

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

June 25, 1970

3:30 p.m.

Agenda

1. Roll call
2. Minutes
3. Correspondence
4. Unfinished business
 - (a) parking fees (supplement 4a)
 - (b) telephone proposal (supplement 4b)
 - (c) student code--Dr. Lathrop (supplement 4c)
5. New business
 - (a) Bid openings for equipment -- Mr. Van Mieghem (supplement 5a)
 - (b) Ratification of adult education contract with Tacoma School District 10 -- Mr. Rhule (supplement 5b)
 - (c) Ratification of adult education contract with Peninsula School District 401 -- Mr. Rhule (supplement 5c)
 - (d) Agreement with McNeil Island Federal Penitentiary--Mr. Rhule (supplement 5d)
 - (e) Faculty appointments (supplement 5e)
 1. instructional
 2. student services
 - (f) Resolution regarding Mrs. Doris Bennett
6. Reports
 - (a) TCCA -- Mr. Clarke
 - (b) ASB -- Mr. Sheridan
 - (c) TCCSA -- Mrs. Hildebrand
 - (d) Community Services -- Mr. Rhule (supplement 6d)
 - (e) Instruction -- Dr. Jacobson
 - (f) Student Services -- Dr. Lathrop
 - (g) Planning -- Dr. Falk (supplement 6-g)
 - (h) Administrative Services -- Mr. Van Mieghem
 - (i) President's Report
7. Information

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

June 25, 1970

The regular meeting of the Board of Trustees was called to order by Mr. John Binns, Chairman, at 3:30 p.m., June 25, 1970, at Tacoma Community College.

Present: John Binns, Robert Yamashita, Charles Edmunds, Dewey Tuggle and Thornton Ford, Secretary

Guests: Doreen Amoroso, Allan Clarke, Richard Falk, Howard Ferguson, Lorraine Hildebrand, Robert Patterson, Robert Rhule, George Van Mieghem, Dale Wirsing, Wesley A. Bull, Richard Delin, Walter Gordon, Joe Kosai, Don W. Lentz, M. L. Markey, Frank Mitchell, M. T. Szymczak and Marshall Vigus

Minutes of the meeting of May 28, 1970, were approved as submitted.

Unfinished business

Mr. Edmunds moved and Dr. Tuggle seconded that the Board adopt the parking fee proposal and the proposed regulations. The motion carried.

Prior to the discussion of the telephone proposal, it was noted that Pacific Northwest Bell had been notified that the new proposal was to be an order of business on the June 25 agenda.

Mr. Van Mieghem and Mr. Delin explained the comparison of costs, i.e., college owned vs. Bell system communications. A survey has shown that over a ten-year period, the college would realize approximately \$240,000 savings by owning its system.

Mr. M. L. Markey, Automatic Electric Company, spoke on behalf of the customer-owned telephone system and of the features which are not available through the telephone company. He went on to say that the college's own people could take care of the maintenance.

Wesley A. Bull, Nortec Engineering, Inc., emphasized the cost savings to the college and the versatility of a college owned system.

Walter Gordon, from Gordon & Cross Engineers, advised the Board to continue operation of the college's cable plant. He said that under the Carter Phone Decision which the FCC passed last year, an interconnect with Bell Telephone would be the solution.

Mr. Yamashita asked a question about warrantee and was told by Mr. Markey that a one-year warrantee would be given for defective material and labor. It was stressed that educational equipment and facilities could easily be added on to the college's system.

Mr. Edmunds moved and Dr. Tuggle seconded to continue the college-owned telephone system and to arrange for interconnection with the Bell System. The motion carried.

After some discussion, the Board agreed to call a special meeting to study the proposed Code of Student Rights and Responsibilities. The meeting will be held on July 9 at 5 p.m.

The Chairman asked that the Student Code be made a special order of business at the next regular meeting on July 23, and that all interested persons be notified.

New business

Mr. Edmunds moved and Dr. Tuggle seconded that the Board accept the following bids as recommended by Mr. Van Mieghem for Consortium lab equipment:

Audiocraft - Items 26,20--\$154.96
Gunars Abolins - Items 4,8,11,13,14,20,30,31--\$397.80
Photo & Sound Co. - Items 1,2,3,6,10,17,18,19,21,22,23,25,28,16--\$1,813.58
Treck - Items 7,9,12--\$203.04
Ralph Butterworth - Items 5,24,32--\$157.40

The motion carried.

Mr. Edmunds moved and Dr. Tuggle seconded that the Board approve the 1970-71 Adult Education contract with Tacoma School District No. 10. The motion carried.

Due to lack of information, the agenda item concerning a contract with the Peninsula School District was passed over.

Mr. Edmunds moved and Dr. Tuggle seconded that the Board approve amendment 2 to contract No. J4C-3432 with McNeil Island, and authorize the president to renew the contract for the 1970-71 fiscal year. The motion carried.

Dr. Tuggle moved and Mr. Yamashita seconded that the supplementary faculty for summer school and the position of counselor (Mrs. Clara Cox) for the 1970-71 school year be approved. The motion carried.

Dr. Tuggle moved and Mr. Edmunds seconded that the resolution on behalf of Mrs. Doris Bennett be approved and signed. The motion carried.

Reports

Community Services -- Mr. Rhule

- Community Services enrollment - 1969-70
- Program under way in conjunction with Junior League of Tacoma, Inc.
- Community Mental Health Expediter Program
- Letter from William King, Education Services Officer from McChord Air Force Base, requesting that we continue our association with them during the next academic year.

Student Services -- Mr. Kosai

--summer school enrollment--1130 including community services

Planning -- Dr. Falk

--Summer Instructional Improvement Workshop

Administrative Services -- Mr. Van Mieghem

--Bids to be advertised on June 29 and July 6

--Bid opening on July 21

--Higher Education Personnel Board meeting at CWSC on June 15

Established two new positions

--Chief Security Officer

--Patrol Leadman

--Higher Education Personnel Board approval of TCC's certified compensation plans

--Selection of Chief Security Officer.

The Board agreed that it would be helpful if the new Chief Security Officer could attend the July 9 special meeting of the Board.

President's Office -- Dr. Ford

--Institutional policy analysis

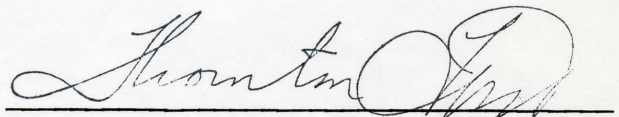
--Presidential panel on Institutional Challenges

--September Board meeting date in conflict with faculty retreat date

There will be a special meeting of the Board on July 9, at 5 p.m.

The next regular meeting of the Board of Trustees will be held on July 23, 1970, at 3:30 p.m.

The meeting adjourned at 5:45 p.m.



Thornton M. Ford, Secretary

PROPOSED COLLEGE OPERATED COMMUNICATIONS SYSTEM

HISTORICALLY

Presently the 200 line college communications system serves 258 telephone stations across the campus. Without this present communication link, the college would be paying a communications charge to the Bell System of almost twice the present rental.

Further savings can be realized by taking advantage of the legal right the college now has of interconnecting their communications system to lines provided the college by Bell Telephone at a nominal charge and utilizing its own communication system to complete the circuit. The college system is now three times as large as the system rented to the college by the telephone company.

This interconnection, as it is called, can be most conveniently accomplished at Tacoma Community College by proceeding in two steps. Step one would be the installation of a temporary cord operators board and approximately half of the accompanying switching equipment, plus replacement of telephone sets now provided by the telephone company. This would be timed to coincide with the completion of the new faculty office building and new telephone service would have to be provided for that building at that time also.

Step two would provide a cordless, electronic operators position and the balance of the switching equipment necessary to complete the interconnected system. Under this completed system, the college would gain additional local lines, additional SCAN access, and greater flexibility of call handling for the operator. Outlined below in more detail are services provided, comparative monthly charges and the monthly savings made by the college under the system. A ten year projection shows a net saving to the college of \$241,128.

INTERIM PERIOD: (completion of faculty office building, October 1970, for a period of 1 year following)

200 lines
318 telephones
Operator Cord Board
Automatic Interconnect Arrangement

COST \$966. SAVINGS \$1334. (per. mo.)

Comparable Bell System Service

200 lines
316 telephones
Operator Cord Board

COST \$2300. (per. mo.)

TOTALLY INTERCONNECTED SYSTEM

200-300 lines
400 telephones
Cordless Operator Position
Automatic Interconnect Arrangement

COST \$1300. SAVINGS \$1472. (per. mo.)

COMPARABLE BELL SYSTEM SERVICE

200-300 lines
400 telephones
Operator Cord Board

COST \$2772.

EQUIPMENT COSTS - BOTH PERIODS

INTERIM PERIOD.- October 1970 to October 1971

EQUIPMENT : This includes purchase of equipment, modification,
and installation, drafting and engineering.

COST: \$26,700.

COMPLETION OF INTERCONNECTED COMMUNICATIONS SYSTEM - October, November 1971

EQUIPMENT : Includes all the above noted items plus rewiring of
certain interim circuits and expansion of the lines
of the system.

COST : \$13,300.

