketch back of map)	11,000
Parking control equipment (Fee collection and security)	9,200
	\$ <u>120,200</u>
Local funds in the amount of \$30,000 are available	30,000
NET REQUESTED	\$ <u>90,200</u>

Dr. Norman Richardson

- 2 -

June 13, 1967

On the foregoing item I hope to be able to discuss with the Board the possibility of a bank loan against income from parking fees.

II. Science Building: A Critical Need.

The three buildings designated No. 10 on the map were designed to house instruction in the natural sciences. Number 10 "A" has been used to house drafting, engineering drawing, and a strength of materials laboratory. These programs will now be moved to appropriately planned spaces in buildings 22, 23, and 24. This must be done to make space in 10 A for increased enrollment in the natural sciences.

Conversion of 10 A for instruction in the natural sciences will be somewhat costly, because ill-advised "economies" in the original construction called for the omission of water, gas, oxygen and drain lines in the concrete slab floor. An estimated cost of installing minimum and immediately essential lines and equipment is \$70,000.

III. Erosion Control, Track and Field Completion: Urgent Needs.

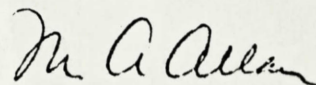
At several points on the campus considerable erosion and/or earth subsidence has occurred and will continue to occur unless plantings, rock and other holding materials are installed before winter. An estimated \$16,200 will provide minimal protection.

The current building project has included grading the field and constructing concrete curbing but no surface on the running track. Completion of this facility will provide one, sometimes two, teaching stations at modest cost. Cost of sprinkler system and planting on the field is estimated at \$26,000. Cost of surfacing the track with cinders, \$4,000. The latter expense is judged to be urgently needed to prevent deterioration of the curbing.

I wish to record that I concur with the Finance Committee of the Washington Association of Community Colleges that requests from all institutions should be reviewed before grants are made to any. For this reason, we have been exploring the possibility of private financing (based on parking fees revenues) of parking lot development. The Trustees and I feel, with respect to the three items above, that we must take action immediately.

I hope it will be possible for Highline College to be assigned some time on the agenda.

Sincerely,



M. A. Allan  
President

MAA/fm  
Attachment

cc: Mr. Donald Slaughter

TACOMA COMMUNITY COLLEGE FOUNDATION, INC.

AGREEMENT OF ASSOCIATION

We, the undersigned, do hereby associate ourselves together for the purpose and with the intention of forming a non-profit educational corporation in accordance with the provisions of Chapter 24.16 of the Revised Code of Washington.

The NAME of this corporation is and shall be

TACOMA COMMUNITY COLLEGE FOUNDATION, INC.

The purposes of this corporation are and shall be:

To promote public education by assisting Tacoma Community College and its faculty and students in any and all of their educational and cultural objectives, including but not limited to providing scholarships, gifts and endowments and financial aid to students, and soliciting and obtaining financial support from individuals and corporations, but excluding any purpose or activity which is not permissible under Section 501 (c) (3) of the Internal Revenue Code.

The powers of this corporation are and shall be:

To hold real and personal estate; to hire, purchase and erect suitable buildings for its accommodation to be devoted to its corporate purposes; to receive and hold in trust, or otherwise, funds received by gift or bequest, to be devoted to its purposes; to issue its promissory notes, bonds or other obligations, to be secured by mortgages on its real estate and other property in such manner as may be provided by its bylaws, and to perform such other acts as now are or may hereafter be permitted to a corporation formed under said chapter and consistent with the purposes above stated.

The said corporation is and shall be located in the City of Tacoma, Pierce County, Washington.

The said corporation shall have no capital stock.



TACOMA COMMUNITY COLLEGE FOUNDATION, INC.

Members

Robert L. DeLong, President

Mrs. Robert T. Garen, Vice-President

Richard C. Falk, Secretary

George Van Miegghem, Treasurer

John H. Binns

Goodwin Chase

Charles Fogg

Dr. Angelo Giaudrone

Dr. Thornton M. Ford

Mrs. Violet C. Graham

Dr. Paul E. Jacobson

William L. MacArthur

Harvey H. Pasic

L. H. Pedersen

To: Trustees and President Ford, Tacoma Community College

From: Joe Kosai, Records Officer

Re: Enrollment Projection for Fall Quarter, 1967

Allocation for the first year of the biennium to Tacoma Community College is 1864 full time equivalency (FTE). Fifteen hours is considered as a full time load. This gives us 27,960 student hours (1864 X 15).

English Composition credit going from 3 hours to 5 hours, the 12.7 hours averaged by the 1966-67 students will increase to approximately 13 hours. Assuming the average student load will be 13 quarter hours, we must register 2151 students to fulfill our quota.

Based on a 6% attrition rate of "no show" on students who have made their advance tuition payment we must have commitments by approximately 2288 students.  
(2288 X .94 = 2151)

As of July 26, 1967, fall quarter advance tuition payment has been made by 735 returning students. 1170 new applicants have responded to the advance tuition payment as of July 24. This gives us a total of 1905 commitments. Those applicants planning to enroll in 5 or less hours were not required to make an advance payment. There are approximately 150 people in this category. This brings our total to 2055 prospective students to date.

Request for applications and advance tuition payments are coming in daily. Twenty-five dollars advance tuition payment have been recorded as follows for the past week:

July 17.....	7
July 18.....	5
July 19.....	4
July 20.....	6
July 21.....	2
July 24.....	10

We have also registered many people the week of registration who have not placed an application on file.

