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TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 22, 1967

The meeting of the Board of Trustees was held at 4:00 p.m., Thursday, June 22, 1967 at Tacoma Community College.

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

Guests: Paul Jacobson, John Terrey, George Van Mieghem, Jack Hyde, Joseph Kosai, Richard Lewis, and William Shapeero

The minutes of the Board meeting of May 31, 1967 were approved as amended.

Mrs. Myers moved that it shall be the responsibility of the Tacoma Community College Board of Trustees to establish policy and to evaluate the success of the College operation. To administer the college, the Board of Trustees shall employ a college president and hold him responsible for the interpretation of Board policy, its implementation into administrative action and for the administration of the college in general. Motion carried.

Mr. Hatfield moved to place the negotiations agreement entitled, Cooperative Board-Certificated Personnel Relations before a study session. The motion carried.

Mr. Hatfield moved that the proposed policies on Professional Compensation, Faculty Leave, and Conditions of Employment be amended by adding the words "subject to Board approval" at the end of the second sentence in each article. The motion carried.

Mr. Hatfield moved that the Board adopt the proposed salary schedule for certified employees based on 180 day contract. The motion carried. (Schedule attached)

Mr. Hatfield moved that the following administrative appointments be made for the 1967-68 academic year:

- Mr. George Van Mieghem - From Fiscal Officer to Dean of Administrative Services
- Mr. Henry Schafer - From Chairman of the Division of Math-Science to Director of Community Services

Motion carried.

Mr. Hatfield moved that appended Plan No. 1 for administrative salaries be adopted and that the correction for the doctorate be added after the factor instead of before the factor. The motion carried.

Mrs. Myers moved that the proposed salary schedule for part-time instructors be adopted for the 1967-68 academic year. The motion carried. (Schedule attached)

Mr. Cooper moved that the 1967-68 preliminary program allocation (budget) be approved and submitted in finalized form to the State Board for Community Colleges. The motion carried.

Mr. Cooper moved the adoption of the proposed college calendar for the 1967-68 academic year. The motion carried. (Attached)

(Mr. Cooper moved that Robert's Rules of Order, Revised, be followed by the Board of Trustees. The motion carried.)

Mr. Binns moved approval of change orders for buildings under construction as submitted by President Ford. Motion carried. (Attached)

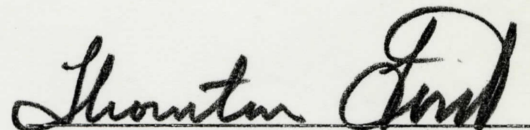
(Mr. Hatfield moved that the President of the college be authorized to deposit college accounts in local banks at his discretion. (Dr. Ford informed the Board that he proposed to deposit accounts as follows: Student Revolving Fund, Puget Sound National Bank; General Fund, National Bank of Washington; and the Building Fund, Bank of Tacoma.) Mr. Cooper abstained. Motion carried.)

Mr. Binns moved that the Chair appoint three Board members to act on the Civil Service Committee. Motion carried.

Mr. Edmunds appointed Mr. Cooper, Mr. Hatfield and Mrs. Myers to serve on the Civil Service Committee.

A special meeting of the Board was called for Friday, June 30, 1967 at 3 p.m. in the conference room of the Tacoma Community College administration building to study the negotiations agreement and the by-laws, taking such action as is deemed necessary.

Meeting adjourned at 6:50 p.m.



Thornton M. Ford, Secretary

TACOMA COMMUNITY COLLEGE
Proposed Salary Schedule 1967 - 68

Years of Experience	Master's Degree	Master's Degree and 247 Quarter Hours	Master's Degree and 270 Quarter Hours
0	.00 6400	.10 7040	.20 7680
1	.08 6912	.18 7552	.28 8192
2	.16 7424	.26 8064	.36 8704
3	.24 7936	.34 8576	.44 9216
4	.32 8448	.42 9088	.52 9728
5	.40 8960	.50 9600	.60 10,240
6	.45 9280	.55 9920	.65 10,560
7	.50 9600	.60 10,240	.70 10,880
8	.55 9920	.65 10,560	.75 11,200
9	.60 10,240	.70 10,880	.80 11,520
10	.65 10,560	.75 11,200	.85 11,840
11	.70 10,880	.80 11,520	.90 12,160

1. No Master's Degree - deduct .10 of base.

2. Doctorate - add .10 of base.

3. Extended training:

15 years experience, 5 at T.C.C. and, 15 training units earned in last 5 years, add .10 of base.