COMPARISON OF COSTS - COLLEGE OWNED VS. BELL SYSTEM COMMUNICATIONS

Year	Bell System	College Operated	Savings
Interim (1st)	\$27,600.	\$11,592.	\$16,008.
2nd	\$33,264.	\$15,600.	\$17,664.
3rd	\$36,588.	\$16,380.	\$20,208.
4th	\$39,912.	\$17,160.	\$22,752.
5th	\$43,236.	\$17,940.	\$25,296.
6th	\$46,560.	\$18,720.	\$27,840.
7th	\$46,560.	\$18,720.	\$27,840.
8th	\$46,560.	\$18,720.	\$27,840.
9th	\$46,560.	\$18,720.	\$27,840.
10th	\$46,560.	\$18,720.	\$27,840.
Totals:	\$413,400	\$172,272.	\$241,128.

Computations are based on a ten-year schedule of charges, and a ten percent increase due to normal service needs is included in computing the Bell System rates. No amount is included to allow for rate increases, which have historically been six to ten percent at various intervals of time and thus could be assigned no fixed yearly rate. Thus only the ten percent service increase was applied and that only for the first five-year period, after which, service needs should be stabilized.

The college system uses a cost of service figure, rather than a value of service figure in additional services rendered. Thus, a five percent increase is applied over the first five-year period and service is considered stabilized during the remaining five-year period. This five percent figure accounts for inflationary costs of labor, materials, and overhead for the first period and should also be stabilized over the latter period.

4-e

RESOLUTION NO. 70-2

ADMINISTRATIVE ORDER NO. 4

A resolution relating to permanent rules of Community College District Number Twenty-Two (22).

BE IT RESOLVED by a majority of the Board of Trustees that the annexed regulations, to-wit:

The Tacoma Community College Code of Student Rights and Responsibilities; WAC 132V-14-010 through WAC 132V-14-080, WAC 132V-16-010 through WAC 132V-16-130, and WAC 132V-18-010 through WAC 132V-18-080

are hereby approved and adopted as permanent rules of Community College District Number Twenty-Two (22).

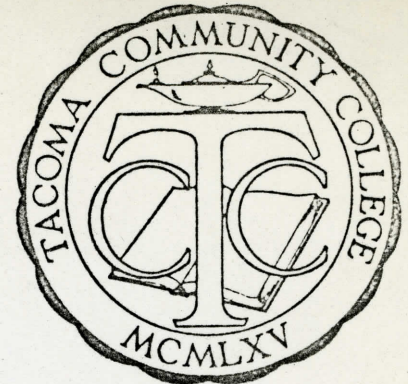
APPROVED AND ADOPTED
June 25, 1970

Attest: _____
Chairman

Tacoma Community College

Agenda supplement 4c

McL...



MORANDUM

Date: June 19, 1970
To: Members of the Board of Trustees
From: Dr. Robert Lathrop
Subject: STUDENT RULES AND REGULATIONS

The enclosed proposed student rules and regulations are now ready for your consideration for adoption. This document represents the combined efforts of students and faculty with the able assistance of Mr. Robert Patterson, State Assistant Attorney General. Several open meetings were held in order to provide an opportunity for the entire campus community to express their ideas concerning this area.

Chapter 132V-14

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

NEW WAC 132V-14-010 TITLE. This chapter and chapters 132V-16 and 132V-18 WAC shall be known as the Tacoma Community College Code of Student Rights and Responsibilities.

NEW WAC 132V-14-020 DEFINITIONS. As used in this chapter and chapters 132V-16 and 132V-18 WAC the following words and phrases shall mean:

(1) "Assembly" shall mean any overt activity engaged in by two or more persons, the object of which is to gain publicity; advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

(2) "Board" shall mean the Board of Trustees of Community College District No. 22, State of Washington.

(3) "College facilities" shall mean and include any and all personal property and real property including all buildings and appurtenances affixed thereon or attached thereto which is owned or operated by the board, or otherwise under the possession and control of the board.

(4) "College" shall mean Tacoma Community College and any other community college campus or college facility which may be created by the board.

(5) "Faculty members" shall mean any employee of any college administered by the board who is employed by the board, either part time or full time, in an instructional capacity, or in the position of a counselor, librarian or a comparable instructional support capacity.

(6) "Disciplinary action" shall mean and include a written warning to, the temporary or permanent dismissal of, or placement on probation of any student by the appropriate college official for the violation of any rule of student responsibilities set forth in this chapter.

(7) "District" shall mean Community College District No. 22, State of Washington.

(8) "President" shall mean the duly appointed chief executive officer of any campus of the district, or in his absence, the acting chief executive officer.

(9) "Student", unless otherwise qualified, shall mean and include any person who is registered for classes at any college administered by the district and other persons formally in the process of applying for admission to any such college.

NEW WAC 132V-14-030 JURISDICTION. (1) All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college sponsored activity or function which is held on or in noncollege facilities and is not open to attendance by the general public.

(2) Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the public and/or appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board rules or the district's tenure rules and regulations.

NEW WAC 132V-14-040 STUDENT RIGHTS. The following enumerated rights are guaranteed to each student within the confines of the limitations set forth in this chapter which are deemed

necessary to effect the educational objectives of the college:

(1) All students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(2) Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the district.

(3) The rights of students to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures is guaranteed.

(4) No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges.

(5) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to a hearing and procedural due process as set forth in chapters 132V-16 and 132V-18 WAC.

NEW

WAC 132V-14-050 STUDENT RESPONSIBILITIES. Any student shall be subject to immediate disciplinary action as provided for in chapters 132V-16 and 132V-18 WAC who, either as a principal actor or aider or abettor, (1) materially and substantially interferes with the personal rights and liberty of others or the educational process of the college; (2) violates any provision of this chapter; or (3) commits any of the following acts which are hereby prohibited:

(a) Possessing, consuming or being demonstrably under the influence of any form of liquor or alcoholic beverage.

(b) Tendering to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.

(c) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

(d) Larceny of the property of the district or of another, as defined in RCW 9.54.010 as now law or hereafter amended.

(e) Assault upon another in the manner set forth in RCW 9.11.010 or RCW 9.11.020 or RCW 9.11.030 as now law or hereafter amended.

(f) Smoking in any college facility used for instructional purposes (except as authorized by the faculty member or college employee in charge of the facility at the particular time), laboratory, gymnasium, or library (except smoking is allowed in the smoking foyer).

(g) Using, possessing, being demonstrably under the influence of, or selling any narcotic drug as defined in RCW 69.33-.220(13), as now law or hereafter amended, or any dangerous drug as defined in RCW 69.40.060 as now law or hereinafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.04.005 as now law or hereafter amended.

(h) Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

(i) Forgery, as defined in RCW 9.44.010, of any district record or instrument or tendering any forged record or

instrument to an employee or agent of the district acting in his official capacity as such.

(j) Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.

(k) Filing a formal complaint with the dean of students falsely accusing another with having violated a provision of this chapter.

(l) Intentionally destroying or damaging any college facility, or other public or private real or personal property.

NEW

WAC 132V-14-060 AUTHORITY OF THE PRESIDENT TO PROHIBIT TRESPASS. The president is authorized in the instance of any event that he deems to be disruptive of order or which he deems impedes the movement of persons or vehicles or which he deems to disrupt or threatens to disrupt the ingress and/or egress of persons from college facilities, and the president acting through the dean of students or such other person as he may designate shall have authority and power, to:

(a) Prohibit the entry of, withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or

(b) To give notice against trespass by any manner specified in section (1), (2), chapter 7, Laws of 1969, to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of a college facility.

NEW

WAC 132V-14-070 OFFCAMPUS SPEAKERS. Any faculty member or registered student shall have the right to invite outside speakers to speak on campus facilities subject only to limitations on the availability of campus facilities and the following:

(1) No invitation shall be issued by a faculty member or student without prior written concurrence by the student government committee established to coordinate student activities.

(2) All requests for speakers shall be in writing and contain the name of the person making the request, the proposed date, time and location of the meeting, the expected size of the audience and topic of speech. Any request not acted upon by the appropriate student government committee within forty-eight hours after submission shall be deemed granted.

(3) A request may be denied only if the appropriate student government committee determines, after inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:

(a) The violent overthrow of the government of the United States, the state of Washington, or any political subdivision thereof; or

(b) The willful damage or destruction, or seizure and subversion, of college facilities; or

(c) The forcible disruption or impairment of, or interference with, the college's regularly scheduled classes or other educational functions; or

(d) The physical harm, coercion, intimidation, or other

invasion of lawful rights, of the college's officials, faculty members, other employees or students; or

(e) Other campus disorder of a violent nature.

In determining the existence of a clear and present danger, the appropriate student government committee may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any comparable educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

(4) For the purpose of this rule "advocacy" means: Preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action by resort to force; and there must be not only advocacy to action, but also a reasonable apprehension of imminent danger to the essential functions and purposes of the college.

(5) Where the request for an outside speaker is denied, any faculty member or registered student thereby aggrieved shall, upon written application to the dean of students have a right to appeal the committee's decision to the president within twenty-four hours following the filing of his appeal. The president shall have the power to grant or deny the request and his decision shall be final. If such request is neither granted or denied within said twenty-four hour period, it shall be deemed granted and the speaker's invitation shall issue.

