

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

March 26, 1970

3:30 p.m.

Agenda

1. Roll call
2. Minutes
3. Correspondence
- 3.5 *Unfinished business - sabbatical leave recommendation*
4. New business
 - (a) Capital Projects Request -- Dr. Falk (supplement 4-a)
 - (b) Supplementary faculty -- Dr. Jacobson (supplement 4-b)
 - (c) Community Services supplementary faculty -- Mr. Schafer (supplement 4-c)
 - (d) Equipment bids -- Mr. Van Mieghem (supplement 4-d)
 - (e) New Careers contract
 - (f) Co-curricular Activities account
 - (g) Building bids
5. Reports
 - (a) TCCA -- Mr. Garratt
 - (b) Student Government -- Mr. DeVore -- Mr. Shinn
 - (c) Community Services -- Mr. Schafer
 - (d) Instruction -- Dr. Jacobson
 - (e) Student Services -- Dr. Lathrop
 - (f) Planning -- Dr. Falk
 - (g) President's Report -- Dr. Ford
 - (1) Tentative Budget and FTE Allocation (supplement 5-g1)
 - (2) Consortium budget (supplement 5-g2)
6. Information

Friends of Library annual dinner and book drive

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

March 26, 1970

In the absence of the Chairman and the Vice-Chairman, Mr. Edmunds moved that Dr. Tuggle act as chairman. The motion carried.

The regular meeting of the Board of Trustees was called to order by Dr. Dewey Tuggle, at 3:45 p.m., March 26, 1970, at Tacoma Community College.

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

Guests: Doreen Amoroso, Richard Falk, Paul Jacobson, Allan Clarke, Frank Garratt,
Howard Ferguson, Dennis Hale, Robert Patterson, Philip Shinn, and
Jerry Vaughan

Minutes of the meeting of February 26, 1970, were approved as submitted.

Correspondence

Dr. Ford discussed two letters which had been received by the Chairman of the Board. One from the Trustees' Association concerning their annual meeting in May. Copies will be sent to all Trustees. The other letter which requires action by the Board, was deferred until the April Board meeting.

Unfinished business

Mr. Edmunds moved and Mr. Yamashita seconded that the Board accept the recommendation that Jack Hyde be allowed sabbatical leave during the 1970-71 academic year with William Anderson's request to remain as an alternate if one of the three chosen is unable to accept a granted leave. The motion carried.

New business

Dr. Falk outlined the Capital Projects Request--1971-73, for the Board's approval. The request includes:

1. District Administration -- \$798,600
2. Student Center -- \$1,442,600
3. Physical Education facilities -- \$1,806,000

Mr. Edmunds moved and Mr. Yamashita seconded that the Capital Projects Request be approved by the Board. The motion carried.

Mr. Edmunds moved and Mr. Yamashita seconded that the supplemental faculty for spring quarter be approved. The motion carried.

Mr. Yamashita moved and Mr. Edmunds seconded that the Community Services supplementary faculty for spring quarter, be approved. The motion carried.

Mr. Edmunds moved and Mr. Yamashita seconded that the Board accept the bid from H. D. Baker for a cash register. The motion carried.

Mr. Yamashita moved and Mr. Edmunds seconded to authorize the president to sign the New Careers contract. The motion carried.

Mr. Yamashita moved and Mr. Edmunds seconded that action on the Co-curricular activities account recommendation be postponed until the next Board meeting. The motion carried.

Dr. Ford asked the Board for a special meeting to approve building bids on the faculty office building. The special meeting will be held during the week of March 30 - April 2. (Note: Board was polled on bids April 1. Item will be included on April Board meeting agenda for ratification.)

Reports

Frank Garratt introduced Allan Clarke, newly elected president of the TCCA, to the Board, and expressed his appreciation to the Board for its consideration during the past year.

Philip Shinn reported on the WAACSG Central Regional meeting and announced that the state convention will be held in May.

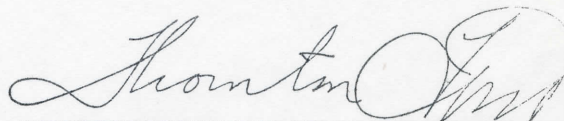
Mr. Vaughan stated that the Community Services contemplates 1600 registrants for non-credit courses during spring quarter. He also told of the progress on the adult education directory which is being published by the community services program.

Dr. Jacobson gave a brief report concerning catalog changes and summer school planning.

Dr. Ford promised the Board a memo informing them of the State Board's action on the tentative budget and FTE allocation on April 2. He also explained the budget proposal which TCC has drawn up for the Puget Sound Regional Minority Affairs Consortium.

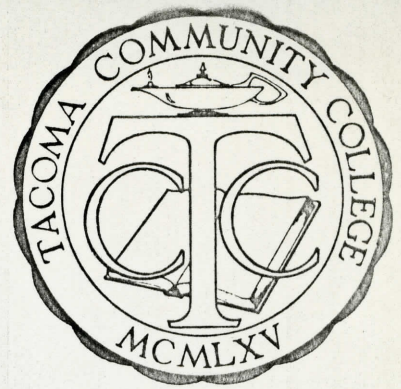
The next meeting of the Board of Trustees will be held on April 23, 1970. A study session on the budget is planned following the meeting.

The meeting adjourned at 5:50 p.m.



Thornton M. Ford, Secretary

Tacoma Community College



MEMORANDUM

Date: March 26, 1970
To: Members of the Board of Trustees
From: Paul Jacobson
Subject: Additional Leave Recommendations for 1970-71

In addition to last month's recommendation of two persons for sabbatical leave, the Sabbatical Leave Committee would like to recommend as follows:

1. A year of sabbatical leave for Mr. Jack Hyde. ✓
2. A year of sabbatical leave for Mr. William Anderson if, and only if, one of the other recommended applicants is unable to accept a granted leave.

Thank you.

PEJ

Tacoma Community College



MEMORANDUM

Date: March 24, 1970
To: President Ford and Members of the Board of Trustees
From: Dr. Richard C. Falk
Subject: 1971-73 CAPITAL PROJECTS REQUEST

The enclosed material constitutes one of the final parts of our formal Capital Request. These advance copies have been sent for your perusal prior to the Thursday board meeting.

