



TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

February 27, 1969

The regular meeting of the Board of Trustees was called to order by the Vice-Chairman, Mrs. Myers, at 3:30 p.m., on February 27, 1969, at Tacoma Community College.

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

Guests: Doreen Amoroso, Paul Jacobson, George Van Mieghem, Ronald Magden, President of TCCA, Bill Kageler, President of GASTCC, Bob Felker, Howard Ferguson, Joe Kosai, Morris Summers and Dale Wirsing

The minutes of the January 23, 1969, meeting were approved as submitted.

Mr. Edmunds moved and Mrs. Myers seconded the following resolution:  
The Trustees of Tacoma Community College commend Dr. Jens W. Knudsen, chairman of the biology department at Pacific Lutheran University, for his selfless efforts in constructing an educational display at Point Defiance Aquarium for the benefit and enjoyment of the public. This display, valued at between \$8,000 and \$10,000, exhibits "The Art of Survival Through Coloration." The Trustees also commend the Government of the Associated Students of Tacoma Community College for its community-minded donation of \$850.00 toward this project. The motion carried.

Mr. Edmunds moved and Mr. Binns seconded that the following article be sent to the Tacoma News Tribune and Mrs. Lockerby:

The Trustees of Tacoma Community College note with sadness the passing of Frank M. Lockerby, veteran journalist and editor of the Tacoma News Tribune. Mr. Lockerby held a longtime commitment to the cause of public education, as exemplified by his service on the Clover Park School District Board and the State Board of Education. As a member of the State Board of Education, he worked to bring to Tacoma and Pierce County the advantages and expanded opportunities of community college education. He will be missed in our community. The motion carried.

Mr. Binns and Dr. Ford discussed the education bills which are in the legislature at the present time.

Mr. Hatfield moved and Mr. Edmunds seconded that the Board oppose Senate Bill No.246, and that the president be authorized to notify the legislators and the State Board. The motion carried by unanimous vote.

Dr. Magden informed the Board that the faculty association is establishing a full-year scholarship in memory of Lloyd Jakeman.

Mr. Kageler told the Board of the plans to take a caravan to Olympia to talk to the legislators. Nineteen community college student government presidents will be included in this caravan.

Mr. Van Mieghem discussed the work that is being done with regard to the incidental fee.



Minutes

February 27, 1969

Mr. Binns moved and Mr. Hatfield seconded that the president's recommendation be approved to request from the State Division of Architects and Engineers of the Department of General Administration that the architectural firm of Lyle Swedberg and Associates be appointed as architects for the Tacoma Community College Capital Improvement Program included in the governor's budget as submitted to the 41st Legislature. The motion carried.

Mr. Hatfield moved that the Board accept the bid as recommended from Audio Craft, Inc. for a Zoom Lense, 16mm. The motion carried.

Mr. Edmunds moved that the Board accept the low bids as recommended for a slide projector and other audio-visual material. The motion carried.

Mr. Hatfield moved that the Board accept the recommended bids on musical instruments. The motion carried.

Mr. Binns moved to approve the 3 per cent allocation for sabbatical leaves and that the stipend for the person on sabbatical leave shall be as stated in Section 5a; otherwise, the sabbatical leave proposal shall not be adopted. The motion carried.

Mr. Binns moved that the recommendation for sabbatical leaves be approved by the Board for the following faculty members: Mr. Clark, Mr. Perkins and Mr. Rhule. The motion carried.

Mr. Edmunds moved that the recommendation for leaves without pay be approved by the Board for the following faculty members: Mr. Rogland, Mr. Wirsing and Mr. Gilman for spring quarter, 1969. The motion carried.

The next meeting of the Board will be held on March 27, 1969, at 3:30 p.m.

The meeting adjourned at 5:40 p.m.

  
Thornton M. Ford  
Secretary



IN THE LEGISLATURE  
of the  
STATE OF WASHINGTON

HOUSE OF REPRESENTATIVES

Resolution No. 69-13 by Representatives Spanton, Barden, Hawley, Jueling, Benitz, Richardson, Schumaker, Kuehnle, Gladder, Kopet and Clark (Newman H.)

