

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

March 28, 1968

The regular meeting of the Board of Trustees was called to order by the Chairman, Mr. Edmunds, at 3:30 p.m., March 28, 1968 at Tacoma Community College.

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

Absent: Lewis Hatfield

Guests: Richard Falk, Paul Jacobson, Henry Schafer, George Van Mieghem, Jack Hyde, President, TCCA, Dale Wirsing, James Metcalf, Robert Arpke, Joseph Betz, Edward Daniszewski, Donald Gangnes, Joseph Kosai, Jerry McCourt, Ronald Magden, Timothy Keely, Robert Rogland and Tim O'Grady, President, GASTCC.

The minutes of the Board meetings of March 7 and March 14, 1968 were approved.

Correspondence

Dr. Ford informed the Board of the approval of the following grants:

- (a) Educational Opportunity Program under Title IV, Part A of the Higher Education Act of 1965 in the amount of \$17,080.
- (b) College Work-Study Program in the amount of \$37,092.
- (c) Laboratory and Instructional equipment and materials grant under Title VI, Part A of the Higher Education Act of 1965 in the amount of \$12,207

Reports to the Board

Each member of the Board received a copy of the Preliminary 1968-69 Budget Allocation Request and Mr. Van Mieghem explained it as a justification of the college's allocation.

Mr. Cooper moved that the Board adopt the summer school salary schedule. The motion carried.

Mr. Binns moved that the appointments be approved for new faculty in the 1968-69 academic year. The motion carried.

Mrs. Myers moved to approve the supplementary faculty for spring quarter. The motion carried.

Mr. Binns moved that the recommendation be approved for the College to enter into a cooperative program with St. Joseph's Hospital School of Nursing for educating registered nurses; with St. Joseph's Hospital School of X-ray Technology for educating registered X-ray technicians; and with Tacoma General Hospital School of X-ray Technology for educating registered X-ray technicians. The motion carried.

The selection of community representatives for state committees was deferred until the next Board meeting.

Discussion

Mr. Cooper moved that the president or his designee be authorized to appoint a data processing committee. The motion carried.

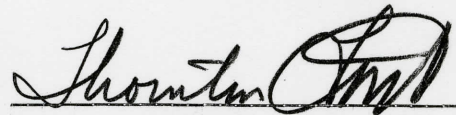
Mr. Binns moved that the Board defer negotiations pertaining to salary increase until after the meeting of the State Board for Community Colleges on April 14 and then the Board will negotiate further with the faculty. The motion carried.

Information

Mr. Gangnes, Chairman of the committee to set up rules and regulations governing student conduct, told the Board that a report will be made at the next Board meeting after all the material has been examined. The Committee consists of the following: Mr. Gangnes, Dean Falk, Mrs. Butschun, Mr. Giroux and Mr. Skagen.

The next regular meeting of the Board of Trustees will be held on April 25, 1968 at 3:30 p.m. in the conference room of the Tacoma Community College administration building.

The meeting adjourned at 4:50 p.m.



Thornton M. Ford, Secretary

TACOMA COMMUNITY COLLEGE - ST JOSEPH'S HOSPITAL SCHOOL OF NURSING

Cooperative Associate Degree - Diploma Nursing Program

A Proposal for Educating Registered Nurses

Description:

A three year program leading to an A.A. degree, granted by TCC at the end of the second year, and a diploma granted by St. Joseph's Hospital School of Nursing at the end of the third year. Students are screened and admitted to the program by St. Joseph's Hospital School of Nursing. Regular admission procedures apply at TCC. Some 75 credits, 18 courses, will be granted by TCC. TCC courses will be divided about 50-50 between on campus and extension courses at the hospital. Six new courses will be added to TCC's curriculum.

COOPERATIVE ASSOCIATE DEGREE - DIPLOMA NURSING PROGRAM

First Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Fall Quarter:		
Chemistry 101: Survey of Chemistry	5	
Biology 101: General Biology	5	
*Psychology 100: General Psychology	5	
Philosophy 101: Theology		2
Winter Quarter:		
Chemistry 102: Survey of Chemistry	5	
Zoology 207: Anatomy & Physiology	5	
*Sociology 110: Survey of Sociology	5	
Nursing 100: Fundamentals of Nursing		4
Spring Quarter:		
Zoology 208: Anatomy & Physiology	5	
Biology 201: General Microbiology	5	
Nursing 101: Fundamentals of Nursing		8

Second Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
English 101: Composition	5	
*Biology C290: Basic Pharmacology	4	
*Home Economics 101: Basic Nutrition	3	
Fall Quarter:		
*Speech 100: Basic Speech Improvement	5	
Nursing 200: Medical-Surgical Nursing		13
Winter Quarter:		
*Physical Education 250: Health Concepts	3	
*Philosophy C290: Medical Ethics	3	
Nursing 201: Medical-Surgical Nursing		13
Spring Quarter:		
*Sociology 120: Marriage and the Family	3	
*Psychology C290: Growth and Development	3	
Nursing 202: Medical-Surgical Nursing		13
Total Credits: 122	69	53

TCC grants A.A. Degree

Third Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
Nursing 203: Medical-Surgical Nursing		15
Fall Quarter:		
Nursing 300: Psychiatric Nursing		15
Winter Quarter:		
*Psychology C295: Professional Adjustments	3	
Nursing 310: Pediatric Nursing		15
Spring Quarter:		
*Psychology C296: Leadership Principles	3	
Nursing 320: Obstetrical Nursing		15
Summer Quarter:		
Nursing 350: Team Leadership		10

St. Joseph's Hospital School of Nursing grants diploma

* Indicate extension courses

TACOMA COMMUNITY COLLEGE - ST. JOSEPH'S HOSPITAL SCHOOL OF X-RAY TECHNOLOGY

Cooperative Associate Degree Program

A Proposal for Educating Registered X-Ray Technicians

Description:

A 24-month program leading to an A.A. degree granted by TCC and certification as a Registered X-Ray Technician through St. Joseph's Hospital School of X-Ray Technology. Students are screened and admitted to the program by St. Joseph's Hospital School of X-Ray Technology. Regular admission procedure applies at TCC. Some 60 credits (15 courses) will be granted by TCC. All courses, but one, Radiation Physics, are now in our curriculum. The program is designed to keep the student associated with both institutions during the 24 month period with the majority of the first year on TCC's campus and the majority of the second year at the hospital.

COOPERATIVE X-RAY TECHNICIAN ASSOCIATE DEGREE PROGRAM

First Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
12 week orientation at hospital		10
Fall Quarter:		
English 101: Composition	5	
Biology 101: General Biology	5	
Biology 117: Medical Terminology	3	
P. E.	1	
Hospital Orientation		1
Winter Quarter:		
English 102:Composition	5	
Zoology 207:Anatomy and Physiology	5	
Psychology 100: General Psychology	5	
P. E.	1	
Hospital Orientation		1
Spring Quarter:		
Speech 100: Basic Speech Improvement	5	
Zoology 208: Anatomy and Physiology	5	
Physics C100: Radiation Physics	5	
P. E.	1	
Hospital Orientation		1

Second Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
Radiology Technology 12 weeks		10
Fall Quarter:		
Sociology 110: Survey of Sociology	5	
Radiology Technology 30 hours per week		10
Winter Quarter:		
Humanities or Social Science Elective	5	
Radiology Technology 30 hours per week		10
Spring Quarter:		
Humanities or Social Science Elective	5	
Radiology Technology 30 hours per week		10

Certification Examination given in May of second year.
Graduate from TCC in June of second year.

Total Credits - 114
TCC - 61
Hospital - 53

TACOMA COMMUNITY COLLEGE - TACOMA GENERAL HOSPITAL SCHOOL OF X-RAY TECHNOLOGY

Cooperative Associate Degree Program

A Proposal for Educating Registered X-Ray Technicians

Description:

A 24-month program leading to an A.A. degree granted by TCC and certification as a Registered X-Ray Technician through Tacoma General Hospital's School of X-Ray Technology. Students are screened and admitted to the program by Tacoma General Hospital School of X-Ray Technology. Regular admission procedure applies at TCC. Some 60 credits (15 courses) will be granted by TCC. All courses, but one, Radiation Physics, are now in our curriculum. The program is designed to keep the student associated with both institutions during the 24 month period with the majority of the first year on TCC's campus and the majority of the second year at the hospital.

COOPERATIVE X-RAY TECHNICIAN ASSOCIATE DEGREE PROGRAM

First Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
12 week orientation at hospital		10
Fall Quarter:		
English 101: Composition	5	
Biology 101: General Biology	5	
Biology 117: Medical Terminology	3	
P. E.	1	
Hospital Orientation		1
Winter Quarter:		
English 102:Composition	5	
Zoology 207:Anatomy and Physiology	5	
Psychology 100: General Psychology	5	
P. E.	1	
Hospital Orientation		1
Spring Quarter:		
Speech 100: Basic Speech Improvement	5	
Zoology 208; Anatomy and Physiology	5	
Physics C100: Radiation Physics	5	
P. E.	1	
Hospital Orientation		1

Second Year

<u>Course</u>	<u>Credit Hours TCC</u>	<u>Credit Hours Hospital</u>
Summer Quarter:		
Radiology Technology 12 weeks		10
Fall Quarter:		
Sociology 110: Survey of Sociology	5	
Radiology Technology 30 hours per week		10
Winter Quarter:		
Humanities or Social Science Elective	5	
Radiology Technology 30 hours per week		10
Spring Quarter:		
Humanities or Social Science Elective	5	
Radiology Technology 30 hours per week		10

Certification Examination given in May of second year.
Graduate from TCC in June of second year.