RCF

RCF:sh

Enc.

cc: Dean Jacobson
Dean Lathrop
Dean Schafer
Dean Van Mieghem

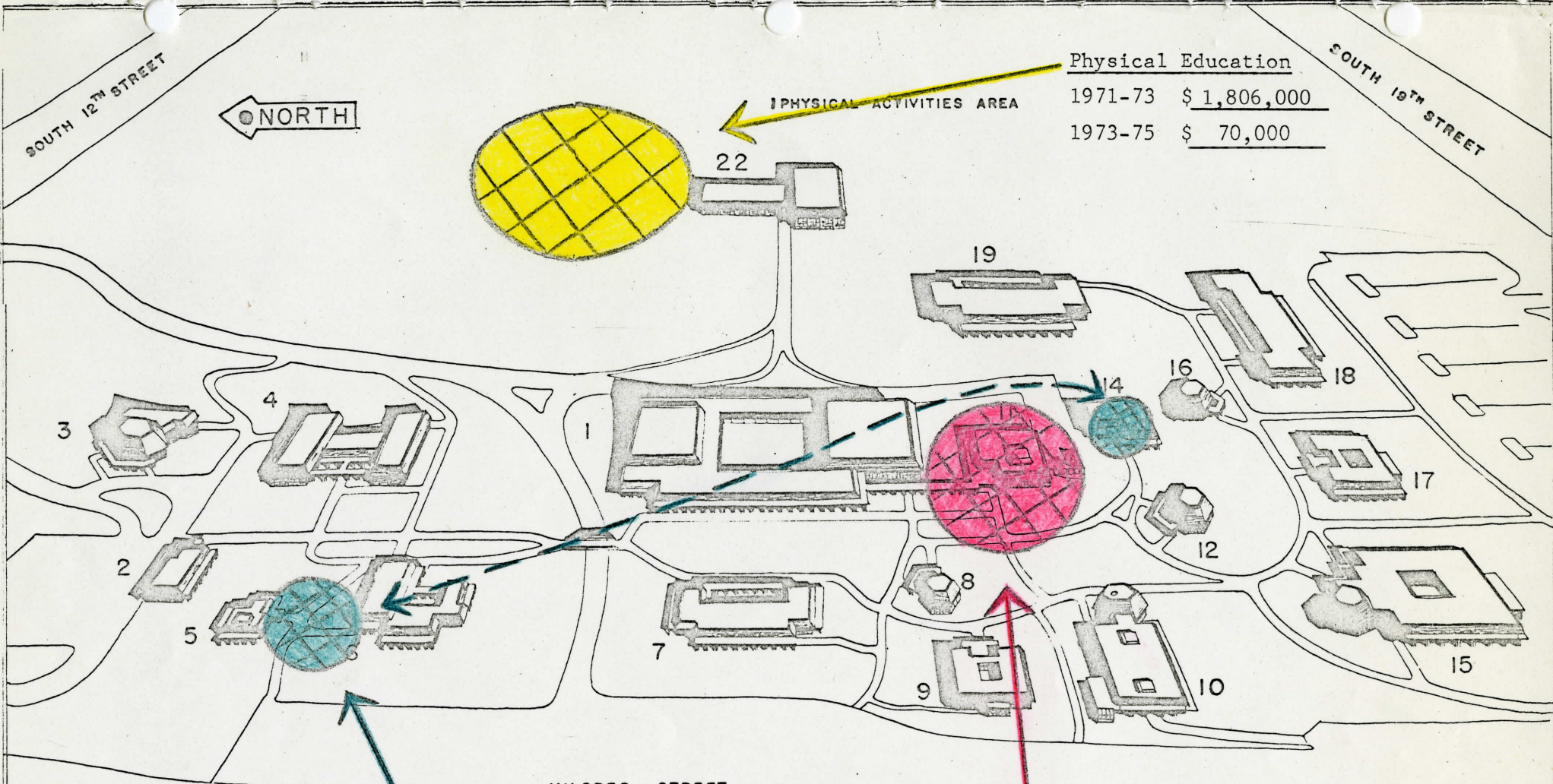
PART A

1971-73 CAPITAL PROJECTS REQUEST AND PROJECT DESCRIPTIONS

Introduction

The summarization of Capital Projects Requests (see next sheet) outlines estimated capital needs for the next six years. Project descriptions for immediate needs are discussed in the following pages and identified needs beyond 1975 have been analyzed in later sections of this report.

The preplanning process has provided a much needed opportunity to gain added perspective and insight regarding institutional needs. Our analysis of facility-needs clearly demonstrates the present lack of adequate spaces to house on-going programs and services related to physical education, student activities, and administration. The 1971-73 Capital Request for Tacoma Community College may be accurately described as one which is focused primarily on present needs and secondarily on projected future needs. Because of the urgent need for these projects, curtailment of program-growth and services would be the inevitable result of further postponement. Capital Requests beyond 1973 primarily reflect anticipated growth in student enrollments and in program development.



Physical Education

1971-73	\$ 1,806,000
1973-75	\$ 70,000

District Administration

1971-73	\$ 798,600
1973-75	\$ 285,500

Student Center

1971-73	\$ 1,442,600
1973-75	\$ 46,800

CAMPUS DIRECTORY

- 1. PEARL A. WANAMAKER INSTRUCTIONAL RESOURCE CENTER
- 2. BUSINESS & RECORDS BUILDING
- 3. THEATRE - LECTURE HALL
- 4. ART & MUSIC BUILDING
- 5. HEALTH CENTER
- 6. STUDENT GOVERNMENT OFFICE & BOOK STORE
- 7. CLASSROOM BUILDING
- 8. LECTURE HALL
- 9. FACULTY OFFICE BUILDING
- 10. SCIENCE HALL
- 11. FOOD SERVICE CENTER
- 12. LECTURE HALL
- 14. ADMINISTRATION BUILDING

- 15. CLASSROOM BUILDING
- 16. LECTURE HALL
- 17. FACULTY OFFICE BUILDING
- 18. CLASSROOM BUILDING
- 19. CLASSROOM BUILDING
- 22. PHYSICAL EDUCATION BUILDING

TACOMA COMMUNITY COLLEGE

TACOMA, WASHINGTON

TABLE 1

TACOMA COMMUNITY COLLEGE
1971-1973 CAPITAL PROJECTS REQUEST

Priority	Project Description	Six Year Capital Improvement Program--Capital Projects Request		
		Biennium		
		1971-1973	1973-1975	1975-1977 ^a
1	Minor Capital Projects	\$ 680,230	\$ 125,000	\$ 131,250
2	Physical Education	1,806,000	70,000	
3	Student Center	1,442,600	46,800	
4	District Administration	798,600	285,500	
b	Faculty Offices		280,000	294,000
b	General Classrooms		390,000	341,250
b	Library		195,000	204,750
b	Specialized Laboratories (Art, Music, Math, Reading, etc.)		1,901,250	53,235
	Total	\$ 4,727,430	\$ 3,293,550	\$ 1,024,485

^aEstimates have been adjusted upward to control for inflation (5 per cent).