As amended by Representatives Lynch, Grant and Brouillet

WHEREAS, The rights of freedom of expression and nonviolent dissent are absolutely essential to the maintenance of a climate of intellectual endeavor and individual freedom; and

WHEREAS, A minority dedicated to violence and anarchy on various college campuses throughout the state and nation have through their actions and words demonstrated an intent to disrupt the orderly educational process in our institutions of higher learning; and

WHEREAS, This minority has attempted to intimidate college administrators through acts and/or threats of physical violence in support of their demands; and

WHEREAS, Official acquiescence to such demands could set a precedent which would encourage even further disruptive acts and thereby interfere with the educational process of the vast majority of students seeking an education; and

WHEREAS, The administrators, faculty and responsible students of the state colleges, community colleges, universities, and private institutions in the State of Washington have in general maintained an orderly educational process consistent with individual freedom in our institutions of higher learning; and

WHEREAS, It is fitting that the House of Representatives express its policy in opposition to violent acts of those who would disrupt this orderly educational process;

NOW THEREFORE BE IT RESOLVED, That the House of Representatives firmly goes on record as opposing the violent acts of those who would disrupt the orderly educational process and urges the administration of the various institutions of higher education of the State of Washington to enforce order therein while maintaining a fundamental respect for the rights of each individual student; and

BE IT FURTHER RESOLVED, That the House of Representatives commend those college administrators, faculty and students of this state who have contributed to the maintenance of an orderly educational process; and

BE IT FINALLY RESOLVED, That copies of this resolution be forwarded to the Presidents of each of the institutions of higher education in the State of Washington.

ADOPTED January 28, 1969

I hereby certify this to be a true  
and correct copy of Resolution  
adopted by the House of Representatives  
January 28, 1969

/s/ Malcolm McBeath, Chief Clerk  
House of Representatives





PACIFIC LUTHERAN UNIVERSITY  
Tacoma, Washington 98447 / LEnox 7-8611  
College of Arts and Science

*Dr. Thornton Ford  
This is a copy of a letter  
which will be of interest.  
Best wishes,  
Jens Knudsen*

February 13, 1969

Student Body President  
Tacoma Community College  
5900 South 12th  
Tacoma, Washington

Dear Sir;

Last year the student body of the Tacoma Community College donated \$850 to the Tacoma Zoological Society in order to sponsor one of its educational displays: The Art of Survival Through Coloration.

I am happy to inform you that this display is now completed and may be viewed by the public at the Point Defiance Aquarium. The comments that I have received from professional biologists have all been excellent, concerning the quality and the educational appeal of this display.

In order to stay within our budget my wife and I spent 35 days at Point Defiance Aquarium last summer (averaging 11 hours a day) in order to complete the cabinet. Models and other parts of the display were constructed in my home using large portions of school vacations and many late night hours.

I would estimate the commercial value of the display at between \$8,000 and \$10,000. The raw materials alone came to over \$1,000. On a commercial basis one would have to add to this fees of cabinet makers, commercial artists, model makers, script writers, field collectors to obtain specimens for models, and the like. I traveled as far as 10,000 miles in order to collect corals and coral fishes, 300 miles to find particular branches and other vegetation upon which to mount specimens. A trip to Eastern Washington provided special bits of tree bark, numerous insects and the like. Supply houses provided specimens from India, Africa, South and Central America, and other areas of the world (most of these insects). Special plaster of paris was ordered from Oklahoma City, neoprene rubber and other plastics from Los Angeles, some artificial flowers from France, and so on. Probably 100 letters



Tacoma Community College  
February 13, 1969  
page 2

were written to procure the material for this display including such things as ceramic letters, special kinds of glues and cement, new techniques in mounting fishes, and the like.

A week ago I attached a bronze plaque to the display case. It reads as follows. "In The Interest Of Community Service And Education, This Display Was Funded By The Students Of Tacoma Community College, Spring, 1968." The Tacoma Zoological Society is very proud of the students at Tacoma Community College for making this magnificent gesture. The important thing to remember is that your contribution will benefit others in a community service for many years to come. Thus I wish to add my personal thanks to you.

Sincerely yours,

Jens W. Knudsen, Ph.D.  
Professor and Chairman  
Department of Biology

JWK;mp



# Tacoma Community College



## MEMORANDUM

Date: February 12, 1969  
To: Educational Specifications Subcommittees  
From: Tom Ford  
Subject: Considerations for Capital Project Planning

In approaching our first major phase of physical expansion since the completion of the initial campus facilities, a new matrix of questions, problems, and opportunities should be examined. Some general considerations may lead to specifics.