20 years experience, 10 at T.C.C. and, 30 training units earned in last 10 years, add .20 of base.

25 years experience, 15 at T.C.C. and, 45 training units earned in last 15 years, add .30 of base.

TACOMA COMMUNITY COLLEGE

June 22, 1967

Agenda Supplement

Item 4

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

BOARD POLICY

ARTICLES

I. PROFESSIONAL COMPENSATION

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

*(Amended June 22, 1967)
subject to Board approval.*

II. FACULTY LEAVE

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

*(amended 6/22/67)
subject to Board approval.*

III. CONDITIONS OF EMPLOYMENT

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

(amended 6/22/67)

subject to Board approval.

INSTITUTIONAL REGULATIONS

ARTICLES

I. PROFESSIONAL COMPENSATION

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

II. FACULTY LEAVE

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

III. CONDITIONS OF EMPLOYMENT

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

TACOMA COMMUNITY COLLEGE

June 22, 1967

Agenda Supplement

Item 2

Delegation of Responsibility

The Board of Trustees is permitted, under Section 14, (14), Chapter 8, Laws, Extraordinary Session, 1967, to delegate to the president any of the powers and duties vested in it by the act. The extensive list of charges to the Board of Trustees by the Legislature suggest that a considerable number of responsibilities should be borne by the chief administrator of the college who, in turn, is directly responsible to the Board of Trustees.

Dr. S. V. Martorana, Director, Office of Planning for Higher Education, Board of Regents, The University of the State of New York has stated that:

"The position of the Board in best practice is one in which broad matters of policy are reviewed and acted upon at the Board level, leaving through delegated authority the subordinate points of policy and the day-to-day executive and management functions to the administrative staff and the faculty.

"Many factors make delegation of Board authority a practical necessity. Besides the unique characteristics of a higher institution there is the fact that Board members are busy persons in their own spheres of business and civic affairs. Their time for personal participation in administering institutional affairs is limited. Moreover, as persons usually without specific training in higher education - a highly specialized or technical endeavor, Board members generally need to rely on professional staff members for executive implementation of their policies.

"Administrative efficiency, then, is the primary justification for delegation by the Board of authority to other components in the administrative structure. The Board, however, retains ultimate responsibility, as Blackwell clearly states: '. . . much of this authority is usually delegated to the President, the Chief Executive Officer of the institution. The President, in turn, delegates many of his duties and responsibilities to his administrative officers, deans, and faculty committees. However, the governing board remains the repository of power since it may, at its pleasure, withhold or withdraw its delegation of power.'

The recommended policy statement is designed not only to facilitate efficiency of administration, but to free the Board for those deliberations which are the chief or sole province of the Trustees.

Delegation of Responsibility

Policy

It shall be the responsibility of the Tacoma Community College Board of Trustees to establish policy and to evaluate the success of the College operation. To administer the college, the Board of Trustees shall employ a college president and hold him responsible for the interpretation of Board policy, its implementation into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the Official Policies and Procedures Manual of the College.

TACOMA COMMUNITY COLLEGE

June 22, 1967

Agenda Supplement

Item 7

The determination of administrative salaries may be approached in several ways. I subscribe to the idea that they should be directly related to the salary schedule as adopted for professional faculty. Relating the two produces a harmony in relationship. One sector does not advance at the expense of the other. In the struggle for good salaries, unity is the key to success.