Total Credits - 114
TCC - 61
Hospital - 53

HEALTH CAREERS ADVISORY COMMITTEE

Miss Alice Armstrong
Pierce County Nurses Association

Mr. Bruce Brennan
Tacoma Vocational-Technical Institute

Mr. Russell Clark, Chairman
Tacoma Community College

Sister M. Colma
Administrator, Saint Joseph's Hospital

Dr. Thomas Elder
Pierce County Medical Society

Mr. Virgil L. Geyer
Division of Vocational Rehabilitation

Dr. Orvis H. Harrelson
Tacoma Public Schools

Dr. Ernest Kredel
Pierce County Health Department

Dr. Charles E. Kemp
Tacoma Chamber of Commerce

Mrs. Rogene Ragsdale, Health Advisor
Tacoma Community College

Dr. Edward M. Winskill
Pierce County Dental Society

Mr. H. J. Schafer, ex officio
Tacoma Community College

Tacoma Community College



MEMORANDUM

Date: March 26, 1968
To: Members of the Board of Trustees
From: Tom Ford
Subject: Salaries for 1968-69

The following memo was sent to Jack Hyde, president of the Tacoma Community College Association, on March 26:

In view of the probable state allocation of funds for 1968-69, the Administrative Council has agreed to recommend that the Board of Trustees grant wage and salary increases of 5 per cent plus increments for the 1968-69 year.

The Administrative Council further recommends that the 5 per cent increase be applicable to salaries of both certificated and non-certificated personnel.

It is the belief of the council that 5 per cent increases would be in keeping with the intent of the legislature and consonant with fiscal responsibility.

SEATTLE UNIVERSITY HEAD START SUPPLEMENTARY TRAINING PROGRAM

A G R E E M E N T

An agreement entered into by Seattle University Head Start Supplementary Training Program Office with Tacoma Community College to train Head Start workers with underprivileged and disadvantaged children. These trainees will receive training according to the following scale agreed to in contracts with Educational Projects, Inc. and the Office of Economic Opportunity (O.E.O.-4215):

IF TRAINEE ENROLLS IN:

1. PRE-COLLEGE (G.E.D. PREPARATION, LEVEL IV)

Head Start Supplementary Training will pay for up to 7 quarter hours' course work per quarter at the rate of \$ 6 per quarter hour (\$7.50 maximum, depending on the fees of the training institution). In addition, Head Start Supplementary Training will pay up to \$8 for required books and supplies per quarter.

2. FIRST TWO YEARS OF COLLEGE (A.A., A.S.) (COMMUNITY COLLEGES)

Head Start Supplementary Training will pay for up to 7 quarter hours' course work per quarter at the rate of \$ 6 per quarter hour (\$7.50 maximum, depending on the fees of the training institution). In addition, Head Start Supplementary Training will pay up to \$8 for required books and supplies per quarter.

A listing of trainees recommended by the area Head Start agencies and selected and approved by Seattle University Head Start Training Office will be submitted to the contracting educational institution by Seattle University on the stipulated date before the ensuing quarter of training with courses noted for which the Seattle University Head Start Office agrees to be responsible. The training institution, however, reserves the right to reject any or all trainees referred under this contract.

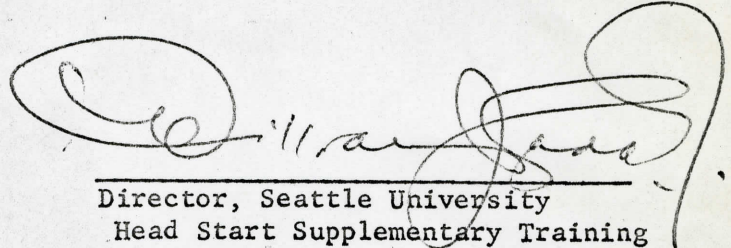
SEATTLE UNIVERSITY HEAD START SUPPLEMENTARY TRAINING PROGRAM

AGREEMENT

Page 2

The contracting institution will bill the same Head Start Training Office at Seattle University in the form of an itemized billing for all such students. Upon receipt of same, payment will be made to the appropriate office of the contracting institution.

Any costs for trainees' tuition over and above 7 quarter hours per quarter shall be understood to be incurred by the student himself. This is also applicable to any books and materials not specifically required by the courses for which the Head Start Training Office agrees to be responsible.



Director, Seattle University
Head Start Supplementary Training
Program



Treasurer, Seattle University

Appropriate Officer of Contracting
Institution

Date: February 23, 1968

11/30/67

POLICY FOR STUDENT - INVITED SPEAKERS

The students of Tacoma Community College subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on all important issues. Therefore, in conformity with the American traditions of free speech and free inquiry, it is hereby provided that any recognized student organization or activity, with the knowledge of its advisor, may invite to the campus any speaker the group would like to hear, subject to restraints imposed by federal and/or state constitutions and statutes. The appearance of an invited speaker on the campus does not involve any endorsement, either implicit or explicit, of his views by the students, faculty, administration, or Board of Trustees of Tacoma Community College.

In carrying out the intent of the above policy statement governing the appearance on campus of student-invited speakers, the following procedures shall be followed:

1. The Student Activities Coordinator will be notified in advance of the appearance of an invited speaker to permit adequate time for making necessary arrangements.
2. At the time of this notification, a proper form (available in the office of the Activities Coordinator) signed by the organization's advisor, must be filled out with particulars regarding speaker, time, place, sponsoring organization, and cost.

Government of Associated Students
Tacoma Community College

Approved, November 30, 1967

TABULATION - LANDSCAPING, PHASE THREE

<u>ITEM NO.</u>	<u>Dick Todd Landscaping</u>	<u>Landscape Northwest</u>
1	\$ 40,111.10	<u>\$ 36,719.00</u>

SEE ATTACHMENT FOR DETAILS OF BIDS.

Low bid meeting specification indicated by _____ recommended.

George Van Mieghem,
Dean of Administrative Services

AWARD:

Landscape Northwest \$ 36,719.00

BIDS NOT RETURNED:

Johnson Landscaping
Lubbersmeyer Landscaping Co.
Valley Landscape and Nursery
Wax Orchards Landscapes
John Volk
Pennak Landscape and Design Construction

ALTERNATE PROPOSAL

Item Number	Total Quantity	Items with unit price bid Unit prices must be written in words	Unit Price		Amount	
			\$	dt.	\$	ct.
1	700 Cu. Yds.	Top Soil, screened and in place _____ per cu.yd.	3.80		2,660.00	
2	320 Lbs.	Fertilizer, in place _____ per lb.	.20		64.00	
3	2,500 Cu. Yds.	Local Fill Dirt, loaded, hauled and in place _____ per cu.yd.	1.50		3,750.00	
4	150 Lbs.	Lawn Seed, in place _____ per lb.	11.00		1,650.00	
5	120 Cu. Yds.	Gravel 2" - 3" washed, in place _____ per cu.yd.	5.00		600.00	
6	500 Cu. Yds.	Crushed Rock, in place _____ per cu.yd.	5.00		2,500.00	
7	1,700 Cu. Yds.	Beauti-Bark, in place _____ per cu.yd.	4.25		7,225.00	
8	1,500 Lin.Ft.	Concrete Curb, poured. In place. _____ per lin.ft.	.50		750.00	
9	35 each	Trees; Scotch Pine, 5 ft. or higher, in place _____ per each	15.00		525.00	
10	65 each	Trees; Vine Maple, no less than 8 ft. high with two or more stalks, in place _____ per each	10.00		650.00	
11	31 each	Dog Wood; at least 5 ft. tall and well branched, in place _____ per each	10.00		310.00	
12	25 each	Trees; True Fir, 5 ft. or higher, in place _____ per each	15.00		375.00	

ALTERNATE PROPOSAL

Item Number	Total Quantity	Items with unit price bid Unit prices must be written in words	Unit Price		Amount	
			\$	ct.	\$	ct.
13	2,500 Lin.Ft.	4" Concrete Drain Tile, in place and backfilled. _____ per lin.ft.				
			\$.64	\$ 1,600.	00
14	2,500 Lin.Ft.	Drainage Ditch, 0 to 18" excavation only _____ per lin.ft.				
				.52	1,300.	00
15	75 each	Trees, Austrian Pine, 5 ft. or higher, in place _____ per each				
			15.	00	1,125.	00
16	29 each	Trees, Black Pine, 5 ft. or higher, in place _____ per each				
			15.	00	435.	00
17	Lump Sum	Sprinkler System - all labor and material to completely install an acceptable system that will cover 100% of the improved area _____ per lump sum				
					10,000.	00
18	Lump Sum	Grading - to bring all undeveloped areas within the bounds of this contract to final grade _____ per lump sum				
					1,200.	00
		Total Amount of Bid Items #1 through #18			\$36,719.	00