### I. Educational Objectives

Evaluation of institutional purposes and objectives should be continuous. The process involves interpretation of legislative mandates as they relate to changing needs and demands of students and the community. It involves assessment of available resources (money, space, human talent) of immediate and long-range demands. It also involves awareness of realistic limitations of these resources and the imposition of carefully developed priorities in the allocation of scarce resources.

### II. The Master Plan

It is axiomatic that careful planning of facility expansion is essential -- and that each step should be toward the realization of a master plan. The master plan, however, bears some examination. To begin with, it has its comforting aspects for all planners and planning committees. It assumes that all the "big" decisions have already been made; that ultimate proportions and relationships have been identified and merely await fulfillment.

It is probably more reasonable to view a "master" plan rather as long-range and in perpetual revision. The long-range projections, whether they be to ten or twenty or fifty years hence, should grow out of projections based on supportable evidence. They should be compatible with past decisions responsive to current needs and flexible enough to cope with future realities.

Master planning becomes a curious mixture of data-gathering and analysis, educational prophecy and public palm reading of both the electorate and the elected. A master plan at TCC becomes one piece of the master plan for the Washington State Community College System. It must be coordinated through and incorporated into the planning of the other community colleges within the system. Critical aspects of state-wide planning particularly include special program facilities and general capital financing. It must also be borne in mind that the development of the college campus is an important facet of community growth and expansion. As such it must be closely coordinated with community factors of economic and housing growth as well as future community needs in the areas of recreation, adult education and general program requirements.

### III. The Planning Participants

A little reflection on the kinds of individuals and groups who play a role (both desired and somehow legitimately imposed) in college facility planning are simply overwhelming. I will not attempt to develop a comprehensive list -- but representative examples may be helpful. Political involvement is, by nature, both philosophical



and prescriptive -- or limiting. It provides a framework for development. Political (as opposed to professional or educational) restrictions include our ability to obtain financial commitments from the State for planning and construction. State level (or system) participation imposes additional limitations -- for although it is dedicated to professional objectives, its means are largely politically prescribed and its effectiveness is hardly noticeable at the project (or campus) level.

The Board of Trustees constitutes the highest level of institutional concern and must begin all developmental considerations in the frustration of scarcity of resources and unmet demands of community, faculty, and students. The ad hoc campus committee is, from its first day of formation, faced with a growing list of discouraging problems -- many of which are undefinable (because they have yet to be created by someone else). The planning committee must create something tangible and acceptable -- usually out of whatever expertise can be developed by themselves -- during borrowed time and with insufficient professional assistance.

To this point the picture is something short of encouraging -- which probably explains the planning by bureaus or crisis extremes as alternatives so often resorted to by colleges. One might question whether involvement of the campus committee has any real value beyond the enlistment of cheap labor and "lip-service" involvement at the grass roots.

Honest analysis will validate, I believe, a conclusion that the educational specifications committee has a vital, albeit shared role to play in the planning process. The teacher's stake is both professional and personal. This is the building where he spends his time. And this is (for many) the institution where he spends his career. The student's stake, while more fleeting, is to some extent prescribed by a growing sense of beginning community identity. The shape and destiny of the institution can be part and parcel of the college experience. To some extent it is a viable link with the universality of community or culture which is at once his source and the object of his attention.

#### IV. The Job of the Committee

College teachers cannot be expected to be designers or architects of buildings -- and they should not engage in these activities as committee members. They may be legitimately expected to be experts on teaching and learning needs -- and it is on these matters that they should focus their attention as a committee. Development of an Educational Specification, then, becomes the first vital step in the creation of a new campus facility. The following list is suggested as a guideline for discussion and development of a document upon which the architect, the consulting engineers, the Board of Trustees, and even the State Director, will make decisions on design, equipment, priorities and financing.