(6) Where the request for an outside speaker is granted and the speaker accepts the invitation, the faculty member or registered student who made the request shall inform the appropriate student government committee in writing immediately of such acceptance.

NEW

WAC 132V-14-080 STUDENT RECORDS. (1) All student records shall be confidential. Official student academic records, supporting documents, and other student files shall be maintained only by members of the district's staff employed for that purpose. Separate files shall be maintained of the following: general academic records and supporting documents; records of discipline proceedings; medical and psychiatric records; financial aid records; counseling records.

(2) Access to his records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.

(3) No record may be made in relation to any of the following matters except upon the express written request of the student:

(a) Race;

(b) Religion;

(c) Political or social views; and

(d) Membership in any organization other than honorary and professional organizations directly related to the educational process.

(4) No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

(a) Members of the faculty with administrative assignments may have access for internal educational purposes as well as routinely necessary administrative and statistical purposes;

(b) If an inquiry is made in person or by mail, the following information may be given: Periods of enrollment, date of birth, confirmation of signature, and degrees and honors awarded including the dates thereof;

(c) Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in subsection (b): Student's address and telephone number, name and address of parent or guardian if student is a minor, and any information required under legal compulsion;

(d) Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.

(5) Upon graduation or withdrawal from the college, the records and files of former students shall continue to be subject to the provisions of this code of student rights and responsibilities.

NEW

WAC 132V-14-090 DISTRIBUTION AND POSTING. All students and other persons may, without prior approval, distribute and post free or for charge, printed or otherwise published material upon college facilities under the following conditions:

(1) The distribution does not materially and substantially interfere with vehicular or pedestrian ingress or egress, the private rights or privileges of others or the educational process of the college.

(2) The distribution is made only at free distribution tables to be located and marked as such in: The lobby of Building 15; the cafeteria; the library; Building 18; Building 19; and any other place established by published rule of the student government committee established to coordinate student activities.

(3) The posting is made only upon the interior and exterior of the doors and the interior surface areas designated by published rule of the appropriate student government committee of all classroom buildings, the library foyer, and the cafeteria, provided that the manner of posting does not physically damage any college facility, provided further, that the committee is authorized to designate by published rule other college facilities and surface areas where posting may be made and to require removal of posted material as is reasonably necessary to afford equal opportunity to all persons; and

(4) A duplicate sample of all printed or otherwise published material is provided the dean of students and chairman of the appropriate student government committee prior to distribution or posting thereof.

Chapter 132V-16

DISCIPLINARY SANCTIONS AND PROCEDURES

NEW WAC 132V-16-010 PURPOSE OF DISCIPLINARY ACTIONS. Disciplinary action, up to and including permanent dismissal from the college may be imposed upon a student for violation of the provisions of chapter 132V-14 WAC. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student at the college.

NEW WAC 132V-16-020 INITIATION OF PROSECUTION. Students, faculty members, administrators and other employees of the district shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter.

NEW WAC 132V-16-030 INITIAL DISCIPLINARY PROCEEDINGS. (1) all disciplinary proceedings will be initiated by the dean of students or his designated representative, who may also establish advisory panels to advise or act for the office in disciplinary proceedings.

(2) Any student charged by the dean of students or his designated representative with a violation of any provision of the code of student rights and responsibilities will be called for an initial conference with the dean of students or his designated representative, and informed in writing of the specific acts with which he is charged and of what provision or provisions of chapter 132V-14 WAC he is charged with having violated.

(3) After considering the evidence in the case and interviewing the accused student or students, the dean of students or his designated representative may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counseling and advice he deems appropriate;

(c) Impose minor sanctions directly and in writing (warning, disciplinary probation) subject to the student's right of appeal described below;

(d) Refer the matter to the student rights and responsibilities committee for a recommendation to the president of the college as to appropriate action; or

(e) Recommend to the president that the student be dismissed. The student shall immediately be notified in writing of such recommendation.

(4) A student accused of violating any provision of chapter 132V-14 WAC shall be given immediate written notification of any disciplinary action taken by the dean of students or his designated representative. In case of an unmarried student under twenty-one years of age, written notification of the disciplinary action taken by the dean of students or his designated representative shall also be sent to the parents or guardian of the student.

(5) No disciplinary action taken by or at the recommendation of the dean of students or his designated representative is final unless the student fails to exercise his right of appeal as provided for in these rules, and the president of the college or his designated representative, after reviewing the case including any statement the student may file with the president, shall either give written approval of the action taken by or recommendation of the dean of students, or give written direction as to what lesser disciplinary action,

if any, is to be taken.

NEW

WAC 132V-16-040 APPEALS. Appeals contesting disciplinary actions shall be taken in the following order: Any disciplinary action taken by or recommendation of the dean of students or his designated representative may be appealed to the student rights and responsibilities committee; disciplinary recommendations made by the student rights and responsibilities committee may be appealed by the student to the president of the college; and disciplinary action in the nature of dismissal taken by the president may be appealed by the student to the board of trustees and their decision shall be final. All appeals by a student must be made in writing to the committee, president or the board of trustees and presented to the committee, president or chairman of the board of trustees within seven days after the student has been notified of the action from which he has a right of appeal. Appeal to the board of trustees shall be on the record only, provided, that the board may waive this requirement and make such further inquiries as it deems proper.

NEW

WAC 132V-16-050 COMPOSITION OF STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE. Each campus of Tacoma Community College and any other college which may hereinafter be created by the district shall have a student rights and responsibilities committee composed of nine members, who shall be chosen by no later than October 15 of each academic year by the president to serve as a standing committee until their successors are appointed. The membership of the committee shall consist of three students, three faculty members, and three members of the administration, excepting the dean of students. Any student or person entitled to a hearing before such committee shall choose, in writing, five members of the committee to hear and decide his appeal, provided, he must choose at least one student, one faculty member and one member of the administration from the nine member committee. The balance of the hearing committee, two members, may be chosen from the remainder of the student rights and responsibilities committee without regard to classification.

NEW

WAC 132V-16-060 PROCEDURES FOR HEARING BEFORE THE STUDENT RIGHTS AND RESPONSIBILITIES COMMITTEE. (1) Five members of the student rights and responsibilities committee for each campus will hear, de novo, and make recommendations to the president of the college on all disciplinary cases appealed to it by the dean of students or his designated representative.

(2) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of chapter 132V-14 WAC. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee, acting as a whole, from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the president the appropriate disciplinary action.

(3) The student shall be given written notice of the time and place of his hearing before the committee, and be afforded not less than twenty days' notice thereof. Said notice shall

contain:

(a) A statement of the time, place and nature of the disciplinary proceeding.

(b) A statement of the specific charges against him including reference to the particular sections of the rules of student conduct involved.

(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.

(4) The student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross-examine witnesses testifying against him as to factual matters. The student shall have all authority possessed by the college to obtain information he specifically describes, in writing, and tenders to the dean of students no later than three days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the issues of the hearings.

(5) The student may be represented by counsel of his choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as his counsel, he must tender three days' notice thereof to the dean of students.

(6) In all disciplinary proceedings the college may be represented by the dean of students or his designee; he may then present the college's case against the student accused of violating the code of student rights and responsibilities, provided that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may elect to have the college represented by an assistant attorney general.

(7) The proceedings of the hearing shall be tape-recorded. An adequate written summary of all the evidence and facts presented to the committee during the course of the proceeding shall be taken. A copy thereof shall be available at the office of the dean of students.

(8) The hearing committee shall elect from among its five members a chairman for the purpose of presiding at the disciplinary hearing.

NEW

WAC 132V-16-070 CONDUCT OF HEARINGS. (1) Hearings generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a hearing any person is disruptive of the proceedings, the chairman of the hearing committee may exclude such person from the hearing room.

(2) Any student attending the committee hearing who continues to disrupt said proceedings after the chairman of the committee has asked him to cease and desist therefrom, shall be subject to disciplinary action.

WAC 132V-16-080 EVIDENCE ADMISSIBLE IN HEARINGS. (1) Only those matters presented at the hearing, in the presence of the accused student, will be considered in determining whether the hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules he is charged with having violated.

(2) In determining whether sufficient cause, as stated in subparagraph (1) above, does exist, members of the hearing committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

(3) The chairman of the hearing committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

NEW

WAC 132V-16-090 DECISION BY THE COMMITTEE. (1) Upon conclusion of the disciplinary hearing, the hearing committee shall consider all the evidence therein presented and decide by majority vote whether to recommend to the president any of the following actions:

(a) That the college terminate the proceedings and exonerate the student or students;

(b) That the college impose minor sanctions directly, such as a written warning or reprimand, subject to the student's right of appeal as described below;

(c) That the college impose any of the disciplinary actions as provided in these rules;

(d) Recommend to the president that the student be dismissed from college including a recommendation of the duration of such dismissal.

(2) The student shall be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the code of student rights and responsibilities and the committee's recommendation to the president. The committee shall also advise the student in writing of his rights to present, within seven calendar days, a written statement to the president of the college appealing the recommendation of the committee.