Secondly, in preparing specific recommendations, I would recommend that we limit our concerns now to three levels of administrative work: 1) the directors, 2) the deans, and 3) the president. In each case I recommend that they be placed on the regular schedule as adopted with all corrections included, e.g. doctorate, and then the corrected base be multiplied by a factor. For the directors' level I would recommend a 1.25 factor. For the deans' level, I would recommend a 1.5 factor. For the president, I would recommend a 2.0 factor. Thirdly, there are usual circumstances to be considered. For all administrators I would recommend that they receive twenty (20) days of vacation plus all holidays. Other than holidays and vacations administrators will work on all days when the college offices are open. Special consideration must be given to the Dean of Administrative Services because his background is largely practical rather than academic. Until a better system is designed, I recommend that he be paid the maximum salary for deans minus the doctorate.

Below are some figures which exemplify the consequences of the recommendation. They reflect the proposed salary schedule and assume in all cases maximum preparation and experience.

1. Directors. The College has one director of record with one designated for the 1968-69 year.

Base	\$12,160	
Correction	----	(Doctorate)
Net Base	\$12,160	
Factor	1.25	
TOTAL	<u>\$15,200</u>	

2. Deans

- a) Dean of Instruction

Base	\$12,160	
Correction	640	(Doctorate)
Net Base	\$12,800	
Factor	1.5	
TOTAL	<u>\$19,200</u>	

12,160
 640
 12,800
 1.5
 19,200
 640
 19,840

- b) Dean of Students

Base	\$12,160	
Correction	----	
Net Base	\$12,160	
Factor	1.5	
TOTAL	<u>\$18,240</u>	

40

c) Dean of Administrative Services

Using the rationale above the salary would be the same as b).

3. President

Base	\$12,160	
Correction	<u>640</u>	(Doctorate)
Net Base	\$12,800	
Factor	<u>2.</u>	
TOTAL	<u>\$25,600</u>	24,960

Handwritten calculations:
 $12,160 \times 2 = 24,320$
 $24,320 + 640 = 24,960$
 12160

An alternate plan is based on a different responsibility base.

1. Directors

Base	\$12,160	
Correction	<u>----</u>	
Net Base	\$12,160	
2/9 Base	\$ 2,702	(11 month contract)
Responsibility	<u>1,600</u>	(.25 x \$6400)
TOTAL	<u>\$16,462</u>	

2. Deans

a) Dean of Instruction

Base	\$12,160	
Correction	<u>640</u>	
Net Base	\$12,800	
2/9 Base	2,844	
Responsibility	<u>3,200</u>	(.5 x \$6400)
TOTAL	<u>\$18,844</u>	

b) Dean of Students

Base	\$12,160	
Correction	<u>----</u>	
Net Base	\$12,160	
2/9 Base	2,702	
Responsibility	<u>3,200</u>	(.5 x \$6400)
TOTAL	<u>\$18,062</u>	

c) Dean of Administrative Services

Using the rationale above the salary would be the same as b).

3. President

Base	\$12,160	
Correction	<u>640</u>	
Net Base	\$12,800	
2/9 Base	\$ 2,844	
Responsibility	<u>6,400</u>	(1. x \$6400)
TOTAL	<u>\$22,044</u>	

My observations about the alternate plan are: 1) The range within the scale is too narrow (\$5,582 from director to president whereas under the recommended plan, the range is \$10,400) and (2) the additive factor for the eleven month contract (2/9 Base) should be computed after the responsibility factor has been added or the resulting interpretation is that administration responsibility does not apply for 2/9 of the contract period.