# Tacoma Community College



## MEMORANDUM

Date: July 20, 1967  
To: Faculty  
From: TCCA Negotiation Committee  
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. Experience credit will not be granted for summer employment.

In order to determine the economic feasibility of this proposal, we must have statements from faculty members concerning their intention to claim credit under this provision. We direct your attention particularly to the phrase "directly related to the primary assignment of the staff member at Tacoma Community College."

Supporting material to accompany your claim should demonstrate the direct relevance of your experience to your present assignment. Such material may include copies of personnel records, job descriptions, letters from employers, etc.

In order to work up this material before the payroll goes in in September, we must receive the enclosed card by August 15, 1967 and supporting material by August 30, 1967.

Please return the enclosed card whether you intend to claim credit or not.

## COOPERATIVE BOARD-CERTIFICATED 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, Laws of 1965, Revised Code of Washington, 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 staff of the college, shall be the representative of all the certificated personnel 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 employers of all certificated personnel. 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.

7/27/67

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 who are satisfied with the conditions under which their services are rendered.

Certified personnel 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, 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 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 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 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 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. 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 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 percent membership of the college's certificated personnel. 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  
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.



IX  
ACCEPTANCE

This agreement is signed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 196\_\_

ATTEST:

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

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

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

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

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

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

BYLAWS

Article I

Name

Section 1. The name of the College shall be the Tacoma Community College.

Sec. 2. The Board of Trustees shall maintain an official seal for use upon any or all official documents of the Board.

Sec. 3. The seal shall have inscribed upon it the name of the College as shown.

Article II

Purposes and Objects

Section 1. The Tacoma Community College Board of Trustees, under law, is charged with the responsibility for Tacoma Community College.

Sec. 2. Authority is vested in the Board rather than in its individual members.

Sec. 3. The Board employs a president to assist it in carrying out its responsibilities and delegates to him the responsibility for administering the College under policies approved by the Board.

Sec. 4. Legal authority is vested in the Board of Trustees and may be exercised only by formal action of the Board, taken in regular or special meetings.

Sec. 5. No individual member of the Board may act on behalf of the Board unless specifically instructed by action of the Board.

### Article III

#### Membership

Section 1. The Board of Trustees shall consist of five members as described in Chapter 8, Laws of 1967, Extraordinary Session, R.C.W.

### Article IV

#### Officers

Section 1. At the first regular meeting of the Board each fiscal year, the Board shall elect, from its membership, a Chairman and Vice-Chairman to serve for the ensuing year.

Sec. 2. The President of the Tacoma Community College shall serve as Secretary of the Board of Trustees as specified by State Law.

Sec. 3. The Secretary may, at his discretion, appoint an appropriate college staff member to act as recording secretary for all regular and special meetings of the Board.

### Article V

#### Duties of Officers

Section 1. The Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall preside at each regular or special meeting of the Board, sign all legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The Chairman shall, while presiding at official meetings, have full right of discussion and vote.

Sec. 2. The Vice-Chairman, in addition to any duties imposed by rules and regulations of the State Board, shall act as chairman of the Board in the absence of the Chairman.

Sec. 3. The Secretary of the Board shall be the President of the College and shall serve as Chairman, without privilege of vote, in any official meeting of the Board conducted in the absence of the Chairman and Vice-Chairman.

Sec. 4. The Secretary, in addition to any duties imposed by rules and regulations of the State Board, shall keep the official seal of the Board, maintain all records of meetings and other official actions of the Board.

Sec. 5. The Secretary shall be responsible for Board correspondence, compiling agenda for meetings and distributing the minutes of the meetings and related reports.

Sec. 6. The Secretary shall send all information and materials pertinent to the agenda of all regular and special meetings to the Trustees prior to each meeting.

Sec. 7. Matters of business or correspondence must be received by the Secretary of the Board by 12:00 noon at least three days before the meeting in order to be included on the agenda.

Sec. 8. Any Trustee or the Secretary may present a matter of urgent business received too late for inclusion on the agenda if, in his judgment, the matter is of an emergency nature.

## Article VI

### Meetings

Section 1. The Board of Trustees shall hold all regular and special meetings in the Board Room at Tacoma Community College, 5900 South 12th, Tacoma, Washington, unless otherwise announced.

Sec. 2. All records, minutes, and the official College Seal shall be kept in the office of the Secretary of the Board whose office shall be open during all normal business hours to any resident taxpayer of the State of Washington.

Sec. 3. Correspondence or other business for the Board shall be sent to the Secretary of the Board, addressed to the administrative office of the College.

Sec. 4. The Board of Trustees shall hold at least one regular meeting during each month of the year and such other regular or special meetings as may be requested by the Chairman of the Board or by a majority of the members of the Board.

Sec. 5. All regular meetings of the Board of Trustees shall be publicly announced prior to the meeting and shall be open to the general public.

Sec. 6. No official business shall be conducted by the Board of Trustees except during a regular or special meeting held at a pre-announced time and place.

Sec. 7. The Board of Trustees may convene in Executive Session whenever it is deemed necessary and in the interest of the College.

Sec. 8. No official business of the Board of Trustees shall be conducted in Executive Session.

Sec. 9. Three members of the Board of Trustees shall constitute a quorum, but no action shall be taken by less than a majority of the entire Board.

Sec. 10. A roll call vote may be requested by any member of the Board for the purposes of the record.

Sec. 11. The fiscal year of the Board shall conform to the fiscal year of the State of Washington and shall be from July 1 to June 30 inclusive.