^bPriority to be determined.

APPENDIX C

A Proposal for a Statewide Student Services In-Service
Program to be Sponsored by the Puget Sound Minority
Affairs Consortium

Proposal: To provide training programs for counselors on a regional basis regarding special situations faced by minority students.

Establish a regional (Puget Sound) institute for community college counselors designed to bring about (a) awareness and (b) coordination of practices and effort. Including consultants, the anticipated cost per year would be \$12,000.

APPENDIX D

A Proposal for a Consortium Applicant and Talent Pool

The Consortium's central office should carry on a continuous search for talent which can be utilized by the colleges and universities in Washington. It is recommended that part of the total budget be allocated to those expenses which would be required to locate, interview and publicize the availability of suitable personnel.

Anticipated Cost: \$4,000

TACOMA COMMUNITY COLLEGE
 SUPPLEMENTARY FACULTY - Spring Quarter 1970

Donn Laughlin	Art	B.A. Ed.
Frank Dippolito	Art	M.F.A.
Stan Floyd	Art	B.A.
Mrs. Vera Wiseman	Biology	M.A.
William Muse	Biology	M.S.
Melvin Urschel	Biology	M.S.
Kenneth Hilliard	Business	M.B.A.
Joseph Mladinov	Business	L.L.B.
J. James Gallagher	Business	J.D.
Rolland Evans	Business	M.B.A.
Marvin Campeau	Business	B.A.
Gary Sigmen	Economics	M.A.
Robert Thaden	Education	M.Ed.
John McNeel	Engineering	M.A.
Richard Dunlap	Engineering	B.A.
Mrs. Loni Demarest	English	B.A.
Leonard Lukin	English	M.A.
Jimmie Sole	English	M.A.
Robert Rife	English	M.A.
Don Hildreth	English	B.A.
Mrs. Gayla Goller	English	M.Ed.
David Trier	Forestry	M.S.
Mrs. Virginia Pinard	French	B.A.
Miss Lorraine Stephan	Business-Typing	M.B.A.
Victor Holme	College Skills	M.Ed.
James Crawford	Geology	M.S.
Jack Hyde	Geology	M.S.
Harland Malyon	History	M.A.
Elijah Hankerson	History	B.A.
Mrs. Sandra Satterberg	Mathematics	B.S.
Mrs. Suzanne Butschun	Mathematics	M.S.
Edward Zimmerman	Mathematics	M.S.
Joseph Williams	Mathematics	M.S.
Joseph Heidal	Mathematics	M.S.
Warren Jaech	Mathematics	M.Ed.
Lawrence Jensen	Oceanography	M.S.
Richard Norton, Jr.	Philosophy	M.A.
William Streeter	Physical Education	M.A. Ed.
Miss Kathleen Casey	Physical Education	H.S.
Richard Hannula	Physical Education	B.A.
John Swarthout	Political Science	M.A.
Jerry Shulenbarger	Psychology	M.Ed.
R. Robert Stevens	Psychology	Ph.D.
Miss Theresa Patricelli	Sociology	M.A.
Luther Jansen	Sociology	M.A.
Donald Hiatt	Speech	M.A.
B. Howard Shull	Speech	M.A.

SUPPLEMENTARY FACULTY

Abetz, Helen	Psychology
Armor, Mike	Investments
Backstrom, Margaret	Music
Bashey, Husain	Psychology
Becker, Jerry	Art
Boyd, Robert	Anthropology
Burn, Stephanie	Art
Butler, Toby	Music
Collenge, Frank	Sociology
Crawford, John	English
Cummings, Al	Communications
Delp, John	Japanese
Demarest, Loni	English
Dippolito, Frank	Art
Durkin, Adele	English
Edrington, Devon	Philosophy
Faye, Mario	Spanish
Ford, Robert	Sociology
Gentile, Ken	Physics
Glueck, Robert	Investments
Gross, Lois	English
Gulhaugen, Theodore	Norwegian
Hale, Dennis	Communications
Hansen, Peter	Psychology
Harnish, James	History
Harper, George	Astronomy

Hartley, Richard	Psychology
Hildreth, Don	English
Hyde, Jack	Geology
Iafrate, Mario	Investments
Joyce, Burt	Sociology
Keely, Tim	Investments
Krause, Fayette	History
Lewis, Dick	English
Macias, Cenobia	Spanish
MacLaren, Beth	Landscaping
McKellips, Art	Art
Minetti, Gary	History
Mulkey, Richard	Photography
Pease, Florence	Bridge
Platt, Emmett	Business
Quist, Christel	German
Reese, Gary	Geneology
Reher, Doris	Psychology
Rhea, Richard	Art
Rife, Robert	English
Sailor, Maureen	Sociology
Sessions, Eileen	Physical Education
Sessions, Robert	Physical Education
Settle, Linda	French
Shulenbarger, Jerry	Psychology
Skrivseth, Susan	Physical Education
Slipp, John	Biology
Sterling, B. F.	Investments

Stovin, Phil

Taylor, Nora

Thornburg, Ellen

Vaughan, Gerald

Walker, Rodney

Wambold, William

Whisner, David

Woodward, Harry

Psychology

Art

Business

Political Science

Business

Psychology

Music

English

INVITATION TO BID

Return To

THIS IS NOT AN ORDER

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

March 13, 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 1. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B.	Destination	Bidder Must Enter All Extensions and Totals			
			Quantity	Unit	Unit Price	Amount
1	<u>CASH REGISTER, PUNCH TAPE CONTROL SYSTEM.</u>		1	ea.		
	, Per Attached Specification.					
PLEASE ENTER COMPANY NAME AND ADDRESS BELOW						TOTAL
Address			Mark Your Bid Envelope			
			Business Office			
			Tacoma Community College			
			5900 So. 12th, Tacoma, Wash.			
			3/20/70 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: Date 19
 We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein. Signature _____
 Title _____

STANDARD TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(17) All prices are to be included herein.