TACOMA COMMUNITY COLLEGE
Proposed Salary Schedule 1967 - 68

training--

Years of Experience	Master's Degree	Master's Degree and 247 Quarter Hours	Master's Degree and 270 Quarter Hours
0	.00 6400	.10 7040	.20 7680 0
1	.08 6912	.18 7552	.28 8192 1
2	.16 7424	.26 8064	.36 8704 2
3	.24 7936	.34 8576	.44 9216 3
4	.32 8448	.42 9088	.52 9728 4
5	.40 8960	.50 9600	.60 10,240 5
6	.45 9280	.55 9920	.65 10,560 6
7	.50 9600	.60 10,240	.70 10,880 7
8	.55 9920	.65 10,560	.75 11,200 8
9	.60 10,240	.70 10,880	.80 11,520 9
10	.65 10,560	.75 11,200	.85 11,840 10
11	.70 10,880	.80 11,520	.90 12,160 11

1. No Master's Degree - deduct .10 of base.

2. Doctorate - add .10 of base.

3. Extended training:

15 years experience, 5 at T.C.C. and, 15 training units earned in last 5 years, add .10 of base.

20 years experience, 10 at T.C.C. and, 30 training units earned in last 10 years, add .20 of base.

25 years experience, 15 at T.C.C. and, 45 training units earned in last 15 years, add .30 of base.

TACOMA COMMUNITY COLLEGE

Proposed Salary Schedule - Part-Time Instructors

Below is the schedule for part-time instructors to be employed by Tacoma Community College. All part-time instructors must comply with all requirements of certification and must be approved by action of the Board of Trustees.

All employment is on a quarterly basis.

Final payment will be authorized after all records and grades are completed and the same have been verified by the Dean of Students.

Placement on the schedule is made on the recommendation of the Dean of Instruction in accordance with the following criteria:

Level I M.A., or extensive training and experience applicable to the subjects to be taught: \$8.00 per credit hour with four subsequent and equal increments, one for each additional year until the rate reaches \$9.00 per credit hour.

Level II M.A., or extensive training and experience applicable to the subjects to be taught, and with at least three years of teaching experience or its equivalent: \$9.00 per credit hour with four subsequent and equal increments, one for each additional year until the rate reaches \$10.00 per credit hour.

Level III M.A., plus 45 quarter hours of graduate credit subsequent to the M.A., Doctor's Degree, or extensive training and experience applicable to the subjects to be taught, and with at least three years of teaching experience or its equivalent: \$10.00 per credit hour with four subsequent and equal increments, one for each additional year until the rate reaches \$11.00 per credit hour.

Contact hours beyond credit hours will be paid at the rate of \$6.00 per hour.

Schedule for Part-Time Instructors

Experience	Level I	Level II	Level III
0	\$8.00	\$9.00	\$10.00
1	8.25	9.25	10.25
2	8.50	9.50	10.50
3	8.75	9.75	10.75
4	9.00	10.00	11.00

Tacoma Community College
Part-Time Pay Schedule
As adopted by Board of Trustees
June 22, 1967

All part-time instructors must comply with all requirements of certification and must be approved by action of the Board of Trustees.

All employment is on a quarterly basis.

Final payment will be authorized after all records and grades are completed and the same have been verified by the Records Officer.

Placement on the schedule is made on the recommendation of the Director of Community Services in accordance with the following criteria:

- Level I: \$8.00 per credit hour
M.A. or extensive training and experience applicable to the subjects to be taught.
- Level II: \$9.00 per credit hour
M.A. or extensive training and experience applicable to the subjects to be taught, and with at least three years of teaching experience or its equivalent.
- Level III: \$10.00 per credit hour
M.A., plus 45 quarter hours of graduate credit subsequent to the M.A., Doctor's Degree, or extensive training and experience applicable to the subjects to be taught, and with at least three years of teaching experience or its equivalent.

Contact hours beyond credit hours will be paid at the rate of \$6.00 per hour.

Paychecks will be received the last working day of each month.

