

Board of Trustees
Bob Ryan – Chair
Gretchen Adams-Vice
Chair
James Curtis
Don Dennis
Liz Dunbar

President
Dr. Sheila K. Ruhland

TCC Mission Statement:
*TCC creates meaningful
and relevant learning,
inspires greater equity,
and celebrates success in
our lives and our
communities.*

**Board Mission
and Vision:**
*The Board will govern
with a style that
emphasizes outward
vision rather than an
internal preoccupation,
encouragement of
diversity in viewpoints,
strategic leadership rather
than administrative detail,
clear distinction of Board
and presidential roles,
collective rather than
individual decisions,
future rather than past or
present, and proactive
rather than reactive.*

AGENDA

- | | | |
|-------|--|---|
| I. | CALL TO ORDER | Bob Ryan |
| II. | GENERAL MATTERS
A. Changes/Approval of Agenda
B. Approval of Minutes:
October 21 Regular Meeting (pages 2-7)
C. Introductions
D. Correspondence
E. Board Report | Bob Ryan

Bob Ryan
Sheila Ruhland
Sheila Ruhland
Bob Ryan |
| III. | PRESENTATION
Student Voice: Marco A. Flores-Garcia, CASA & Men of Distinction Program | Val Robertson |
| IV. | ACTION ITEMS
A. Approve Resolution 2015-2: Revision to Board of Trustees Policy Manual (pages 8-11)
B. 2 nd Read/Approve - 2015-2016 Operating Budget (pages 12-15)
C. 2 nd Read/Approval – 2015-2016 Strategic Plan Initiatives (pages 16-21)
D. 2 nd Read/Approval – Nursing Reaccreditation & Curriculum Redesign:
Course Fees (pages 22-23)
E. 1 st Read – TCC 2015 Long Range Facilities Master Plan (page 24, Appendix I)
F. 1 st Read Project Request Report (PRR) 2015-2017- Capital Funding Business & Humanities Center (page 25, Appendix II)
G. Approve ACT Transforming Lives Award Recipient (pages 26-29) | Sheila Ruhland

Janice Stroh

Janice Stroh

Julie Benson

Greg Randall

Greg Randall

Sheila Ruhland |
| V. | NON-ACTION ITEMS
A. Pathways to Completion:
SBCTC Aerospace/Engineering Grant | Rebecca Sliger |
| VI. | REPORTS
A. Associated Students
B. Foundation
C. Faculty
D. Classified Staff
E. Legislative
F. President (page 30) | Jenna Jones
Pat Shuman
Dave Howard

Bill Ryberg
Sheila Ruhland |
| VII. | PUBLIC COMMENT/REMARKS | Bob Ryan |
| VIII. | EXECUTIVE SESSION
Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations. | Bob Ryan |
| IX. | BOARD ACTION AS A RESULT OF EXECUTIVE SESSION | Bob Ryan |
| X. | ADJOURNMENT
Interpreters for people with hearing impairments and Braille or taped information for people with impairments can be provided. Please contact Judy Colarusso, Office of the President at 6501 South 19 th St., Tacoma WA 98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu. | Bob Ryan |

**Tacoma Community College
Board of Trustees Regular Meeting
October 21, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Bob Ryan, Chair
Gretchen Adams, Vice Chair
James Curtis
Don Dennis
Liz Dunbar

Administration/Faculty/Staff/Guests

Sheila Ruhland	Joan Rumsey
Alisa Ulferts	Rick Brady, AAG
Tod Treat	Nigeria Bell
Bill Ryberg	Dave Howard
Kelli Johnston	Ruth Lopes
Janine Mott	Emilee Coates-White
Tang Smith	Will Howard
Stephanie Thompson	Mandelin Carlson
Megan Arzola	Janice Stroh
Steffi Schrepfer	Anthony Robinson
Bruce Simonetti	Seth Hill
Judy Loveless Morris	Val Morgan Krick
Yvonne Unnold	Valerie Robertson
Krista Fox	Judy Colarusso
Jenna Jones	Xavier Unda
Julie Dunbar	Shema Hanebutte
Clay Krauss	Kim Ward
Cathie Bitz	Mike Flodin
Theresa Ramos	Rachel Payne
Greg Randall	Thomas Oliver
Natalie Wilkerson	
Robin Ross	
Kim Corzo	
Anna Cunningham	

I. CALL TO ORDER

Chair Ryan called the meeting to order at 4:00 p.m.

II. General Matters

A. Changes/Approval of Agenda

MOTION: Upon a motion by Board member Dennis the Board unanimously approved the Agenda as submitted.

B. Approval of Minutes:

September 9 Regular Meeting

MOTION: Upon a motion by Board member Dunbar, the Board unanimously approved the minutes of the September 9 Regular Meeting.

C. Introductions

Sheila Ruhland introduced **Beth Brooks**. Beth has served as Director of Human Resources the past two and one-half years. Beth has been promoted to Vice President for Human Resources and Legal Affairs and is a member of the President's Cabinet.

Clay Krauss, Director of Information Technology introduced new employees:

Mandelin Carlsen, Network Technician and **Seth Hill**, Application Developer and TCC Portal Administrator.

Krista Fox, Dean for Health, Business and Professional Services introduced new employees:

Megan Arzola, Nursing Faculty

Tang Smith, Coordinator Administrative Operations

Stephanie Thompson, Coordinator for Health Sciences

Kim Ward, Dean for Communications and Transitional Studies introduced new employees:

Alisa Ulferts, Developmental Studies Faculty

Theresa Ramos, AESL Faculty

Emilee Coats-White, EAP Faculty

Yvonne Unnold, Dean for Arts, Humanities, and Social Studies introduced new employees:

Steffi Schrepfer, Psychology Faculty

Judy Loveless-Morris, Sociology Faculty

Mike Flodin, Dean for Mathematics, Science and Engineering introduced new employee:
Anna Cunningham, Biology Faculty

Shema Hanebutte, Dean for Counseling, Advising, Access & Career Services introduced new employee:
Nigeria Bell, Counselor

D. Correspondence

President Ruhland received the following correspondence:

- A letter from State of Washington, Department of Health, Nursing Care Quality Assurance Commission informing us that they had accepted the ACEN report for on-going accreditation for our Nursing Program.

E. Board Report

- Board Member **Adams** participated in the TCC Golf Tournament on September 11, attended the TCC Foundation Retreat on September 22, the ACCT Leadership Congress Conference in San Diego, California, October 12-16 and the Foundation Scholarship Recipient Luncheon on October 20. She participated in various community events including Rotary 8 weekly luncheon meetings and the MultiCare "Rock the Foundation" fundraising event.
- Board Member **Curtis** attended Professional Development Day on September 14, the groundbreaking ceremony for the addition to the Health & Wellness Center on September 29 and the ACCT Leadership Congress Conference in San Diego. He also participated in the TCC 50th Anniversary events on September 17 speaking at the Anniversary Dinner after having attended the "Come Visit Us" Open House earlier in the day. He attended the Hilltop Artist Luncheon and the Foundation Scholarship Recipient Luncheon.
- Board Member **Dunbar** attended the TCC 50th Anniversary Dinner where Board Member **Curtis** was one of the inspirational speakers. She also participated in the groundbreaking ceremony for the Health and Wellness Center. She also attended a number of community sponsored fund raising events over the past month.
- Board Member **Dennis** reported he has been limited to attending the TCC board meetings due to other commitments.
- Chair **Ryan** attended and spoke at Professional Development Day on September 14, attended and participated in the Health & Wellness Center groundbreaking event on September 29 and attended the ACCT Leadership Congress Conference in San Diego, October 12-16.

III. PRESENTATION

Student Voice: Shema Hanebutte introduced **Robin Ross**, a student from the Human Services Program. Robin shared her background stating that Tacoma Community College changed her life. She is the first in her family to have attended college after struggling with addictions for a number of years. She came to TCC as a single parent having lived at Phoebe House. She enrolled in the Human Services Program where she received the support and guidance from the Human Services faculty and the CASA/MECA/TRIO Programs. She is transferring to Evergreen College with a 3.962 GPA to continue her education. Robin has also benefited from the Tacoma Housing Authority (THA) Program offered at TCC to help students with housing while they pursue their education. Robin expressed her gratitude to all who supported her at Tacoma Community College and did announce she intends to participate in Commencement in June.

IV. ACTION ITEMS

A. APPROVE: Committee Assignment-2015-16 Legislative Council

Upon motion from Board member **Curtis**, the board unanimously approved a second board representative to the TCC Legislative Council. Board member **Dunbar** volunteered and was named to serve in this position.

B. 1st Read-2015-2016 Operating Budget

The 2015-2016 budget has an expected State allocation to TCC of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000.

Budget Highlights:

\$3.9M increase to Revenue includes:

- State Allocation adjustments - \$2.7M
 - ❖ \$.6M Support for cost of living increase in salaries by 3%
 - ❖ \$1M Increase in health care benefits. 29% increase or \$2,136 per employee
 - ❖ \$.1M Increase in retirement benefits due to 3% salary increases
 - ❖ \$.8M Support for revenue decrease due to 5% reduction in tuition operating fee
 - ❖ \$.2M Additional increase for facilities operation for the Harned Careers Center
 - ❖ \$.1M Increase for students of color and with disabilities
 - ❖ \$(-.1M) Reduction in Worker Retraining Variable funds

- Local Revenue adjustments - \$1.2M
 - ❖ \$1M Increase in Running Start revenue based on prior years' actual enrollment
 - ❖ \$.4M Increase in general fees based on previous years' actuals
 - ❖ \$(-.2M) Tuition revenue reduction due to reduction in tuition rate and anticipated reduction in enrollment

Increases to Expenses - \$3.9M

- \$1M Salary increases of 3%
- \$1.5M Increase in health care and retirement benefits
- \$.9M Increase due to new positions (includes 10 new faculty positions, 2 exempt positions, 1 classified position and increases in funding for 2 classified positions)
- \$.5M Increase in various costs including insurance, ctcLink, bad debt expense, etc.

\$682,428 is set side to implement the operational plan.

MOTION: Upon motion from Board member **Dennis**, the board unanimously approved the 1st read of the 2015-2016 Operating Budget.

1st Read-2015-2016 Strategic Plan Initiatives

The 2015-2016 budget is built on an expected State allocation of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000. As per Board Policy, TCC is required to maintain a 15 percent reserve. For the 2015-2016 budget, the reserve requirement is \$6,477,000.