DICK TODD LANDSCAPING

ALTERNATE PROPOSAL

Item Number	Total Quantity	Items with unit price bid Unit prices must be written in words	Unit Price		Amount	
			\$	ct.	\$	ct.
1	700 Cu. Yds.	Top Soil, screened and in place _____ per cu.yd.		5.29		3,703.00
2	320 Lbs.	Fertilizer, in place _____ per lb.		.07		22.40
3	2,500 Cu. Yds.	Local Fill Dirt, loaded, hauled and in place _____ per cu.yd.		.84		2,100.00
4	150 Lbs.	Lawn Seed, in place _____ per lb.		1.17		175.50
5	120 Cu. Yds.	Gravel 2" - 3" washed, in place _____ per cu.yd.		10.66		1,279.20
6	500 Cu. Yds.	Crushed Rock, in place _____ per cu.yd.		6.09		3,045.00
7	1,700 Cu. Yds.	Beauti-Bark, in place _____ per cu.yd.		3.58		6,086.00
8	1,500 Lin.Ft.	Concrete Curb, poured. In place. _____ per lin.ft.		.54		810.00
9	35 each	Trees; Scotch Pine, 5 ft. or higher, in place _____ per each		14.00		490.00
10	65 each	Trees; Vine Maple, no less than 8 ft. high with two or more stalks, in place _____ per each		14.00		910.00
11	31 each	Dog Wood; at least 5 ft. tall and well branched, in place _____ per each		14.00		434.00
12	25 each	Trees; True Fir, 5 ft. or higher, in place _____ per each		14.00		350.00

S P E C I F I C A T I O N S
for
SOIL PREPARATION AND LANDSCAPE CONTRACT
at
TACOMA COMMUNITY COLLEGE

TACOMA COMMUNITY COLLEGE
5900 South 12th Street
Tacoma, Washington
1968

Set No. _____

TACOMA COMMUNITY COLLEGE

Specifications

SOIL PREPARATION AND LANDSCAPE CONTRACT

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ADVERTISEMENT FOR BIDS

Sealed bids will be received at the office of the Business Manager, Tacoma Community College, Business Office, Building #2, Tacoma Washington, on _____ up to 2:00 p.m. for soil preparation on third phase landscape construction at Tacoma Community College, at which time the bids will be opened and read. Plans and Specifications may be obtained at that office.

The Board of Trustees reserves the right to reject any or all bids and to waive informalities.

No bidder may withdraw his bid after the hour set for the opening thereof, or before award of contract, unless said award is delayed for a period exceeding thirty days.

George Van Mieghem
Business Manager

INSTRUCTIONS TO BIDDERS

SUBMISSION OF BIDS: Bid envelopes shall be marked BID, to be opened at the time stated in the advertisement for bids. Bids shall be signed, sealed, and addressed to the Business Office, Tacoma Community College, 5900 South 12th Street, Tacoma, Washington.

The Board of Trustees reserves the right to reject any or all bids and to waive informalities.

No bidder may withdraw his bid after the hour set for the opening thereof or before award of contract, unless said award is delayed for a period exceeding thirty days.

EXAMINATION OF DRAWINGS AND SITE: Before submitting a proposal all bidders shall carefully examine the drawings and specifications, visit the site of the work and fully inform themselves of all existing conditions and limitations, and shall include in their proposal a sum to cover all items included in the contract, and shall rely entirely upon their own examination in making it.

INTERPRETATION OF CONTRACT DOCUMENTS: If any bidder is in doubt as to the true meaning of the plans, specifications or other contract documents, he shall submit to the Plant Manager of Tacoma Community College, a written request for an interpretation thereof. Such interpretation will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The College will not be responsible for any other interpretation or explanation of the documents.

BID SECURITY: A certified check or bid bond payable to the Tacoma Community College, for an amount equal to at least five percent of the total amount of his bid, shall accompany each bid. The checks or bid bonds of the three lowest bidders will be retained until the successful bidder has entered into a contract and furnished a performance bond. Should the successful bidder fail to enter into a contract and furnish a performance bond within ten days after acceptance of his proposal, the certified check or bid bond shall be forfeited as liquidated damages.

SURETY BOND: The successful bidder will be required to furnish a performance bond by a surety company acceptable to the College in the full amount of the contract.

POWER OF ATTORNEY: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

PROPOSALS: The proposals shall be made upon forms furnished by the College. (Pages 3 through 10.) Only the amount of information asked for on the proposal form will be considered as the bid. Each bidder shall bid upon the work exactly as specified and as provided in the proposal form, bidding upon all alternates and furnishing all unit prices requested.

LIABILITY INSURANCE: The contractor shall furnish public liability insurance with \$50,000 and \$100,000 limits and property damage of \$25,000, and shall file evidence of such policy with the College.

PROPOSAL

Proposal of _____
name

address

to furnish and deliver all materials and to do and perform all work in accordance with the specifications and contract of Tacoma Community College for the

this work being situated as follows:

To: Board of Trustees
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

Gentlemen:

The undersigned bidder has carefully examined the form of contract, the general conditions, the specifications, the special conditions, and the drawings for the _____

_____ hereinbefore described, and referred to in the "Invitation to Bidders," inviting proposals on such work dated _____, and also the site of the work, and will provide all necessary machinery, tools, apparatus and other means of construction, and do all the work and furnish all material called for by said specifications, general conditions, special conditions, and drawings in the manner prescribed therein and in said contract, and in accordance with the requirements of the Engineer under them for the lump sum of \$ _____ Dollars and _____ Cents. (\$ _____)

State Sales Tax

The above bid does not include State of Washington Sales Tax.

ALTERNATE PROPOSAL

To the Board of Trustees
Tacoma Community College
5900 South 12th Street
Tacoma, Washington 98465

The undersigned hereby certify/certifies that _____
has _____ examined the location of the project included in these
Plans and Specifications and has/have read and thoroughly
understands the Plans, Specifications and Contract governing the
work embraced in this improvement and the method by which payment
will be made for said work; and hereby propose/proposes to under-
take and complete the work embraced in this improvement, or as
much thereof as can be completed with the money available in
accordance with the said Plans, Specifications and Contract and
the following schedule of rates and prices:

NOTE: Unit prices for all items, all extensions, and total amount
of bid, should be shown. Show unit prices both in writing
and in figures.

ALTERNATE PROPOSAL

Item Number	Total Quantity	Items with unit price bid Unit prices must be written in words	Unit Price		Amount	
			\$	ct.	\$	ct.
1	700 Cu. Yds.	Top Soil, screened and in place _____ per cu.yd.				
2	320 Lbs.	Fertilizer, in place _____ per lb.				
3	2,500 Cu. Yds.	Local Fill Dirt, loaded, hauled and in place _____ per cu.yd.				
4	150 Lbs.	Lawn Seed, in place _____ per lb.				
5	120 Cu. Yds.	Gravel 2" - 3" washed, in place _____ per cu.yd.				
6	500 Cu. Yds.	Crushed Rock, in place _____ per cu.yd.				
7	1,700 Cu. Yds.	Beauti-Bark, in place _____ per cu.yd.				
8	1,500 Lin.Ft.	Concrete Curb, poured. In place. _____ per lin.ft.				
9	35 each	Trees; Scotch Pine, 5 ft. or higher, in place _____ per each				
10	65 each	Trees; Vine Maple, no less than 8 ft. high with two or more stalks, in place _____ per each				
11	31 each	Dog Wood; at least 5 ft. tall and well branched, in place _____ per each				
12	25 each	Trees; True Fir, 5 ft. or higher, in place _____ per each				

ALTERNATE PROPOSAL

Item Number	Total Quantity	Items with unit price bid unit prices must be written in words	Unit Price		Amount	
			\$	ct.	\$	ct.
13	2,500 Lin.Ft.	4" Concrete Drain Tile, in place and backfilled. _____ per lin.ft.				
14	2,500 Lin.Ft.	Drainage Ditch, 0 to 18" excavation only _____ per lin.ft.				
15	75 each	Trees, Austrian Pine, 5 ft. or higher, in place _____ per each				
16	29 each	Trees, Black Pine, 5 ft. or higher, in place _____ per each				
17	Lump Sum	Sprinkler System - all labor and material to completely install an acceptable system that will cover 100% of the improved area _____ per lump sum				
18	Lump Sum	Grading - to bring all undeveloped areas within the bounds of this contract to final grade _____ per lump sum				
		Total Amount of Bid Items #1 through #18				

The undersigned also agrees as follows:

First: To do any extra work, not covered by the above schedule of prices, which may be ordered by the Plant Manager, and to accept as full compensation therefore such prices as may be agreed upon in writing by the Plant Manager and the Contractor.

Second: Within 10 days from the date of the "Notice of Acceptance" of this proposal, to execute the contract and to furnish to the Tacoma Community College a satisfactory performance bond, guaranteeing the faithful performance of the contract.