TACOMA COMMUNITY COLLEGE
Proposed Salary Schedule 1967 - 68

training--

Years of Experience	Master's Degree	Master's Degree and 247 Quarter Hours	Master's Degree and 270 Quarter Hours
0	00 6400	.10 7040	.20 7680 0
1	.08 6912	.18 7552	.28 8192 1
2	.16 7424	.26 8064	.36 8704 2
3	.24 7936	.34 8576	.44 9216 3
4	.32 8448	.42 9088	.52 9728 4
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6	.45 9280	.55 9920	.65 10,560 6
7	.50 9600	.60 10,240	.70 10,880 7
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25 years experience, 15 at T.C.C. and, 45 training units earned in last 15 years, add .30 of base.

TACOMA COMMUNITY COLLEGE

Proposed College Calendar - 1967 - 1968

Fall Quarter

September 11-22	Faculty and Orientation
September 25	Quarter begins
November 23-24	Thanksgiving Vacation
December 13-15	Final Examinations
December 15	Quarter Ends
December 18-20	Faculty
December 18-29	Christmas Vacation

Winter Quarter

January 2	Quarter begins
February 22	Holiday
March 13-15	Final Examinations
March 15	Quarter Ends
March 18-22	Spring Vacation

Spring Quarter

March 25	Quarter begins
May 30	Holiday
June 5-7	Final Examinations
June 9	Graduation
June 10-11	Faculty

SUMMARY

	<u>Actual</u> <u>Instructional Days</u>	<u>Final</u> <u>Exams</u>	<u>Total</u> <u>Instructional Days</u>	<u>Faculty</u> <u>Days</u>	<u>Total</u> <u>Each Quarter</u>
Fall	55	3	58	13	71
Winter	50	3	53	0	53
Spring	51	3	54	2	56
Total	156	9	165	15	180

SWEDBERG AND ASSOCIATES ARCHITECTS

June 19, 1967

E. J. BUECKER
ROBERT W. EVANS
LYLE SWEDBERG, A. I. A.

708 PACIFIC AVENUE
TACOMA, WASHINGTON 98402
F U I T o n 3 - 2 5 9 5

BOARD OF TRUSTEES
TACOMA COMMUNITY COLLEGE
5900 South 12th Street
Tacoma, Washington

RE: General Construction
Contract, 3rd Units
Tacoma, Comm. College

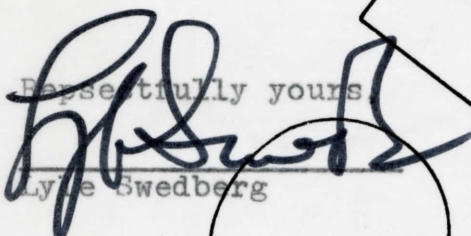
Gentlemen:

Enclosed are Change Orders #3 and #4 in regard to
the above contract.

I have studied this change order and thoroughly dis-
cussed it with members of the College Administration,
the contractor and material and equipment suppliers.

It is my recommendation that you accept these change
orders.

Respectfully yours


Lyle Swedberg

SWEDBERG AND ASSOCIATES ARCHITECTS

June 19, 1967

E. J. BUECKER
ROBERT W. EVANS
LYLE SWEDBERG, A. I. A.

708 PACIFIC AVENUE
TACOMA, WASHINGTON 98402
F U I t o n 3 - 2 5 9 5

BOARD OF TRUSTEES
TACOMA COMMUNITY COLLEGE
5900 South 12th Street
Tacoma, Washington

RE: General Construction
Contract, 3rd Units
Tacoma, Comm. College

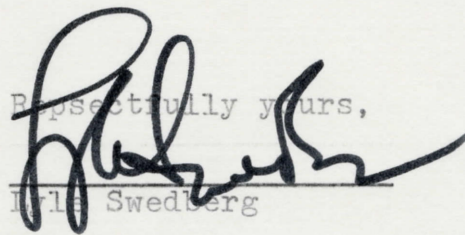
Gentlemen:

Enclosed are Change Orders #3 and #4 in regard to
the above contract.

I havestudied this change order and thoroughly dis-
cussed it with members of the College Administration,
the contractor and material and equipment suppliers.

It is my recommendation that you accept these change
orders.