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

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

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

TACOMA COMMUNITY COLLEGE

CASH REGISTER -- PUNCH TAPE CONTROL SYSTEM

Keyboard Arrangement

<u>Dep't. Totals</u>	<u>Code Keys</u>	<u>Amounts</u>		
General	9	\$9,999.99		
General Void	8		Total	Sub
Special	7			Total
Special Void	6			Motor
				Bar
Code or Dep't. Keys			Number Key	
40	5		Read	
30	4		Reset	
20	3			
10	2			
	1			Correction Key

Electric Itemizing (adding) Cash Register

General Funds		1 to 49 Departments
General Funds Void	Daily Total =	1 to 49 Departments
Special Funds		1 to 49 Departments
Special Funds Void		1 to 49 Departments

49-Department breakdown on each of 4 totals through punch tape.

2 Fund Totals and 2 Void Totals to be the balancing totals for cash flow and with different locks to read and reset.

Fund totals \$99,999.99 total capacity each.

Number Key -- Possible index 7-digit number into Punch Tape, Audit, validate or receipt. -- Non-Add into totals.

Audit -- Print Date, consecutive number, fund, code, amount on each transaction. Print symbol on audit tape when voucher or slip is validated.

Receipt -- Same as audit except print school name and message.

Slip -- Validate total with date, consecutive number, code, and amount. Possible double certification -- Print through multiple copies.

Punch tape --

1. 5 Chanel or capable of being processed through most computers.
2. Automatic Punch of Register, School, Identification.
3. Capable of balance by computer between punch and daily totals and audit from cash register.

TACOMA COMMUNITY COLLEGE

CASH REGISTER -- PUNCH TAPE SYSTEM, CONT'D.

4. Mechanical block type punch or 70 items per minute input possible into cash register.
5. Not possible to operate machine with break in audit tape. Warning bell on punch tape if malfunction or out of tape.

Cash Register, Case, and Cash Drawer--

1. Both Metal
2. Drawer with insert
3. Insert Bakelite or metal with cover and five Bill and five Coin compartments.

Keyboard--

1. Compulsory code, department, and amount keys
2. Flexible--
 - a. Stay down department keys, insertable key tapes
 - b. Capable operate cash register with hand crank or electrically
 - c. Ability to modify to optical font printer
 - d. Void keys -- removable lock-type keys
 - e. Code keys -- flexible pop up
 - f. Indication front and back of register, all information

SWEDA MODEL 76 OR EQUIVALENT.

BID INVITATION-CASH REGISTER

BID OPENING 3/20/70-2:00 P.M.

<u>ITEM NO.</u>	<u>H.D. BAKER</u>	<u>NCR</u>
1	<u>\$2420.00</u>	\$3037.50
	(90 Days Delivery-1% Discount)	(120 Days Delivery-No Discount)

LOW BID MEETING SPECIFICATIONS INDICATED BY _____ RECOMMENDED.

GEORGE VAN MEIGHEN
DEAN OF ADMINISTRATIVE SERVICES

BIDS RETURNED "NO BID":

Remington Rand
Acme Office Machines

BIDS NOT RETURNED:

Taylor office Machines
Northwest Cash Register Co.
Seattle Cash register
Tacoma cash register

AWARD

H.D. BAKER\$2420.00

AGREEMENT

PART I (of two parts)

1 THIS AGREEMENT, made and entered into this _____ day of _____,
2 1970, by and between the WASHINGTON STATE OFFICE OF ECONOMIC OPPORTUNITY,
3 hereinafter referred to as "agency", and TACOMA COMMUNITY COLLEGE, an educatio-
4 nal institution in the State of Washington, hereinafter referred to as "college",

5 WITNESSETH:

6 WHEREAS, agency contracted with the U. S. Department of Labor to partici-
7 pate (to the extent provided in Title I, Part B, Sections 111 through 116
8 of the Economic Opportunity Act of 1964) in the New Careers for Washington
9 program and has received from the U. S. Department of Labor a grant to fund
10 such participation, and

11 WHEREAS, the purpose of this Agreement is to provide the education
12 component necessary to implement a program of employment which will develop
13 career ladders for individuals with nonprofessional skills throughout the
14 State of Washington, participants in such a program to be hereinafter
15 referred to as "enrollees",

16 NOW THEREFORE, agency and college do hereby mutually agree as follows:

17 A. The college agrees:

- 18 1. To provide each enrollee with a minimum of 10 hours of course
19 work during the 1970 Spring Quarter;
- 20 2. To provide a minimum of 3 credits per quarter to enrollees for
21 experience gained while working on the job, in addition to the
22 credits provided for in above point one;
- 23 3. To provide that courses taken by enrollees will be for transferable
24 credit, with the exception of those courses which are classified
25 as remedial;
- 26 4. To provide books, duplicated educational material and supplies
27 as needed by the enrollees for their course work. The determina-
28 tion of required books, supplies and materials will be made by
29 the college;
- 30 5. To provide audio-visual aids and material as necessary;
- 31 6. To certify New Careers staff persons who are approved by the
32 college to teach credit courses in the New Careers curricula;

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- 7. To provide remedial work in Reading, Math and English skills as needed by the enrollees;
- 8. To provide instruction services for a maximum of 23 enrollees;
- 9. To spend funds provided for by this contract in accordance with the following mutually agreed upon budget:

Tuition and fees	245 credit hours at \$6/ credit hour	..\$1,470.00
Texts, 23 enrollees at \$25/ enrollee	575.00
Instructor salaries for specially scheduled courses	1,000.00
Supplies, materials, vidiotape, etc.	<u>125.00</u>
TOTAL	\$3,170.00

- 10. To inform agency, in writing, of changes made in transferring money between budget categories;
- 11. To provide information on budget expenditures to New Career staff, including local representative, as requested.

B. The Agency agrees to:

- 1. Assist the college in planning the New Careers curriculum;
- 2. Pay to the college the sum of \$3,170.00 to cover all expenses necessary for the College to fulfill its agreement under this contract;
- 3. Payment shall be made by the Agency upon receipt of a bill listing expenses by budget category, either at the end of each month or at the end of each quarter.