1. A statement of program philosophy
  - a. what will this facility contribute to the overall mission and objectives of the college?
  - b. what services will it enable the college to provide beyond those provided at present?
2. Suggestions for information to be supplied by the Educational Specifications for each facility or portion thereof
  - a. a general statement of the educational goals, activities, etc., for which the facility is to be used
  - b. a description of the atmosphere, character, etc.
  - c. relationship of this facility to other facilities



- d. detailed descriptions of activities that take place within the facility
  - e. persons involved in each activity
  - f. fixed equipment required for each activity
  - g. mobile equipment required for each activity/person
  - h. hours per day/week for each activity
  - i. general storage requirements
  - j. special storage requirements
  - k. special finishes, etc.
  - l. special requirements, mechanical, electrical, etc.
  - m. long-range modifications as a result of curricular change
  - n. future modifications to accommodate possible new equipment or media
  - o. requirements for flexibility -- what are all the different kinds of learning experiences which could take place here?
3. All facilities should
- a. conform to the master plan
  - b. fulfill the educational specifications
  - c. provide flexibility for changes in programs or use
  - d. serve as many other needs of the college as possible
  - e. provide proper environmental conditions
  - f. provide each student with as much exposure to all programs, facilities, faculty and students as possible
  - g. provide incentives to keep students on campus in a learning situation
  - h. be easily and efficiently administered
  - i. where possible be arranged for community use
  - j. be fully usable by the physically handicapped
  - k. be economically maintained and operated

#### V. The Role of the Architect

It should be stressed that it is the job of the Educational Specifications Committee to describe in terms of teaching and learning requirements. The role of the architect, working with consulting engineers, is to create a facility which will accommodate the requirements. His ability to follow committee recommendations are limited by financial resources, local building codes and elements of design.

The architect will have many questions for the committee. They will reach beyond immediate requisites of the facility to embrace concepts such as atmosphere, environment and consistency with other parts of the campus. He will be faced with priority and value judgements. He will be continually confronted with the need for compromises -- for the budget is limited. He will face practical and technical requirements which may seem intolerable or, at best, insignificant to the educator. Through all of this he will strive to accomplish what ought to be with what can be. The educational specifications are the architects principal guidelines. They must be thorough, realistic, consistent with institutional objectives and purposes and hopefully unique and creative.

#### VI. The following timetable is optimum -- and contingent upon authority to proceed, favorable bids, decent weather and some luck.

1. Completion of Educational Specifications in time for presentation to the Trustees at their May 22 meeting.
2. Revisions (as needed) of specifications during first week of June.
3. Preliminary sketches for August Trustees meeting.
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2/12/69

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INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

February 7, 1969

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 . 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. Description	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<b>ZOOM LENSE, 16MM</b> For Portable G.E. T.V. Camera 10-1 Range f/2.4 Full range 15mm to 150mm ZOLOMATIC TV 1500 or equivalent	1	ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope  
 Business Office  
 Tacoma Community College  
 5900 So. 12th, Tacoma, Wash.

2/21/69 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\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

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.



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 shipments.

(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.



ZOOM LENSE

BID OPENING 2/21/69-2:00 P.M.

DESCRIPTION

AUDIO CRAFT, INC.

AERO-MARC

NORTHWEST ELECTRONICS

1. ZOOM LENSE, 16MM

\$790.00  
(ZOLOMATIC MARK X)

\$825.00

\$808.50  
(TUC-Z1500)

LOW BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.

GEORGE VAN MIEGHAM  
DEAN OF ADMINISTRATIVE  
SERVICES



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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 . 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. Tacoma	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<p><u>SLIDE PROJECTOR</u>, 35 MM Carousel Type.</p> <p>Zoom Lens 4 to 6 inch f/3.5 KODAK EKTRAGRAPHIC, Mod. AV300Z</p>	3	ea.		
2	<p><u>CARRYING CASE</u></p> <p>For above slide projector</p>	3	ea.		
3	<p><u>CAROUSEL TRAYS</u></p> <p>Universal Type</p>	6	ea.		
4	<p><u>TAPE STORAGE CABINET</u></p> <p>Double Door Must have capability of storing both 5" and 7" reels. Lock 300 Reel capacity Wallach, model TR-7288</p>	1	ea.		
5	<p><u>FILMSTRIP PREVIEWERS</u></p> <p>AC and battery circuits Standard model 200</p>	2	ea.		
6	<p><u>SLIDE VIEWERS</u>, Table Type</p> <p>AC Adapter Sawyer Pana-Vue, Automatic</p>	4	ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope  
Business Office  
Tacoma Community College  
5900 So. 12th, Tacoma, Wash.