Projected reserve balance at 6/30/15:

Current Reserve balance:	\$15,717,299
Required Reserve for 2015-16:	\$ 6,477,000
Prior Years' Strategic Plan Commitments:	\$ 4,101,517
Balance in Excess of Required Reserve	\$ 5,138,782

President's Cabinet evaluated requests submitted last spring and summer by faculty and staff for one time funds to be used for strategic investments. President's Cabinet is recommending 28 projects for consideration using one time funds above the required reserves in the amount of \$2,783,492.

MOTION: Upon motion from Board member **Adams**, the board unanimously approved the 1st read of the 2015-2016 Strategic Plan Initiatives.

1st Read-Nursing Reaccreditation & Curriculum Redesign: Course Fees

In the 2012 Nursing Self-study the curriculum was identified as an area needing development. In the summer of 2014 a subcommittee determined a concept-based curriculum would be beneficial to the nursing program and new curriculum has been developed and approved by the SBCTC and Washington Center for Nursing. The concept-based curriculum is scheduled for winter, 2016.

A comparison of 2014-2015 course fees and 2015-2016 course fees for quarter 1 and quarter 2 indicates a saving of \$199 to the nursing students in course fees using the concept-based curriculum.

MOTION: Upon motion from Board member **Curtis**, the board unanimously approved the 1st read of the Nursing Reaccreditation & Curriculum Redesign: Course Fees

V. NON-ACTION ITEMS

A. Pathway to Completion: "Use the Force" Workforce Development

Kelli Johnston, Director of Workforce Development provided a PowerPoint presentation on Workforce Education at Tacoma Community College which provides funding and support services for professional technical students. Highlights of her presentation included:

- Workforce consists of four funding sources:
 - ❖ Worker Retraining

- ❖ WorkFirst
- ❖ Opportunity Grant
- ❖ Basic Food Employment and Training – BFET
- Workforce students include
 - ❖ Dislocated workers
 - ❖ Veterans
 - ❖ Displaced homemakers
 - ❖ TANF and food benefit recipients
 - ❖ Under-employed workers
 - ❖ Low income-under-skilled
- Creation of the Workforce Service Department to:
 - ❖ Streamline processes- One application for four programs
 - ❖ Cross-training staff & shared staffing structures
 - ❖ Increase co-enrollment of students - Start Next Quarter (SNQ) screening survey
 - ❖ Expand student retention tools – Integrated Instruction – HD101 & Communication
 - ❖ Strengthen community connections – partner with agencies: Employment Security, DSHS, WDC Partners
- “Use the Force” - branding the Workforce Education Program.

B. Project Request Report (PRR) – Capital Funding Business and Humanities Center
Greg Randall, Director of Facilities reported on the Project Request Report (PRR) for the proposed Business and Humanities Center. The proposal is for a 69,000 square foot building that will accommodate the growth in Business and Humanities Divisions and create spaces for synergistic learning and opportunities for cross disciplinary collaboration.

The PRR is the first step in the request for funds process implemented by the SBCTC. TCC is one of ten schools in the Community and Technical College System allowed to submit requests for the next round of capital funding. Three projects will be funded for pre-design for the 2017-19 biennium.

Joan Rumsey, representing McGranahan Architects discussed how projects are evaluated. Current buildings are ranked based on their condition. Our project will replace three of the most poorly scored buildings on campus: Bldg. 10, F1 and F2. These buildings received high scores (indicating poor conditions) on the last Facility Condition Survey. The site for the new Business and Humanities Center will be at the Building 10 location.

1st Read for the Project Request Report – Capital Funding Business and Humanities Center and Updated Master Facilities Plan will come to the Board at the November meeting with final approval at the December meeting.

C. 2015 Annual Security & Fire Safety Report
Will Howard, Campus Public Safety and Security Supervisor distributed the 2015 Annual Security & Fire Safety Report. This annual report is a requirement of the Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act (The Clery Act).

Will Howard provided historical information about the Act and its purpose. All campuses must provide a three year report of crime and fire statistics, campus security policies and procedures and information regarding programs available to educate the campus community on safety and crime prevention.

VI. REPORTS

- A. Associated Students Report – Jenna Jones**, ASTCC President reported:
- In celebration of Hispanic Heritage month, Las Cafeteras, a musical group performed in the Auditorium on October 8.
 - A panel was held on October 16 entitled “Contemplating Charleston: Religious Traditions Responding to Racial Justice” in the Student Center.
 - Disabilities advocate Lydia Brown is scheduled to speak on disability rights and social justice.
 - The creation of a Veteran’s Wall is being discussed by Veteran’s Club.
 - One of the student ASTCC vice-presidents has resigned.
- B. TCC Foundation Report – Bill Ryberg**, Vice President College Advancement, reported on the Student Scholarship/Donor Luncheon held on October 20. It was well attended by students and donors.

C. Faculty Report—Dave Howard, Faculty Union Representative:

- Acknowledged Beth Brooks for her promotion to Vice President for Human Resources & Legal Affairs.
- Acknowledged Will Howard for his work on the Behavioral Intervention Team (BIT).
- Acknowledged the hard work of staff during the ctLink conversion.
- Acknowledged Mary Fox, TCC faculty, for procuring and distributing food to students on campus.
- Shared story as a Running Start parent.

D. Classified Staff Report

No Report

E. Legislative Report – Bill Ryberg, Vice President College Advancement:

No Report

F. President's Report - President Ruhland:

- The President provided the Board the following:
 - ✓ TCC Hat and Flyer from the "Come Visit Us" Event on September 17.
 - ✓ Information on Health & Wellness Center Groundbreaking held on September 29.
- On September 22 the President participated in an MOU signing at Joint Base Lewis McChord for the VIE-25 program which stands for Veterans Industry Education. The number 25 refers to community and technical colleges within 25 miles of JBLM. It connects service members with career credentials during the last six months of military service so they qualify for in-demand jobs right away. It's a collaboration between the community and technical college system, state agencies and the armed forces and is thought to be one of the first of its kind in the nation. Initial training is aimed at programs that take six months or less to complete and lead to jobs with growth potential. Examples include homeland security and emergency management, emergency medical technicians, IT technical support and other programs.
- The President provided an update on the Community Garden reporting there will be a meeting on October 29th to discuss a formal agreement to address safety, liability and land usage. The President thanked Tamyra Howser, Director of Marketing and Communications for taking the lead to inquire about community gardens and Greg Randall Director of Facilities who is coordinating next steps.
- The President directed the board to the President's Cabinet reports on pages 26-42 and referenced the summary of recruitment and employment for the past month located on page 31.
- The Vice President for Administrative Services position was posted on October 5 and will close on October 30. The Screening committee has been formed with cross representation from all units in the college. The first set of interviews are scheduled for November 19 and 20 with finalist interviews on December 1 and 2. The President hopes to make an offer by December 18 with a start date for the new vice president at or around January 19, 2016.
- Key college events are listed on page 2 of the board packets. Outlook meeting invites will be forthcoming to the board members. Accept, decline or tentative responses will be helpful for planning. This will be a more efficient method to update the board on event time changes/cancellations/ or room changes. Events that have a "formal" invitation will also be mailed to the board. This is a work in progress so if the board has any input they are asked to contact the president or Judy.
- The President reported on the ctLink Project. A handout was distributed to the board. It included a copy of a letter to the A.G.'s office expressing concerns with the Project. Copies of emails that were sent to TCC students and TCC staff from the President were also included. The President reported that she is responding to student and staff emails encouraging them to not give up on the project and assuring them that she will continue to keep students/staff informed and will continue to work to assure success. The President and Chair Ryan participated in a conference call on October 19 with Marty Brown, SBCTC Executive Director, Ciber representatives, SBCTC staff and staff of Community Colleges of Spokane to discuss outstanding conversion issues.

VII. PUBLIC COMMENT/REMARKS

New employee Mandelin Carlsen expressed her appreciation for the warm and welcoming atmosphere that she has experienced since her arrival at Tacoma Community College.

VIII. EXECUTIVE SESSION

At 6:18 p.m., Chair Ryan announced that the Board would adjourn into Executive Session for approximately twenty minutes for consultation with legal counsel regarding potential agency litigation. No action was expected to be taken as a result of the Executive Session.

At 6:40 p.m. the Board reconvened to open public meeting.

ctcLink Project

There were follow up discussions to the report given by the President on the ctcLink Project held earlier in the meeting. The board and president discussed possible actions to help communicate to the members of the State Board the challenges TCC is experiencing with the ctcLink conversion. No actions were taken.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 p.m.

Robert Ryan, Chair

TACOMA COMMUNITY COLLEGE

Revision to Board of Trustees Policy Manual Chapter III Item 12 – Action by Motion Item 13 – Action by Resolution

November 18, 2015

BACKGROUND

The Tacoma Community College Board of Trustees have adopted the policies contained in the Board of Trustees Policy Manual dated June 26, 2014 (revised) to guide the board, Chief Executive Officer and other employees in administering the operation of all programs and services of Tacoma Community College, District 22. The manual includes the By-Laws governing the organization and activities of the Board of Trustees and the authority delegated to the president as Chief Executive Officer for the administration and management of the college.

In preparation of Actions by Motions for the November 18, 2015 Board of Trustees Meeting, the current Board of Trustees Policy Manual was referenced to determine what actions taken by the board require an action by motion and/or action by Resolution. The current Board of Trustees Policy Manual states:

Chapter III, Item 12: Action by Motion

When exercising the general powers of the Board, the following shall be by motion:

- Establishment of general college policies.
- Fixing and determining educational policy and curriculum.
- Policies involving terms and conditions of employment of District personnel.
- Fixing the compensation of the District President.
- Fixing and determining tuition rates and other fees.
- Entering into contracts and agreements, when applicable.
- Any proceedings for eminent domain.
- Delegation to the President or a named designee of any of the powers and duties vested in the Board by Law.

Chapter III, Item 13: Action by Resolution

Generally all other action taken by the Board and not falling in the categories listed will be by resolution of the Board and passed by a majority vote at a regular or special meeting.

Upon further investigation, it was determined that prior to the revised Board of Trustees Policy Manual adopted in 2001, the sections related to Action by Motion and Action by Resolution stated:

Section 1.5080 Action by Resolution

When exercising the general powers of the Board, the following shall be by resolution:

- A. Establishment of general college policies.
- B. Fixing and determining educational policy and curriculum.
- C. Policies involving terms and conditions of employment of District personnel.
- D. Fixing the compensation of the District President.
- E. Fixing and determining tuition rates and other fees.

- F. Entering into contracts and agreements, when applicable.
- G. Any proceedings for eminent domain.
- H. Delegation to the President or a named designee of any of the powers and duties vested in the Board by Law.