Article VII

Agenda

Section 1. The order of the agenda governing all regular meetings of the Board of Trustees of Tacoma Community College shall be as follows:

1. Roll Call
2. Approval of Previous Minutes
3. Correspondence (not for action)
4. Reports to the Board
5. Unfinished Business and General Orders
6. New Business
7. Adjournment

Sec. 2. The order of the agenda may be changed by the Chairman with the consent of the Board members present.

Article VIII

Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order, Revised, shall govern this Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this body.

Article IX

Amendment to Bylaws

Section 1. Bylaws of the Board may be revised or amended by majority vote of the Board provided such revision or amendment is proposed at least one meeting prior to the meeting at which the vote is taken.

Sec. 2. Bylaws may be revised or amended by unanimous vote of the Board at the same meeting at which the revision or amendment is originally proposed.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 196\_\_.

ATTEST:

Charles L. Edmunds  
Chairman, Board of Trustees

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

Lewis C. McNeil

John J. Smith

Margaret H. Myers

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

Minutes of Meeting of the State Board for Community College Education  
Held June 22, 1967, in Lacey, Washington

A special called meeting of the State Board for Community College Education was held in the Horizon Room at 9:30 a.m., in Panorama Hall, Lacey, Washington, on Thursday, June 22, 1967.

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

Mr. John Hagensen, Vancouver - Chairman  
Mrs. John Bakke, Kirkland - Vice Chairman  
Dr. James Moore, Seattle  
Mr. George Duecy, Everett  
Mr. H. Avery Peyton, Spokane  
Dr. Norman C. Richardson, Acting Director

The Chairman opened the meeting by asking the College Board for additions or corrections to the minutes of the first meeting of the Board, held June 1, 1967. There being none, the Chairman declared the minutes approved as presented.

ALLOTMENT OF FUNDS FOR MATERIALS AND EQUIPMENT TO WALLA WALLA COMMUNITY COLLEGE

The Capital Budget Bill, Chapter 142, Laws, Extraordinary Session, 1967, authorizes the State Board for Community College Education to make \$250,000 available to Walla Walla Community College for materials and equipment. Since funds do not begin to accrue in the Capital Projects Account until Fall Quarter tuitions are collected, and Walla Walla Community College needs to make equipment purchases now in order to have them on hand for the opening of classes in the fall, it is necessary to arrange an inter-fund loan. Inasmuch as there would be an interest charge, the lesser figure of \$190,000 was preferable in securing an immediate inter-fund loan sufficient to enable the College to open in September with proper equipment. On this basis a request had been made to the State Finance Committee.

MOTION

It was moved by Mr. Duecy and seconded by Mrs. Bakke that funds in the amount of \$250,000 be allocated from the Capital Projects Account, as provided in Chapter 142, Laws, Extraordinary Session, 1967, to Walla Walla Community College, and that Dr. Richardson be directed to prepare the proper papers and so advise the College.

Motion unanimously carried and so ordered by the Chairman.

### TUITION AND FEE CHARGES

Dr. Richardson reported that definition of the full-time and part-time student is receiving intensive study and that a small group consisting of Dr. Dwight Baird, President of Clark College, representing the Washington Association of Community Colleges; a representative from the vocational-technical institutes; Mr. Elmer Clausen, representing adult education; and Mr. Ernest Kramer, representing vocational education, will meet with a representative from the Attorney General's Office and Dr. Richardson. This will precede a meeting of a larger group for the purpose of reaching clear-cut directions and definitions for College Board consideration. The Board reviewed the present pertinent regulations of the State Board of Education which will remain in force until the College Board modifies them or adopts new regulations.

Dr. Richardson introduced Dr. Melvin Lindbloom, President of Green River Community College, and Dr. Omar Scheidt, President of Yakima Valley College, representing the Washington Association of Community Colleges. Dr. Scheidt indicated that WACC's understanding of the legislative intent of the new Community College Law (Chapter 8, Laws, Extraordinary Session, 1967) is that tuition fees would be kept to a minimum in order to serve students who otherwise would be unable to attend college.

A requested Attorney General's opinion indicated that tuition fees from summer school sessions may not be deposited in the Capital Projects Account, as will 40% of all other tuition fees. Dr. Richardson recommended that the Board take no action on this matter at present, since the Tuition and Fees Committee will meet on July 12th, and any changes in rules and regulations must follow established procedures, as required by statute.

Dr. Moore and Mr. Duecy expressed the desire to review present practices with regard to tuition and fees at the next meeting, if possible. Dr. Scheidt pointed out that a change in fee schedules at present would affect the college budgets since they were calculated on present practices.

#### Motion

It was moved by Mrs. Bakke and seconded by Dr. Moore that the matter of tuition and fee charges be tabled until the next meeting and that the Acting Director shall advertise that there will be a consideration by the College Board for a change in regulations at the next meeting.

Motion unanimously carried and so ordered by the Chairman.

### DEFERRED PAYMENT OBLIGATIONS

Dr. Richardson reported that he had met with officials of some of the key State agencies involved--the Auditor's Office, Central Budget Agency, the Attorney General's Office, and the Superintendent of Public Instruction's Office--to discuss this problem, for which no provision had been made in the 1967 Community College Law. The Central Budget Agency had requested

information as to the amount of money involved and asked those colleges faced with this obligation to indicate the amount they could pay before July 1, or during a grace period, and the amount they would be unable to pay. When this information is available, the State officials will make a decision. The suggestion was made that these officials could recommend to the Governor that funds be made available for this purpose from the Governor's emergency fund.