2/19/69 Bid Opens at 3:00 P.M.

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

To the Tacoma Community College:

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

Date \_\_\_\_\_ 19\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_



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 shipments.

(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  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Page 2 of bid for TAPE RECORDER

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
7	<u>PHONO PIN PLUG</u> Switchcraft 3502 or equivalent.	6	ea.		
8	<u>PHONE PLUG</u> Standard, 1/4" - 2 cord.	6	ea.		
9	<u>PHONE PLUG</u> Standard, 1/4" - 3 cord.	6	ea.		
TOTAL					



SLIDE PROJECTOR  
 BID OPENING 2/19/69-3:00 P.M.

DESCRIPTION	AUDIO VISUAL CENTER, INC.		EASTMAN KODAK STORES		TALL'S CAMERA SUPPLY	
	<u>UNIT</u>	<u>TOTAL</u>	<u>UNIT</u>	<u>TOTAL</u>	<u>UNIT</u>	<u>TOTAL</u>
1. SLIDE PROJECTOR	\$159.60	<u>\$478.80</u>	\$195.51	\$586.53		
2. CARRYING CASE	\$10.90	\$32.70	\$9.71	<u>\$29.13</u>	\$10.35	\$31.05
3. CAROUSEL TRAYS	\$3.10	\$18.60	\$2.96	<u>\$17.76</u>	\$3.15	\$18.90
4. TAPE STORAGE CABINET	\$132.40	\$132.40				
5. FILMSTRIP PREVIEWS	\$29.70	\$59.40				
6. SLIDE VIEWERS	\$8.75	\$35.00			\$7.10	<u>\$28.40</u>
7. PHONO PIN PLUG	\$.29	<u>\$2.03</u>				
8. PHONE PLUG (3CORD)	\$.90	<u>\$5.40</u>				
9. PHONE PLUG (2 CORD)	\$.70	<u>\$4.20</u>				

LOW BIDS MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.

GEORGE VAN MIEGHAM  
 DEAN OF ADMINISTRATIVE SERVICES

BIDS NOT RETURNED:

AMERICAN SEATING CO.

BIDS RETURNED "NO BID:"

C & G ELECTRONICS CO.  
 EDUCATIONAL AIDS AND SERVICES



INVITATION TO BID

Return To

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

THIS IS NOT AN ORDER

Jan. 14, 1969  
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 . 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. Tacoma	Bidder Must Enter All Extensions and Totals				
		Description	Quantity	Unit	Unit Price	Amount
1		Bassoon, Mirafone No. 102,	1	ea.		
2		Grand piano, 5'9". Kawai No. 500 with bench.	1	ea.		
3		Grand piano truck, no. 4012 Schaff.	2	ea.		
4		Grand piano truck, no. 4013 Schaff.	1	ea.		
5		Piano bench, Artists Adjustable, No. 2 by Manual Arts.	1	ea.		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope  
 Business Office  
 Tacoma Community College  
 5900 So. 12th, Tacoma, Wash.  
 1/24/69 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 \_\_\_\_\_



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(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 shipments.

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(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.

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(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.

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(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.



BIDS ON MUSICAL INSTRUMENTS

BID OPENING 1/24/69-2:00 P.M.

<u>DESCRIPTION</u>	<u>TED BROWN MUSIC</u>		<u>MCKEE ORGAN PIANO CENTER</u>		<u>PROSSER PIANO &amp; ORGAN</u>		<u>LAKEWOOD MUSIC CENTER</u>	
	<u>UNIT</u>	<u>TOTAL</u>	<u>UNIT</u>	<u>TOTAL</u>	<u>UNIT</u>	<u>TOTAL</u>	<u>UNIT</u>	<u>TOTAL</u>
1. Bassoon, Mirafone No. 102	N/B		N/B		\$650.00	\$650.00	\$439.50	<u>\$439.50</u>
2. Grand Piano, Kawai 500	\$1410.00	(Yamaha #G24	\$1679.40	(Yamaha #G- 2A)	<u>\$1560.00*</u> (Spec.)			
3. Grand Piano Truck No. 4012 Schaff (2)	\$89.00	\$178.00	\$82.00	\$164.00	\$80.00	<u>\$160.00</u>		
4. Grand Piano Truck, No. 4013 Schaff	\$91.00	\$91.00	\$82.00	\$82.00	\$80.00	<u>\$80.00</u>		
5. Piano Bench, Artists Adj. No. 2 by Manual Arts	\$106.00	<u>\$106.00</u>	\$112.98	\$112.98	\$150.00	<u>\$150.00</u>		

LOW BID MEETING SPECIFICATIONS INDICATED BY \_\_\_\_\_ RECOMMENDED.