Section 1.5090 Action by Motion

Generally, all other action taken by the Board and not falling in the categories listed in Section 1.5080 will be by motion of the Board and passed by a majority vote at a regular or special meeting. This would include the following:

- A. Acting upon routine approvals of the Board at a regular or special meeting covering such matters as:
 - 1. Serving as final adjudicating body for students, employees, and citizens on matters of policy and interpretation.
 - 2. Considering communications and requests from citizens and organizations on matters of policy, administration, and other items of public concern affecting the District.
 - 3. Adoption of rules of order.
 - 4. Appearance before the Board.
 - 5. Appointment of special committees.
 - 6. Adoption of annual budgets.
 - 7. Other items which may come to the Board's attention.

Upon further review of past actions by motion and/or resolution taken by previous TCC boards since adoption of the 2001 Board of Trustees Policy Manual, the TCC boards followed the Action by Motion and Action by Resolution criteria in effect prior to the 2001 revision. The current Board of Trustees Policy Manual contains a clerical error and it is was not the intent to switch the criteria for action by motion and/or resolution.

A review of the current Board of Trustees Policy Manual (revised June 26, 2015) is scheduled for the Board of Trustees Retreat in June, 2016. In order to be in compliance with the Board of Trustees Policy Manual until such review is done, a revision to Chapter III Items 12 and 13 is needed.

RECOMMENDATION

The President recommends that the Board of Trustees approve revisions to Chapter III Items 12 and 13 actions as outlined in Resolution 2015-2. The President further recommends that if a Resolution is passed (i.e., that the Board of Trustees of Tacoma Community College approves the Revision to the Board of Trustees Policy Manual dated June 26, 2014 (revised) as reviewed and presented at the November 18, 2015 meeting and that all former actions and resolutions approved by the Board of Trustees are hereby ratified,) a Board Member make the following motion "I move that all motions previously passed, and all resolutions previously adopted, are hereby ratified."

TACOMA COMMUNITY COLLEGE

RESOLUTION 2015-02
Revision to Board of Trustees Policy Manual

November 18, 2015

WHEREAS, the Tacoma Community College Board of Trustees have adopted and adhere to the policies and By-Laws governing the organization and activities of the Board of Trustees contained in the Board of Trustees Policy Manual dated June 26, 2014 (revised).

WHEREAS, Chapter III Item 12-Action by Motion and Item 13 Action by Resolution of the Board of Trustees Policy Manual dated June 26, 2014 (revised) contain clerical errors.

WHEREAS, in order to be in compliance with the Board of Trustees Policy Manual dated June 26, 2014 (revised) the following revisions to Chapter III Item 12-Action by Motion and Item 13 – Action by Resolution be made:

Chapter III, Item 12: Action by Motion

Generally all action taken by the Board and not falling in the categories listed in Chapter III, Item 13 – Action by Resolution, will be by motion of the Board and passed by a majority vote at a regular or special meeting.

Chapter III, Item 13: Action by Resolution

When exercising the general powers of the Board, the following shall be by resolution:

- Establishment of general college policies.
- Fixing and determining educational policy and curriculum.
- Policies involving terms and conditions of employment of District personnel.
- Fixing the compensation of the District President.
- Fixing and determining tuition rates and other fees.
- Entering into contracts and agreements, when applicable.
- Any proceedings for eminent domain.

- Delegation to the President or a named designee of any of the powers and duties vested in the Board by Law

BE IT RESOLVED, that the Board of Trustees of Tacoma Community College approves the Revision to the Board of Trustees Policy Manual dated June 26, 2014 (revised) as reviewed and presented at the November 18, 2015 meeting and that all former actions and resolutions approved by the Board of Trustees are hereby ratified.

APPROVED AND ADOPTED this 18th day of November 2015.

Robert Ryan, Chair
Board of Trustees
Tacoma Community College, District 22

TACOMA COMMUNITY COLLEGE

Proposed Operating Budget 2015-16 November 18, 2015

BACKGROUND

The 2015/2016 budget has an expected State allocation to TCC of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000

Budget Highlights \$3.9M Increase:

Revenue:

State Allocation Adjustments to TCC Budget –\$2.7M

- \$.6M Support for cost of living increase in salaries by 3%
- \$ 1M Increase in health care benefits. The health care rate for this year is increasing 29% or \$2,136 per employee.
- \$.1M Increase in retirement benefits due to the 3% increase in salaries.
- \$.8M Support for revenue decrease due to 5% reduction in tuition operating fee. The legislative policy states the operating fee portion of tuition for resident students be reduced by 5% commencing Fall 2015 at every community college.
- \$.2M Additional increase for facilities operation for the new Harned Health Careers Center.
- \$.1M Increase for students of color and with disabilities
- \$(.1M) Reduction in Worker Retraining Variable funds that are distributed to the colleges based on a formula that is calculated on the unemployment rate in the county and if the college reached their FTE target for the previous year. Since TCC did not achieve the FTE target funds are being reduced this year.

Local Revenue Changes to TCC Budget - \$1.2M

- \$ 1M Increase in Running Start revenue due to increased enrollment and prior years' actual revenue figures.
- \$.4M Increase in general fees based on previous years' actuals
- \$(.2M) Tuition revenue reduction due to reduction in tuition rate and anticipated reduction in enrollment.

Expenses:

- \$ 1 M Salary increases of 3%
- \$ 1.5M Increase in health care and retirement benefits
- \$.9M Increase due to new positions
- \$.5M Increase in various costs including insurance, ctcLink, bad debt expense, etc.

Additional Note:

- \$682,428 is set aside to implement the operational plan.

RECOMMENDATION

The President recommends that the Board of Trustees approve the 2015/16 Operating Budget of \$43,180,000.

TACOMA COMMUNITY COLLEGE
PROPOSED OPERATING BUDGET 2015-2016 SUMMARY

REVENUE

State Allocation Increases:

\$ 1 M	Health Rate Increase
\$.6M	COLA 3% increase
\$.8M	Tuition Backfill

Local changes:

\$ 1 M	Running Start
\$.4M	General Fees to match actuals
(\$.2M)	Reduction tuition 5% & enrollment

EXPENSES

\$ 1 M	Salary increases 3%
\$ 1.5M	Benefits: health care & retirement
\$.9 M	New positions
	1 Social Sciences Faculty
	3 Writing Faculty
	1 Education Transfer Faculty
	1 Physical Science/Eng Faculty
	1 Math Faculty
	1 Biology Faculty
	1 IT Faculty
	1 Librarian
	1 International Admissions Coordinator - Classified
	1 Program Manager for Access Services - Exempt
	1 GHC Front Desk Coordinator - Classified
	1 HR Consultant - Classified
	1 Applications Developer - Exempt

TACOMA COMMUNITY COLLEGE

Proposed Operating Budget 2015-16

<u>Operating Revenue</u>	2014-15 Beginning Budget	2014-15 Ending Balance Actual	2015-16 Projected Revenue
STATE			
State Allocation	\$ 16,653,260	\$ 17,533,850	\$ 18,704,540
Tuition Back Fill		\$ -	\$ 833,787
Worker Retraining Base	1,002,698	1,002,698	1,002,698
Worker Retraining Variable	328,000	276,750	179,375
Total State	\$ 17,983,958	\$ 18,813,298	\$ 20,720,400
LOCAL			
Fund 145 Running Start	\$ 2,000,000	\$ 3,063,950	\$ 3,000,000
Fund 148 Bldg Fees fr Excess Enroll	500,000	\$ 673,682	600,000
Fund 148 General Fees / Overhead	285,000	\$ 616,699	600,000
Fund 149 Tuition - Operating Fees	18,450,699	\$ 19,609,509	18,259,600
Total Local	\$ 21,235,699	\$ 23,963,840	\$ 22,459,600
Total Operating Revenue	\$ 39,219,657	\$ 42,777,138	\$ 43,180,000
Operating Expense			
<u>Operating Expense</u>	2014-15 Beginning Budget	2014-15 Ending Balance Actual	2015-16 Expense Budget
Operating Expense			
Salaries	\$ 25,522,831	\$ 24,675,060	\$ 27,474,000
Benefits	\$ 8,022,536	\$ 7,573,686	\$ 9,484,000
Goods & Services	\$ 4,397,134	\$ 3,777,674	\$ 4,746,000
Equipment / Leases	\$ 646,226	\$ 1,286,773	\$ 740,000
Travel	\$ 247,155	\$ 328,026	\$ 352,000
WR Financial Aid	\$ 383,775	\$ 387,542	\$ 384,000
Total Operating Expense	\$ 39,219,657	\$ 38,028,760	\$ 43,180,000
Program Expense			
Instruction & Primary Support	\$ 23,053,765	\$ 23,211,541	\$ 24,986,000
Library Services	\$ 835,900	\$ 990,802	\$ 925,000
Student Services	\$ 4,369,595	\$ 4,171,373	\$ 4,805,000
Institutional Support	\$ 7,203,190	\$ 5,908,272	\$ 8,185,000
Plant Operations & Maintenance	\$ 3,373,432	\$ 3,359,229	\$ 3,895,000
WR Financial Aid	\$ 383,775	\$ 387,542	\$ 384,000
Total by Program Expense	\$ 39,219,657	\$ 38,028,760	\$ 43,180,000

**TACOMA COMMUNITY COLLEGE
PROPOSED PERSONNEL INCREASES FOR BUDGET 2015-16**

Division	Classification	Justification
Instruction	Faculty	Social Sciences Faculty – To address program review, low completion rates in 101, and expand and build WRAC curriculum.
Instruction	Faculty	Written Communications Tenure Track - To address program review, low completion rates in 101, and expand and build WRAC curriculum.
Instruction	Faculty	Written Communications Tenure Track - To address program review, low completion rates in 101, and expand and build WRAC curriculum.
Instruction	Faculty	Written Communications Tenure Track - To address program review, low completion rates in 101, and expand and build WRAC curriculum.
Instruction	Faculty	Education Transfer Tenure Track – To provide full-time faculty in program
Instruction	Faculty	Physical Science/Engineering – To address the need due to increase in student FTEs in the program
Instruction	Faculty	Math Tenure Track – To address the need as a high priority in the program review
Instruction	Faculty	Biology Tenure Track - To address the need as a high priority in the program review
Instruction	Faculty	Information Technology Tenure Track - To address the need as the highest priority in the program review
Instruction	Faculty	Librarian Tenure Track – to support hybrid and online programs and courses, instructional activities, student research and technology, & the development of the literary collections
Student Services	Classified	International Admissions Coordinator – half funded from operations and half from self-sustaining funds that currently do not support the full-time coordinator position.
Student Services	Classified	Customer Service Coordinator – This position will be the face of the Gig Harbor Center as people enter the facility and a pivotal person in the dissemination of information. The rise of continuing education enrollments has increased the traffic to the facility.
Student Services	Exempt	Program Manager for Access Services – To address the increased ADA needs of our students.
Admin Services	Classified	Human Resources Consultant – Increased volume of recruitment and screening due to faculty/staff increases and turnover.
Admin Services	Classified	Application Developer – To support continued enhancement of the College’s visibility on the web and social media.
Position Enhancements:		
College Advancement		Office Manager support
Student Services		Counselor – increase availability during the summer
TOTAL BUDGET		\$868,800

TACOMA COMMUNITY COLLEGE
Proposed Strategic Investments 2015-16
November 18, 2015

BACKGROUND

The 2015-2016 budget is built on an expected State allocation for TCC of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000. As per Board Policy, TCC is required to maintain a 15 percent reserve. For the 2015-16 budget, the reserve requirement is \$6,477,000.