NEW

WAC 132V-16-100 FINAL DECISION REGARDING DISCIPLINARY ACTION. (1) The president or his designee (except the dean of students) shall, after reviewing the record of the case prepared by the hearing committee together with any statement filed by the student, include therein either his written acceptance of the recommendations of the committee, or his written directions as to what lesser disciplinary action shall be taken.

(2) If the president decides that discipline is to be imposed after the review provided by the above section, the president or his designee shall notify the student in writing of the discipline imposed. In case of an unmarried student under twenty-one years of age, written notice of any action involving dismissal or disciplinary action shall also be sent to parents or guardian of the student.

NEW

WAC 132V-16-110 DISCIPLINARY ACTION. The following disciplinary actions are hereby established and shall be the sanctions imposed upon violators of the code of student rights and responsibilities:

(a) Disciplinary warning: Formal action censuring a student for violation of chapter 132V-14 WAC. Disciplinary warnings shall be made in writing to the student and shall state that the continuation or repetition of the specific violation involved may result in one of the more serious disciplinary actions described below.

(b) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of chapter 132V-14 WAC. Notice shall be made in writing and specify the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(c) Dismissal: Termination of student status for violation of the rules of student rights and responsibilities. Students may be dismissed only with the approval of the president of the college. Dismissal may be temporary or permanent. The notification dismissing a student shall be made in writing and state the duration of the dismissal and any special conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

WAC 132V-16-120 READMISSION AFTER DISMISSAL. Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the dean of students or his designee. Such petitions must state how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Petitions for readmission must be reviewed and approved by the president before readmission is granted.

WAC 132V-16-130 RE-ESTABLISHMENT OF ACADEMIC STANDING. Students who have been dismissed pursuant to disciplinary procedures set forth in this chapter or chapter 132V-18 WAC, whose dismissal upon appeal is found to have been unwarranted shall be entitled to retake any exams missed by reason of their dismissal and/or otherwise complete courses in which they were enrolled at the time of dismissal and thus re-establish their academic standing.

NEW

Chapter 132V-18

SUMMARY DISMISSAL RULES

NEW

WAC 132V-18-010 INITIATION OF SUMMARY DISMISSAL PROCEEDINGS. If the president, or in his absence his designee, (1) Has cause to believe that any student has violated any provision of chapter 132V-14 WAC, and (2) the president or his designee has further cause to believe that the student presents an imminent danger to himself, other students or persons on college facilities, or the educational process of the college, then the president or his designee shall, pursuant to the rules herein, have authority to dismiss said student until the student's dangerous nature ceases, or an opportunity for a hearing as provided for in chapter 132V-16 WAC is provided before a student rights and responsibilities hearing committee and disciplinary action is taken pursuant thereto, whichever shall occur first.

NEW

WAC 132V-18-020 NOTICE OF SUMMARY PROCEEDINGS. (1) If the president desires to exercise the authority to summarily dismiss a student, he shall cause notice thereof to be served upon said student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon said student.

(2) The notice shall be entitled "Notice of Summary Dismissal Proceeding" and shall state:

(a) The charges against the student including reference to the provisions of chapter 132V-14 WAC involved, and

(b) That the student charged must appear before the dean of students or the dean's designee at a time specified in the notice.

NEW

WAC 132V-18-030 PROCEDURES OF SUMMARY DISMISSAL HEARING. (1) At the summary dismissal hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean of students or the dean's designee, that there is no cause to believe that the violation stated on the notice of summary dismissal proceedings to the student did occur, and that the president or his designee has no cause to believe that immediate dismissal of said student is necessary.

(2) The student may offer oral testimony of himself or of any person, submit any statement or affidavit on his own behalf, examine any affidavit and cross-examine any witness who may appear against him, and submit any matter in extenuation or mitigation of the offense or offenses charged.

(3) The dean of students shall at the time of the summary dismissal proceeding determine whether there is probable cause to believe that a violation of chapter 132V-14 WAC has occurred, and whether there is cause to believe that immediate dismissal is necessary. In the course of making such a decision, said dean may only consider the sworn affidavits or oral testimony of persons who have alleged that the student charged has committed a violation of chapter 132V-14 WAC and the oral testimony and affidavits submitted by the student charged.

NEW

WAC 132V-18-040 DECISION BY DEAN OF STUDENTS. If the dean of students, following the conclusion of the summary dismissal proceeding, finds that there is probable cause to believe that:

(a) The student against whom specific violations of

chapter 132V-14 WAC are alleged has committed one or more such violations upon any college facility; and

(b) That summary dismissal of said student is necessary for the safety of the student, other students or persons on college facilities, or the educational process of the institution; and

(c) Such violation or violations constitute grounds for disciplinary probation or dismissal as provided for in the code of student rights and responsibilities, then the dean of students may, with the written approval of the president, dismiss such student from college.

NEW

WAC 132V-18-050 NOTICE OF DISMISSAL. (1) If a student is dismissed pursuant to the above rules, said student will be provided with a written copy of the dean of students' findings of fact and conclusions, as expressly concurred in by the president, as to whether said dean had probable cause to believe that the conditions for summary dismissal exist and whether immediate dismissal of said student should issue.

(2) The student dismissed pursuant to the authority of this rule shall be served a copy of the notice of dismissal by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The dismissal shall be effective from the day the notice of dismissal is mailed or personal service accomplished, whichever shall occur first.

NEW

WAC 132V-18-060 DISMISSAL FOR FAILURE TO APPEAR. If the student against whom specific violations of chapter 132V-14 WAC have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary dismissal proceeding, the dean of students may, with the written concurrence of the president, dismiss the student from college.

NEW

WAC 132V-18-070 APPEAL. (1) Any student aggrieved by an order issued at the summary dismissal proceeding may appeal the same to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the findings of the dean of students and the president, is tendered at the office of the president within seventy-two hours following the date notice of summary dismissal was served or mailed to the student, whichever occurred first.

(2) The board of trustees shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean and president, the record of the summary dismissal proceeding, and determine therefrom whether the summary dismissal order is justified. Following such examination, the board may, at its discretion, suspend the summary dismissal pending determination of the merits of the disciplinary proceeding pursuant to the provisions of chapter 132V-16 WAC.

(3) The board shall notify the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the summary dismissal shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of chapter 132V-16 WAC.

NEW

WAC 132V-18-080 SUMMARY DISMISSAL PROCEEDINGS NOT DUPLICITOUS. (1) The summary dismissal proceeding shall in no way substitute for the disciplinary proceedings provided for in chapter 132V-16 WAC. At the end of the dismissal, the student dismissed shall be reinstated to his full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed for violation of the code of student rights and responsibilities.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary dismissal proceeding provided for herein, shall be heard de novo, provided, that the records made and evidence presented during the course of any facet of the summary dismissal proceeding brought against the student shall be available for the use of the student and of the college in the disciplinary proceeding.

INVITATION TO BID

Return To

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

5-A

THIS IS NOT AN ORDER

JUNE 4, 1970

DATE

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages 2-4. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. DESTINATION	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<p>Description <u>16 MM SOUND MOTION PICTURE PROJECTOR/VIEWER</u> Must have stop frame feature VIEWLEX Cine SOUND 16 or equivalent.</p>	1	ea.		
2	<p><u>8 MM MOTION PICTURE PROJECTOR</u> Cartridge Type with 5 each size "A" and "B" cartridges. Also 5 "A" size reels. Kodak Ektagraphic 120.</p>	1	ea.		
3	<p><u>SOUND FILMSTRIP PROJECTOR</u> With viewing screen. DUKANE A/V Matic 14A285E</p>	1	ea.		
4	<p><u>SLIDE PROJECTOR</u> Carousel Type with Zoom lens, carrying case and 4 extra trays. KODAK Ektagraphic AF-4-6.</p>	1	ea.		
5	<p><u>FILMSTRIP VIEWER</u> GRAFLEX - Study Mates RP 50 Mod. 10</p>	2	ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope

Business Office

Tacoma Community College

5900 So. 12th, Tacoma, Wash.

6/17/70

Bid Opens at 2:00 P.M.