Respectfully yours,


Lyle Swedberg

TACOMA SCHOOL DISTRICT NO. 10
CHANGE ORDER

Change Order No. 3

A. TO: Contractor: Strom Construction Co., Inc. Date: June 19, 1967

Project No: 345-26-7038C

Type of Work: General Contract Name of Job: _____

Please furnish, in the space below, the addition (or deduction) to your contract with the Tacoma School District No. 10, dated April 13, 1966 on the subject building for performing the following change:

REQUEST

Amend the Contract Documents to add the supplying and installing of the items called for below and on the accompanying sheets and to extend the time of completion until Nov. 1, 1967 Requested By [Signature]

B. TO: Lyle Swedberg, Architect

Per your request above, we herewith submit our price breakdown and agree to perform all changes outlined above for a total change in our original contract of: (Detail all materials and labor additions and/or deductions which make up this amount. Include sales tax as a separate item.)

PROPOSAL

Item #1	Reinstate items deleted in Change Order No. 1 as noted on attached sheet	Add	\$ 65,053.00
Item #2	Provide and install Library equipment and other cabinets in Building A as noted on attached sheet	Add	\$ 40,870.00
Item #3	Provide and install Lecture Hall seating and stage curtains as noted on attached sheet	Add	\$ 15,253.00
Item #4	Provide and install lockers, seating and basketball equipment as noted on attached sheet	Add	\$ 26,520.00

State Sales Tax 6,646.32
Total \$ 154,342.32

In all other respects the contract documents shall remain in full force. Unless stated to the contrary, the above amount covers everything in connection with this change and no extension of time of completion is requested.

Contractor Strom Construction Co., Inc.

By Norman Strom

Date June - 20 - 1967

C. TO: The Tacoma School District No. 10

Date _____

We have carefully checked all quantities and cost for material and/or labor in the above proposal and find them to be in order. We recommend this proposal to you for your consideration.

ACCEPTANCE

By [Signature]
Architect

By _____
Administrative Assistant

D. The School Board of the Tacoma School District No. 10 at their meeting of _____, 19____, acted to accept (reject) the above proposal, and herewith authorizes change in the subject contract in the amount shown:

Addition \$ _____

Deduction \$ _____

The Tacoma School District No. 10

By _____
Secretary & Business Manager

ITEM 1

Provide and install 3 Flag Poles (Deducted in change order No. 1, dated April 18, 1966 \$ 670.00)	\$ 670.00
Provide and install Asphalt Road Paving and Bridge. (Deducted in change order No. 1 dated April 18, 1966 \$ 18 051.00)	18 051.00
Provide and install Court Concrete in Building A (Deducted in change order No. 1 dated April 18, 1966 \$ 4 250.00)	4 250.00
Provide and install Electric Folding Door and Lift Platform Deducted in change order No. 1, dated April 18, 1966 \$ 11 993.00)	11 993.00
Provide and install Incinerator (Deducted in change order No. 1 dated April 18, 1966 \$ 6 200.00)	6 200.00
Provide and install Folding and Line Counter Doors in Building N (Deducted in change order No. 1 dated April 18, 1966 \$ 1 468.00)	1 468.00
Provide and install "Newlon" Carpet in all areas called for on drawings and specifications (Deducted in change order No. 1, dated April 18, 1966 \$ 22 421.00)	22 421.00
Total	\$ 65 053 00
State Sales Tax	2 927 38
Total	\$ 67 980.38

ITEM 2

Library Equipment and other Cabinet Work in Building A

Provide and install the following, or approved equal

"Aetnastak" Library Shelving

- 18 ranges of 8 sections, 36" wide x 90" high double-faced
- 7 ranges of 4 sections, 36" wide x 90" high double faced.
- 1 range of 1 section 36" wide x 90" high single faced.
- 1 range of 3 sections, 36" wide x 90" high single faced.
- A total of 31 finished ends 90" x 25½" for double faced ranges and 12 ends 90" x 12-3/4" for single-faced ranges.