#### PURCHASE OF EQUIPMENT AND FURNISHINGS FOR STATE OFFICE

Dr. Richardson provided the Board with a run-down on the expenditures begun or contemplated thus far for the State Office, to be paid from the \$15,000 appropriated in Chapter 143, Laws, Extraordinary Session, 1967, the Executive Budget Bill, for interim expenses. All of the nominating committee expense claims had not been received from the legislators. He estimated that there would be in excess of \$9,000 available for equipment and supplies. It had been his impression that this appropriation needed to be spent prior to July 1, 1967, but the Central Budget Agency informed him this was not necessary. Dr. Richardson enumerated the items of equipment required and his arrangements for the purchase of a State agency car. He requested authority to complete these purchases and described the need for a copy machine for immediate copy needs in the office, supplementing the facilities of the Copy Center. It was suggested that rental of a copy machine would be a practical way of meeting this need.

#### Motion

It was moved by Mr. Peyton and seconded by Mrs. Bakke that the Board authorize the Director to purchase the new equipment as outlined in his report, including the automobile, and that he further be authorized to lease a copier for the small jobs necessary for immediate requirements.

Motion unanimously carried and so ordered by the Chairman.

Dr. Richardson indicated that the minutes would carry an itemized list of these purchases. (Exhibit A).

#### RESOURCE PERSONS TO ASSIST THE BOARD IN THE SELECTION OF A PERMANENT DIRECTOR

A review was made by Dr. Richardson of Board action at the June 1st meeting to request assistance in their choice of a permanent Director. He reported contacting Dr. Frederic Giles of the University of Washington and Dr. William Crawford of Washington State University regarding such consultant services as they could offer to provide effective direction for the Board in making a permanent selection. This they agreed to do, and they will attend the next meeting of the College Board to present a proposal regarding the service to be performed.



COMMUNICATIONS (Exhibit B)

The Chairman read to the Board several communications, the first being from Dr. Marion Oppelt, Acting President of Clover Park Community College, relating to bonds not sold prior to the signing of the Community College Law of 1967. Another letter read was from Dr. Eldon Dietrich, President of Walla Walla Community College, referring to the money appropriated in the Capital Budget Bill for materials and equipment. Since action of the Board had preceded the reading of this letter, no further action was required.

Mr. Hagensen proceeded to the reading of a letter from Dr. Melvin Lindbloom, President of Green River Community College, announcing that they had called for bids for a new student union building and asking for a letter indicating whether or not they should proceed with the bid called for.

Dr. Richardson indicated he had discussed this matter with Dr. Lindbloom and would recommend Board approval of this request inasmuch as funds to be used are local and no State funds are contemplated, and that this would be in line with procedures as established and required by the Department of General Administration. Bid procedures will be handled through this State agency. Dr. Lindbloom indicated his awareness of these requirements and desired to be in conformance with necessary requirements.

(Copies of the three communications are included in Exhibit B.)

Motion

It was moved by Mrs. Bakke and seconded by Mr. Duecy that the College Board approve the expenditure by Green River Community College of the \$15,000 for their student union building facility, as outlined in their letter of June 16, 1967.

Motion unanimously carried and so ordered by the Chairman.

The Chairman expressed the desire that future communications requiring Board study and consideration be furnished the members prior to the meeting to permit sufficient attention to be given to them before action is taken.

Mr. Duecy suggested that future meetings be attended by representatives from the Attorney General's Office, so that legal advice may be available during State Board meetings.

APPROVAL AND FINANCING OF ADULT EDUCATION PROGRAMS SUBSEQUENT TO JULY 1, 1967

Mr. Arthur Lewis, Financial Consultant for the Office of the Superintendent of Public Instruction, made a presentation as to the financing of adult education programs, also made before the State Board of Education and before the Coordinating Council for Occupational Education at its initial

meeting of June 21, 1967. (Exhibit C) The situation, in Mr. Lewis' opinion, did not present any great difficulties, and he anticipated that whatever problems existed could be dealt with successfully in the coming biennium if consistent policies were maintained by the State Board of Education, the State Board for Community College Education and the Coordinating Council for Occupational Education. Since the Community College Law does not clearly state its intent with regard to adult education, this guideline has been developed as a joint attempt to arrive at a working arrangement.

Mrs. Bakke stated that efforts should be ever present to carry out the philosophical intent of what community colleges should provide. She felt every effort should be made to work toward encouraging community colleges to develop, administer and improve adult education programs.

#### Motion

It was moved by Mrs. Bakke and seconded by Mr. Peyton that the Board accept the recommendation regarding approval and financing of adult education programs for the 1967-69 biennium, as outlined by Mr. Lewis in his presentation.

Motion unanimously carried and so ordered by the Chairman.

#### PER DIEM FOR BOARD MEMBERS AND NOMINATING COMMITTEES

Discussion developed concerning reimbursement for out-of-pocket expenses of Board members, with particular reference to need for air travel in certain instances. The immediate reaction of Mr. Robert Tjossem, Assistant Attorney General, was that transportation expenses for College Board members would be reimbursed at the rate of 10¢ per mile. He agreed, however, to pursue this matter and report back to the Board.