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

To the Tacoma Community College:

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

Date _____ 19____

Signature _____

Title _____

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

P. 2 of bid for AUDIO VISUAL EQUIPMENT

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
6	<u>SLIDE VIEWER</u> Standard Model 22	1	ea.		
7	<u>MOTION PICTURE CAMERA, 8MM</u> Zoom lens. Carrying case Super 8 Kodak Ektagraphic.	1	ea.		
8	<u>EDITOR/VIEWER</u> For super 8 film Baia Model 120 or Equivalent.	11	ea.		
9	<u>SCREEN 50 x 50</u> Tripod Type For use in semi-lighted room. Lenticular screen	1	ea.		
10	<u>WALL SCREEN 50 x 50</u> For Semi-lighted Room Kodak Ektalite Mod. 2	1	ea.		
11	<u>REAR PROJECTION SCREEN</u> HPI Mod. 605 Tele-Screen with Rack.	1	ea.		
12	<u>REAR PROJECTION SCREEN</u> HPI Caritel	1	ea.		
13	<u>PROJECTION CARTS</u> 34" With Electrical Unit. 18" x 24" Top & Shelf. 4" Casters w/Brakes. Radiant Mod. R34E or Equivalent.	2	ea.		
14	<u>STEREO PHONOGRAPH, PORTABLE</u> Institutional Quality. Detachable "Lid" speakers. 20 watts output. Headphone output. VM 295 AV or Equivalent.	1	ea.		
15	<u>TAPE RECORDER, STEREO, PORTABLE</u> Reel to Reel. 2 Speakers. 2 Microphones. SONY 230 or Equivalent.	1	ea.		
TOTAL					

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

Part 3 of bid for AUDIO VISUAL EQUIPMENT

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
16	<u>MIXER, STEREO/MONO</u> Sony Mod. MX 65	1	ea.		
17	<u>TAPE RECORDER, CASSETTE</u> AC/DC Sony Mod. 70 or Equivalent.	2	ea.		
18	<u>BATTERY PACK, RECHARGEABLE</u> Sony BP-16	2	ea.		
19	<u>STEREO HEADPHONE SYSTEM</u> 4 Headphones 1 Distribution Box Newcomb Mod. HL-J4SC-9	1	ea.		
20	<u>HEADSETS, MONOPHONIC</u> $\frac{1}{4}$ " Jacks Wollensak Mod. A0483 or Equivalent.	4	ea.		
21	<u>DISTRIBUTION BOX</u> Wollensak A0484 or Equivalent.	1	ea.		
22	<u>ADAPTER</u> PHONOPLUG to Mini Plug.	4	ea.		
23	<u>PATCH CORDS</u> Phono to Phono Mono, Phono to Phono Stereo	2 2	ea. ea.		
24	<u>P.A. SYSTEM, PORTABLE</u> Light Weight (8 lbs.) 20 Watts A/C or D/C Incl. Microphone Amplivox Mod. AV-TM or Equivalent.	1	ea.		
25	<u>LIBRARY MATERIAL STORAGE AND DISPLAY UNIT</u> 36" Wide, 60" High 5 Double Face Shelves 4" Casters W/Brakes Smith Systems No. 2095 With one each No. 368 16 MM Film Rack, No. 453 Sloping Display Shelf No. 452 Film Strip Storage Unit Also 12 ea. Supports.	1	ea.		
TOTAL					

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

4 of bid for AUDIO VISUAL EQUIPMENT

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
26	<u>MAGNETIC RECORDING TAPE</u>				
	600', 5" Reels	20	ea.		
	1200', 7" Reels	20	ea.		
	1800', 7" Reels	10	ea.		
	Cassettes C-60	30	ea.		
	Scotch or BASF or Equivalent.				
27	<u>SPLICING TAPE</u>	6	ea.		
	150' x 1/2"				
28	<u>LEADER</u>				
	100' Rolls	6	ea.		
29	<u>EMPTY 5" PLASTIC REELS & BOXES</u>	20	ea.		
30	<u>TAPE SPLICER</u>	1	ea.		
	For Magnetic Recording Tape. "Cut-Trim."				
31	<u>TAPE HEAD CLEANER/LUBRICANT</u>	2	ea.		
	Filmagic or Equivalent.				
32	<u>TRANSPARANCIES</u>	250	ea.		
	Acetate Sheets 8 1/2 x 11 1 Mil. Guage.				
33	<u>OPAQUE MARKING PENCILS</u>	12	ea.		
	No. 1550-B Koh-I-Noor				
34	<u>LUMICOLOR-FIBRE TIPPED PENS</u>	2	sets		
	No. 315 W-6 in Assorted Colors.				
TOTAL					

BID INVITATION-CONSORTIUM LAB EQUIP.

BID OPENING 6/17/70-2:00 P.M.

	TRANS-EDUCOM	AUDIOCRAFT	GUNARS ABOLINS	PHOTO & SOUND CO.	AUDIO VISUAL SUPPLY	TRECK PHOTOGRAPHIC	RALPH BUTTERWORTH	
1. 16MM Sound MOTION PICTURE PROJ.			\$530.00 (KODAK A/V 126 TR)	\$795.00 (VIEWLEX CINESD 16)	<i>Specified self contained</i>	\$1245.00 (L-W 224-A)		SELF-CONTAINED UNIT. CAN BE USED AS VIEWER PROJ., EDITOR & READER. CAN BE USED IN INDIVIDUAL STUDY CARRELS.
2. 8MM MOTION PICTURE PROJ.			\$104.60 (SPEC.)	\$99.00 (SPEC.)		\$114.65 (SPEC.)		LOW/SPEC.
3. SD. FILMSTRIP PROJECTOR			N/B	\$196.25 (SPEC.)		N/B	\$202.50 (SPEC.)	LOW/SPEC.
4. SLIDE PROJ.			\$169.67 (KODAK Q60QZ) \$164.00 (KODAK 850QZ)	\$174.90 KODAK AV 3402 & #581 TRAYS	<i>not low bid</i>	\$168.38 (KODAK AV 340Z)		LOW BID
5. FILM STRIP VIEWER(2 ea.)			\$17.00 (PRIMA MOD. 330)	\$34.00			\$29.95 \$59.90 (SPEC.)	LOW BID DOES NOT MEET SPECS. CONSTRUCTION OF POOR QUALITY. LOW BID DOES NOT MEET SPECS.
6. SLIDE VIEWER			\$17.00 (ARGUS 693)	\$31.50 (SPEC.)	\$39.90 (SPEC.)			
7. MOT. PICTURE CAMERA, 8MM	\$139.74 (Keystone K-716P)		\$225.00 (BOLEX) \$269.90 (BOLEX 160)	\$214.45 (INSTAMATIC M9 W/ D137C CASE)		\$148.62 (KODAK M-9)		LOW BID MEETING SPECIFICATIONS.
8. EDITOR VIEWER	\$49.74 \$49.74 (ATLAS WARNER PR-600)		\$21.50 (VERNON 101) \$27.50 (VERNON 808)			\$25.48 (SPEC.)		LOW BID MEETING SPECIFICATIONS.
9. SCREEN 50 x 50			\$37.00 (DAY-LITE VIP50) \$31.50 (DAY-LITE PACER)	\$36.70 (RADIANT EDS 50x50)	\$46.95	\$25.62 (SPEC.)	\$30.75 \$30.75 (SPEC.)	LOW BID MEETING SPECIFICATIONS.
10. WALL SCREEN 50 x 50			\$62.90 (40 x 40) SPEC.	\$59.80 SPEC. (D-567)				

	TRANS-EDUCOM	AUDIOCRAFT	GUNARS ABOLINS	PHOTO & SOUND CO	AUDIO VISUAL SUPPLY	TRECK PHOTOGRAPHIC	RALPH BUTTERWORTH	
1. REAR PROJ. SCREEN			(SPEC.) <u>\$13.90</u>	\$16.50 (HPI Mod. 605)		\$14.29 (SPEC.)		LOW BID MEETING SPECS.
2. REAR PROJ. SCREEN			\$29.00 (SPEC.)	\$32.40 (SPEC.)		<u>\$28.80</u> (SPEC.)		LOW BID MEETING SPECS.
3. PROJ. CARTS (2 EA.)	\$35.97 \$71.94 (SPEC.)		<u>\$28.00</u> \$56.00 (SMITH #314)	\$29.20 \$58.40 (WILSON W34E)	\$42.45 \$84.90 (PIX. AV443A)	\$32.20 \$64.40 (SPEC.)	\$32.00 \$64.00 (SPEC.)	LOW BID MEETING SPECS.
4. STEREO PHONO. PORT.			\$99.00 (SPEC.)	\$127.46 (NEW. EDTS-40)	\$89.95 (AUDIOTRONICS 306)		\$104.00	LOW BID MEETING SPECS.
5. TAPE RECORDER (AMPEX 861)	\$256.45	\$189.50 (SONY 200)	\$243.00 (CRAIG 2403)	\$159.59 <i>not low bid</i> (SPEC.)		\$229.50 (SPEC.)	\$152.00	
6. MIXER, ST./ MONO		\$26.95 (SPEC.)	\$28.00 (SPEC.)	<u>\$20.00</u> (SPEC.)		\$29.50 (SPEC.)		ALL SONY EQUIPMENT SELECTED AS MEETING SPECIFICATIONS. PHOTO & SOUND BID "ALL OR NOTHING" ON SONY. 2% NET DISCOUNT.
7. TAPE RECORDER CASSETTE. (2EA.)	\$74.95 \$149.90		\$67.00 \$134.00 (SONY 70) \$66.00 \$132.00 (CRAIG 2606)	<u>\$69.50</u> <u>\$139.00</u> (SPEC.)		\$69.50 \$139.00 (SPEC.)		
8. BATTERY PACK, RECHARGEABLE (2 EA.)		\$14.95 \$29.90 (SPEC.)	\$14.15 \$28.30 (SONY BP 16) \$13.80 \$27.60 (CRAIG BP)	<u>\$14.95</u> <u>\$29.90</u> (SPEC.)		\$14.95 \$29.90 (SPEC.)		
9. ST. HEADPHONE SYSTEM				\$135.96 (SPEC.)				
10. HEADSETS, MONO(4 EA.)			<u>\$9.25</u> \$37.00 (TELEX 820-4)	\$12.95 \$51.80 (PM & EH-88)				LOWEST BID MEETING SPECIFICATIONS.