"Brunswick" Library Resource Center Equipment

#839724	#839524	#839324
839824	839424	839624
839724	839724	830038
839624	839724	1 swinging gate
830038	830424	839724
839324	839524	839824
		839724

2 - 839424 units on casters

#839624	#839424
1 swinging gate	839824
830038	839324
839324	839724
839524	1 swinging gate
839724	2 - 839424 units on casters

Shelving - Closed Base Type

- 1 range- 3 sections (1 #84210, 2 #842110)
- 1 range- 1 section (1 #84210)
- 42" high - 4- closed base 12" #855804
- 10" shelves - 4 - top #854802, 2 - ends #858805

"Educators" Cabinets

1 210-60	9 502-36	1 502-24	1 502-48
1 210-120	11 703-48	1 547-48	1 702-48
3 213-48	4 703-36	1 702-48	1 747-24
1 602-36	2 214-48	1 747-24	1 537-72
3 324-48	2 541-48	1 502-36	2 501-36
1 985-24	1 504 48	1 537-72	1 502-48
1 210-48	1 740-48	1 702-48	5 324-48
1 539-48	1 509-48	1 537-72	1 324-24
1 541-48	1 504-48	1 502-48	1 541-48
1 539-48	1 206-60	2 547-48	1 702-48
1 702-48	5 328-48	1 702-48	1 539-48
1 210-60	3 324-48	1 985-24	

ITEM 3

Furnish and install Auditorium Seats and Stage
Curtains in Building E, as called for on the
drawings and in the specifications, under
Alternate No. 3

\$ 15 253.00

Modify Seats to Steel Backs and Ends, with
"N" Quality Nylon Fabric.

ITEM 4

Furnish and install lockers, locker room benches and basketball backstops as called for on the drawings and in the specifications, under Alternate No. 5

\$ 26,520.00

Lockers to be installed on wood bases, covered with vinyl asbestos tile.

4/20/67

TACOMA COMMUNITY COLLEGE

Some Thoughts on the Nature of the Community College Trustee

The Community College Act of 1967 imposes sweeping changes in the organization and governance of community colleges in our state. Section 2 of the Act sets forth a broad philosophical statement of the objectives and purposes of these colleges and mandates that the objectives be carried out by the various governmental levels under which they are to operate.

All the State Legislators residing in the newly formed community college district twenty-two will soon sit as a committee to recommend to the Governor a new board of trustees for Tacoma Community College. While the duties and obligations of this new board are rather succinctly described in the Act there remains to associate the new guardians of our college with the unique mission and personality of this institution.

It is in this effort that I take the liberty of setting down some thoughts which might be beneficial to the committee in its critical search for individuals who will participate so actively in the future of Tacoma Community College. Sigurd Rislov, Director of the Junior College Leadership Program at Wayne State University, has drawn a distinction between trustees of proprietary institutions and those of public agencies. He cites the first as being committed to organizational values (such as providing profits to stockholders) while trustees of public educational institutions are committed to social values and only indirectly to organizational matters of the college. Three basic responsibilities of the community college trustees may be identified as (1) to confirm the objectives of the institution; (2) to adopt policies intended to realize these objectives; and (3) to evaluate or appraise the results of the policies.

Through their statutory authority as trustees and their thorough understanding of the objectives of the college these trustees will provide a general plan of action to guide the president and the faculty in the fulfillment of their professional responsibilities. Policies for a dynamic institution should be established by active people who not only understand institutional objectives and social values, but who are willing to exert the effort necessary to make them operable in our community. In this role of trust they are responsible to the people of the state to act through formal written policy. In evaluating and appraising the results of policy it is incumbent upon them to familiarize themselves with the faculty and the curriculum in order to interpret the college to the community they represent.

In the final analysis the board of trustees will establish the horizons toward which Tacoma Community College can meet the needs of its students and its community.