#### CONSIDERATION OF BY-LAWS

Mrs. Bakke submitted for Board approval a revised copy of by-laws for the State Board for Community College Education which had been developed as a result of committee work subsequent to the June 1st meeting. Discussion arose as to the advisability of removing any reference in the by-laws of the College Board to "standing committees," since it was felt that in time the Board might wish to establish other than "ad hoc" committees. Mr. Duecy distributed copies of Statutes, By-Laws and Standing Orders Affecting the Board of Regents of the University of Washington as offering some guidelines and/or suggestions in this matter. He expressed the opinion that it should take a majority of the members of the College Board to amend the by-laws. It was further suggested that thought might be given to the adoption of standing orders or rules and regulations for the purpose of the operation of the Board and that provision be made for executive sessions of the Board. (Exhibit D)

Motion

It was moved by Dr. Moore and seconded by Mrs. Bakke that the by-laws of the State Board for Community College Education, as amended by Mrs. Bakke, be adopted subject to legal review.

Motion unanimously carried and so ordered by the Chairman.

OFFICE SPACE FOR DIRECTOR AND STAFF

Dr. Richardson reported to the Board on the matter of securing adequate space for the establishment of the offices of the new State Board for Community College Education. Because off-campus space would be a charge against the Board, housing facilities available on the East Capitol Campus where new State offices will be constructed, would be available for temporary and almost immediate occupancy. Officials of the General Administration Department have encouraged him to choose a site until permanent office space is available.

Motion

It was moved by Mr. Duecy and seconded by Mr. Peyton that the Acting Director be authorized to make his choice of these temporary facilities for the staff on an interim basis.

Motion unanimously carried and so ordered by the Chairman.

RECEIPT OF BASIC DOCUMENTS FROM THE STATE BOARD OF EDUCATION

The Chairman ordered that it should be noted in the minutes of the State Board for Community College Education that minutes of the State Board of Education from April, 1941 through April, 1967 relating to community college education, vocational-technical education, and adult education, together with relevant rules and regulations of the State Board of Education, have been turned over to the State Board for Community College Education and a copy given at this meeting to the Chairman and Vice-Chairman.

CERTIFICATION OF INSTRUCTORS

Following a discussion of the need for modifying present rules and regulations governing certification of community college instructors, it was the consensus of the Board that the Certification Office in the Superintendent of Public Instruction's Office should process current applications for the coming year. It was felt that the Instruction Commission of WACC should consider this matter at its fall meeting, and that for the present the existing regulations should govern, pending consideration by the College Board.

## ORGANIZATION OF THE COLLEGE BOARD STAFF

Dr. Richardson distributed to the Board a draft of a proposed staff organization chart for the Office of the Director of Community Colleges. (Exhibit E) Mr. Keith Coombs, Personnel Officer for the State Superintendent's Office, discussed efforts with the State Personnel Board to establish a plan for future development of the College Board staff and to secure approval of proper authorities. According to Chapter 8, Laws, Extraordinary Session, 1967, professional education employee staff are exempt from Civil Service coverage. Mr. Coombs pointed out that in addition to those presently employed by the College Board, only one assistant director, with a secretary and accounting analyst, is contemplated at present. The other positions on the proposed organization chart would be for future expansion of the State Office.

Detailed discussion of present needs and classification information followed, with Dr. Richardson outlining his interpretation of the new State agency's immediate requirements for staff.

A discussion developed concerning projected costs of operation of the State Board's office. Mention was made of the unusually high cost of IBM processing of reporting data from the community colleges. The inadequacy of the \$300,000 biennial appropriation for the State Agency was discussed, with consideration given to the possibility of anticipating assistance from the Governor's emergency fund.

### Motion

It was moved by Mr. Duecy and seconded by Mrs. Bakke that the Acting Director be authorized to establish positions and employ personnel for the following State Office staff: Director, Executive Secretary, Clerk-Typist II, Assistant Director, Secretary I, Accounting Analyst II; and the Secretary II position, with salaries as shown on the organization chart included as Exhibit E.

Motion unanimously carried and so ordered by the Chairman.

It was agreed that the Assistant Director for Finance be secured on a temporary basis not to exceed the period of one year.

## CONSIDERATION OF THE COLLEGE BOARD BIENNIAL BUDGET

Discussion of the possibility of the individual community colleges' assuming costs of data processing elicited a statement of the position of the Executive Board of the WACC by Dr. Scheidt, President of Yakima Valley College, to the effect that college budgets were tightly drawn and would not permit such an additional cost.

College Board action regarding costs of data processing was deferred pending further study.

RECEIPT OF INVENTORIES OF ASSETS TO BE TRANSFERRED TO THE COLLEGE BOARD

Dr. Richardson reported on the receipt of inventories of assets from the various community colleges and local boards of directors, as required by Chapter 8, Laws, Extraordinary Session, 1967. Inventories from all but three had been received and listed.

Inventories in dispute will be transmitted to the Governor's Office and the Governor, through an advisory committee, will be the arbiter.

REVIEW OF COMMUNITY COLLEGE DISTRICTS' BUDGETS

Dr. Richardson reported on the receipt to date of budgets from the community colleges. After receipt by the College Board, the budgets will be transmitted to Central Budget Agency for review. In the succeeding biennium the College Board would receive and compile the budgets for submission to the Legislature. This year, however, submission to Central Budget Agency will suffice. The only action required is acknowledgement of receipt of the budgets by the Director. A second progress report will be given at the July 6th Board meeting.