The agency and the contractor do mutually agree that payment under the terms of this Agreement shall not exceed the sum of Three Thousand, One Hundred and Seventy Dollars (\$3,170.00).

THIS AGREEMENT is subject to and incorporates the provisions of The Economic Opportunity Act of 1964, the regulations promulgated thereunder, and the general provisions and specifications which are attached hereto and made a part thereof.

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IN WITNESS WHEREOF, Agency and College have executed this Agreement as of the date first above written.

WASHINGTON STATE/OFFICE OF ECONOMIC OPPORTUNITY
By Alvin E. Smith
(Agency)
By _____
(College)

APPROVED AS TO FORM:
SLADE GORTON
Attorney General for the
State of Washington

By Donald F. S. D.
Assistant Attorney General

PART II (of two parts)

Terms and Conditions Governing Contracts for Professional or
Technical Services to a Community Action Program

In addition to any conditions specified in Part I, this Contract is subject to all of the conditions listed below. Waiver of any of these conditions must be upon the express written approval of an authorized representative of the Office of Economic Opportunity, and such waiver shall be made a part of this Contract.

1. TERMINATION OF CONTRACT. If, through any cause the Contractor shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, or if the grant from OEO under which this Contract is made is terminated by OEO, or, if the Agency herein is the delegate agency of an OEO grantee, and the contract by which such delegation is made is terminated, the Agency shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. If the Contractor is unable or unwilling to comply with such additional conditions as may be lawfully imposed by OEO on the grant or contract under which the agency is performing the program to which these professional services are being rendered, the Contractor shall have the right to terminate the Contract by giving written notice to the Agency, signifying the effective date thereof. In the event of termination all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Contractor under this Contract shall, at the option of the Agency, become its property and the Contractor shall be entitled to compensation for any unreimbursed expenses necessarily incurred in satisfactory performance of the Contract. Notwithstanding the above, the Contractor shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of the Contract by the Contractor, and the Agency may withhold any reimbursement to the Contractor for the purpose of set-off until such a time as the exact amount of damages due the Agency from the Contractor is agreed upon or otherwise determined.

2. CHANGES. The Agency may, from time to time, request changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Agency and the Contractor, must be incorporated in written amendments to this Contract.

3. TRAVEL EXPENSES. If the Contractor is to be reimbursed for travel expenses, and (1) if the Contractor is a public agency, expenses charged for travel shall not exceed those allowable under the customary practice in the government of which the agency is a part; or (2) if the Contractor is a private Agency, expenses charged for travel shall not exceed those which would be allowed under the rules of the United States Government governing official travel by its employees.

4. PUBLICATION AND PUBLICITY. The Contractor may publish results of its function and participation in the approved community action program without prior review by the Agency, provided that such publications acknowledge that the program is supported by funds granted by OEO pursuant to the provisions of the Economic Opportunity Act of 1964, and that five copies of each such publication are furnished to OEO, plus such copies to the Agency as the Agency may reasonably require.

5. COPYRIGHTS. If the Contract results in a book or other copyrightable material, the author is free to copyright the work, but the Office of Economic Opportunity reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted resulting from the Contract.

6. PATENTS. Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to the Agency and to the Director of OEO for determination as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

7. LABOR STANDARDS. All laborers and mechanics employed by contractors or subcontractors in the construction, alteration or repair, including painting and decorating of projects, buildings and works which are federally assisted under this Contract shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276-a-276a-5).

8. COVENANT AGAINST CONTINGENT FEES. The Contractor warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warrant, the Agency shall have the right to annul this Contract without liability or, in its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

9. DISCRIMINATION IN EMPLOYMENT PROHIBITED. The Contractor will not discriminate against any employee employed in the performance of this contract, or against any applicant for employment in the performance of this contract because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, or national origin. This requirement shall apply to, 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, including apprenticeship. In the event that the Contractor signs any contract which would be covered by Executive Order 10925 (March 6, 1961) or Executive Order 11114 (June 22, 1963), the Contractor shall include the equal-employment opportunity clause specified in section 301 of Executive Order 10925, as amended.

10. DISCRIMINATION PROHIBITED. No person in the United States

shall, on the ground of race, creed, or color or national origin, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract. The Contractor will comply with the regulations promulgated by the Director of OEO, with the approval of the President, pursuant to the Civil Rights Act of 1964 (45 C.F.R. Part 1010).

11. POLITICAL ACTIVITY PROHIBITED. None of the funds, materials, property or services contributed by the Agency or the Contractor under this Contract shall be used in the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

12. RELIGIOUS ACTIVITY PROHIBITED. There shall be no religious worship, instruction or proselytization as part of or in connection with the performance of this Contract.

13. COMPLIANCE WITH LOCAL LAWS. The Contractor shall comply with all applicable laws, ordinances, and codes of the State and local governments.

14. REPORTS AND INSPECTIONS. The Contractor shall make financial, program progress, and other reports as requested by the Agency or the Director of OEO, and will arrange for on-site inspections by Agency or OEO representatives at the request of either.

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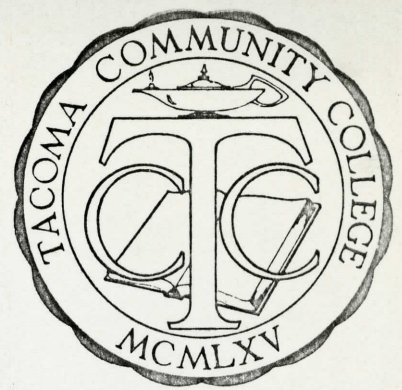
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14. REPORTS AND INSPECTIONS. The Contractor shall make financial program progress, and other reports as requested by the Agency or the Director of OEO, and will arrange for on-site inspections by Agency or OEO representatives at the request of the Agency or the Director of OEO.

48,000 Gen. Const.
268,000 Gen. Const.
M.T. spec. Intg.

Tacoma Community College



MEMORANDUM

Date: March 16, 1970
 To: Administrative Council
 From: Dr. Lathrop
 Subject: CO-CURRICULAR ACTIVITY BUDGETING

The proposal set forth below represents the joint concensus of the following people: Chuck Cline, Dick Deyoe, Don Hiatt, Paula Eisenman, Loyd Percy, John DeVore, Steve Holmes, Daryl Kooley.