The following table illustrates TCC's projected reserve balance at 06/30/15:

Current Reserve Balance	\$15,717,299
Required Reserve for 2015-16	\$6,477,000
Prior Years' Strategic Plan Commitments	\$4,101,517
Balance in Excess of Required Reserve	\$5,138,782

Last spring and summer items were submitted to President's Cabinet for consideration as strategic investments. President's Cabinet evaluated the request and recommends 28 projects for consideration. Ideally these items would have been brought forward last spring. However, since the biennial budget was not approved by the State until June 30, 2015, executive staff felt it would be prudent to wait.

RECOMMENDATION

The President recommends that the Board of Trustees approve the use of one time funds above the required reserve to address Strategic Investments totaling \$2,783,492.

TACOMA COMMUNITY COLLEGE

Reserves Fiscal Year 2015-16

	DEDICATED LOCAL Fund 148	OPERATING FEES Fund 149	GRANTS / CONTRACTS Fund 145	EXCESS ENROLLMT Fund 570	COMBINED FUNDS TOTAL
BEGINNING BALANCE 7-1-14	\$ 3,000	\$ 4,144	\$ 5,908,603	\$ 9,058,792	\$ 14,974,539
Revenue					
Tuition		14,153,835			14,153,835
Tuition/Bldg Fees fr Excess Enroll	6,129,356				6,129,356
Miscellaneous	1,228,109				1,228,109
Private Contracts & Grants					0
Local Govt Contracts & Grants			3,336,844		3,336,844
State Govt Contracts & Grants					0
Interfund Transfer In / (Out)	(3,010,000)	1,010,000		2,000,000	0
Total Revenue	4,347,465	15,163,835	3,336,844	2,000,000	24,848,144
Expense					
Salaries / Benefits	2,529,496	13,153,878	2,260,375		17,943,749
Other Operating Expenses	622,916	2,010,432	30,117	(66,521)	2,596,945
Sub-Total Expense	3,152,412	15,164,310	2,290,492	(66,521)	20,540,693
FY NET REVENUE/ EXPENSE	\$ 1,195,053	\$ (475)	\$ 1,046,352	\$ 2,066,521	\$ 4,307,450
RESERVE ACTIVITY					
Health & Wellness Ctr				(2,000,000)	(2,000,000)
Capital Equipment				(500,000)	(500,000)
Strategic Options	(1,064,690)				(1,064,690)
RESERVE COMMITMENT				(6,885,009)	(6,885,009)
ENDING BALANCE 6-30-15					
w/Reserve Commitments for					
FY 16	\$ 133,363	\$ 3,669	\$ 6,954,954	\$ 1,740,304	\$ 8,832,290

NOTES

	<u>Approved</u>	<u>Balance Remaining</u>
(1) Board approved (6/14) Capital Investments	\$ 4,500,000	\$ 2,000,000
(1) Board approved 2009-15 Strategic Options	\$ 4,536,654	\$ 2,101,517
(2) 2015-16 Strategic Options		\$ 2,783,492
Remaining Commitment to Reserves		\$ 6,885,009

Reserve Policy approved during 2004-05 established that the reserve balance will be maintained at a minimum of 15% of the college operating budget.

Reserves available fiscal year end 2012-13	\$	10,976,620	
Beginning budget 2013-14, approved 6/13		36,085,773	
% of Reserves to beginning budget		30.42%	
Reserves available fiscal year end 2013-14	\$	6,952,894	
Beginning budget 2014-15, proposed		39,219,657	Required reserve at 15% = \$5,882,949
% of Reserves to beginning budget		17.73%	
Reserves available fiscal year end 2014-15	\$	8,832,290	
Estimated budget 2015-16		43,180,000	Required reserve at 15% = \$6,477,000
% of Reserves to estimated budget		20.45%	

**Proposed Strategic Plan Investments
2015-16**

Core Theme	Division	Description	Strategy for Achievement	Total
Learning				<u>2,783,492</u>
	SAS	New radiology lab needs Surgical tables and Phantom (full body) scanner	Purchase and install Surgical Table and scanner	67,900
	SAS	IT lab reconfiguration and improvement to increase	Reconfigure IT Lab to create a collaborative learning environment	46,436
	SAS	Some rooms in Building 19 are being used to provide instruction to address over-enrollment. There is a need to furnish one room with appropriate table and chairs.	Purchase tables and chairs for one classroom in Building 19.	4,000
	SAS	80 Learn2 chairs to replace old furniture in two 40-cap classrooms. Supports collaborative learning environments.	Purchase and Install Learn2 chairs	35,200
	Admin Svs	Create a better learning and working environment for students and staff.	Replace flooring throughout the campus and Gig Harbor Center	150,000
	Admin Svs	Europay MasterCard/Visa (EMV) standards go into effect on October 1, 2015, shifting liability for counterfeit and lost/stolen card fraud to merchants that fail to conform to the new standards.	Purchase new Point of Sale equipment and cash registers to meet new EMV standards that allows processing of new chip cards with PIN and signature capture.	38,000
	Admin Svs	The work space in the stockroom used to process our popular and highly successful Textbook Rental program and our On-line Store is inadequate to support the volume of activity. A more efficient and ergonomic work space is need.	Renovation of stockroom receiving work space	2,000
	Admin Svs	The early learning center kitchen and laundry equipment has reached end of life. The items will provide more efficient preparation of food for the children at the ELC. The laundry equipment will help sustainability goals as they are more energy efficient.	Purchase commercial kitchen and laundry equipment for ELC.	3,849
	Admin Svs	The Early Learning Center will have a new Early Head Start Program and will expand the Early Childhood Education Assistance Program (ECEAP). This will require the addition of staff (ELC Assistant Manager) as well the appropriate equipment for daily operations and frequent statewide ESD trainings and Professional Learning Community meetings.	Purchase 2 laptops and 1 printer	3,002

Proposed Strategic Plan Investments

2015-16

	Admin Svs	Camera's in the ELC have reached end of life and need to be replaced with commercial camera. Having camera's at the ELC is required for licensing and accreditation.	Purchase and install commercial cameras in the ELC	25,000
	SAS	The carpet has been replaced in half the building and this request will complete the installation of new carpet in the whole building. Costs: CASA-\$10,000; International \$15,000; Student Life-\$8,000.	Replace Carpet	33,000
	SAS	The CASA labs are currently furnished with furniture that was repurposed through surplus. The furniture is starting to show wear and is becoming very dated. This new furniture will not replace what we currently have, but will bring the labs in line with the look and appearance of the other labs on campus.	Purchase and install new tables and chairs for CASA Labs	27,000
	Admin Svs	Multimedia equipment in the classroom across the campus have either reached end of life or need to be upgraded.	Purchase new equipment for Multimedia Classroom and repair multimedia equipment as necessary.	50,000
Equity				
	SAS	Bleachers are in need of repair and also need to be updated to be ADA compliant. Current bleachers should also be enclosed for safety reasons. This upgrade would enhance a facility that in addition to providing safe accessible seating could also help generate revenue.	Purchase and Install Baseball Facility Bleachers	175,000
	Admin Svs	Salary Survey Information is needed to recruit for and retain exempt and professional positions.	Purchase College and University Professional Association fro Human Resources (CUPA-HR) Salary Survey	13,000
Community				
	SAS	The Building 11 addition, Student Life, International Students, CASA, Senate Room, & Web Café, are in need of painting. The areas have experienced many office and staff moves in the last several years that have left the walls dinged, scuffed, and small holes from pictures and other wall hangings.	Paint Building 11 addition, Student Life, International Students, CASA, Senate Room, & Web Café.	35,000
	Admin Svs	The slatwall used to display clothing and backpacks down the main walkway through the store has broken and peeled away from the wall in many spots.	Replace slatwall with one that has metal inserts that hold the weight of the clothing better and will prevent metal display arms from tearing away from the wall.	11,000

**Proposed Strategic Plan Investments
2015-16**

	Admin Svs	Several parking areas are in dire need of maintenance. Maintenance is needed to extend the life of existing parking lots and prevent costly asphalt replacement in the future.	Conduct a study of all parking lots and develop a plan to address the issue. Parking Lot Crack Fill/Seal Coat conducted based on findings of the study.	1,500,000
	Presidents Office	Add audio/speaker capabilities for board Meetings.	Purchase and install mixer and tabletop mics for Board Meetings	10,000
	Admin Svs	The following safety and emergency response issues need to be addressed: 1. Increase the availability of defibrillators 2. Evacuation routes in all rooms on campus 3. Proper equipment for Building Safety Officer to evacuate a building. 4. Public Safety radios have reached end of life and now are obsolete.	Purchase and install defibrillators in remaining buildings. Post evacuation routes in every room on campus and provide Building Safety Officers with Megaphones. Upgrade Public Safety Staff handheld radios. Purchase two (2) mountain bikes for faster Public Safety response.	58,466
Discovery				
	Collegewide	TCC is leading the way for all Washington community and technical college upgrade to a single, centralized system of online functions to give students, faculty, and staff anytime, anywhere access to a modern, efficient way of doing their college business. A two year gap in funding for ctcLink Hosting is needed. After two years the college will receive on-going funds to cover these cost.	Participate in the 2-Year ctcLink Hosting	222,292
	Admin Svs	Provide a more efficient and effective way for users to find information in a timely manner, track changes and provide a centralized document database when working with vendors, contractors, architects, DES, etc..	Digitize Blueprints and Operations & Maintenance Manuals	165,000
	Admin Svs	Improve efficiencies of Maintenance and Operations staff by supporting full implementation of Megamation work order system. Staff will not longer have to return to the shop to look up specifications on equipment or work order as they will have full access through their mobile devices.	Purchase 20 New Laptop Computers	35,000
	Admin Svs	The loading dock area of the Bookstore stockroom has 3 standard overhead florescent light fixtures. For safety reasons these lights are kept on 24/7. Replacing these lights with LED lights will reduce electrical costs.	Update loading dock lighting to LED lamps	6,000