DELEGATION FROM HIGHLINE COMMUNITY COLLEGE TO REQUEST COLLEGE BOARD SUPPORT FOR CAPITAL PROJECTS

Dr. Melvin Allan, President of Highline College, presented a detailed description of his institution's situation regarding requested assistance in the capital projects program, with especial emphasis on critically needed parking space. Dr. Allan summarized his presentation by pointing out that for the first time Highline, this fall, would be in a position to accommodate all applicants, but that this would be threatened by lack of parking facilities. Dr. Allan described alternative plans for financing these projects. Secondary to the need for parking space, but still urgent problems are: need for a science building, erosion control and track and field completion. (Exhibit F)

Motion

It was moved by Dr. Moore and seconded by Mrs. Bakke that Highline College be authorized to proceed as far as possible with the capital projects listed in Dr. Allan's presentation (Exhibit F), with whatever non-state funds may be available.

Motion unanimously carried and so ordered by the Chairman.

COMMUNICATION FROM WACC RE TUITION AND FEES AND CAPITAL PROJECTS ACCOUNT, DATED JUNE 16, 1967

A communication from the Washington Association of Community Colleges, dated June 16, 1967, submitted by Dr. Melvin Lindbloom, WACC Secretary, was read to the College Board, relating to tuition and fees and the Capital Projects Account. (Exhibit G) The discussion centered on the appropriate use of the moneys available through local funding and of

State moneys earmarked for funding of capital projects during the coming biennium.

DELEGATION FROM OLYMPIC COLLEGE REGARDING CAPITAL PROJECT

Dr. J. D. Park, President of Olympic College in Bremerton, and Mr. Armin Jahr, Superintendent of Bremerton School District 100-C, made a presentation about that institution's capital project. Dr. Park read from a printed presentation, copies of which he provided members of the College Board, (Exhibit H), containing background information, a recitation of the bids, and a summary of low bids for the total project, together with an analysis of funds available. Representative C. W. Beck, of Bremerton, reviewed efforts made during the recent legislative session to include money to cover capital projects in colleges which had already had approval of the State Board of Education and needed additional funds to insure their completion. The Bremerton delegation submitted two alternative requests to the College Board, and proposed the second if the first could not be granted, in order to safeguard local and federal funds which would not be available after July 1, 1967.

Motion

It was moved by Mr. Duecy and seconded by Mrs. Bakke that the College Board allocate a sum not to exceed \$585,256.00 from the \$2,500,000 made available from the Community College Capital Projects Account by Chapter 142, Laws, Extraordinary Session, 1967, for the completion of the Olympic College construction project, with the omission of Bid Items Nos. 3,4,5,6, and 7, as shown in the document presented by the Olympic College representatives. The motion carried, with Mrs. Bakke, Mr. Duecy, and Dr. Moore voting "yea," and Mr. Peyton voting "nay."

ANNOUNCEMENT OF SEMINAR ON THE NATURE OF VOCATIONAL EDUCATION IN THE COMMUNITY COLLEGE

Dr. Richardson announced a seminar to be held October 3-4, 1967, having the topic, "The Nature of Vocational Education in the Community College," jointly arranged with Mr. Ernest Kramer, Director of the Division of Vocational Education of the Coordinating Council for Occupational Education. Mr. Norman Harris, who is a national authority on the extent of vocational education in the community college, will act as consultant. Most of the expense of this seminar is to be borne by the Coordinating Council, and it will be structured to include attendance of community college presidents, deans of instruction, and directors of vocational education from the community college.

NEXT COLLEGE BOARD MEETING

It was announced that the next meeting will be held on Thursday, July 6, 1967, in Olympia.

The meeting was declared adjourned by the Chairman at 5:30 p.m.

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

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Chairman, State Board for Community  
College Education

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees  
July 13, 1967

Revised Agenda

1. Roll Call
2. Approval of Minutes of the Meeting of June 30, 1967
3. President's Report
  - a. Letter to Chairman, Board of Directors, Tacoma School District No. 10
  - b. Recommendations by the Faculty Regarding:  
Salary Schedule Provisions (Supplement b<sub>i</sub>)  
Extra Compensation Schedules (Supplement b<sub>ii</sub>)
  - c. Letter from Donald Olson, Consultant, Administration and Finance,  
State Department of Public Instruction
  - d. Negotiations Agreement (Action by Faculty)
  - e. Appointment of Athletic Director
  - f. Progress Reports
4. Ratification of Actions Taken Subsequent to April 3, 1967 by Tacoma School District No. 10 on Behalf of the College
5. Recommendation for Hiring Procedure for Classified Employees
6. Discussion of Bylaws
7. Resolution Pertaining to Surplus Property Section



TACOMA SCHOOL DISTRICT NO. 10

Board of Director's Meeting  
April 13, 1967

Items pertaining to Tacoma Community College

President Boze moved approval of the following Audit and Finance Committee Reports and Director Gillihan seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

<u>Community College</u>	<u>Warrant</u>	<u>Claim</u>	<u>Date Paid</u>	<u>Amount</u>
<u>Building Fund</u>	<u>Numbers</u>	<u>Numbers</u>		
Payroll	20305-20309	- - -	April 5, 1967	\$ 746.90
Claims	30563-30575	93-105	April 10, 1967	\$13,850.51
<u>Community College</u>				
<u>General Fund</u>				
Payroll	55267-55539	- - -	April 5, 1967	\$58,859.74
Claims	62179-62348	1156-1325	April 10, 1967	\$30,590.68

Director Anderson moved that Mrs. Doreen Faure, Community College staff member be granted sabbatical leave of absence for the 1967-68 school year to study. Director Tuell seconded the motion and those present, Directors Anderson, Gillihan, Tuell and Boze, voted yea.