	TRANS-EDUCOM	AUDIOCRAFT	GUNARS ABOLINS	PHOTO & SOUND CO.	AUDIO VISUAL SUPPLY	TRECK PHOTOGRAPHIC	RALPH BUTTERWORTH	
21. DIST. BOX				\$11.95 (ALT: NEW. <u>8.95</u> J-8)				LOW BID MEETING SPECS.
22. ADAPTER (4 EA.)			\$1.40 \$5.60	<u>.90</u> <u>\$3.60</u>		\$2.25 \$9.00		LOW BID MEETING SPECS.
23. PATCH CORDS: PHONO TO MONO: (2 EA.) PHONO TO STEREO: (2 EA.)			.90 \$1.80 \$2.19 \$4.38	<u>.87</u> <u>\$1.74</u> (S/P 2.37 \$4.74 (25 FF25 36"))		\$2.25 \$4.50 \$2.25 \$4.50		LOW BID MEETING SPECS. LOW BID MEETING SPECS.
24. P.A. SYSTEM							<u>\$79.00</u> (SPECS.)	LOW BID MEETING SPECS.
25. LIBRARY MAT. STOR. & DISPLAY			\$146.00 (SPECS.)	<u>\$139.00</u> (SPECS.)				LOW BID MEETING SPECS.
26. SPLICING TAPE (UNITAPE)	\$87.80	^{6 ea} <u>\$143.50</u> (BASF)	\$161.00 (SCOTCH)	\$124.30 (SCOTCH)		\$174.30 (SCOTCH)	\$105.20 (B & H) COMES WITH	BASF PREFERRED BY A/V DEPT. BECAUSE OF QUALITY AND IT ALSO HANDY STORAGE BOXES.
27. SPLICING TAPE (6 EA.)		<u>.36</u> <u>\$2.16</u>	.35 \$2.10	.34 \$2.04 (SCOTCH 41-5)		.39 \$2.34		
28. LEADER (6 EA.)		<u>.55</u> <u>\$3.30</u>	.62 \$3.72	<u>.54</u> <u>\$3.24</u>		.80 \$4.80		
29. 5" REELS & BOXES (20 EA.)		<u>.30</u> <u>\$6.00</u>	.45 \$9.00	.37 \$7.40		.65 \$13.00	.33 \$6.60	
30. TAPE SPLICER			<u>\$3.00</u>			\$13.30		
31. TAPE HEAD CLEANER (2EA.)			<u>\$1.70</u> <u>\$3.40</u>	\$1.89 \$3.78 (ROBINS TK-3)		\$2.00 \$4.00		
32. TRANSPARENC- IES (250 Ea.)			.005 \$3.60/C .075 \$4.00/C				<u>.074</u> <u>\$18.50</u>	

TRANS-EDUCOM

AUDIOCRAFT

GUNARS ABOLINS

PHOTO & SOUND CO.

AUDIO
VISUAL SUPPLY

TRECK PHOTOGRAPHIC

RALPH
BUTTERWORTH

33. OPAQUE MARK-
ING PEN (12EA.)

34. LUMICOLOR
FIBRE TIPPED
PENS (2 EA.)

LOW BIDS MEETING SPECIFICATIONS INDICATED BY _____ RECOMMENDED.

GEORGE VAN MIEGHEM
DEAN OF ADMINISTRATIVE
SERVICES

AWARDS: AUDIOCRAFT - ITEMS 26-29 - \$154.96

Salvo GUNARS ABOLINS - ITEMS 4,8,11,13,14,20,30,31 - \$397.80

PHOTO & SOUND CO. - ITEMS 1,2,3,6,10,17,18,19,21,22,23,25,28,16. - \$1,813.58

Seattle TRECK - ITEMS 7,9,12 - \$203.04

Porter RALPH BUTTERWORTH - ITEMS 5,24,32 - \$157.40



Tacoma Community College

5900 South 12th Street

TACOMA, WASHINGTON 98465

SKyline 2-6641

June 25, 1970

RESOLUTION NO. 70-69

Recognizing that Mrs. Doris Bennett, during her teaching career, has helped hundreds of Tacoma students to improve their writing skills and their appreciation of literature;

And further recognizing that Mrs. Bennett has performed many services for Tacoma Community College and its students beyond her normal and expected duties;

The Board of Trustees of Tacoma Community College formally thanks Mrs. Bennett for her contributions in and out of the classroom and extends best wishes on the occasion of her retirement.

Chairman, Board of Trustees

Vice Chairman

Adopted 6/25/70

TACOMA SCHOOL DISTRICT #10

It is recommended that the Board of Trustees approve the 1970-71, Adult Education contract with Tacoma School District #10.

A G R E E M E N T

Between

TACOMA COMMUNITY COLLEGE DISTRICT NO. 22
(Hereafter Referred to as "College")

and

TACOMA SCHOOL DISTRICT NO. 10
(Hereafter Referred to as "School")

WHEREAS, § 10 of chapter 261, Laws of 1969, Ex. Sess., authorizes the State Board for Community College Education and the State Board of Education to permit the common school districts to conduct pursuant to RCW 28.85.530 a program in adult education on behalf of the community college district when such program will not conflict with existing programs of the same nature and in the same geographical area conducted by the community college district; and

WHEREAS, School desires to provide and administer an adult education program within its boundaries; and

WHEREAS, such programs will not conflict with adult education programs presently offered by College; and

WHEREAS, RCW 28.85.530 authorizes community college district boards of trustees and the common school boards to enter into agreements for the use by either of the other's services, facilities, or equipment and for the presentation of courses of either for students of the other where such agreements are in the best interests of the students involved;

NOW, THEREFORE, in consideration of the mutual covenants

and agreements contained herein, it is mutually agreed as follows:

I. DUTIES OF SCHOOL

School promises to provide and administer a comprehensive adult education program within its district at a minimum level of performance equal to that maintained by School during the 1969-1970 school year, including but not limited to the number and caliber of course offerings, on the following terms and conditions:

A. Prior to the commencement of each session and additionally as requested by College, School shall submit to College a full description and outline of the adult education program and curriculum which is or is proposed to be offered. The adult education program and curriculum offered pursuant to this agreement shall be revised, as determined by College, by deleting, adding, or upgrading courses;

B. School shall offer three sessions of adult education programs during the 1970-1971 school year. The 1970-1971 fall session shall begin September 14, 1970, and end November 30, 1970. The 1970-1971 winter session shall begin December 3, 1970, and end March 4, 1971. The 1970-1971 spring session shall begin March 8, 1971, and end May 27, 1971.

C. School may establish, assess, and retain special fees which are consistent with the regulations of the State Board of Education and the State Superintendent of Public Instruction and which have been approved by College;

D. On the eighth working day of each session School shall report to College the current enrollment on forms to be provided by College;

E. Within fifteen days following each session School shall

report the total attendance hours for the preceding session on forms to be provided by College;

F. Within fifteen days following the last day of each session School shall report to College all revenues, expenditures, and encumbrances received or incurred in the performance of this agreement, including a report which sets forth a description of, purpose to which applied, and location of all equipment and supplies purchased with funds provided by College. Title to such equipment and supplies shall vest in College and all such equipment and unused supplies shall be delivered to College in the event this agreement is not renewed for the 1971-1972 school year;

G. School shall bear full responsibility for the adult education program offered hereunder, including full responsibility for the hiring and supervision of a qualified professional staff. School shall provide, acquire and manage the facilities, supplies and equipment and perform all other responsibilities ancillary to the performance of its duties hereunder; and

H. College bears ultimate responsibility for all adult education programs provided by public educational agencies within its district, therefore, School shall report to College the future plans, problems and effectiveness of the adult education program under its management within a reasonable time following the end of each session.

II. DUTIES OF COLLEGE

A. College shall provide School with all necessary forms for the reporting of attendance hours and enrollment figures;

B. College shall pay School a total dollar amount of Twenty-Five Thousand Dollars (\$25,000) for the entire adult education program. Payment shall be made in three equal installments within thirty days after the end of each session.

C. College will allocate to School those funds made available to it for the purpose of adult education on the basis of the above covenants and agreements, and allow School to administer an adult education program substantially as it has in the past free from unnecessary interference.

III. INDEMNIFICATION

School shall perform all services as an independent contractor and it shall not be considered as an agent or agency of College or of any of its departments, divisions or employees.

Any and all claims that might arise under the workmen's compensation act on behalf of School or other persons while engaged in the performance of the duties and services contemplated, and any and all claims that might be made by any third party as a result of any act or failure to act, shall be School's sole obligation and School shall indemnify College and hold it harmless from any liability for any act or failure to act on the part of School.

IV. VERBAL AGREEMENTS

It is mutually agreed and understood that no alterations or variations of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto and that no oral understandings or agreements not incorporated herein, or no alterations or variations of the terms hereof, unless made in writing between the parties hereto, shall be binding.

V. TERMINATION

This agreement shall terminate at midnight on the 1st day of June, 1971, provided, that either party, for any cause, may terminate this agreement prior to the above date upon the submission to the other of written notice thirty days in advance of the

desired date of termination.