GEORGE VAN MIEGHAM  
DEAN OF ADMINISTRATIVE SERVICES

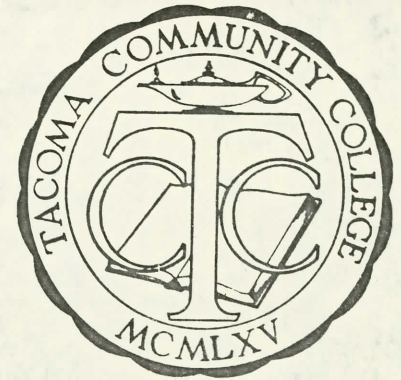
\*ITEM 2- The Kawai piano is being recommended on the basis of the written justification from Mr. Dezell of our music department. A copy of which is attached.

BIDS NOT RETURNED

CLINTON'S  
MUSIC CITY  
SHERMAN CLAY  
BARKS HOUSE OF MUSIC  
FEDERAL WAY MUSIC, INC.



# Tacoma Community College



## MEMORANDUM

Date: February 24, 1969  
To: Woody Hazelton  
From: Mr. Dezell  
Subject: PURCHASE OF GRAND PIANO

It is the feeling and decision of the music department of Tacoma Community College to recommend the purchase of the Kawai 5'8" grand piano instead of the substitute offer in the bids, even though the substitute piano is approximately \$150.00 cheaper in price.

Our reasons are based first of all on the quality of sound produced by the Kawai and its competitor. An impartial pianist of reputation tried each one in a home situation and rated the Kawai superior. The touch was more even throughout the whole range of the piano, indicating a superior action.

Our second reason is the basic construction features differential. We feel the Kawai superior in this area. Wood warpage and swelling is lower than the substitute piano offered.

Our final reason is the Kawai apparently holds pitch better resulting in a better temperament and tone. Its scale was very even in quality from top to bottom.

RD



# Tacoma Community College



## MEMORANDUM

Date: February 21, 1969  
To: Members of the Board of Trustees  
From: Tom Ford  
Subject: Sabbatical Leave Proposal

The attached sabbatical leave proposal represents a leave philosophy on which the faculty and the administration agree. Some questions have arisen pertaining to the sections on Eligibility (1,a) and Number (2,a). It is recommended that the Board of Trustees grant for the 1969-70 academic year sabbatical leaves to the extent of approximately 3% of the instructional salary budget under the provisions covered in the proposal (Sections 3,4,5,6,7, & 8). It is further recommended that a completed policy be prepared by the committee for the Board of Trustees prior to December 31, 1969.



TACOMA COMMUNITY COLLEGE ASSOCIATION

Sabbatical Leave Proposal

In order to review applications for leave and make recommendations to the Board, a selection committee (dean of instruction, the department chairman as a consultant, two faculty representatives chosen by the TCCA should be formed).

Sabbatical leave may be defined as leave with pay for full-time faculty members (including counselors and librarians) and administrators in order that they may attain experience which will benefit their teaching and/or service to the college.

1. Eligibility

- a. In order to qualify, an individual must have served TCC in a full-time capacity for three years of consecutive employment. Six years of full-time service is necessary between sabbatical leaves. When less than one full contract year is taken by an individual, he will be eligible for the remainder of that contract year at the rate of one quarter of leave for each two years of service; for example; if the leave were for one quarter the individual would be eligible in two years for the remainder or a part of the sabbatical leave; or if the leave were for two quarters the individual would be eligible in four years for the remainder of the sabbatical leave.
- b. Periods of sick leave shall not be considered interruption in consecutive employment.
- c. A selection committee shall determine the eligibility of the applicants. The committee's recommendations shall be subject to the final approval of the Board.
- d. Seniority with the college (Tacoma Community College) shall be given first consideration in selecting candidates. If two candidates are equal in seniority, the candidate whose proposed leave appears most beneficial to himself and the college shall be given first consideration.