As you may be aware, these people have worked for many weeks in an attempt to present one proposal for adequate co-curricular budgeting. The problem was approached in three separate phases: (1) The overall philosophy of establishing a fixed sum for athletics, forensics, and drama. (2) The exact dollar or percentage figure had to be established. (3) The managerial or administrative process had to be agreed upon.

1. When the first item, the advisability of establishing a separate budget, was finally agreed upon, we proceeded to the second issue.
2. Three dollars and ten cents (\$3.10) was agreed upon as an initial figure for this model. This sum is to be specifically used for drama, athletics, and forensics.
3. The managerial or allocation problems will be handled by a committee composed of three students and three faculty and chaired by the Dean of Students. The student composition will be composed of the Audit Committee chairman and two others appointed by the student body president and approved by the student Senate. The president of the faculty will be requested to appoint the three faculty members. The Dean of Students shall vote only in the case of a tie. The adviser of any activity serving within this framework will not sit on the Review Committee.

All business involving budgeted funds will be transacted between the three activity advisers and the appropriate business office.

All funds not allocated or expended from the amount set aside for these three activities will carry over annually as a reserve to be managed by the review board.

The overall function of this Review Committee is as follows:

1. To evaluate budget proposals from those specific activities involved.
2. To consider requests for any changes in the program.
3. To recommend necessary changes as the need arises.

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

SUMMARY BUDGET PROPOSAL

<u>GOALS</u>	<u>Money Needed To Implement Program</u>	<u>Institutional Commitment Toward Program</u>	<u>Money Requested From Consortium</u>	<u>Review Committee Recommendation</u>
1. The development of programs which facilitate the recruitment of students, faculty, administration and staff.	<u>\$91,620</u>	<u>\$46,760</u>	<u>\$44,860</u>	<u> </u>
2. The development of programs of ethnic studies, developmental education, in-service training for staff, students, and faculty.	<u>\$128,523</u>	<u>\$68,621</u>	<u>\$59,902</u>	<u> </u>
3. The strengthening of counseling services through the utilization of in-service training programs for counselors and cooperative ventures among participating community colleges through the use of such items as mobile counseling centers.	<u>\$12,000</u>	<u>\$ 7,000</u>	<u>\$ 5,000</u>	<u> </u>
4. The development of tutorial and other service programs.	<u>\$ 5,000</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u> </u>
5. The development of placement programs which lead to meaningful employment.	<u>\$ 7,300</u>	<u>\$ 3,650</u>	<u>\$ 3,650</u>	<u> </u>
6. The hiring of minority race personnel.	<u>\$36,000</u>	<u>\$18,000</u>	<u>\$18,000</u>	<u> </u>
TOTAL BUDGETARY REQUEST	<u>\$280,443</u>	<u>\$146,531</u>	<u>\$ 133,912</u>	<u> </u>

Supplementary Proposals
for the Consortium

\$ 38,000

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #1 The development of programs which facilitate the recruitment of students, faculty, administration and staff.	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
<p>1. Institutional Objectives:</p> <p>Broadly stated, institutional objectives include:</p> <p>A. Extending the opportunity for higher education to an increasing number of minority race youth and adults in Tacoma. This objective includes recognition that to a significant degree many of these youth and adults must be identified and counseled prior to admission. It also recognizes that in many cases these students will need transportation assistance.</p> <p>B. The recruitment of minority faculty, administrators and staff becomes a natural and vital part of objective A (above). The college continues to seek staff members who can best assist students to turn opportunity into reality.</p> <p>2. Program descriptions:</p> <p>A. To employ more Black and minority faculty, administration and staff so that minority students will have some staff person with whom to relate and identify, some staff person whose knowledge of a common life style could enhance communication, and some person who could translate the needs and wants of these students into specifics.</p>			
<p>The proposed program will involve:</p> <p>(1) Travel and interviews by recruiter</p> <p>(2) Travel, lodging, and interviews of consultants</p>	\$ 500.	\$ 200.	\$ 300

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #1 (continued)	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
2. Program descriptions (continued)			
B. To develop a recruiting program which will expose more Black and minority students to community college education by providing transportation service. <ol style="list-style-type: none"> 1. Use of TCC school bus <ol style="list-style-type: none"> a. Two or three trips to Central area daily b. Drivers in work-study program c. Maintenance and fuel 2. Bus pass program <ol style="list-style-type: none"> a. Purchase and issuance of city bus passes to students who do not live near the school bus route. b. Purchase and issuance of city bus passes when TCC school bus is not available. 	\$ 3,000	\$ 1,500	\$ 1,500
C. Disseminating information to local and surrounding schools. <ol style="list-style-type: none"> (1) Developing slides of campus activities for presentation. (2) Organizing brochures and preparing handouts. (3) Providing transportation for campus visitations. (4) Providing refreshments for visitors. (5) Staff and secretary. (6) General advertising. 	\$10,000	\$ 6,000	\$ 4,000
D. Providing financial aid <ol style="list-style-type: none"> 1. Obi Society (BSU) work-study program 2. Tuition loans through financial aids program 3. Work-study program through financial aids office 4. Scholarships 	\$78,120	\$ 6,000 \$ 1,500 \$17,560 \$14,000	\$ 6,000 \$ 1,500 \$17,560 \$14,000

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #2 The development of programs of ethnic studies, developmental education, in-service training for staff, students and faculty.	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
<p>1. Institutional objectives:</p> <p>A. Expansion of courses and programs designed to:</p> <ul style="list-style-type: none"> (1) Upgrade educational level of minority students. (2) Provide a more realistic and relevant educational program for minority students as well as Caucasian students' awareness and understanding of minority issues. (3) To improve the ability of every staff member to modify their courses and behavior to the end of a more realistic inclusion of minority cultures into the curriculum. (4) To conduct specific workshops for the benefit of faculty and student leaders to enhance both awareness and skills pertinent to (3) above. (5) To develop and conduct regular periodic in-service programs for faculty and staff. (6) To increase the number and kind of both human and instructional resources necessary to realize above objectives. 			
<p>2. Program descriptions:</p> <p>A. Host a summer institute on ethnic studies for Washington Community College Social Science instructors.</p>	\$ 5,000	\$ 3,000	\$ 2,000
<p>B. A continuing in-service program for all faculty Tentative plans to implement this item are:</p> <ul style="list-style-type: none"> 1. Invite leaders from the Seattle and Tacoma Urban cores to give monthly seminars concerning programs aimed at solving urban problems. (The seminars would be open to faculty and students.) 2. Use of teaching and curriculum consultants. 	\$ 6,000	\$ 3,000	\$ 3,000