Third: To prosecute said work in such a manner as to complete it within 60 calendar days after the execution of the contract mentioned in paragraph 2 hereof.

Accompanying this proposal is a bid bond or certified check for \$ _____ (5% of the bid) payable to the Tacoma Community College, which is to be forfeited, as liquidated damages, if, in the event that this proposal is accepted, the undersigned shall fail to execute the contract and furnish satisfactory performance bond under the conditions and within the time specified in this proposal; otherwise said certified check is to be returned to the undersigned.

Dated _____

Bidder _____

Signed by _____

Address of Bidder _____
street

city state zip code

Telephone Number _____

AFFIDAVIT

State of Washington)
)ss
County of Pierce)

being duly sworn, deposes and says, that he is the identical person who submitted the foregoing proposal or bid, and that such bid is genuine and not sham or collusive or made in the interest or on behalf of any person not thereon named, and further, that the deponent has not directly or indirectly induced or solicited any other bidder on the foregoing work or equipment to put in a sham bid, or any other person or corporation to refrain from bidding, and that deponent has not, in any manner, sought by collusion to secure to himself, or to any other person, in advantage over any other Bidder or Bidders.

Sign Here:

Seal
(if incorporated)

_____ (company name)

signature _____ title _____

Subscribed and sworn to before me this _____ day of _____, 19__

Notary Public in and for the State of
Washington, residing at _____

(This Affidavit properly executed must accompany ALL proposals.)

RECEIPT OF RETURN OF CERTIFIED CHECK

Tacoma, Washington, _____, 19__

Received from the Tacoma Community College, certified check for _____
_____ Dollars (\$ _____).

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder's Name _____

Address _____

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. Yes ___ No ___
2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes ___ No ___
3. If "Yes," Bidder has filed all compliance reports due under applicable instructions. Yes ___ No ___
4. If answer to item 3 is "No," please explain in detail on reverse side of this certification.

Certification - The information above is true and complete to the best of my knowledge and belief.

Name and Title of Signer (please type)

signature

date

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____
_____ as Principal, and
_____ as Surety, are hereby
held and firmly bound unto _____ as owner
in the penal sum of _____
for the payment of which, well and truly to be made, we hereby jointly and
severally bind ourselves, our heirs, executors, administrators, successors
and assigns, Signed, this ____ day of _____, 196__.

The condition of the above obligation is such that whereas the Principal
has submitted to _____ a certain Bid,
attached hereto and hereby made a part hereof to enter into a contract in
writing, for the _____

NOW, THEREFOR,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

WAGES

Under the provisions of Chapter 63, Laws of 1945, the hourly wages to be paid to laborers, workmen, and mechanics, upon all public works of the State and upon the work contemplated in this contract, shall be not less than the prevailing rate of wages for an hour's work in the same trade or occupation in the locality within the State where such labor and work herein contemplated is to be performed.

All laborers, workmen, or mechanics shall be paid not less than the minimum hourly rate of wage hereinafter specified; PROVIDED, however, nothing herein contained shall be construed to prohibit the Contractor, sub-contractor or other person doing or contracting to do the whole or any part of the work under this contract from paying any such laborers, workmen, or mechanics wages in excess of the hourly minimum rate specified above.

The "prevailing rate of wage," for the purposes of this contract, shall be the rate of hourly wage and overtime paid, in the locality as hereinafter defined, to the majority of workmen, laborers, or mechanics in the same trade or occupation. In the event that there is not a majority in the same trade or occupation paid at the same rate, then the average rate of hourly wage and overtime paid to such laborers, workmen, or mechanics in the same trade or occupation shall be the prevailing rate.

If the wage paid by any Contractor or sub-contractor to laborers, workmen, or mechanics, in the performance of this contract, is based upon some period of time other than the hour, the hourly wage, for the purposes of this contract, shall be mathematically determined by the number of hours worked in such period of time.

The "locality," for the purposes hereof, shall be the largest City in the County wherein the physical work is being performed.

Before payment is made by or in behalf of the Owner of any sum or sums due under this contract, the Contractor and sub-contractors shall submit an affidavit as to wages paid in form and content as per attached form.

TACOMA COMMUNITY COLLEGE
BUSINESS OFFICE

AFFIDAVIT OF WAGES PAID

NOTE: One copy of this form must be completed by the contractor and each of his subcontractors and filed by the contractor with the Business Office with each voucher-claim for payment, or partial payment, due on any contract with the Tacoma Community College. Contractors are responsible for obtaining and filing affidavits of their sub-contractors. This is required by law and payment cannot lawfully be made until such affidavits are filed. A notary public in the College Administration Building, will accommodate any who may call at that office.

Ending date of period for which
payment is requested _____
(date)

Project No. _____
(Business Office will fill)

State of Washington)
County of Pierce)^{ss}

In compliance with Chapter 63, Laws of 1945, under penalty of perjury, I, _____, certify that the following rate of hourly wage has been paid each classification of laborer, workman, or mechanic employed, to wit:

<u>CLASSIFICATION</u> <u>OF LABOR</u>	<u>RATE OF</u> <u>HOURLY PAY</u>	<u>CLASSIFICATION</u> <u>OF LABOR</u>	<u>RATE OF</u> <u>HOURLY PAY</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

That no laborer, workman, or mechanic employed by me upon the _____
public work project has been paid less than the prevailing rate of wages as defined in Chapter 63, Laws of 1945, or less than the minimum rate of wages specified in the contract.

I further certify that I have read the above statement and certificate, and know the contents hereof, and that the same is true to my knowledge.

(company name)

(Sign here)

(contractor or sub-contractor)

Subscribed and sworn to me this ____ day of _____, 19____ A.D.

Notary Public or Deputy County Auditor

Chapter 39.16
RESIDENT EMPLOYEES ON PUBLIC WORKS

Sections

- 39.16.010 Percentage of resident employees specified--Wages.
- 39.16.020 Procedure when resident labor unavailable.
- 39.16.030 Provisions to be written into contract--Civil penalty.
- 39.16.040 Criminal penalty.

39.16.010 Percentage of resident employees specified--Wages. In all contracts let by the State, or any department thereof, or any county, city or town for the erection, construction, alteration, demolition or repair of any public building, structure, bridge, highway, or any other kind of public work or improvement, the contractor, sub-contractor, or person in charge thereof, shall employ ninety-five percent or more bona fide Washington residents as employees where more than fifty persons are employed, and ninety percent or more where fifty or less are employed; and shall pay the standard prevailing wages for the specific type of construction as determined by the United States Department of Labor in the city or county where the work is being performed. The term "resident" as used in this chapter, shall mean any person who has been a bona fide resident of the State of Washington for a period of ninety days prior to such employment: Provided, that in contracts involving the expenditure of federal aid funds this chapter shall not be enforced in such manner to conflict with or be contrary to the federal statutes, rules and regulations prescribing a labor preference to honorably discharged soldiers, sailors and marines, or prohibiting as unlawful any other preference or discrimination among the citizens of the United States. (1943 c 246 sec. 1; Rem. Supp. 1943 sec. 1032210a.)

Prevailing rate of wages--1945 act: Veterans' preference in examinations:
RCW 39.12.010, 39.12.020 RCW 41.04.010

39.16.020 Procedure when resident labor unavailable. In the event a sufficient number of Washington residents shall not be available the contractor or sub-contractor shall immediately notify the public body with whom the contract has been executed of such facts, and shall state the number of nonresidents needed. The public body shall immediately investigate the facts and if the conditions are as stated the public body shall, by a written order, designate the number of nonresidents and the period for which they may be employed: Provided, that should residents become available within the period, such residents shall be immediately employed and the period shortened consistent with the supply of resident labor. (1943 c 246 sec. 2; Rem. Supp. 1943 sec. 10322-10b.)

39.16.030 Provisions to be written into contract--Civil penalty. The provisions of this chapter shall be written into every such public contract, including the following penalty. Any contractor or sub-contractor who shall employ a nonresident in excess of the percentage preferences, excepting as herein permitted, shall have deducted, for every violation, from the amount due him, the prevailing wages which should have been paid to a displaced resident. The money so deducted shall be retained by the public body for whom the contract is being performed. (1943 c 246 sec. 3; Rem. Supp. 1943 sec. 10322-10c.)

39.16.040 Criminal penalty. Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of a misdemeanor. (1943 c 246 sec. 4; Rem. Supp. 1943 sec. 10322-10d.)

NONDISCRIMINATION CLAUSE

Nondiscrimination. The party or parties contracting herein with the College is referred to in this clause as the Contractor.

Except to the extent permitted by a bona fide occupational qualification the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, or age. The Contractor will ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, sex, or age. Such action shall include, but not be limited to, the following Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.
2. The Contractor will, in all solicitations for employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, or age. The words "equal opportunity employer" in advertisements shall constitute compliance with this section.
3. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section.
4. The Contractor will include the provisions of the foregoing paragraphs (1), (2), and (3) in every subcontract or purchase order for the goods or services which are the subject matter of this contract.

In the event of non compliance by the Contractor with any of the non-discrimination provisions of the contract, the contracting agency shall have the right, at its option, to cancel the contract in whole or in part. If the contract is canceled after part performance, the contracting agency shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.

CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____ 19____, by and between Tacoma Community College, 5900 South 12th Street, Tacoma, Washington, hereinafter called the Owner, and _____ hereinafter called the Contractor,

WITNESSETH:

That the Owner, by the authority in it vested, has awarded to the Contractor a contract for _____ in accordance with the Plans, Specifications, and Addenda thereto as prepared by the Tacoma Community College Plant Manager, and the Contractor has accepted said award.

The Contractor, for and in consideration of _____, to be paid by the Owner in the manner hereinafter specified, will furnish all labor and materials required by said Plans and Specifications, and it is expressly understood that said Plans, Specifications, General Conditions, Addenda and the accepted Proposal of the Contractor are to be construed as a part of this agreement with like effect as if the same had been incorporated herein in full. The above mentioned accepted proposal includes:

The Contractor agrees to complete the work in accordance with the requirements of the Plans, Specifications, Revisions, and Proposal, to the acceptance of the Owner, by _____. In the event that the contract is not fully completed by said date, the Contractor agrees to forfeit to the Owner the sum of \$_____ per day as liquidated damages for each and every day the said work remains incomplete after the above mentioned date; provided, however, that the said per diem damage is not to be assessed against him for delay caused by the Owner.

The Contractor agrees to accept as full payment hereunder the amounts specified in the proposal, _____ and the Tacoma Community College agrees to make payments at the times and in the manner and upon the following terms and conditions: Tacoma Community College will make payments on account of this Contract by warrants drawn on the funds of the Owner as follows, to-wit: Payments for said work are to be made on or about the tenth of each month upon certificates of the Plant Manager, not in excess of ninety percent (90%) of the work done and materials furnished and properly stored on the site during the period following the previous payment; and the remaining unpaid ten percent (10%) of said contract price to be paid, subject to the conditions herein expressed, thirty (30) days after completion of the work and its final acceptance by the Board of Trustees of Tacoma Community College; and the Contractor agrees to accept said warrants in full payment and satisfaction of the contract price of everything contemplated by this agreement, and said Contractor shall have no other or different claim or demand upon the Owner for said work, materials or the price thereof.

The Contractor will save the Owner free from loss or damage occasioned to him or to any third person or property by reason of any carelessness or negligence on the part of the Contractor in the performance of the contract, and will, after reasonable notice thereof, pay the expenses of defending any suit which may be commenced against the Owner by any third person alleging injury or damage by reason of such carelessness or negligence, and will pay any judgment which may be obtained against the Owner in such suit.

IN WITNESS WHEREOF, the Contractor has signed and executed this agreement and the College has caused this contract to be signed and executed by its duly authorized officers of the day and year first above written.

(Seal if incorporated)

_____ secretary signature of contractor title

_____ witness

TACOMA COMMUNITY COLLEGE

By _____
President, Board of Trustees

_____ witness By _____
Business Manager

PERFORMANCE-PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That we (1) _____
 _____ a (2) _____
 hereinafter called "Principal" and (3) _____
 of _____, State of _____, hereinafter
 called the "Surety," are held and firmly bound unto (4) _____
 _____, hereinafter called
 "Owner" in the penal sum of _____ Dollars
 (\$ _____) in lawful money of the United States, for the payment of
 which sum well and truly to be made, we bind ourselves, our heirs, executors,
 administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered
 into a certain contract with the Owner, dated the _____ day of _____, 19____,
 a copy of which is hereto attached and made a part hereof for the construction of:

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its
 duties, all the undertakings, covenants, terms, conditions, and agreements of said
 contract during the original term thereof, and any extensions thereof which may be
 granted by the Owner, with or without notice to the Surety, and if he shall satisfy
 all claims and demands incurred under such contract, and shall fully indemnify and
 save harmless the Owner from all costs and damages which it may suffer by reason
 of failure to do so, and shall reimburse and repay the Owner all outlay and expense
 which the Owner may incur in making good any default, and shall promptly make
 payment to all persons, firms, subcontractors, and corporations furnishing materials
 for or performing labor in the prosecution of the work provided for in such contract,
 and any authorized extension or modification thereof, including all amounts
 due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery,
 equipment and tools, consumed or used in connection with the construction of such
 work, and all insurance premiums on said work, and for all labor, performed in
 such work whether by subcontractor or otherwise, then this obligation shall be
 void; otherwise to remain in full force and effect.

STANDARD GENERAL CONDITIONS

Bidders are referred to the customary "STANDARD GENERAL CONDITIONS" for Engineering Construction, which, although not bound herein, shall be considered in full force and effect so far as they apply to this contract.

Copies of the above may be seen at the office of the Plant Manager of Tacoma Community College, 5900 South 12th Street, Tacoma, Washington.

Reference: Pages 5 to 13, inc.

SUPPLEMENTARY GENERAL CONDITIONS

1. WORK TO BE DONE

The contractor shall provide and pay for all labor and materials and all equipment and transportation required by such labor and materials for the complete and efficient construction and finishing of the structure or structures as shown on the plans and herein specified. The contractor shall make all necessary arrangements and pay for all temporary services which may be required for the execution of this work.

All dimensions and details must be checked by the contractor and he shall be responsible for the same and the correct working out and proper fitting of all parts.

2. DETAIL DRAWINGS AND SPECIFICATIONS

The contractor shall consult the plans and specifications, check all measurements, consult and collaborate with other trades and shall be responsible for the correct working out of all details and specifications. Should there be discrepancies or conflicting instructions between drawings and specifications, he shall consult the Owner for clarification before proceeding with work. The contractor shall be deemed to have estimated on more costly way of doing work if he fails to obtain a decision from Owner in writing. Any item shown on plans is part of this contract; also, any item specified in these specifications and not shown in plans is a part of this contract.

3. SHOP DRAWINGS

The contractor shall furnish the Owner, for his approval, two copies of all shop drawings and schedules required for the complete execution of his work and the work of the various trades. The shop drawings shall be submitted with the least amount of delay. The Owner shall pass upon the plans with reasonable promptness, making desired corrections and then return one corrected copy to the contractor. The contractor shall make corrections desired by Owner and resubmit two corrected shop drawings for the Owner's approval.

The Owner's approval of the shop drawings does not relieve the contractor from responsibility for deviations from contract drawings or specifications unless the contractor has called the changes to the attention of the Owner in writing at the time of submission. The contractor shall not be relieved from responsibility for error of any sort in his shop drawings.

4. SAMPLES AND MATERIALS

The contractor shall furnish all samples requested for the Owner's approval. Materials used on this job shall be as per approved samples only.

Only items specified by trade name, manufacturer's name or by catalog reference shall be used. Should contractor desire to substitute for items or materials specified, he shall make a request to the Owner in writing and state credit or extra involved. Upon request, he shall provide the Owner with supporting data and samples for consideration. No substitutions in materials or articles shall be permitted without written approval by the Owner.

Only new materials shall be used on this structure.

5. EXTRAS AND CREDITS

The value of extras or credits involved due to changes in materials and difference in labor shall be accepted by an itemized estimate. This estimate shall be submitted in writing; however, no extras shall be allowed without prior written approval of the Owner.

6. SUB-CONTRACTORS AND COOPERATION

As soon as practicable after execution of this contract, the contractor shall furnish the Owner with a list of all sub-contractors proposed for the principal parts of this contract. The contractor agrees to be fully responsible and accountable to the Owner for all the acts and omissions of his sub-contractors and persons employed by such sub-contractors. The Owner shall have no contractual relations with the sub-contractors.

The contractor shall coordinate his work with all adjacent work and shall see to it that all trades cooperate with each other so as to facilitate general progress of work.

Nothing in this contract shall obligate the Owner to pay to or to see to the payment of any sums to any sub-contractor.

7. CLEARING, PROTECTION AND SAFETY

The contractor shall clear the premises of all obstructions, the removal of which will be necessary for the proper reception, construction, execution, installation, and completion of all work included in this contract.

The contractor shall take all necessary precautions of shoring and reinforcing, under-pinnings, foundations, and walls, otherwise protecting adjoining property from damage. Should any damage to adjoining property result from this building operation, the contractor will be held fully responsible for the same and shall make good all such damage at his own expense.

The contractor shall properly protect from injury all present streets, sidewalks, curbs, etc., which will remain in position, and leave all in as good condition as at present. The contractor shall erect and maintain guards and lights where required at streets, sidewalks and excavations for the safety and protection of the public and his employees.

The contractor shall keep the premises clear of all waste material and rubbish caused by this contract. The contractor shall confine his equipment, storage of materials, and operations of his work to the limits indicated in the plans or designated by the Owner.

8. INSPECTION

The Owner and his representative shall have the right to inspect the work in this contract wherever it is in preparation and at any stage of preparation. No underground utilities or structures shall be backfilled until they are inspected and approved by the Owner.

If the laws or ordinances of any public authority require any work to be tested, approved, or inspected, the contractor shall arrange an appointment and a fixed date for such inspection. Any work covered up without approval or proper required inspection shall, upon request of Owner, be uncovered for inspection at the expense of the contractor.