April 20, 1967
Dr. Thornton Ford

TF:dh

TACOMA SCHOOL DISTRICT NO. 10
CHANGE ORDER

Change Order No. 4

A. TO: Contractor: Strom Construction Co. Inc. Date: June 19, 1967

Project No: 345 26 70380

Type of Work: General Contract Name of Job: Tac. Comm. Col.

Please furnish, in the space below, the addition (or deduction) to your contract with the Tacoma School District No. 10, dated April 13, 1966 on the subject building for performing the following change:

REQUEST

Amend the Contract Documents to add the supplying and installing of the items called for below and on the accompanying sheets and to extend the time of completion until Nov. 1, 1967.

Requested By [Signature]

B. TO: Lyle Swedberg, Architect

Per your request above, we herewith submit our price breakdown and agree to perform all changes outlined above for a total change in our original contract of: (Detail all materials and labor additions and/or deductions which make up this amount. Include sales tax as a separate item.)

Item #5 Provide and install Art and Music Cabinets and Equipment in Building G as noted on attached sheet. Add \$ 31,000.00

Item #6 Provide and install Kitchen and Food Service equipment in Building N as noted on attached sheet. Add \$ 47,796.00

State Sales Tax 4.5% 3,545.82

Total \$ 82,341.82

PROPOSAL

In all other respects the contract documents shall remain in full force. Unless stated to the contrary, the above amount covers everything in connection with this change and no extension of time of completion is requested.

Contractor Strom Construction Co. Inc

By Norman Strom

Date June - 26 - 1967

C. TO: The Tacoma School District No. 10

Date _____

We have carefully checked all quantities and cost for material and/or labor in the above proposal and find them to be in order. We recommend this proposal to you for your consideration

ACCEPTANCE

By [Signature] Architect

D. The School Board of the Tacoma School District No. 10 at their meeting of _____, 19____, acted to accept (reject) the above proposal, and herewith authorizes change in the subject contract in the amount shown:

Addition \$ _____

Deduction \$ _____

The Tacoma School District No. 10

By _____ Secretary & Business Manager

By _____ Administrative Assistant

ITEM 5

Art and Music Cabinets and Equipment in Building G

Provide and install the following "Educator" Units

4 703-48 *	1 350-48
3 324-48 *	1 Range "L" shaped shelving
1 350-48	1 11 ft. Range shelving
1 502-48	2 742-48
1 547-48	1 539 top and knee space
2 740-48	1 870-48 *
1 324-48	1 210-96
2 504-48	3 205-120
2 740-48	2 325-48 *
(Tackboard on back)	1 870-48
2 509-48	1 899
2 550-48	1 210-96
2 504-24	1 842-40
(Finished backs and tops)	1 865-60
3 Sink Units	2 857-60
4 324-48 *	1 862-54 *
4 324-48 *	1 852-60 *
1 602-36	1 835-40 *
2 502-48	1 861-60 *
2 740-48	1 854-60
1 324-48	1 844-40
Projection Boards	1 863-60
1 502-48M	1 898
1 324M	3 891
1 7 ft. Range Shelving	5 502-18 kneespace, Colorlith Top
1 Range "L" shaped shelving	3 702-48
1 550-48	4 502-18 kneespace, Colorlith Top
1 541-48	2 324-48
1 210-60	1 344-30 G.I. Liner
2 324-48M	5 502-18
2 741-48	1 502-30
2 502-48M	1 324-48 G.I. Liner
10 324-48ML	2 740-48
	1 703-48 *
	1 504-36
	1 502-36
	Colorlith Tops

* Denotes cabinets without doors

ITEM 6

Furnish and install Kitchen and Food
Serving Equipment in Building N, as
called for on the drawings and in the
specifications under Alternate No. 7

\$ 47 796.00

"Koch" Freezers and Refrigerators to
have Vinyl Finish exteriors.
Tray Racks and Glass Racks to be Aluminum.
Bins to have "Hammertone" Finish.
Shelving in Storage Room to be three
shelves high.
Disposal to be a "National" Disposer.