Proposed Strategic Plan Investments

2015-16

	Admin Svs	Receiving business process are changing due to the implementation of ctcLINK. Receiving staff will need a laptop on a rolling cart to accommodate processing of receipts and assets in the ctcLink system.	Purchase of a Laptop & cart	2,700
	Admin Svs	Upgrade the Storage Area Network and network equipment at the data center as well as adding memory capacity to instructional servers located in Building 18. This will allow the IS department to ensure continued support for faculty/staff data needs and higher availability of campus applications.	Purchase additional Data Storage Equipment	43,415
	Admin Svs	the equipment used by IT staff to deploy instructional and administrative desktop computers is failing. Also IT staff need to have iPad units to test and better support faculty and staff that use iPads.	Purchase Switcher components that consist of Keyboard, Video, Mouses and iPads for IT Technical Staff	6,232
	Admin Svs	Efficient enabling of document retrieval from TCC's OnBase document management implementation. Primary customers using this application will be business office, enrollment services, and financial aid. Requires \$3,000 annual maintenance.	Purchase, deploy, and train staff on OnBase Application Enabler	15,000
			Total	2,783,492

TACOMA COMMUNITY COLLEGE

NURSING COURSE FEES 2015-2016

November 18, 2015

BACKGROUND

The Board of Trustees regularly approves changes in the course fee schedule. Course fees are fees attached to individual courses to recover costs associated with consumable equipment and supplies used by students.

STATUS

Curriculum in the 2012 Nursing Self-Study was identified as an area needing development. In the summer of 2014 a subcommittee was formed and it was determined the best approach was to move to a concept-based curriculum. New curriculum has been developed and approved by the SBCTC and the Washington Center for Nursing. The curriculum is currently under review by the ACEN (Accreditation Commission for Education in Nursing). The concept-based curriculum is scheduled for winter, 2016.

The course fees have been determined based on the instructional needs for each of the classes listed. Course fees for the 1st and 2nd quarters are being requested at this time. Requests for course fees for five additional quarters will occur in the future.

Nursing course fees were last reviewed in the 2014-2015 year. The requested fees will remain the same for the current courses.

RECOMMENDATION

The President recommends that the Board of Trustees approve the proposed course fees for these courses.

2015-2016 Nursing new curriculum course fee requests for Winter 2016

	Pre-Fix	Course/Level	Title	Credits	Fee	Explanation
Level I	NURS	171	Health & Illness Concept 1A	2	48.75	10\$ printing, 10 lab supplies and 28.75 NLN testing
	NURS	115	Skills and Assessment Lab I	3	40	Skills lab--ordering kits that provide students supplies to practice and check off skills
	NURS	181	Professional Concepts I	1	5	Consumables--using a flipped classroom, will have printing costs.
	NURS	172	Health & Illness Concept 1B	2	48.75	10\$ printing, 10 lab supplies and 28.75 NLN testing
	NURS	191	Clinical I	3	25	25 fee to support clinical placement (75\$/year) and 5 \$ printing costs,
	NURS	153	Pharmacology I	1	10	5 \$ printing costs, and 5\$ for lab supplies (demo/Sim)
	NURS	173	Health and Illness Concepts 2A	2	48.75	10\$ printing, 10 lab supplies and 28.75 NLN testing
	NURS	116	Skills and Assessment Lab II	3	231	Skills lab--ordering kits that provide students supplies to practice and check off skills. Use more consumables than 115 that uses more reusable equipment.
	NURS	154	Pharmacology II	1	10	5 \$ printing costs, and 5\$ for lab supplies (demo/Sim)
	NURS	174	Health and Illness Concepts 2B	2	48.75	10\$ printing, 10 lab supplies and 28.75 NLN testing
Level II	NURS	192	Clinical II	3	25	25 fee to support clinical placement (75\$/year) and 5 \$ printing costs,
	NURS	182	Professional Concepts II	1	5	Consumables--using a flipped classroom, will have printing costs.

-23-

	Course Fees 2014-2015	Course Fees 2015-2016
Quarter 1	313.00	177.50
Quarter 2	432.00	368.5
		Decrease in fees by \$199.00

Elective that has been piloted, but would like to offer regularly

HT 203 ACLS requesting a 25\$ fee to pay for certification card after a student has completed the course.

TACOMA COMMUNITY COLLEGE

2015 Long Range Facilities Master Plan November 18, 2015

BACKGROUND

The Long Range Facilities Master Plan developed in 2009 was reviewed and updated in 2014. Minor revisions are being proposed to the current 2014 plan in order to align with the Project Request Report (PRR). Program needs and the PRR scoring process have changed slightly since the development of the 2014 Long Range Facilities Master Plan. Part of the PRR scoring process includes reviewing and updating the 2014 Long Range Facilities Master Plan to ensure the project request aligns with the priorities identified.

Long Range Facilities Master Plan Revisions:

- Remove replacing building 19 as part of the 2015-17 PRR.
- Add replacing building 19 as part of the 2019-21 PRR.
- Capital Analysis Model (CAM) updated with June 2015 data. Replace appendix e.
- The cross campus connection was revised to north of Building 10, updated in all diagrams.
- Gig Harbor Campus Needs updated to reference 2014 Feasibility Study.
- Facilities Condition Survey scores updated for 2015 data.
- Parking count updated.
- Harned Center for Health Careers removed from "current projects" shown as existing in diagrams.
- Regional Stormwater Facility was removed from the Short Term Plan and proposed in the Mid-term Plan.
- 2009 Space Utilization study was deleted. Currently being updated to be included in PRR.

RECOMMENDATION

The President recommends that the Board of Trustees approve the first reading of the 2015 Long Range Facilities Master Plan.

TACOMA COMMUNITY COLLEGE

Proposed Project Request Report (PRR) 2015-17 Capital Funding Business & Humanities Center November 18, 2015

BACKGROUND

This Project Request Report (PRR) if submitted to the SBCTC by January 4, 2016 allows TCC to compete for major capital project funds. Ten of the thirty-four CTC's are eligible to compete for major capital funds in the 2015-17 biennium. The SBCTC expects 2-3 projects to be funded.

Project Highlights:

- The PRR proposes constructing a new 69,000 square feet, multi-story building.
- The proposed new building would be constructed in the current location of building 10.
- The project would replace three of the worst buildings on campus: 10, F1 and F2.
- The proposed new building would primarily support business and humanities programs.
- New spaces include classrooms, specialized labs and faculty offices.
- The project identifies areas of need to support student growth.
- This project relates to the TCC Strategic Plan, Institutional Goals and Facilities Master Plan.
- Creates new flexible, modern, technology enhanced teaching spaces.
- Replaces 29,346 existing square feet with 69,000 proposed square feet.
- Project site work will include improved pedestrian access from Mildred St., accessible pedestrian pathways from the west parking lots and infrastructure improvements.
- TCC will request state funding for total project cost of \$36 M.

RECOMMENDATION

The President recommends that the Board of Trustees approve the first reading of the Proposed Project Request Report (PRR) 2015-2017 –Capital Funding for the Business and Humanities Center

TACOMA COMMUNITY COLLEGE

ACT Transforming Lives Student Nomination

November 18, 2015

BACKGROUND

In 2011 the Trustees Association for Community & Technical Colleges (TACTC) implemented the annual Transforming Lives Award. In 2015 the name of the Association was changed to Association of College Trustees (ACT). The Board of Trustees for each Washington State community or technical college submits to ACT a nomination of a current or former community or technical college student who has completed or made significant progress toward completing a degree or certificate that has helped him/her prepare for or be successful in a competitive workforce.

Five nominees are selected by ACT to receive the Transforming Lives Award. The winners will be featured speakers at the ACT Legislative Contact Conference in January and each will receive a \$500 cash award. All nominees are invited to attend the conference dinner, and all will have their stories and picture included in an awards pamphlet.

STATUS

One nomination was submitted for 2016 and was reviewed by the President's Cabinet.

RECOMMENDATION

The President recommends that the Board of Trustees approve the nomination of Justin Gil Francisco as the 2016 ACT Transforming Lives Nominee.

Transforming Lives 2016 Nominations Form

College: Tacoma Community College

Nominee's Name: Justin Gil Francisco

The nominee is a Current ** | Former
Washington community or technical college student.

**** Completes at end of fall quarter. Transfers winter quarter.**

Nominee's contact information:

Address: 2702 N. Shirley Street

Tacoma, WA 98407

Email: Francjus000@gmail.com

Phone: (H): _____ | (W): _____ | (CELL): 253-468-9687

PLEASE PROVIDE A MINIMUM OF ONE PHONE NUMBER.

The reason(s) the board selected this nominee was/were: Justin's story demonstrates the power of education in overcoming the many obstacles and challenges facing our students each day. Justin's decision to use all available educational resources to improve his communication skills, as well as reading and math skills put him on a path that would build his self-confidence, develop his leadership skills and instill a desire to help others. Justin has worked hard to get an education he can use to help encourage and empower fellow students to achieve their educational goals. He plans to use his education to someday improve the education system in the Philippines. Justin's story truly represents the Transforming Lives Award

Additional requirements:

The nominee's complete statement is included **and nominee has been notified his or her statement will be published in the Transforming Lives Booklet and the ACT website and shared with select higher education stakeholders.**

A letter of support written by the board is included.

A photograph of the nominee is included.

Photographs should be limited to the head and shoulders with a plain, light background.

The college's Transforming Lives liaison will work with the president or chancellor's executive assistant (or designee) to register the college's awardee and guest(s) for the awards dinner.

Will the nominee attend the 1/24/2016 dinner? The five awardees selected as keynote speakers are expected to attend.

Yes

No

Unknown

The Washington State Association of College Trustees does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably-discharged veteran or military status, sexual orientation, or age in the administration of its programs and activities.

Transforming Lives Award Statement

Justin Gil Francisco
October, 2015

The Unlikely Dream

My story comes from an unlikely dream come true. I came from the Philippines, a third world country, living in poverty. Because of my mom's determination to end the cycle of poverty in our family, she chose to go abroad. She left the Philippines when I was three years old, and finally, when I was fourteen, she was able to bring me to America.