Director Tuell moved election of Community College staff members for the 1967-68 school year per recommended list. Director Anderson seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea. (attached)

Director Gillihan moved that the staff members listed under Item III-J be elected for the Tacoma Community College for the 1967-68 school year and Director Anderson seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

<u>Name</u>	<u>Age</u>	<u>Preparation</u>	<u>Major</u>	<u>Experience</u>	<u>Subject</u>
Grimes, Janet A.	26	B.A. 1963, U.P.S. M.A. 1965, Ohio U.	English	2	English
Harrison, Richard W.	30	B.A. 1962, Seattle U. M.A. 1965, Boston Col.	English	3	English
Quenelle, Mrs. Suzanne M.	28	B.S. 1961, U.P.S. M.S. 1965, O.S.U.	Math	4	Math

Director Gillihan moved that Lloyd F. Jakeman be elected for the spring quarter of the 1966-67 school year as Community College instructor and Director Anderson seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

Director Tuell moved that Edgar L. McNeal and Donald O. Moseid be transferred to the Tacoma Community College for the 1967-68 school year and Director Gillihan seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

Director Gillihan moved that Donald O. Moseid be named Tacoma Community College basketball coach for the 1967-68 school year and Director Tuell seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

President Boze moved that the following staff members be authorized to attend professional meetings without deduction and with reimbursement of expenses, unless otherwise indicated:

Mrs. Doreen Faure and Morris W. Skagen - Northwest College Association Audio-Visual Association, Eugene, Oregon, April 17-18, 1967.

Sheldon M. Gilman - Northwest Political Science Association, Caldwell, Idaho, April 28-29, 1967.

Jack H. Hyde - National Science Foundation Field program re geology of the Canadian Rockies, Calgary, Alberta, June 5-20, 1967. (National Science Foundation will cover all expenses but partial air fare.)

Henry J. Schafer - National Council of Teachers of Mathematics, Las Vegas, Nevada, April 18-21, 1967.

Director Gillihan seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

TACOMA SCHOOL DISTRICT NO. 10

Board of Director's Meeting  
April 27, 1967

Items pertaining to Tacoma Community College

President Boze moved approval of the following Audit and Finance Committee Reports and Director Sterbick seconded the motion. Those present, Directors Gillihan, Sterbick, and Boze, voted yea.

<u>Community College</u> <u>General Fund</u>	<u>Warrant</u> <u>Numbers</u>	<u>Claim</u> <u>Numbers</u>	<u>Date Paid</u>	<u>Amount</u>
Payroll	50001-50140	- - -	April 20, 1967	\$ 10,223.60

President Boze moved that J. Paul Steadman, Community College staff member, be granted leave of absence to study for the 1967-68 school year. Director Sterbick seconded the motion and those present, Directors Gillihan, Sterbick, and Boze, voted yea.

Director Gillihan moved that the staff members listed under Item III-K be elected for the Tacoma Community College for the 1967-68 school year and Director Sterbick seconded the motion. Those present, Directors Gillihan, Sterbick, and Boze, voted yea.

<u>Name</u>	<u>Age</u>	<u>Preparation</u>	<u>Major</u>	<u>Experience</u>	<u>Subject</u>
Betz, Joseph A.	37	B.E. 1951, Seattle U. M.A. 1963, W.S.U.	Math	10½	Mathematics
Crawford, William J.	38	B.S. 1959, U. of B.C. M.S. 1963, U. of Wn.	Geology	2	Geology
McCourt, Jerome M.	23	A.B. 1965, Georgetown U. M.A. 1967, U. of Wn.	English	-	English
Schultz, Mrs. Judith Ann	26	B.A. 1965, M.A. 1967, U.P.S.	English	-	English
Whisner, David R.	44	B.M. 1954, M.M. 1956, La. St. U.	Music	11	Music

President Boze moved that the following Community College instructors (copy in minute book) be employed for the 1967 summer session. Director Gillihan seconded the motion and those present, Directors Gillihan, Sterbick, and Boze, voted yea. (copy attached).

President Boze moved that the following staff members be authorized to attend professional meetings without deduction and with reimbursement of expenses, unless otherwise indicated:

William Anderson - Western Psychological Association, San Francisco, California, May 4-6, 1967.

Richard C. Falk - Western Regional Testing Conference, San Francisco, California, May 5, 1967.

George Van Miegheem - Western Association of College and University Business Officers, San Francisco, California, April 30 - May 3, 1967.

Director Sterbick seconded the motion and those present, Directors Gillihan, Sterbick, and Boze, voted yea.

President Boze moved approval of the request for Community College Building Fund Appropriation No. 29, \$10,759.69, for District's share of cost of water mains under L.I.D. #5413, and Director Sterbick seconded the motion. Those present, Directors Gillihan, Sterbick, and Boze, voted yea.

Director Gillihan moved approval of the request of Strom Construction Company, Inc., general contractor for Phase III of Tacoma Community College, for Change Order No. 2, an addition of \$2,140.27, including sales tax, for installation of approximately 400 lin. ft. of 30' wide driveway from 19th Street to existing blacktop. President Boze seconded the motion and those present, Directors Gillihan, Sterbick, and Boze, voted yea.

TACOMA SCHOOL DISTRICT NO. 10

Board of Director's Meeting  
May 25, 1967

Items pertaining to Tacoma Community College

President Boze moved approval of the following Audit and Finance Committee Reports and Director Sterbick seconded the motion. Those present, Directors Sterbick, Tuell, and Boze, voted yea.