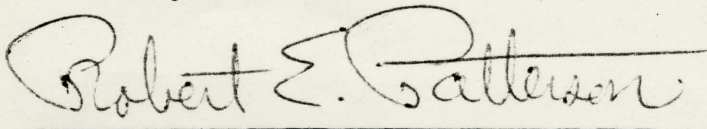
THIS AGREEMENT executed at Tacoma, Washington, on this
_____ day of _____, 19_____.

PRESIDENT, By and for the Board of
Trustees, Community College District
No. 22

SUPERINTENDENT, By and for the Board of
Directors of Tacoma School District
No. 10

Approved as to form:

SLADE GORTON
Attorney General



Assistant Attorney General

MCNEIL ISLAND FEDERAL PENITENTIARY

It is recommended that the Board of Trustees approve amendment 2 to contract no. J4C - 3432 with McNeil Island, and authorize the president to renew the contract for the 1970-71 fiscal year.

UNITED STATES DEPARTMENT OF JUSTICE
 UNITED STATES PENITENTIARY
 BUREAU OF PRISONS
 MC NEIL ISLAND, WASHINGTON

SUPPLEMENT NO. 2

CONTRACT NO. JLH-3432

1. It is hereby agreed that the above contract may be renewed for the period July 1, 1970 - June 30, 1971 both dates inclusive, without change unless so detailed under Paragraph 2 below.
2. Change other than renewal: Amount of Contract is amended to read: "not to exceed eight thousand, two hundred and fifty dollars. (\$8,250.00)

DATE: 6-17-70

CONTRACTOR Tacoma Community College

Mailing address of Contractor:: Tacoma Community College

5900 S. 12th Street

Tacoma, Washington 98465

3. ACCEPTED BY THE GOVERNMENT:

R. D. Glasford
 R. D. GLASFORD

Procurement Agent
 (TITLE)

6-19-70
 (DATE)

TACOMA COMMUNITY COLLEGE

The following are recommended as supplementary faculty for Summer Quarter 1970:

Kenneth Hilliard	Business	M.B.A.
Robert Thaden	General Education	M.Ed.
Victor Holme	College Skills	M.Ed.
Ed Danizewski	Business	M.B.A.
Sonja Clark	Business	

The following person is recommended for the 1970-71 school year:

Clara M. Cox	Counselor	B.A.
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Community Service Enrollment Report
1969-70

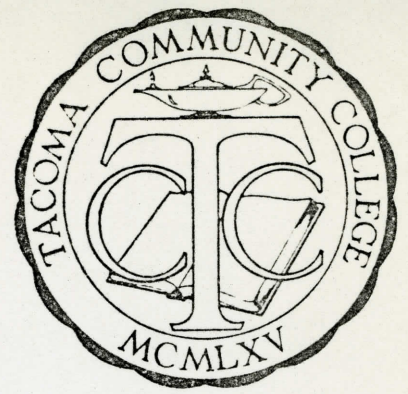
	TCC Credit		TCC Non-credit		Tacoma District #10		Peninsula District #401	
	Indivi- duals	F.T.E.	Indivi- duals	F.T.E.	Indivi- duals	F.T.E.	Indivi- duals	F.T.E.
Summer	134	91	345	14				
Fall	400	243	1,581	215	595	213	525	81
Winter	432	221	1,764	223	495	165	496	70
Spring	<u>434</u>	<u>202</u>	<u>1,577</u>	<u>242</u>	<u>510</u>	<u>197</u>		
Total	<u>1,400</u>	<u>252</u>	<u>5,267</u>	<u>231</u>	<u>1,600</u>	<u>192</u>	<u>1,021</u>	<u>50</u>

	Courses		Sec-tions		Courses		Sec-tions	
	Courses	Sec-tions	Courses	Sec-tions	Courses	Sec-tions	Courses	Sec-tions
Summer	11	11	4	4				
Fall	32	35	52	65	22	46	41	41
Winter	24	28	58	79	25	61	37	40
Spring	<u>26</u>	<u>29</u>	<u>57</u>	<u>75</u>	<u>25</u>	<u>52</u>		
Total	<u>93</u>	<u>103</u>	<u>171</u>	<u>223</u>	<u>72</u>	<u>159</u>	<u>78</u>	<u>81</u>

Community Service Enrollment Report
1969-70

	<u>Individuals</u>	<u>F.T.E.</u>
Summer 1969		
TCC Administered:		
Credit Program	134	91
Non-Credit Program	345	14
Fall 1969		
TCC Administered:		
Credit Program	400	243
Non-Credit Program	1,581	215
Contracted:		
Tacoma #10	595	213
Peninsula #401	525	81
Winter 1970		
TCC Administered:		
Credit Program	432	221
Non-Credit Program	1,764	223
Contracted:		
Tacoma #10	495	165
Peninsula #401	496	70
Spring 1970		
TCC Administered:		
Credit Program	434	202
Non-Credit Program	1,577	242
Contracted:		
Tacoma #10	510	197
Peninsula #401	-	-
Total	<u>9,288</u>	<u>725</u>

Tacoma Community College



MEMORANDUM

Date: June 24, 1970
To: Robert Rhule
From: Jerry Vaughan
Subject: Junior League of Tacoma Inc.

Our arrangements with the Junior League of Tacoma Inc. for the provision of two, fourteen week sessions and three course offerings in each session, have been completed.

As you know, I was authorized by the consortium to act as general coordinator for the development of the courses and selection of instructors and class arrangements.

The Fall term will commence the week of September 21, 1970, with course offerings in Government, Ecology, and Arts and The City. Government and Arts will be conducted on our campus, Ecology on the PLU campus.

The Winter term will commence the week of February 8, 1971, with course offerings in Problem Solving, American Values, and Urban Issues. Instructors have been selected, but location of classes has not yet been determined.

At present, we anticipate 100 to 120 women enrolled in each term. Since TCC is acting as registrar, all will be enrolled as Community Service students.

Financial arrangements call for the Junior League to reimburse each course coordinator at a rate not to exceed \$500 per course.



DANIEL J. EVANS
Governor

STATE OF WASHINGTON

DEPARTMENT OF INSTITUTIONS

WILLIAM R. CONTE, M.D.
DIRECTOR

DIVISIONS . . .
Division of Administrative Operations
Division of Adult Corrections
Division for Handicapped Children
Division of Juvenile Rehabilitation
Division of Mental Health
Division of Planning
Division of Probation & Parole
Division of Research
Division of Veterans' Homes

DIVISION OF RESEARCH
P. O. BOX 94008
Fort Steilacoom, Washington 98494

June 22, 1970

Mr. Robert Rhule
Acting Dean of Community Services
Tacoma Community College
5900 South 12th
Tacoma, Washington 98465

Dear Mr. Rhule:

We are requesting the participation of Tacoma Community College in the training of Mental Health Expeditors. The Community Mental Health Expediter Program is funded jointly by the National Institute of Mental Health (NIMH Grant No. 1 T21 MH 11382-01) and the Division of Research of the Washington State Department of Institutions.

The training will consist of a combination of lecture-discussion and practical experiences for a nine-month period. The cooperation of Tacoma Community College will give added depth to the program and will provide a unique educational experience for our trainees. We would hope that trainees can take certain courses from the regular TCC listings as well as having credit provided for the training conducted by the Division of Research staff. Trainees would, of course, be expected to pay the usual tuition and fees of TCC for this opportunity.

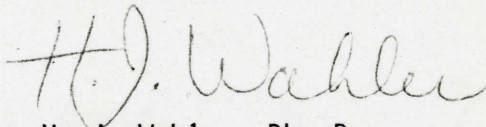
Many other agencies are also cooperating in training, including Senior Centers, the City-County Health Department, the Tacoma Community Mental Health Clinic, the local Public Assistance office, the Division of Vocational Rehabilitation, Western State Hospital, St. Joseph's Hospital Psychiatric Annex, and the Washington State Employment Security program. Thus, TCC participation would provide unique educational sanction for a new and innovative program in the mental health field.

We would hope that this cooperative arrangement can begin on Monday, June 22, and that our trainees could register in time for the beginning of the summer session.

Included with this request are vitae for the Division of Research staff involved in the training project. We feel that we have an exceptionally well-qualified staff on the program and we'll look forward to a mutually stimulating and productive relationship in this venture.

If you have questions or comments, feel free to contact either myself or Mr. Johnson.