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #2 (continued)	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUEST FROM CONSORTIUM
2. Program descriptions (continued)			
C. Establishment, and continuance of ethnic oriented courses such as Afro-American History, African Civilization, Afro-American Writers, and similar courses emphasizing other groups, such as Mexican Americans and American Indians (includes non-credit Community Service courses).	\$18,000	\$13,000	\$ 5,000
D. Establishment of an Ethnic Studies Laboratory to enhance the awareness of faculty and students of the interests and cultures of minority races in the U.S. The laboratory would also serve as an instructional-tutorial workspace for students interested in minority aspects of U.S. society.	(Tutors) \$10,000	\$6,000	\$4,000
	(Technician) \$7,000	\$7,000	0
	(Space Rental) \$6,000	0	\$6,000
	(Materials & Supplies) \$2,720	\$1,360	\$1,360
	(Equipment & Furniture) \$5,350	\$2,675	\$2,675
	(Work Study Student) --2800 hours-- \$4,880	\$2,440	\$2,440

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #2 (continued)	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
2. Program descriptions (continued)			
E. To promote effective representation of minority affairs and viewpoints throughout the curriculum by expanding the print and non-print resources available for instruction and learning.	\$17,150	\$ 8,575	\$ 8,575
1. Provide reference sources and reading enrichment for interested individuals.			
2. Provide faculty resources for curriculum development and instructional improvement.			
3. Provide mediated materials for individualization of instruction.			
4. Provide resources for in-service training, workshops, and institutes.			
5. Provide as resources for community services.			
F. To stimulate the development of effective instructional materials (learning packages) related to minority concepts.	(Supplies & Materials) \$ 600	\$ 300	\$ 300
1. Provide support graphics services and materials and the advice and coordination of a media professional who understands principals of design for educational purposes.	(Work Study Students) \$ 2,000	\$ 1,000	\$ 1,000
2. Provide instructors with released time to develop materials.	(Media Specialist) \$ 4,000	\$ 2,000	\$ 2,000
	(Released Time) \$ 5,000	\$ 2,500	\$ 2,500
	(Equipment) \$4,210	\$ 2,105	\$ 2,105

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL #2 (continued)	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
2. Program descriptions (continued)			
G. To cooperate through the Puget Sound Consortium in sharing print and non-print resources with the other community colleges of the state and in developing union collections with interlibrary loan and bibliographic services for the system.			
1. Obtain accessibility to an enlarged collection of films and other expensive materials by making TCC's holdings accessible throughout the state system and by offering to house consortium materials and to provide interlibrary loan services for them. (See Appendix A)	\$ 30,613	\$ 13,666	\$ 16,947
<u>GOAL # 3</u> The strengthening of counseling services through the utilization of in-service training programs for counselors and cooperative ventures among participating community colleges through the use of such items as mobile counseling centers.			
1. Institutional objectives:			
A. To intensify institutional efforts to provide for present and prospective minority students:			
1. Detailed and available information about TCC programs.			
2. Sufficient minority counseling personnel to adequately assist students with decisions regarding entrance, program choice, learning difficulties and personal adjustment to college life.			

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

<u>GOAL # 3</u> (continued)	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
<p>2. Program descriptions:</p> <p>A. To provide college information and/or counseling at a wide variety of locations in the district.</p> <p>1. Provide an equipped trailer with proper staff on a day and night (weekends incl.) basis to bring about an awareness of education to the people. (includes vehicle and staff)</p>	\$ 12,000.	\$ 7,000	\$ 5,000
<p><u>GOAL # 4</u> The development of tutorial and other special service programs.</p> <p>1. Institutional Objectives:</p> <p>A. To increase the institutional capability of assisting minority students to successfully complete programs of study.</p> <p>2. Program descriptions:</p> <p>A. See ethnic studies laboratory (Goal #2--Part D)</p> <p>B. Research work to identify aptitudes and the academic success and failure performances of minority students on the campus. Research to indicate trends in enrollment and academic success among minority students. Research to identify the resources of the Black community so that an inventory of those resources can be studied in classes and published.</p>	\$ 5,000	\$ 2,500	\$ 2,500

PUGET SOUND REGIONAL MINORITY AFFAIRS CONSORTIUM

BUDGETARY REQUEST 1970-71

GOAL # 5 The development of placement programs which lead to meaningful employment.	MONEY NEEDED TO IMPLEMENT PROGRAM	INSTITUTIONAL COMMITMENT TOWARD PROGRAM	MONEY REQUESTED FROM CONSORTIUM
<p>1. Institutional Objectives:</p> <p>A. A formal educational program at TCC has value for the student to the extent it assists him to pursue his personal goals following graduation. Assistance in admission to four year schools or job placement is considered to be an integral part of the minority educational program at the college.</p> <p>2. Program description:</p> <p>A. Increased efforts to collect and distribute available job opportunities in the community.</p> <p>1. A part-time assistant to financial aids and placement office.</p> <p>2. Clerical help</p>	<p>\$ 2,000</p> <p>\$ 3,500</p> <p>\$ 1,800</p>	<p>\$ 1,000</p> <p>\$ 1,750</p> <p>\$ 900</p>	<p>\$ 1,000</p> <p>\$ 1,750</p> <p>\$ 900</p>
<p><u>GOAL # 6</u></p> <p>1. Institutional Objective:</p> <p>To improve the racial balance of the total institution.</p> <p>2. Program description:</p> <p>Hire additional minority race personnel. (classified and certificated)</p>	<p>\$36,000</p>	<p>\$18,000</p>	<p>\$18,000</p>

APPENDIX A

Details Pertaining to the Proposal for Sharing Print and Non-Print Resources (Goal 2, Part 2G)

Proposal for Union Resources and Services for Members of the Consortium

It is proposed that a major goal of the Puget Sound Regional Minority Affairs Consortium be to stimulate and coordinate development and utilization of learning resources toward the achievement of the goals of the Consortium members by:

1. Developing for the region a union library of resources related to minority affairs, including films, tapes, and other audio-visual materials, as well as microfilm, costly reference and research materials, and other print materials suitable for sharing.
2. Promoting broad design and execution of learning materials presenting minority concepts, perhaps as single concept units or as learning packages.
3. Promoting the shared use of union resources and stimulating development and optimum utilization of instructional resources by providing union interlibrary loan, reference, bibliographic production, and duplication services related to these materials.