Any questionable work, ordered to be re-examined by the Owner, must be uncovered by the contractor. If such work is in accordance with plans and specifications, the Owner shall pay the cost of such re-examination. The contractor shall pay such costs if his work is found to be not according to plans and specifications. Unsatisfactory work shall be corrected.

9. QUANTITIES

Wherein these plans or specifications any item is referred to in a singular number, such reference shall apply to as many such items required to complete the installation shown in the plans.

10. TEMPORARY HEAT

The contractor shall furnish all heat necessary to protect his work and dry mortar.

11. PERMITS AND REGULATIONS

The contractor shall obtain and pay for all permits required by law. He shall give all notices and comply with all laws, rules, regulations and codes.

12. ITEMIZED SCHEDULE OF COSTS

The contractor shall furnish the Owner with a complete detailed breakdown of costs; sum of all items to equal contract price. An itemized monthly statement of costs shall be furnished the Owner before monthly partial payment is applied for.

13. SEPARATE CONTRACTS

The Owner reserves the right to let out separate contracts for extra work in this contract. The contractor shall allow the other contractor reasonable opportunity to perform his work and shall properly connect and coordinate his work with that of the other contractor.

Any part of extra work depending upon proper execution and connection to this project shall be inspected by this contractor. This contractor shall report to the Owner any defects in materials or workmanship which would make it unsuitable for him to properly connect his work with the extra work. Failure to inspect and report shall constitute an acceptance of the other contractor's work as being suitable to connect to or fit to his own work.

14. LIENS AND DAMAGES

Neither final payment nor retained percentage shall be paid the contractor until he furnishes the Owner with a complete release of liens arising out of this contract or receipts marked paid in full in lieu thereof. The contractor shall also furnish the Owner with an affidavit, stating that, so far as he has knowledge, the releases and receipts include all labor, materials and services for which a lien could be filed. The contractor shall furnish a bond, satisfactory to the Owner, to indemnify the Owner against any lien, should any portion of the cost of this contract be unpaid.

Should either party in this contract cause damage to the other party, through

any wrongful act or neglect, then he shall be reimbursed by the other party or correct the damage.

The Owner assumes no responsibility for acts of omissions of any subcontractor or separate contractors.

15. INSURANCE

The contractor shall effect and maintain a liability insurance to protect him and the Owner from claims by anyone for all damages because of any bodily injury, including death, which may arise on or because of this project.

The Owner shall effect and maintain a fire insurance upon the entire structure or structures under this contract, including items of labor, materials in place, materials stockpiled and equipment.

16. LIQUIDATED DAMAGES

For each calendar day after the date fixed for completion that the work remains uncompleted, the contractor shall pay the Owner the sum of twenty (\$20) dollars as liquidated damages and not as a penalty.

17. LINES AND LEVELS

The Owner shall establish lot lines, restrictions and bench marks shown on drawings.

The contractor shall establish all other lines, levels and bench marks in connection with this project. He shall employ a competent surveyor to lay out work and he shall be responsible for its accuracy.

18. PRIOR USE OR OCCUPANCY

The Owner reserves the right to use or occupy the structure or any part thereof and equipment installed prior to final acceptance. This act shall not constitute acceptance of the work or any part thereof.

19. CLEANING UP

The contractor shall, before final inspection, clean glass on both sides, clean hardware and fixtures. He shall leave all surfaces inside and outside of structure spotless. The contractor shall remove all his equipment and materials from the premises and leave the ground around the structure in a neat appearing condition.

20. GUARANTEE

The contractor shall and does hereby guarantee for a period of one year, from date of acceptance by the Board of Trustees, Tacoma Community College, all materials, workmanship, and equipment installed under this contract to be as specified and of a good quality. Should any defect develop due to faulty material or workmanship within the guarantee period, the contractor shall correct the defect and make good all damage which may have been caused by the defect. This work shall be done promptly and without cost to the Owner and at the entire expense of the contractor.

SPECIAL CONDITIONS
for
SOIL PREPARATION ON THIRD PHASE LANDSCAPE CONSTRUCTION
at
TACOMA COMMUNITY COLLEGE

GENERAL

In addition to these special conditions, all the applicable provisions of the supplementary general conditions and notes called out on the drawing shall be considered a part of these specifications.

LOCATION

Tacoma Community College, 5900 South 12th Street, Tacoma, Washington.

SCOPE

This contractor shall prepare his own estimate for quantities required for all work done on this contract and shall:

- (1) Carefully examine the drawings and specifications.
- (2) Visit the site of the work.
- (3) Fully inform himself of existing conditions and limitations.
- (4) Include in his bid sums sufficient to cover all items required by the contract, and shall rely entirely upon his own examination in making his proposal.

The base bid shall include the cost of labor, materials, permits and equipment required to complete the work as shown on the drawings and herein specified.

WORK INCLUDED

- (1) Install sprinkler system to cover all improved area.
- (2) Grade, trench, and install drain pipe as detailed.
- (3) Prepare soil and plant lawn.
- (4) Build berm and gravel areas as detailed.
- (5) Plant trees and shrubs as per specifications and drawings.
- (6) Install extruded curbing as detailed.
- (7) Spread beauti-bark as directed by landscape consultant.

SPECIAL CONDITIONS, continued

APPROXIMATE QUANTITIES:

(1) Total area to be landscaped	136,525 square feet
(2) Local Fill Dirt	2,100 cubic yards
(3) Screened top soil	700 cubic yards
(4) Beauti-Bark	1,700 cubic yards
(5) 2" to 3" washed gravel	120 cubic yards
(6) 3/4" minus and 5/8" crushed rock	500 cubic yards
(7) Native Trees - 5' to 10' tall	260 each
(8) Grass Seed	150 pounds
(9) Fertilizer	320 pounds
(10) Extruded Concrete Curbs	1,500 lineal feet

EXCAVATION

About 2,500 cubic yards of fill dirt will be relocated. Any excess material will be removed to a disposal site to be designated by the Landscape Consultant. No material shall be removed from the site without consulting the Plant Manager.

EXTRUDED CURBING

Curbs shall be standard concrete extruded curbs. Details shown on the drawings.

OUTSIDE UTILITIES

Existing outside utilities are in place, including water, storm and sanitary sewers and underground (buried cable), and concrete duct lines. All fore-mentioned utilities are buried to a depth of two feet or more; only in isolated cases are there any utility lines less than two feet deep.

As built, drawings of utilities may be seen in the office of the Plant Manager. Surface cleanouts, existing catch basins, water hydrants and valves are marked in the field and are set to finish grade.

TRENCH EXCAVATION

Trench excavation shall include all excavation of trenches and backfilling, the disposal of surplus material and all other work incidental to the construction of trenches, for all underground piping. Employ narrow power hoe to excavate efficiently to true line grade. Hand trim trenches as required. The excavated material is piled beside the trench as it is removed and backfilled from this position.

FERTILIZER

Fertilizer shall consist of the following:

Approximately 320 pounds will be required. It shall consist of approximately 5% nitrogen, 10% potassium, and 10% magnesium phosphate.

TOP SOIL

Lawn top soil will be approximately 40% to 60% black sand, 20% leaf mulch, and 20% inert material.

Depth of top soil on lawn areas shall be 4 inches to 6 inches. Top soil shall be screened NO larger than $\frac{1}{2}$ inch aggregate.

LAWN SEED

Approximately 150 pounds will be required. Seed shall consist of 37% Chewing Fescue, 43% Red Creeping Fescue, 7% Bent, and 13% Blue Grass. Lawn area will be raked lightly immediately after seeding.

LAWN PLANTING

Lawn shall be seeded approximately April 1, 1968, weather permitting, and to be maintained by the Contractor until after the first cutting at which time necessary spot seeding and complete fertilizing shall be done. Shrubs and trees shall also be fertilized at this time. Then the College will take over maintenance upon acceptance of lawn and shrubs.

FILL SOIL

Fill soil for the berm areas is on the grounds and to be hauled by the Contractor to where it is needed. Large roots, trees, and brush shall be removed from the site by the Contractor. Upon completion of the berm areas they shall be raked and hand graded, removing all surface exposed rock of over 1-3/4" in diameter and removing same from site.

GRADING AND DITCHING

Grading will consist of the preparation of lawn areas and the contouring of the berm areas. The soil removed from some lawn areas will be used for the berm areas. There will be approximately 2,500 yards of fill soil to be relocated in the building of the berm areas. Landscape Consultant will supervise and approve the grading. Ditching will coincide with drain work which will consist of leading off all ground water through tiles to storm drains. Tile drains 12" long and 4" in diameter shall be in ditches along walks and under walks when necessary with 2" to 3" gravel over top. Tiles shall lead to existing drains. Ditches shall be 10" to 12" deep with 2" to 3" gravel over tile to approximately 4" from top of grade. Balance of grade to be filled with 5/8" crushed rock.

SPRINKLER SYSTEM

Sprinklers will be installed to cover all improved areas. Sprinkler Heads shall be impact, popups, spray, oscillating, or comparable type.

Water lines shall be 3/4" (three quarter inch) in diameter or larger, shall be pressure tested to 120 pounds per square inch or over; material shall be plastic or P.V.C. All water pipes to be buried to a depth of not less than 8 inches.