Sincerely,



H. J. Wahler, Ph. D.
Research Investigator
Director, Expediter Project

HJW:irr

Enclosures

BASE EDUCATION SERVICES
UNITED STATES AIR FORCE
MCCHORD AIR FORCE BASE, WASHINGTON 98438

G62 PE

19 June 1970

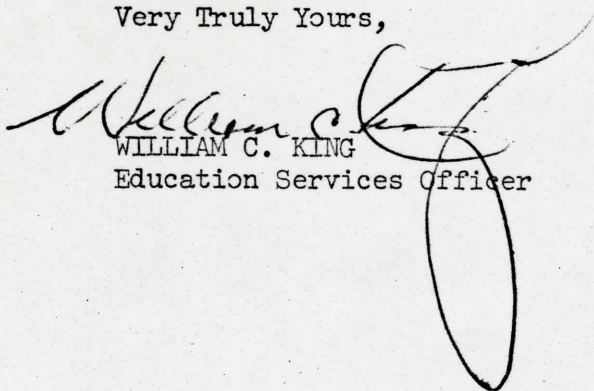
Dr. Thornton M. Ford
President
Tacoma Community College
Tacoma, Washington 98465

Dear Dr. Ford:

For the past two years, Tacoma Community College has been offering courses at McChord Air Force Base in the late afternoon and evening. We are pleased to inform you that military personnel, their dependents and Department of Defense employees have been most enthusiastic about the instructors and quality of this program. Many of these individuals are also eagerly pursuing the coveted Associate of Arts Degree through the specialized Military Degree Program established by Dean Henry Schaeffer.

We are grateful for your continuous cooperation and are looking forward to the forthcoming academic year.

Very Truly Yours,


WILLIAM C. KING
Education Services Officer

BASE EDUCATION SERVICES
UNITED STATES AIR FORCE
MCCHORD AIR FORCE BASE, WASHINGTON 98438

G62 PE

19 June 1970

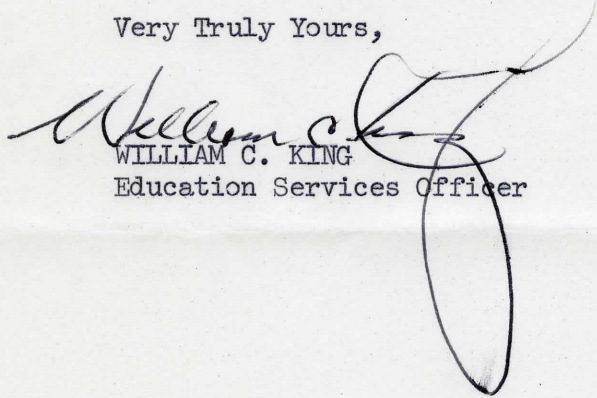
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Very Truly Yours,


WILLIAM C. KING
Education Services Officer

Tacoma Community College



MEMORANDUM

Date: June 25, 1970
To: Dr. Ford, President
From: Mr. Joseph H. Kosai, Admissions and Records Officer
Subject: SUMMER 1970 ENROLLMENT

The following information provided pertains to summer quarter, 1970 registration as of June 25, 1970. These figures represent classes in the summer quarter schedule. Registration of closed and off-campus classes under Community Services has not been processed at this time.

	<u>1970</u>	<u>1969*</u>
Part-time students	509	
Full-time students	381	
Total students	890 <i>240es</i>	750
FTE conversion	612	516

*Includes Community Services

Tacoma Community College



MEMORANDUM

Date: June 10, 1970

To: President Ford

From: Dr. Falk

Subject: SUMMER INSTRUCTIONAL IMPROVEMENT WORKSHOP--SELECTION OF FACULTY PARTICIPANTS

The following members of our faculty have been selected to participate in the forthcoming Summer Instructional Improvement Workshop. Each participant in this Summer Workshop will receive a \$700 grant, in connection with his summer work on a course or program to be taught here next year.

Grant Recipients

Mr. Carl Brown
 Mr. Jerry Vaughan
 Mr. Don Gangnes
 Mr. Don Moseid
 Mr. Dick Patterson
 Mr. Tim Keely

Project or Course

Minority Affairs Lab.
 Urban Affairs
 Chemistry 100
 Am. Gov't B100A
 Human Relations
 Real Estate

In addition, the projects submitted by Donna Leonetti and Vern Hess have been designated as alternates. A total of seventeen faculty members submitted applications for the Summer 1970 Instructional Improvement Workshop. The majority of the applications submitted would have resulted in worthy projects--if sufficient special funds had been available.

Our thanks to each applicant for his interest in the workshop and in improving our instructional programs. The selection committee (Executive Committee of the Instructional Council) did an outstanding job: Every application received fair consideration in light of institutional priorities. We ran out of federal funds long before we ran out of good projects. In my judgment, some such projects should be funded from our own budget in future years.

RCF

RCF:sh

Tacoma Community College

STUDY OF INSTITUTIONAL RESPONSIBILITY FOR
OCCUPATIONAL EDUCATION--1970

Purposes

The purposes of the project are two: first, to accomplish an analysis and comparison of (a) existing and proposed campus instructional programs, (b) present and future regional employment opportunities, (c) available occupational training programs, (d) occupational needs and interests of students and prospective students, and (e) the objectives and recommendations of the State Board for Community College Education regarding institutional obligations toward occupational training. A second and equally important purpose of this project is to derive from this analysis a body of objective data and practical suggestions which will form the basis of policy recommendations to guide future institutional practices regarding occupational program development.

The General Plan

In its first five years, this college has developed several embryonic programs which could be classified as occupational. We propose to take careful inventory of these programs before seriously addressing our study to the general community. Later phases of the study will be addressed to the gathering of information about existing occupational programs presently provided by other institutions. After sufficient general knowledge has been gained about existing programs (both those offered by Tacoma Community College and those offered by other institutions), the study will attempt to identify unmet needs for occupational training in the general community. Finally, these data will be used as the basis for tentative recommendations to the administration, with regard to a general plan for development of occupational programs. The following outlines the general scope of the study:

I. Examination of Occupational Programs Currently

Offered by Tacoma Community College

(Time: June 1970)

During this phase of the study, various personnel of the college will be interviewed and information collected regarding existing occupational programs and courses. Brief (one page) descriptive statements will be developed for each occupational course or program which is presently offered by TCC. Each descriptive statement should include facts about the current status of the program, personnel required, general cost factors, typical enrollment information, and some estimate of the magnitude of enrollment expected in this program for the 1970-71 instructional year. The preparation of these factual statements shall include but not be limited to the following:

- Service Representative Program
- Real Estate
- Professional Management Program
- Police Science (in-service)
- Nurses' training
- Medical Records Technician
- X ray Technician

II. Examination of Existing Occupational Programs
in the Community

(Time: June 1970)

During this phase of the study the study team will gather for reference general information regarding programs currently offered by Bates Vocational Technical Institute, Clover Park Technical School, Fort Steilacoom Community College, Pacific Lutheran University, University of Puget Sound, and other agencies.

While it is not within the limits of this study to report an exhaustive inventory of existing occupational programs, the study team will gather together sufficient general information to guard against later recommendations which would result in duplication of effort. The various reports from the State Office for Community College Education will also be used in this regard.

III. Identifying Unmet Occupational Training Needs

(Time: June-July 1970)

During this crucial phase of the study, the study team will be accomplishing two major tasks: (1) identifying general and specific occupational program needs in the community and (2) determining in preliminary form the feasibility of developing specified occupational training programs. During this phase of the study, the staff will determine which segments of the community need to be contacted, and will carry out an appropriate schedule of contacts, interviews, surveys, and general fact gathering activities.

It is the responsibility of the project team to identify occupational areas which merit careful examination. Similarly, it is the responsibility of the project team to identify (within reason) those programs which do not merit further examination at this time.

Out of this general process of fact gathering, comparison, and analysis, some tentative recommendations regarding feasibility are expected to evolve. The project team are expected to identify programs which merit further consideration and exhaustive study. While the selection of appropriate criteria and data are left to the project staff, some form of documentation shall form the basis for each tentative recommendation. It is the responsibility of the project team to draw together a set of tentative recommendations--in written form for the consideration of the college administration. These recommendations should include but need not be limited to the following:

- The listing of programs and areas which merit further serious study.
- Recommendations for possible pilot programs for 1970-71 and for later years.
- Identification of problems requiring further clarification.
- Institutional procedures to be used in introducing new occupational programs.
- Suggested institutional procedures and techniques for providing appropriate occupational information to students and prospective students.

IV. Tentative Recommendations and Suggested Directions
for Development

(Time: August 1970)

All activities of the project staff should be completed by August 15, 1970. It is the responsibility of the project staff to develop tentative recommendations and suggestions from their study and to file these suggestions with the Assistant to the President by August 15th. These preliminary recommendations and suggestions will form the basis for administrative recommendations to the board, regarding future occupational program development at Tacoma Community College.

TACOMA COMMUNITY COLLEGE

Suggested motion to be presented to the Board of Trustees meeting June 25, 1970:

It is recommended that the Board empower the administration to develop adequate on-campus parking and to provide supervision of the parking areas on a pay-as-you-go basis.

To implement this policy, a parking fee of a maximum of \$3 per quarter will be instituted for the 1970-71 school year. The fee will apply equally to all privately owned vehicles parked on the college campus by regular daytime faculty, students, administrators, and staff members.

Adopted June 25, 1970

Here are the Proposed Operating Regulations:

The following regulations apply to all privately owned vehicles to be parked on the college campus. Fees apply equally to faculty, students, administrators and staff.

1. Basic Vehicle Registration Fee: \$3 per quarter or \$7.50 per instructional year.
2. Second vehicles may be registered (50¢ fee), by showing proof of ownership for both vehicles.
3. Registration of students' vehicles to be parked on campus is a required part of the day-registration process.
4. Registration of all other vehicles parked on campus is required.

Adopted June 25, 1970