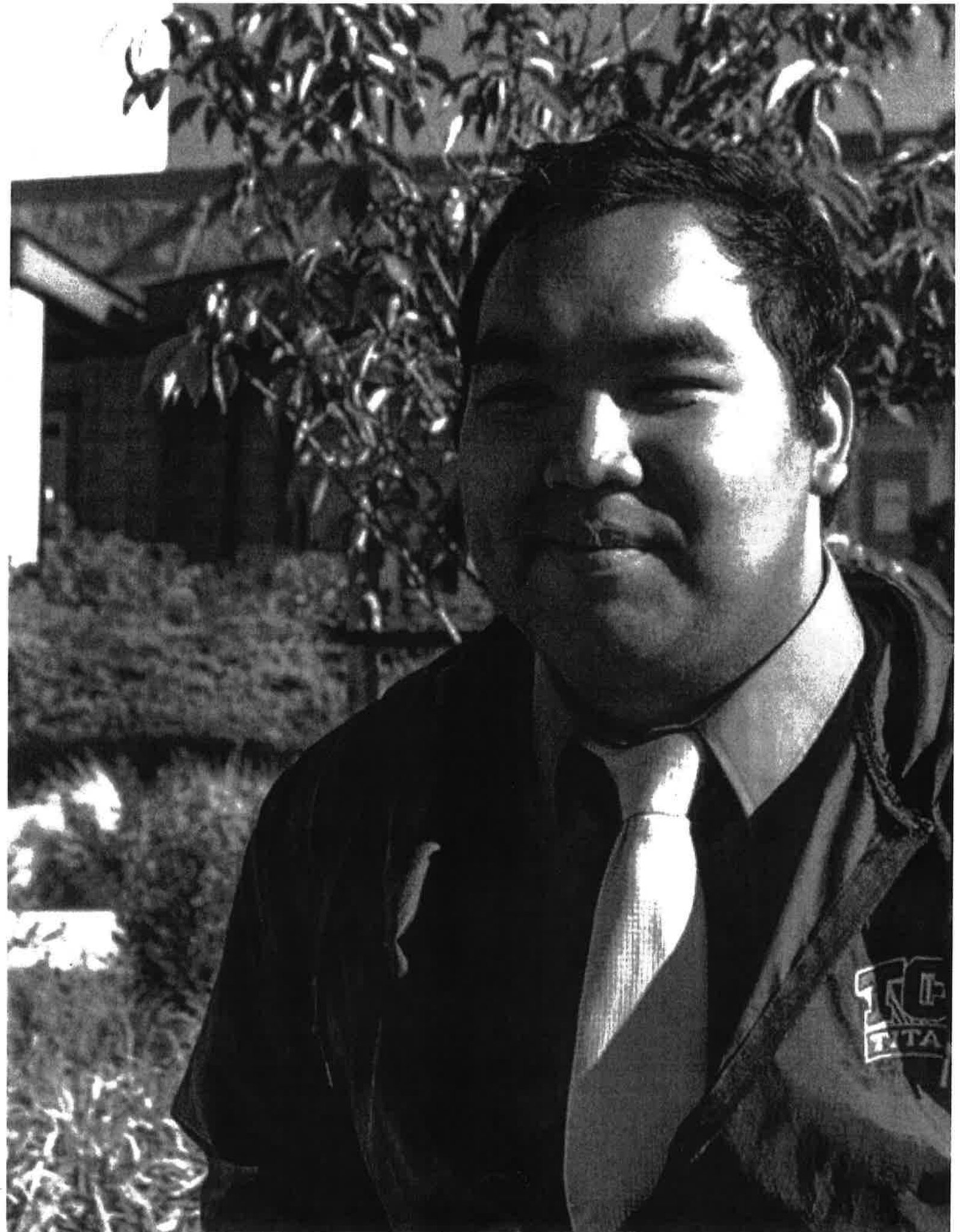
As a fourteen year old eighth grader, I could barely read, write or do math. I was communicating at a three year old level only knowing a handful of English words. I was also going through puberty and suffering from culture shock. I was alone and very depressed. I wasn't able to communicate and my relationship with my mom was weak.

During middle and high school I concentrated on school as a distraction from my unhappiness and lack of confidence. I participated in school activities and utilized tutoring opportunities to bring my grades from D's to B's and A's. Next thing I knew I was nominated Student of the Month, Silver Award, Presidential Award, National Bilingual Award, and Honors Junior Society. Getting involved, I began to believe in the importance of my existence.

It was as a student at Tacoma Community College that my foundation for success was cemented. I was encouraged by faculty and staff to develop my leadership skills and I found myself wanting to always challenge myself. I gained confidence in my abilities and the desire to continue striving for the best. I have done more than I ever thought I could. I have been involved in extracurricular activities including being president of the Business Connection and the Center for Academic Support & Achievement (CASA) Club, member of the Black Student Union and a Student Senator. I volunteer with Write@253, the Point Defiance Zoo, and the "Student Voice Project." I presented at the Students of Color Conference the last two years encouraging others to get involved in community college activities.

Currently, I will be the first person in my family to earn a college degree. I believe I am an example of someone from a developing country who came from poverty and is now living the American Dream and ending the cycle of poverty and becoming something more. I now share my experience on many panels nation-wide, encouraging and inspiring others about how I used my challenges and obstacles as a learning experience.

When I came to America, I was very shy and did not speak English well. Now I am a student activist empowering others to find their full potential. I do all of this because I found out that true happiness comes from the relationships you create and knowing that when you have passed on, you will know you have done and left good things behind to encourage the next generation. I have always wanted to make a difference in my community and now I am transferring to Central Washington to continue pursuing my dreams.



**PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT
October 22 – November 18, 2015**

COLLEGE / DISTRICT	COMMUNITY	STATE/REGIONAL	NATIONAL
Oct. 22 – College Update	Oct. 23 – Gig Harbor Rotary presentation at Cottesmore Center	Oct. 26 – Welcome Reception for Karen Stout, CEO of Achieving the Dream at Clover Park	Nov. 10-12 – AACC Fall Meeting, Arlington, Virginia
Oct. 23 – Meeting with Administrative Services Directors: Janice Stroh, Clay Krauss, Greg Randall, Debbie Olson, Thomas Oliver	Oct. 23 – Meeting with Mayor Strickland – Mayor's Office	Oct. 29 – Joint Planning Meeting: Ron Langrell, President; Al Griswold, Vice President; Tod Treat	Nov. 14-17 – Aspen Institute Achieving the Dream Symposium, Washington, DC
Oct. 26 – Faculty Leadership Meeting: Tod Treat, Valerie Morgan-Krick, Charlene Gore, Dave Howard	Oct. 27 – Presentation to Kiwanis Club – La Quinta Hotel, Tacoma	Nov. 2 – WACTC Presidents Conference Call regarding potential changes to international student coding	
Oct. 27 -- Foundation Board Meeting	Oct. 29 – Community Meeting re: Community Garden Relocation: Community Gardeners, Harvest Pierce County, Tamyra Howser, Greg Randall	Nov. 3-4 WACTC Meeting at Whatcom CC	
Oct. 30 – Visibility Schedule Meeting: Bill Ryberg, Tamyra Howser, Judy Colarusso	Oct. 30 – Graduate Tacoma Event – Bicentennial Pavillion: K-12 representatives, Higher Education representatives, Bill Ryberg, Mary Chikwinya	Nov. 13 – Pierce County Presidents' Coordinating Meeting	
Oct. 30 – Equity and Diversity Council Planning Meeting: John Kellermeier, Valerie Robertson, Thomas Oliver	Nov. 4 – Not Homeless in Tacoma – UPS – City Club dinner program		
Oct. 30 – Meet with Lancer Catering: Susan Snider, Judy Colarusso	Nov. 5 – Attended Rotary Luncheon – Landmark Convention Ctr.		
Nov. 2 – VP Admin Svcs Selection Committee Meeting: Beth Brooks, Kirsta Fox, John Falskow, Clay Krauss, Greg Randall, Rachel Payne, Elizabeth Leandowski, Jason Prenovost, Nora Price, Tod Treat	Nov. 7 – Rainbow Coalition Greater Tacoma Black and White Gayla		
Nov. 4 – Reception at TCC Art Gallery for Joe Batt Exhibition	Nov. 9 – Meeting re: Partnership with EDB: Al Dove, Project Executive		
Nov. 5 – Meeting re: Feasibility Study for Student Housing: Elizabeth Hyun, Greg Randall	Nov. 18 – Seinfeld Emerging Leadership Award Program – City Club Luncheon		
Nov. 5 – Meeting re: Bookstore Convenience Items: Debbie Olson, Judy Colarusso			
Nov. 5 – Meeting with Board Chair: Bob Ryan re: November Board Agenda and January Retreat			
Nov. 6 – VP Admin Svcs Selection Committee Meeting: Beth Brooks, Kirsta Fox, John Falskow, Clay Krauss, Greg Randall, Rachel Payne, Elizabeth Leandowski, Jason Prenovost, Nora Price, Tod Treat			
Nov. 13 – ctclink Update Meeting: Andy Duckworth, Mary Chikwinya, Tod Treat, Tamyra Howser, Kim Matison, Betsy Abts			

PRESIDENT'S CABINET REPORTS TO THE BOARD OF TRUSTEES

October 2015

Administrative Services Report

Instruction Report

Student Services Report

College Advancement Report

Human Resources & Legal Affairs



> Own Your Future

REPORT TO THE BOARD OF TRUSTEES

November 2015

ADMINISTRATIVE SERVICES

ctcLink – TCC ctcLink project staff, including TCC IT Director Clay Krauss, ctcLink Project Manager Andy Duckworth, and eLearning Director Christopher Soran, delivered a joint presentation to the SBCTC Information Technology Commission and eLearning Commission on TCC's experience with ctcLink firstLink goLive. The presentation focused on what SBCTC schools can expect and how to best manage the implementation of ctcLink.

Bookstore interactions with students this quarter were largely unaffected by the conversation to ctclink. Students were able to make their purchases as usual, provided their financial aid came through on time. For those with delayed financial aid, special funding was provided for students needing access codes to complete their schoolwork. The Bookstore worked closely with Shema Hanebutte in Counseling to set up and process these special accounts.

ctclink has affected bookstore Accounts Payable and Accounts Receivable processes. Some payments to vendors were delayed, but by the end of October we appeared to be back up to date. Reporting sales tax to the state continues to be a problem. Processes for reporting student charges and payments on accounts are still unclear. Departmental charges are on hold due to lack of budget information.