Concrete boxes shall be installed around all valves. There shall be installed a main shutoff valve between vacuum breakers and water main.

All underground work shall be inspected by the Landscape Consultant before covering. Stand pipes shall be of 1/2" galvanized pipe.

TREES

Two hundred and sixty trees shall be supplied and planted by the Contractor. All shall be baled and burlaped stock, very good grade. The trees shall be guaranteed by the contractor for six months from date of planting.

- 35 Scotch Pine, 5 feet or higher.
- 65 Vine Maple, no less than 8 feet high with two or more stalks.
- 31 Dogwood, native white, 5 feet, well branched
- 25 True Fir, 5 feet or higher
- 75 Austrian Pine, 5 feet or higher
- 29 Black Pine, 5 feet or higher

All trees must be approved by the Landscape Consultant before planting. Trees will be located for planting by the Landscape Consultant upon completion of berm areas to compliment the buildings and improved areas. All trees shall be staked and tied, using rubber or plastic hose around trees wired to two inch by two inch stakes, three feet to seven feet high, using No. 14 gauge wire as detailed on drawing.

BEAUTI-BARK

There shall be approximately 1,700 cubic yards of Beauti-Bark used to cover all improved areas other than lawn areas and crushed rock paths. Bark shall be of a good quality Fir or Hemlock and spread no less than three (3) inches deep.

WORK SCHEDULE

Students and staff are using all buildings that are enclosed in the landscape area, and the contractor shall coordinate his work in such a manner that all paths and roads shall remain open. If found necessary, temporary barricades may be used.

TIME ALLOTTED FOR COMPLETION

The work shall be completed to the acceptance of the Tacoma Community College within sixty (60) calendar days after the signing of the contract. In the event the contract is not fully complete by said time, the contractor agrees to forfeit to the College, the sum of twenty dollars (\$20) per day as liquidated damages for each day that the work remains incomplete after the above mentioned time: provided however, that the said per diem damage is not to be assessed against him for delay caused by the College.

3-14-68

Agenda Supplement 3

TACOMA COMMUNITY COLLEGE

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

ALLOCATION OF FUNDS FOR STATE SUPPORT OF COMMUNITY COLLEGES
DURING FISCAL YEAR 1968-69

The State Board for Community College Education intends to allocate some \$32,604,285 for the operational support of the State's twenty-two community colleges during the 1968-69 fiscal year. These funds are expected to support a statewide community college enrollment in excess of 50,000 full-time equivalent students.

The College Board will formally approve individual college shares of the \$32.6 million after receipt and review of formal allotment requests. The individual colleges will be required to describe their various programs making a distinction between funds needed to support current programs in view of actual and anticipated increases in operating costs and those funds needed for new or expanded programs.

Recognizing the pressing need for the colleges to have a figure upon which to plan their budgets and their allotment requests, the Board made the following suggested planning figures, while emphasizing the need for the formal allotment requests before a final figure is established.

Bellevue	\$ 1,046,800
Big Bend	702,110
Centralia	961,640
Clark	1,553,300
Clover Park	631,970
Columbia Basin	1,400,200
Edmonds-Everett	2,499,000
Grays Harbor	924,920
Green River	1,654,875
Highline	2,081,350
Lower Columbia	869,490
Olympic	1,548,200
Peninsula	529,180
Seattle	5,346,800
Shoreline	1,958,600
Skagit Valley	1,070,400
Spokane	3,121,660
Tacoma	1,560,150
Walla Walla	559,970
Wenatchee Valley	845,020
Yakima Valley	1,683,650

32,604,285
55

In addition, the College Board has set aside \$55,000 which has been earmarked for the support of research on the development of new vocational and career programs and the improvement of instruction. These funds will be allocated to several of the colleges, based on criteria which will be announced by March 15. The research allocations will be made by May 15.

The College Board feels that these planning figures will:

1. Sustain current on-going community college programs and provide such improvements as limited funds allow.
2. Expedite the budget process so that timely staff and other commitments can be made in the community colleges for the next school year.
3. Facilitate the early and orderly introduction of program analysis and program budgeting as the basis for allocating state support to community colleges.

300.000

14.5%
7% STV
(79.4)

E. B	Tix	other reg. (suppl. sect)
4.1 B (86000)	4.3% (91000)	12.2
20.6		
79.2		
99.8		

72.2
5% 79.2
3+5 78.9
8%+5 80.6

TACOMA COMMUNITY COLLEGE
 Estimated General Fund Expenditures
 Fiscal Year 1967-68

<u>Function</u>	<u>Budgeted</u> 1966-67	<u>Estimated</u> 1967-68
Administration and General Expenses	\$120,176	\$160,132

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

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

Student Services	\$114,931	\$158,967
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This program concerns principally services to the students which are non-instructional in nature, relating generally to the advance of their general role as a part of the institution. Included are:

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

Plant Operation and Maintenance	\$122,993	\$193,528
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This program is concerned with the operation and maintenance of the institution's physical facility.

Some areas included are:

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

Estimated General Fund Expenditures

<u>Function</u>	<u>Budgeted 1966-67</u>	<u>Estimated 1967-68</u>
Library	\$146,691	\$154,685
<p>This program will cover all expenses of the school's library service, including acquisition of books and materials. It includes branch units, salaries and wages, binding, etc.</p> <p>Included within the category of libraries are maps, film, film strips, and other collections and materials handled and administered by the library.</p>		
Instruction	\$552,098	\$861,396
<p>Under this heading should be included all current expenditures of the instructional departments of the institutions. These expenditures include the salaries of deans, faculty members, secretaries and technicians, laboratory expenses and equipment and other departmental expenses.</p>		
Extension and Public Services	<u>\$ 39,291</u>	<u>\$ 50,000</u>
<p>The program consists of activities such as correspondence courses, public lectures, institutes, workshops and seminars which are basically self-supporting. These are designed primarily to service the general public.</p>		
TOTAL	\$1,096,180	\$1,578,708

STATE OF WASHINGTON

CLASSIFICATION AND CODE OF OBJECTS OF EXPENDITURE

01 Salaries and Wages	20. Inter-Agency Reimbursement
02 Contract Personal Services	21. Transfers to Other Programs
03 Other Contractual Services	22. Transfers to Capital Outlay
04 Travel	
05 Supplies and Materials	
06 Equipment	
07 Retirement and Pensions	
08 Contributions, Grants, Subsidies	
09 Debt Redemption	
10 Land	
11 Buildings	
12 Improvements other than Buildings	

CLASSIFICATION AND CODE OF OBJECTS OF EXPENDITURE DEFINITIONS

01 Salaries and Wages

Includes all compensation for officers and employees who are regularly or temporarily employed. Also includes all payments made to employees, when compensation is based on an hourly or day wage, who may be either temporarily or regularly employed.

02 Contract Personal Services

Includes all payments for services rendered by persons who are not employees, such as consultants, specialists, doctors, dentists, and others compensated on a fee or contractual basis. Includes all other items of a contract personal service nature not specified above.

03 Other Contractual Services

Includes all payments for services rendered to the state under expressed or implied contract with the exception of items classified under "02 Contract Personal Services" and "04 Travel". The payment may consist of labor together with the use of equipment or labor together with materials furnished in the performance of such services but shall not include such amounts when the materials are purchased by state agencies, and the service performed by an employee of the state. In a case of this kind, the charge would be to "01 Salaries and Wages - State Personnel" and "05 Supplies and Materials". Includes the transmission of messages from place to place, such as contractual charges for land telegraph service, radio and wireless telegraph service, telephone and teletype services; letter postage; rental of post office boxes or postage meter machines and/or mailing machines; and contractual messenger service. Includes switchboard and service charges and telephone installation costs. Included also are the costs of all substances purchased for heating, cooking, and generating power; such as coal, wood, charcoal, natural or bottled gas and oil. Expenditures for the purchase of water are also chargeable

to this classification. Includes the following types of expenditures: building repairs, equipment repairs and service, transportation of things (payments which cannot be allocated directly to the commodity or equipment purchased), and printing (reports, pamphlets and publications). Includes rentals or royalties paid for the use of land, buildings, structures, machinery, equipment, safe deposit boxes, pasturage, etc. Does not include state pool car rental, which should be charged to "04 Travel". All memberships and subscriptions are chargeable to this classification as well as premiums for insurance held by the state against fire, tornado, accident, death or property damage, surety bonds and workmen's compensation. However, all automobile insurance is to be charged to object "04 Travel". Includes advertising, court costs and legal expense. Includes the expense of participation in the service made available by the State Personnel Board. Includes payment of interest on the bonded debt of the state. Includes payment of interest for inter-fund borrowing and interest on notes and warrants. Includes all other services of a contractual nature not specified above or in "02 Contract Personal Services" and "04 Travel".