2. Number

- a. It is recommended that 3% of the monies allotted for certified staff salaries be allocated for sabbaticals each year. (The amount may be altered because of undue hardship to the college by a 2/3 majority vote of the faculty, administrative concurrence, and the approval of the Board. This is not to be inconsistent with the legislative or state board provisions.)

3. Duration

- a. A sabbatical leave may be granted for one, two or three quarters, or a contract year.



4. Application

Application forms must be presented to the selection committee no later than January 1. Applications made after January 1 will receive consideration after applications made before the deadline.

- a. Applications must include a proposal for time spent while on leave.
- b. If an applicant's request is refused, he may resubmit it within ten days of notification of refusal (in order to clarify application).
- c. Applicants will receive notification of the Board's decision no later than immediately following the February Board meeting. Applicants must notify the Board of their acceptance or rejection before the March meeting.

5. Compensation

- a. While on leave, an individual shall receive  $\frac{2}{3}$  of the salary he would have received had he remained on active duty at the college.
- b. If an individual receives income from an outside source constituting over  $\frac{1}{3}$  and less than  $\frac{2}{3}$  of his salary while on leave, the difference (from regular salary) may be made up with a sabbatical leave stipend not to exceed  $\frac{2}{3}$  of his salary.

6. Terms

- a. All sabbatical leaves shall count for the purpose of all employee benefits: that is; increment, medical payments, retirements, and seniority.
- b. Upon return, an individual shall be reinstated in a position for which he is trained and which is equal to or better than that which he held immediately prior to his leave.
- c. Upon return, an individual shall submit to the president and when appropriate to his dean and chairman, a written report summarizing his leave activities. When leave is granted for the purpose of formal study, a transcript will suffice.
- d. Unless otherwise approved by the Board, an individual, upon return, shall serve the college for at least one year or refund the amount of his leave stipend.
- e. The applicant's sabbatical leave program may not be significantly altered without prior written approval from the college president.

7. Sabbatical leave policy will be reviewed before January, 1970, and every three (3) years thereafter.

8. In each sabbatical leave granted by the college, it shall be at the discretion of the appropriate Dean, in consultation with the department concerned, to determine the manner in which temporary duties and responsibilities of the individual on leave shall be handled. The following alternatives may be considered:

- a. A full-time staff member shall be employed for the leave period.



- b. Classes and/or duties shall be assigned to part-time employees in the regular schedule.
- c. Classes and/or duties shall be assigned to part-time employees in the evening program.
- d. Classes and/or duties shall be dropped from the college program for the period of the leave.
- e. A suitable combination of the above.

Approved 2/5/69 by the faculty.



APPENDIX D

TACOMA COMMUNITY COLLEGE ASSOCIATION  
SABBATICAL LEAVE POLICY

Sabbatical leave may be defined as leave with pay for full-time faculty members (including counselors and librarians) and administrators in order that they may attain experience which will benefit their teaching and/or service to the college.

In order to review applications for sabbatical leave and make recommendations to the Board, a selection committee composed of the Dean of Instruction and two faculty representatives chosen by the TCCA shall be formed. The appropriate department chairman may be used as a consultant.

I ELIGIBILITY

- A. In order to qualify, an individual must have served TCC in a full-time capacity for five years of consecutive employment. Six years of full-time employment is required between sabbatical leaves. An exception occurs when less than one full year of sabbatical leave is desired. Then sabbatical accrues at the rate of one quarter of leave time for every two years of full-time service at TCC (or two quarters of leave for every four years of service). In such cases, two years of full-time service are required for every quarter of leave taken before an individual is again eligible for a sabbatical leave.
- B. Periods of sick leave shall not be considered interruptions in consecutive employment.
- C. A selection committee shall determine the eligibility of the applicants. The committee's recommendations shall be subject to the final approval of the Board.
- D. Seniority with Tacoma Community College shall be given first consideration in selecting candidates. For those individuals who transferred to TCC from Tacoma School District 10 before June 30, 1967 (official date of separation), "seniority with Tacoma Community College" shall include seniority accumulated with District 10. No one coming to TCC from District 10 after July 1, 1969, can apply his District 10 seniority toward sabbatical leave. If two candidates are equal in seniority, the candidate whose proposed leave seems most beneficial to him and the college shall be given first consideration.