Financial Services staff have been focusing on learning the new ctcLink/PeopleSoft system and triaging through all the challenges we have been facing due to the inconsistency of the system conversion. The end of October we finally received access to the general ledger with year-end data from fiscal year 2015 and transactions from the old system for July and August before "go-live". We are now reviewing the data from the other modules (student financials, accounts receivable, payroll, accounts payable, and cash management) to push the information into the general ledger. Just this week we were able to bring the expense data from the period of the "go-live" date through October into the general ledger.

Beyond the general ledger challenge financial services is still struggling with our many other functions. The biggest challenge this month for the business office has been trying to serve our students. The support financial services had from the State Board and Ciber for Student Financials left the project in the middle of September and has not been replaced. The office is struggling to ensure students are billed correctly, waivers are applied, refunds are created, and third party billing is accurate. At the same time, the business office is also learning the transition between quarters by implementing new processes and procedures for Winter 2016 quarter.

Despite all of these issues, we remain extremely hopeful ctcLink will significantly advance the financial operations of the College to one of timely and accurate financial information with streamlined functionality and “best practices” business processes.

Project Request Report (PRR) – The Project Request Report for the new building is being presented to the Board at the November meeting for its first reading.

Campus Architect – We have opted to not to proceed with Campus Architect selection for the 2015-17 biennium due to the nature and scope of projects approved for the biennium. We plan to utilize the State on-call consultant list on a project-by-project basis.

Harned Center for Health Careers – We have received a ruling from the US Green Building Council that the building qualifies for a LEED rating of Silver. We are three points shy of achieving a Gold rating. Our consultants are still actively pursuing additional points. Commissioning of systems is nearing completion.

Building 20 - Health & Wellness Center – The first reimbursement request from the COP funds has been successfully processed and transferred at the end of Oct. The contractor has completed site clearing activities and major underground utilities connections and is progressing steadily with the installation of concrete footings and retaining walls. The committee is working with the consultant to develop graphics for the building. We will begin furniture, fixtures, & equipment efforts with furniture vendors and then with the committee.

Building 7 ADA Ramp – Ramp construction is nearing completion. The schedule was delayed again due to a change in the railing subcontractor and delivery of incorrect light pole bases. The contractor will provide a final completion date once he can confirm the new delivery/fabrication schedule. We have awarded the landscape work to a low bid contractor. The work is scheduled to commence Nov. 16 and expected to last 3 weeks.

Building 9 Phase II Multimedia – We are coordinating with a state contracted AV vendor to formalize project needs and costs. The goal is to equip the combinable rooms with multimedia by end of January 2016.

Emergency Notification – The project is in its exploratory phase with the team conducting additional research to make an informed decision.

Preparing for Winter – Facilities is conducting annual weatherization activities including : performing annual chemical treatment checks of boiler systems, and also developing and implementing a plan to minimize storm water pollution.

Textbook Rentals – Through the end of October, the Bookstore has rented 1,120 new and used textbooks, saving students over \$28,000 so far. Some textbooks rented for as much as half off regular retail prices. Fall quarter rental units are up 12%.

Workforce Funded Students -- The Bookstore has worked closely with the Workforce Office this quarter, processing 246 book authorizations through the Opportunity Grant, BFET, Worker

Retraining, and Work First programs. Most authorizations were set up and available for use within minutes of receiving the information.

Campus Directory -- The 2015-2016 TCC Campus Directory has been updated, printed, and distributed to the College.

Safety -- The Public Safety Department responded to 612 calls in the month of October. The calls ranged from door unlocks to more serious offenses. Two officers received week-long training on Clery requirements. The Public Safety Department hired John Barriga as a new weekend/holiday part time officer.



**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

Organizational Learning & Effectiveness - Mecca Salahuddin, Dean

Create Learning

Institutional Research continuously updates and improves the informative dashboards to help meet the data and decision-making needs at TCC. New filters have been put in the dashboards to facilitate further informational analysis including the veteran and international student filters. These cover relevant data such as student headcount and student retention.

Engage Community

IR took part in the state board Evidence Based Practice Workgroup; attended the Research & Planning Commission (RPC) meeting Oct. 28-30; and participated in the Pacific Northwest Association for Institutional Research and Planning (PNAIRP) conference Nov. 4-6. Victoria Ichungwa of **IR** was one of the presenters at the National Tableau Conference Oct. 19-23 in Las Vegas.

Professional Development is buzzing with activity as we move into another academic year at the Teaching and Learning space (Building 9, Room 102). In collaboration with Counseling and Advising and eLearning, September and October offerings included Advisor training for ctcLink (facilitated by Kari Twogood) and workshops on revising a syllabus for accessibility (facilitated by Deb Padden and Shannon Hight).

The first in the WRRAC (Writing, Reading, and Research across the Curriculum) series held on Oct. 22nd had faculty colleagues engaged in rich, relevant dialogue around ways in which we can more effectively design our writing assignments and respond to student learning. Responding to the workshop facilitated by Sabine Endicott, Allison Muir, Ken Fox and Mary Fox, one participant commented that the excitement in the room was palpable and that "it will take several days if not weeks to digest the information" that was co-constructed in this interactive session. Two WRRAC sessions will be held in the fall quarter and two follow-up sessions will be held in the winter quarter. The sessions

**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

will connect to assignment design and feature instructors as peer coaches for any professor who assign writing in the disciplines.

A series on faculty and professional learning communities (FPLC) kicks off with a luncheon dialogue on October 26 and continues through November. The series, designed to scaffold participants through the Faculty and Professional Learning Community (FPLC) processes (from identifying topics and recruiting members through planning the community, submitting a proposal and assessing community identified outcomes) is open to all employee groups and introduces the campus community to FPLC experiences and models from the FPLC programs.

Embrace Discovery

IR is currently administering the Student Satisfaction inventory this quarter. We appreciate all the help of the faculty and survey administrators and will share the data later this academic year.

**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

Math, Science and Engineering Division – Mike Flodin, Dean

Science

Biology instructor **Kristen Harrison** reports her student **Krystal Hedrick** received a Research Experience for Undergraduates (REU) internship grant from Seattle Colleges this past June. Sponsored by the National Science Foundation, the grant provides students from 16 regional community colleges an opportunity to conduct authentic, paid, research with a variety of agencies and institutions over the course of a year. The research is focused on marine ecology of the Puget Sound.

Approximately 20 students, faculty, and staff worked hard pulling weeds and planting plants at TCC's restoration area, Kia Kaha, as part of Green Tacoma Day, an annual parks restoration event hosted by the Green Tacoma Partnership and Forterra. The event at TCC was led by science faculty **Kristen Harrison** and **Shaun Henderson**.

Biology instructor **Pattie Green** attended a Systems Biology Curriculum Enhancement Workshop at the Institute for Systems Biology, a non-profit biomedical research organization based in Seattle. This was the first of the three workshops over the year with the goal of creating and using a lesson that exposes students to large biology data sets in entry level biology classes. Based on information and materials gained from this workshop, Pattie is trying a new group project in her Biol&160 class this quarter that has each group of students research a specific cancer gene in three different cancer databases and relate that information to information learned in class.

Mathematics



**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

Math and Computer Science instructor **David Straayer** is serving on the Computer Science Advisory Committee, part of the Career and Technical Education Program for Tacoma Public Schools. Advisory committee members provide current industry information which helps to modify, expand and improve the quality of the Career and Technical Education programs.

Engineering

Engineering instructor **Rebecca Sliger** provided TCC's engineering students with a variety of guest speakers during Educational Planning Day October 20. Jesse Knickerbocker, a licensed professional civil and environmental engineer with the City of Tacoma, Aba Adjepong, an electrical engineer with Tacoma Public Utilities, and Darius Thompson, a project manager with the City of Tacoma. All three speakers were able to share their experiences and answer questions.

Rebecca also attended the Washington Council of Engineering and Related Technology Education (WCERTE) conference October 15-16 at Western Washington University in Bellingham. Topics included Reflective Practices in Engineering, Computer Science at WWU, and a Two Course Introduction to Design Sequence.

**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

Arts, Humanities, and Social Sciences Division – Yvonne Unnold, Dean

TCC printmaking students participated in the Tacoma Arts Commission's Wayzgoose Festival last spring. They produced a print celebrating TCC's 50 years. These plates are so big a steamroller is required to print them.

This print was framed and now hangs in the lobby of Building 12. A big thanks to TCC Foundation for helping with the framing costs.

World Languages faculty:

Sara Alkhatib, Arabic, had a baby boy, Zaid on the 19th.

María Ferrer-Lightner, Spanish instructor, presented a paper at the annual Pacific Ancient Modern Language Association conference in Portland, Oregon.

John Falskow (tenured music), October 2015:

- 10/1 - submitted CD review to International Trumpet Guild for publication
- 10/3 trumpet coaching with the Tacoma Youth Symphony
- 10/18 - conducted PugetBrass concert at TCC
- 10/24 - conducted Tacoma Youth Symphony rehearsal
- 10/31 - conducted Tacoma Youth Symphony split sectional (woodwinds, brass, and percussion)

Cindy Renander (adjunct music), October 2015:

- 10/3 - performance with Tacoma Symphony (clarinet in the orchestra)
- 10/4 - helped host Second City Chamber Series Concert (as board member of this organization)
- 10/8-10/10 - performance with Yakima Symphony (clarinet in the orchestra)
- 10/17 - performance with touring Slavic choir (clarinet in the orchestra)



**Instructional Administrative Report
Academic and Student Affairs
Executive Vice President, Tod Treat**

November 18, 2015

Jeff Lund (adjunct music), October 2015:

- 10/3 - performance with Tacoma Symphony (percussion in the orchestra)
- 10/8 - performance with Johnny Mathis at Tacoma's Pantages Theater (percussion in the orchestra)
- 10/17 - performance with touring Slavic choir (percussion in the orchestra)
- 10/23 - performance on University of Puget Sound, Jacobsen Series recital (percussion performance)

STUDENT SERVICES HIGHLIGHTS

November 2015

Submitted by Mary Chikwinya

Athletics

Tacoma Community College women's basketball and volleyball teamed up during the downpour on Halloween afternoon to trick or treat for canned goods. The teams were thrilled to be able to contribute to the community. Proceeds will benefit Tacoma Community College Students who are in need as well as the Emergency Food Network of Tacoma.

Head Volleyball Coach Rachael Messerli said, "It was great to see so many local Tacoma residents who were willing to contribute, the support was overwhelming, we will definitely make this a yearly event."