<u>Community College</u> <u>Building Fund</u>	<u>Warrant</u> <u>Numbers</u>	<u>Claim</u> <u>Numbers</u>	<u>Date Paid</u>	<u>Amount</u>
Claims	30576-30581	106-111	May 10, 1967	\$ 31,843.70

<u>Community College</u> <u>General Fund</u>	<u>Warrant</u> <u>Numbers</u>	<u>Claim</u> <u>Numbers</u>	<u>Date Paid</u>	<u>Amount</u>
Claims	62349-62535	1326-1512	May 10, 1967	\$ 20,935.27
Payroll	50390-50529	- - -	May 19, 1967	\$ 10,794.47

Director Tuell moved that the staff members listed under Item III-F be elected for the Tacoma Community College for the 1967-68 school year and Director Sterbick seconded the motion. Those present, Directors Gillihan, Sterbick, Tuell, and Boze, voted yea.

<u>Name</u>	<u>Age</u>		<u>Major</u>	<u>Experience</u>	<u>Subject</u>
Eiseman, Paula E.	25	B.A. 1964 M.A. 1967, Ariz. St. U.	Counseling	3	Counselor
Gangnes, Donald R.	29	B.A. 1960, W.W.S.C. M.S. 1964, U. of Pa.	Science	6	Science
Griffin, Phillip L.	28	B.A. 1963, Montana St. U. M.S. 1967, Calif. St. Col.	Counseling	-	Counselor

Director Gillihan moved that Mrs. Ivonna P. McCabe be transferred to the Tacoma Community College for the 1967-68 school year and Director Tuell seconded the motion. Those present, Directors Gillihan, Sterbick, Tuell, and Boze, voted yea.

Director Gillihan moved adoption of Resolution No. 367 (copy in minute book) concerning funds for completion of the Community College construction. President Boze seconded the motion and those present, Directors Gillihan, Sterbick, Tuell, and Boze, voted yea.

TACOMA SCHOOL DISTRICT NO. 10

Board of Director's Meeting  
June 22, 1967

Items pertaining to Tacoma Community College

President Boze moved approval of the following Audit and Finance Committee Reports and Director Anderson seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

<u>Community College</u> <u>Building Fund</u>	<u>Warrant</u> <u>Numbers</u>	<u>Claim</u> <u>Numbers</u>	<u>Date Paid</u>	<u>Amount</u>
Claims	30582-30590	112-120	June 9, 1967	\$ 2,649.63
<u>Community College</u> <u>General Fund</u>				
Claims	62536-62684	1513-1661	June 9, 1967	\$ 25,750.77
Payroll	50779-50923	- - -	June 20, 1967	\$ 10,817.02

Director Anderson moved that Harry Markowicz, Community College staff member, be granted leave of absence for the 1967-68 school year, to study, and Director Tuell seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

Director Tuell moved that the staff members listed under Item III-H be elected for the Tacoma Community College for the 1967-68 school year and Director Anderson seconded the motion. Those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

<u>Name</u>	<u>Age</u>	<u>Preparation</u>	<u>Major</u>	<u>Experience</u>	<u>Subject</u>
Anderson, Ernest R.	53	B.E. 1934, Wis. St. U. M.Lib. 1960, U. of Wn.	Librarian-	19	Librarian ship
Cummings, Gordon M.	31	B.S. 1962 M.S. 1967, N. Dak. St. U.	Psychology	2	Psychology
Daniszewski, Edward F.	36	B.A. 1952, St. Martins Col. M.B.A. 1957, Stanford U.	Bus. Adm.	6	Business and Accounting
Summers, Charles B.	28	B.A. 1965, W.W.S.C. M.A. 1966, U. of Ill. (45 grad. qtr. hrs.)	Speech	1	Speech
Tuttle, John H.	47	B.A. 1943, Reed Col. M.A. 1947 Ph.D. 1953, Columbia U.	French	12	French

Director Gillihan moved that the following staff members be authorized to attend professional meetings without deduction and with reimbursement of expenses, unless otherwise indicated:

It is also recommended that approval be given to Helmer Roen to travel to Eugene, Oregon to pick up trees for Tacoma Community College landscaping on May 9, 1967. (Reimbursement of transportation only.)

Director Anderson seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

President Boze moved acceptance of the following low bids, meeting specifications, as recommended by the Director of Purchases: Closed Circuit Television System (Community College)--Telemation, Inc., \$11,284.20; Peanuts--Circus Foods, \$7,737.50; Annual Glass Requirements--Tacoma Glass Company, \$3,566.38; Roofing Materials--Pioneer Builders Supply, \$2,248.00, Lundgren Dealers Supply, \$4,015.80, and St. Regis Hardware, \$675.00 (each subject to test); and Closed Circuit Video Tape Recorders (Community College)--reject and rebid at later date. Director Anderson seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

Director Anderson moved approval of the request of Strom Construction Company, Incorporated, general contractor for the Community College, Phase III, for Change Order No. 3, an addition of \$153,899.23, including sales tax, for reinstatement of items deleted in Change Order No. 1 and to provide and install library equipment and cabinets in Building A, lecture hall seating and stage curtains, and install lockers, seating and basketball equipment. Director Gillihan seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.

Director Anderson moved approval of the request of Strom Construction Company, Incorporated, general contractor for the Community College, Phase III, for Change Order No. 4, an addition of \$82,105.43, including sales tax, to provide and install art and music cabinets and equipment in Building G and to provide and install kitchen and food service equipment in Building N. Director Gillihan seconded the motion and those present, Directors Anderson, Gillihan, Tuell, and Boze, voted yea.