II NUMBER

- A. It is recommended that three members of the certified staff be eligible for sabbatical leaves each year. This number may be altered because of undue hardship on the college by a two-thirds majority vote of the faculty, administrative concurrence, and the approval of the Board.



## TCC Sabbatical Policy

## III DURATION

- A. A sabbatical leave may be granted for one, two, or three quarters, or a contract year.

## IV APPLICATION

- A. Applications must be presented to the selection committee no later than January 1. Applications submitted after January 1 will receive consideration after applications submitted before the deadline.
- B. Applications must include a proposal for time spent while on leave.
- C. If an applicant's request is refused, he may resubmit it within ten days of notification of refusal in order to clarify his application.
- D. Applicants shall receive notification of the Board's decision no later than immediately following the February Board meeting. Applicants must notify the Board of their acceptance or rejection no later than the March Board meeting.

## V COMPENSATION

- A. While on leave, an individual shall receive two-thirds of the salary he would have received had he remained at the college in his normal capacity.
- B. If an individual receives income from an outside source constituting over one-third and less than two-thirds of his salary while on leave, the difference (from regular salary) may be made up with a sabbatical leave stipend not to exceed two-thirds of his salary.

## VI TERMS

- A. All sabbatical leaves shall count for the purpose of all employment benefits: increments, medical payments, retirements, seniority.
- B. Upon return, an individual shall be reinstated in a position for which he is trained and one which is equal to or better than that which he held immediately prior to taking his leave.
- C. Upon return, an individual shall submit to the President and, when appropriate, to his Dean and Department Chairman, a written report summarizing his leave activities. When leave is granted for the purpose of formal study, a transcript will suffice.



## TCC Sabbatical Policy

- D. Unless otherwise approved by the Board, an individual, upon return, shall serve the college for at least one year or refund the amount of his leave stipend.
- E. The applicant's sabbatical leave program may not be significantly altered without prior written approval from the President.

## VII REPLACEMENT

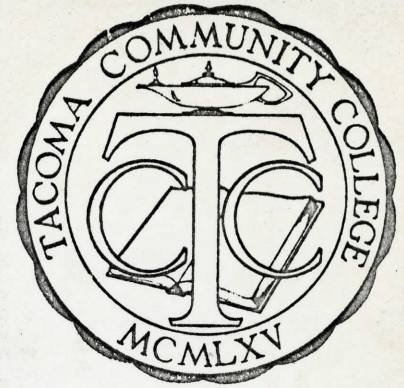
- A. In each sabbatical leave granted by the college, it shall be at the discretion of the appropriate Dean, in consultation with the department concerned, to determine the manner in which temporary duties and responsibilities of the individual on leave shall be dealt with. The following alternatives may be considered:
  - A full-time staff member shall be employed for the leave period.
  - Classes and/or duties shall be assigned to part-time employees in the regular schedule.
  - Classes and/or duties shall be assigned to part-time employees in the evening program.
  - Classes and/or duties shall be dropped from the college program for the period of the leave.
  - A suitable combination of the above.

## VIII REVIEW

- A. The sabbatical leave policy shall be reviewed before January, 1973, and every three years thereafter.



# Tacoma Community College



## MEMORANDUM

Date: February 27, 1969  
To: Tom Ford  
From: The Sabbatical Leave Evaluation Committee  
Subject: Recommendations for 1969-70

The Sabbatical Leave Committee consisting of Jack Hyde, Morris Summers and Paul Jacobson, met and reviewed the sabbatical leave applications which were submitted for 1969-70. Application had been received from: Bob Rhule, Russ Clark, Dick Perkins and Bill Anderson. Based upon the sabbatical leave concepts which the faculty has developed, the committee recommends that three leaves be granted--Bob Rhule, Russ Clark and Dick Perkins.

The following factors, in the order listed, were taken into account in deciding the priorities of the various applicants.

1. Length of service with the college (specifically, the original contract dates were noted).  
Bob Rhule 1-28-65  
Russ Clark 1-28-65  
Dick Perkins 1-28-65  
Bill Anderson 7-8-65
2. Proposed sabbatical year program
3. Length of time since the applicants last full year of college training..

The Committee did not take into account the dates at which the applications for the leave were submitted because the committee believed that the importance of that date was not sufficiently clear to the faculty this year.