Braylie Jeffers a key member for both women's volleyball and basketball stated, "We are privileged to partake in something of this importance, we feel honored to give back to our Titan family and community that supports us so much."

Titan Athletes estimate that they have over 400 pounds of food they were able to collect.

Educational Talent Search (ETS)

ETS is pleased to announce that one of their student participants has received the regional Northwest Association of Educational Opportunity Programs Scholastic Achievement Award in the amount of \$1500. Saniya Nov is a senior at Stadium High School and has been enrolled in and participating in ETS for three years. His goal is to become a teacher. Here is an excerpt from Nov's letter of application:

My home life lacked stability and definitely lacked consistent adult presence. If my life were a tower, I'd be very careful of how much the foundation could support—wasn't much. Adding college to the mix would result in a potential collapse. My faith played and continues to play a huge part in my daily life both in and out of school. However, there was also TRiO Talent Search that served as the foundation that supported my college needs.

Nov travelled to Spokane with his ETS adviser, Rosie Ayala, to receive the award. He plans to purchase a laptop computer to assist with school work. We are very proud of Nov and look forward to seeing him achieve his goal of becoming a teacher.

BOARD OF TRUSTEES REPORT

COLLEGE ADVANCEMENT
Development & TCC Foundation
Marketing & Communications
Alumni Relations

November 2015

(Report covering the period of October 2015)





DEVELOPMENT & TCC FOUNDATION

Compiled by: Bill Ryberg, Vice President for College Advancement

- The TCC Foundation hosted its annual Scholarship Recognition event on October 20th in the Opgaard Student Center. A full house of 250 attendees enjoyed lunch and the program recognizing the dozens of scholarship donors and nearly 150 TCC student scholarship recipients. Feedback from attendees on the new lunch-time event was very positive (as compared to the dinner hour event of past years) and plans are to continue the noon hour event next year.
- The TCC Foundation board committed to again raising funds for scholarships in 2015/2016, setting a goal of \$55,000 in new scholarship support for the coming year (a 10% increase over the prior year goal).
- The Foundation board has organized itself to ensure the success of the Tacoma Wine Classic's return in May 2016. Committees will be dedicated to auction procurement, sponsorship requests, and event planning. The Foundation is planning on including a portion of the private wine collection that was donated to TCC in 2014 as a centerpiece of the 2016 TWC event.
- Plans are in place for the 4th annual Reach Higher fundraising luncheon taking place at TCC on Thursday, February 4, 2016 at 12 noon. KeyBank has again committed to the Title Sponsorship for the event. Invitations will be sent out within the next few weeks.
- The TCC Foundation has been active in supporting Student Emergency Funds to help TCC students with temporary financial assistance. Normally a function of the Financial Aid office, the Foundation office has stepped in to disburse funds to students while Financial Aid works on student loan disbursements.

MARKETING & COMMUNICATIONS

- We welcomed Tamyra Howser as the new director of marketing and communications on August 30th. Tamyra comes to TCC from MultiCare, where she was manager of internal communications.
- The marketing team made a strong effort to publicize the 50th anniversary Come Visit Us! celebration which included traditional media, direct mail, advertising and social media.
- Marketing and communications effectively communicated the new Tobacco and Smoke Free policy to the campus community in September.
- Regular updates regarding the ctcLink integration were a daily focus for marketing and communications team in September. The commitment to providing critical updates to both students and staff were achieved through a variety of traditional and social media efforts.
- The groundbreaking ceremony for the new Health and Wellness Center expansion was a coordinated effort of the marketing department and student services. We had a great turnout and celebratory hardhat "turning of the dirt" with gold shovels.
- Coordinated the community garden project, including developing a proposal to keep the garden in its location, handling multiple community and media communication requests and coordinating a meeting with all stakeholders.
- Updated and completed the suspended operations/inclement weather communications plan.
- Created and published the winter Quarterly Preview that will be distributed to 138,000 households in Pierce, Kitsap and King counties.

REPORT TO THE BOARD OF TRUSTEES
November 2015
HUMAN RESOURCES and LEGAL AFFAIRS

Human Resources – Beth Brooks

Human Resources has had an organizational change. As announced at the October Board of Trustee meeting Human Resources now reports directly to President Ruhland and Beth Brooks is now Vice President for Human Resources and Legal Affairs. Human Resources will continue to be located in Building 14.

CTCLink continues to consume time for our team both for entering new employees into the system and then paying them through PeopleSoft. For example to enter a new employee into the old PPMS system it took about 4 steps and in PeopleSoft it is a 14 step process.

Payroll is also finding much of the same as we struggle with ensuring that time has been submitted and approved and then following with a 42 step payroll closing process. The good news is that we are improving on our time working in the system but the system is still unstable and not completely reliable as some oddities arise each pay period even though the individual was paid correctly on the previous pay cycle.

Like many institutions and businesses in the United States we are experiencing an upturn in the number of FMLA requests and absences throughout our employees at all levels. Some of this is the result of aging parents who need care and our aging population of employees who are in need of extended medical care. Currently we have 8 employees on FMLA leave and approximately 4 pending approval.

Events/Training attended in October:

NW Human Resources Management Association (NHRMA) conference in Portland, OR attended by Paula Sheldon.

Title IX Administrators Conference at Gonzaga, WA attended by Beth Brooks.

PPMS Users Group held at Clover Park attended by Mark Linder, Janet Ward and Beth Brooks

October Hires in Neogov:

Part-time Faculty	3
Part-time Hourly	10
Administrative and Professional	1
Classified	1
<u>Faculty</u>	<u>0</u>
	15 Total Hires

New job postings for October:

Full-time Faculty	0
Part-time Faculty	0
Administrative and Professional	3
Classified	2
<u>Part-time Hourly</u>	<u>8</u>
	13 New job postings

Total number of job openings on TCC Website: 91
Total number of applications received in October: 551

President Ruhland elected to recruit for the Vice President for Administration through the Human Resources Department. The position was advertised and closed on October 30, 2015. A selection committee made up of a cross section of the College is in the process of reviewing qualified applicants and will meet on Friday November 6, 2015 to select candidates to move forward to interviews. With an aggressive schedule we hope to make an offer to a candidate by December 11, 2015 and have them at the College mid-January 2016.

Legal Affairs – Beth Brooks

Two Title IX complaints are currently being investigated.

VP Brooks has been working closely with the Facilities Division Director and Facilities Manager and the WPEA President and Staff Representative to address custodial and management concerns related to workplace expectations. This has been a positive experience and College management appreciates the cooperation of Labor Management working to discuss and resolve issues at the lowest level.

One grievance has been received and is pending.

One pre-disciplinary action is pending.

Tacoma Community College
 Recruitment/Employment Actions
 November 2015
 Report to the Board of Trustees

Activity	Employee Name	Gender & Ethnicity	Veteran Status	Position Title	Department	Position Type	Recruitment Status/Date of Hire
Recruitment				ABE GED Professor	WCCW/MCCCW	Faculty	Recruiting
Recruitment				Administrative Assistant 3	CASA/MECA	Classified	Interviewing
Recruitment				Administrative Assistant 3	Communication and Transitional Services	Classified	Interviewing
Recruitment				Administrative Assistant 3	Invista	Classified	Anticipated
Recruitment				Administrative Assistant 3	Health, Business, Professional Services	Classified	Anticipated
Recruitment				Advising Manager	Counseling, Advising, WRT & Career Services	Exempt	Selecting
Recruitment				Assistant Director	International Student Programs	Exempt	Anticipated
Recruitment				Assistant Director	Outreach and Recruitment	Exempt	Anticipated
Recruitment				Assistant Manager	Early Learning Center	Exempt	Screening
Recruitment				Associate Registrar	Enrollment Services	Exempt	Anticipated
Recruitment				Communication Studies Professor	Communication and Transitional Studies	Faculty	Screening
Recruitment				Computer Science Professor	Math, Science and Engineering	Faculty	Anticipated
Recruitment				Custodian - 2 positions	Custodial Services	Classified	Screening
Recruitment				Customer Service Specialist (2 positions)	Financial Aid	Classified	Selecting
Recruitment				Cyber and Networking Professor	Health, Business, Professional Services	Faculty	Recruiting
Recruitment				Database Administrator	Information Systems	Exempt	Recruiting
Recruitment				Director of Conduct, Compliance and and Partnerships	Student Services	Exempt	Anticipated
Recruitment				Early Childhood Program Spec 1 (2 positions)	Early Learning Center	Classified	Screening
Recruitment				Engineering Professor	Math, Science and Engineering	Faculty	Anticipated
Recruitment				Executive Assistant	Administrative Services	Exempt	Anticipated
Recruitment				General Ledger Accountant	Financial Services	Classified	Interviewing
Recruitment				IT Specialist 3	Information Systems	Classified	Anticipated
Recruitment				Maintenance Mechanic 4	Facilities and Grounds	Classified	Recruiting
Recruitment				Nursing Professor	Nursing	Faculty	Recruiting
Recruitment				Paralegal Professor	Health, Science and Professional Services	Faculty	Anticipated
Recruitment				Payroll and Benefits Manager	Human Resources	Exempt	Recruiting
Recruitment				Program Assistant	Communication and Transitional Studies	Classified	Anticipated
Recruitment				Program Assistant	Fresh Start	Classified	Recruiting
Recruitment				Program Coordinator	Invista	Classified	Recruiting
Recruitment				Program Specialist 2	Enrollment Services	Classified	Recruiting
Recruitment				Transitional Studies Pre-College Math Professor	Communication and Transitional Studies	Faculty	Screening
Recruitment				Vice President	Administrative Services	Exempt	Screening
New Hire	Stoment, Patrick	M5		Grounds and Nursery Spec 2	Facilities and Grounds	Classified	10/19/15
New Hire	Hill, Seth	M5		Application Developer	Information Systems	Exempt	10/19/15
Separation	Dudley Charlene	F5		Early Childhood Program Spec 1	Early Learning Center	Classified	10/30/15
Separation	Moffet, David	M5		Maintenance Mechanic 3	Facilities and Grounds	Classified	10/05/15
Staff Changes	Brooks, Elizabeth	F5		VP of Human Resources and Legal Affairs	President's Office	Exempt	10/01/15
Staff Profile					Ethnicity Key:		
Administrative	32				1=Asian		
FT Classified	146				2=Black/African American		
PT Hourly	307				3=Native American		
FT Faculty	136				4=Hispanic		
PT Faculty	315				5=Caucasian		
Professional	86	Includes FT/PT Temporary					
Total	1022						