Such a comprehensive undertaking cannot be achieved overnight but, with the cooperation of the members, aspects of it can be implemented as short range projects. Tacoma Community College would like to encourage such implementation by offering to make available for shared use some of its resources and commitment, by requesting from the Consortium funds for additional resources, and by offering to house an initial union library and coordinate its services during 1970/71.

REQUIREMENTS FOR INITIAL
CONSORTIUM UNION LIBRARY

	TOTAL	TCC	CONSORTIUM
Materials			
Film and other audio-visual materials	\$20,000	\$10,000*	\$10,000
Microfilm and reprints	1,000	500*	500
Reference, research, and other print materials	1,000	500*	500
Supplies			
Mailing cases, wrappers, cleaning chemicals, cataloging and processing supplies, stamps and insurance, etc.	760	150	610
Equipment and Furnishings			
Office furniture and equipment	341	341	
Film inspection unit (Harwald S/S)	3,450	575	2,875
Film storage cabinet (Luxor 1404) and shelves (#1404 MP-A)	262		262
Staff			
Clerical services			
Interlibrary loan	1,400	400	1,000
Processing and routines connected with reference and bibliographic services	800	400	400
Professional reference and bibliographic services	1,600	800	800
	\$30,613	\$13,666	\$16,947

*Includes \$7,500 of film and reference materials already available at TCC.

APPENDIX B

A Proposal to Develop an Afro-American Bibliography
Under the Sponsorship of the Puget Sound Minority
Affairs Consortium and With Work to be Done at TCC

Proposal

To develop for the libraries of the community colleges of Washington State a union list and partially annotated bibliography of pertinent print and non-print resources by and about Afro-Americans, with a subject classification and a check list of outstanding Afro-Americans identified by field endeavor.

Outline of Contents

- I. Union List of Afro-American Resources (with Afro-American contributors identified by asterisk, and materials most relevant to course content annotated).
 - A. Books and pamphlets
 - B. Periodicals
 - C. Motion Pictures (16mm and 8 mm)
 - D. Still Visuals (slides, slidefilms, and transparencies)
 - E. Tapes and records
 - F. Miscellaneous
- II. Subject classification of the Union List of Resources.
- III. Title index (to union list).
- IV. Checklist of Outstanding Afro-Americans
 - A. Listed Alphabetically
 - B. Listed by Vocation or Field of Endeavor

BACKGROUND

The Challenge

The challenge to community colleges to incorporate a greater representation of the Afro-American experience into the curricula brings with it the challenge to their libraries to make pertinent resources accessible to faculty and students.

Effective accessibility is based on the development of well-selected collections backed by reference, bibliographic, and inter-library loan services. It also requires that means be provided for communicating to faculty and students the types and varieties of resources which are available to them.

TCC's Experience

In 1968, the library staff of Tacoma Community College assumed leadership in compilation of a Bibliography of Afro-American Print and Non-Print Resources in the Libraries of Pierce County, Washington. Besides promoting accessibility to local resources, this union list by author, with its checklist of outstanding Afro-Americans, has been used by libraries throughout the country as a guide to resources in the field.

Already it appears that the Bibliography as it relates to the expanding holdings of the library of Tacoma Community College needs to be updated. Faculty requests and curricular developments also indicate the need to enlarge the basic bibliography of materials by Afro-Americans to include important related materials by authors of other races, to augment the listing with identifying and evaluative annotations, to add an index by curricula-related subject headings, and to identify Afro-American contributors by field of endeavor.

The staff of the TCC library who worked on the Pierce County union list have had valuable experience in bibliographic techniques and technicalities which particularly fit them for undertaking the task outlined above, but they could not accomplish so ambitious an undertaking without additional resources and personnel. Yet the need for such a bibliography, at this time, for this campus, is very real.

The Need

That need surely exists for every community college in the state, not to mention the nation. There is, in general, a bibliographic lack in this field. It appears that the few bibliographies which are currently being published, helpful as they are, are either not comprehensive or are not designed for the community college as such.

A union bibliography for the community colleges of the state would be both. It would be a valuable reference aid for the faculties of each campus, making the resources of each known to all and accessible to all through inter-library loan. The bibliography envisioned would be a particularly valuable aid to instructors and others newly involved with Afro-American materials because of the evaluations and organizational guides to the materials which would be included. These would be based on consultation with faculty members and others who are authorities in the field, both within the state and elsewhere in the nation. Because the bibliography would include the holdings of libraries, such as TCC's, which have recently been giving priority to the acquisition of well-selected Afro-American materials, it would also provide valuable buying guidance.

The crucial time of need nationwide is now. The library staff of TCC have the expertise to fulfill that need for the State. They seek the resources to do it.

REQUIREMENTS

We believe that the project can be accomplished within nine months. Unforeseen complications might extend the time to one year. In any event, we would expect to make the bibliography available for use in the 1971/72 academic year.

Necessary Finances
(Proposed to be Supplied by the
Puget Sound Minority Affairs Consortium)

1 Librarian for 9 months	\$12,000
1 Clerical Assistant	5,000
Working Materials	?
Travel expenses (to complete records of holdings of each institution, evaluate materials, etc.)	\$ 2,500
Rental of two typewriters for 9 months	\$ 300
Bibliographic tools (Use equipment on hand at TCC)	\$ 150
Postage	<u>\$ 50</u>
	\$20,000
Printing (Materials and Service)	
by State Printer	\$ 2,000
TOTAL	<u><u>\$22,000</u></u>

APPENDIX D

A Proposal for a Consortium Applicant and Talent Pool

The Consortium's central office should carry on a continuous search for talent which can be utilized by the colleges and universities in Washington. It is recommended that part of the total budget be allocated to those expenses which would be required to locate, interview and publicize the availability of suitable personnel.

Anticipated Cost: \$4,000

APPENDIX C

A Proposal for a Statewide Student Services In-Service
Program to be Sponsored by the Puget Sound Minority
Affairs Consortium

Proposal: To provide training programs for counselors on a regional basis regarding special situations faced by minority students.

Establish a regional (Puget Sound) institute for community college counselors designed to bring about (a) awareness and (b) coordination of practices and effort. Including consultants, the anticipated cost per year would be \$12,000.