04 Travel

Includes contractual services in connection with carrying persons from place to place, and the furnishing of accommodations incident to actual travel, such as railroad, airplane, bus and taxi fare, lodging and meals; also per diem allowance; mileage allowance for use of privately owned vehicles, ferry fares, tolls and other expense necessitated by travel such as baggage transfer, garage rent and other storage fees. Includes the cost of operating state-owned automobiles, such as gasoline, oils greases, tires, tubes, parts and repairs. If repairs are performed by state employees, only the cost of parts are charged here; the cost of labor would be charged to "01 Salaries and Wages - State Personnel". License fees and automobile insurance would be included under this classification. Other expense necessitated by travel, such as postage, telephone and telegraph when included in travel expense vouchers would also be charged here. State pool car rental is also included under this classification. Includes all other items of travel not specified above.

05 Supplies and Materials

Includes all commodities which are ordinarily consumed or expended within one year. Small tools would be charged to this classification. Includes all commodities converted in the process of manufacturing and those used to form a minor part of equipment or fixed property. Includes the cost of all materials used for repairs if the work is done by employees or inmates other than those parts chargeable to "04 Travel". Includes the cost of gasoline, oil, parts and other supplies used in the operation of state-owned equipment that is not being used for travel. Includes all expenditures for food for human consumption. Feed for animals would also be charged to this classification. Includes all other supplies and material not specified above.

06 Equipment

Includes the cost of equipment both replacement and additional. Includes all apparatus, tools (small tools excluded), machinery, vehicles, instruments, furniture and other articles which can be used over and over again without

material change in or an appreciable impairment of their physical condition and which have a calculable period of service. Expenditures listed below are typical items chargeable to this classification.

Medical and Laboratory
Household
Educational, Vocational and Recreational
Office
Motor Vehicles
Shop Tools and Machinery
Livestock
Agricultural
Plant Machinery and Equipment
All other equipment not specified above

07 Retirement and Benefits

Includes the payment of contributions and expenses to the several employee retirement plans of the state. Includes retirement pensions and allowances based on past services of a public nature to a person retired from active service, or to his, or her heirs. It includes the employer's share of the cost of Medical Aid and the employer's contribution to Industrial Insurance. Includes employer's contribution to Health Insurance Plans as stipulated in RCW 41.04.180 (Laws of 1963, Chapter 75, Para. 1).

08 Contributions, Grants, Subsidies

Includes educational and public welfare grants; subsidies, gratuities and other aid to political subdivisions, corporations, associations and individuals.

09 Debt Redemption

Includes the payments of principal on the bonded debt of the state.

10 Land

Includes the amounts paid for land, costs incidental to the acquisition of land, and expenses incurred in preparing the land for use. Some examples of expenses to be charged to this classification are:

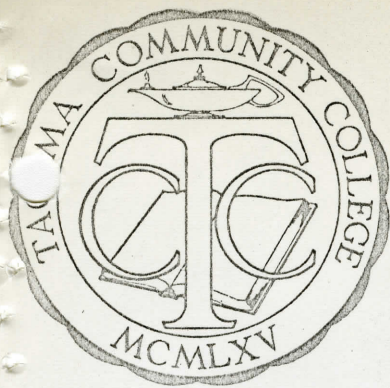
Title fees
Brokers' fees
Clearing and Landscaping
Demolishing and Relocating Structures
Local Improvement Assessments
All other land costs not specified above

11 Buildings

Includes purchase of buildings already constructed, including brokers' fees, legal expense and cost of repairs to place them in use. Also includes all construction of buildings by contract, including the cost of permanent built-in fixtures ordinarily a part of such buildings, also additions and permanent improvements to existing buildings. Architects' fees, cost of supervision and other related expenses are charged under this classification.

TACOMA COMMUNITY COLLEGE
ALLOTMENT EXPENDITURE REPORT THROUGH FEBRUARY 29, 1968

	<u>TOTAL</u>	<u>SALARIES WAGES</u>	<u>PERSONAL CONTRACTS</u>	<u>OTHER CONTRACTS</u>	<u>TRAVEL</u>	<u>SUPPLIES MATERIALS</u>	<u>EQUIPMENT</u>	<u>RETIREMENT PENSIONS</u>
<u>ADMIN. & GEN'L. EXPENSE</u>								
ALLOTMENT	160,132.00	137,381.00	3,250.00	1,000.00	3,500.00	5,650.00	1,500.00	7,851.00
DISBURSEMENTS	116,023.61	84,327.04	679.07	11,210.12	1,617.26	10,730.41	2,357.23	5,102.48
ENCUMBRANCES	4,509.54			498.66		1,664.62	2,346.26	
BALANCE	39,598.85	53,053.96	2,570.93	(10,708.78)	1,882.74	(6,745.03)	(3,203.49)	2,748.52
<u>STUDENT SERVICES</u>								
ALLOTMENT	158,967.00	125,077.00	10,250.00	6,000.00	1,400.00	8,200.00	1,200.00	6,840.00
DISBURSEMENTS	109,270.98	86,798.65		8,053.99	1,718.42	7,108.47	1,207.94	4,383.51
ENCUMBRANCES	2,067.12					1,900.44	166.68	
BALANCE	47,628.90	38,278.35	10,250.00	(2,053.99)	(318.42)	(808.91)	(174.62)	2,456.49
<u>PLANT OPERATION</u>								
ALLOTMENT	193,528.00	99,678.00	4,000.00	69,600.00		4,600.00	6,000.00	9,650.00
DISBURSEMENTS	91,175.44	48,279.60		29,870.99	15.56	5,327.51	2,468.89	5,212.89
ENCUMBRANCES	1,853.33					1,037.56	815.77	
BALANCE	100,499.23	51,398.40	4,000.00	39,729.01	(15.56)	(1,765.07)	2,715.34	4,437.11
<u>LIBRARY</u>								
ALLOTMENT	154,685.00	69,860.00		5,200.00	400.00	70,000.00	4,520.00	4,705.00
DISBURSEMENTS	138,295.98	75,746.31		805.60	112.81	53,344.38	3,586.52	4,700.36
ENCUMBRANCES	6,163.58			467.81		2,584.98	3,110.79	
BALANCE	10,225.44	(5,886.31)		3,926.59	287.19	14,070.64	(2,177.31)	4.64
<u>INSTRUCTION</u>								
ALLOTMENT	861,396.00	769,795.00	2,000.00	6,500.00	6,590.00	17,169.00	22,508.00	36,834.00
DISBURSEMENTS	452,289.94	398,122.52	1,230.00	1,127.37	2,242.71	10,228.51	25,319.48	14,019.35
ENCUMBRANCES	31,950.87			76.95		4,324.63	27,549.29	
BALANCE	377,155.19	371,672.48	770.00	5,295.68	4,347.29	2,615.86	(30,360.77)	22,814.65
<u>EXTENSION & PUBLIC SERVICES</u>								
ALLOTMENT	50,000.00	44,365.00	800.00		200.00	4,000.00	300.00	335.00
DISBURSEMENTS	2,772.15	264.60	2,493.00					14.55
ENCUMBRANCES								
BALANCE	47,227.85	44,100.40	(1,693.00)		200.00	4,000.00	300.00	320.45
<u>AGENCY TOTAL</u>								
ALLOTMENT	1,578,708.00	1,246,156.00	20,300.00	88,300.00	12,090.00	109,619.00	36,028.00	66,215.00
DISBURSEMENTS	909,828.10	703,538.72	4,402.07	51,068.07	5,706.76	86,739.28	34,940.06	33,433.14
ENCUMBRANCES	46,544.44			1,043.42		11,512.23	33,988.79	
BALANCE	622,335.46	552,617.28	15,897.93	36,188.51	6,383.24	11,367.49	(32,900.85)	32,781.86



Tacoma Community College

5900 South 12th Street

TACOMA, WASHINGTON 98465

SKyline 2-6641

March 8, 1968

The Honorable Mayor and
Members of the City Council
City of Tacoma
Tacoma, Washington

Gentlemen:

In its regular meeting yesterday, March 7, the Board of Trustees of Tacoma Community College asked me to convey to you their endorsement of the rezoning request made by Weyerhaeuser Properties, Inc. regarding research and administrative buildings just west of the college campus. The trustees agree with me that such a development would be most appropriate to our vicinity in that it offers the potential of part-time employment for TCC students as well as the prospect of providing an extension of the learning resources of the campus through its laboratories and specialized personnel.

We urge that the Council approve the rezone request for this facility.

Sincerely,

Thornton M. Ford
President

TMF:bb

TACOMA COMMUNITY COLLEGE
Summer School Salary Schedule

After consultation with the Tacoma Community College Association, the Administrative Council has decided to recommend that the Board of Trustees adopt a salary schedule for instructors in the 1968 summer school that would provide:

- payment at the rate of \$155 per credit hour for teaching and office hours;
- and where contact hours exceed credit hours by more than two per five credit course payment at the rate of \$130 per additional (over 7) weekly contact hour;
- and firm commitments to faculty members by April 1.

About 25 members of the regular faculty will be engaged for the summer session. This rate of payment is substantially above the rate for part-time instructors, but is below the figure that would result from pro-rating a full-time instructor's salary. It represents an increase from the \$125 per credit hour paid last and agrees with the recommendation made by TCCA.

Adopted by the Board of Trustees
by action on March 28, 1968