

**AGENDA**

**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.*

- |       |  |                              |
|-------|--|------------------------------|
| I.    | <b>CALL TO ORDER</b>   | Bob Ryan                     |
| II.   | <b>GENERAL MATTERS</b>   |                              |
|       | A. Changes/Approval of Agenda  | Bob Ryan                     |
|       | B. Approval of Minutes:<br>October 12 Regular Meeting, October 26 Special Meeting<br>(pages 2-13)  | Bob Ryan                     |
|       | C. Introductions   | Sheila Ruhland               |
|       | D. Correspondence  | Sheila Ruhland               |
|       | E. Board Report  | Bob Ryan                     |
| III.  | <b>PRESENTATION</b><br>Student Voice: <i>Matthew Henckel, Student Athlete</i>  | Jason Prenovost              |
| IV.   | <b>ACTION ITEMS</b>  |                              |
|       | A. 2nd Read/Approve – Request to Approve TCC<br>Foundation/TCC Quid Pro Quo Agreement (pages 14-19)  | Bill Ryberg                  |
|       | B. 1 <sup>st</sup> Read – Request to Approve Tuition & Fee Refunds<br>Policy (pages 20-22)   | Betsy Abts<br>Sheila Ruhland |
|       | C. Approve – ACT Transforming Lives Recipient (pages 23-<br>27)  |                              |
|       | D. Approve – Request to hire Public Accounting Firm for<br>2015-2016 Financial Audit (pages 28)  | Sheila Ruhland               |
| V.    | <b>NON-ACTION ITEMS</b>  |                              |
|       | A. Pathway to Completion: Sustainability Distinction Pathway   | Tod Treat                    |
|       | B. Student Default Rate Report (page 29)   | Kim Matison                  |
|       | C. ctcLink Update  | Clay Krauss                  |
|       | D. PACE Listening Circles Update   | Sheila Ruhland               |
| VI.   | <b>REPORTS</b>   |                              |
|       | A. Associated Students   | Jared Isaccson               |
|       | B. Faculty   | Dave Howard                  |
|       | C. Classified Staff  | Eric Corp                    |
|       | D. Foundation/Legislative  | Bill Ryberg                  |
|       | E. President (pages 30-31)   | Sheila Ruhland               |
| VII.  | <b>PUBLIC COMMENT/REMARKS</b>  | Bob Ryan                     |
| VIII. | <b>EXECUTIVE SESSION</b><br>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.   | <b>BOARD ACTION AS A RESULT OF EXECUTIVE SESSION</b>   | Bob Ryan                     |
| X.    | <b>ADJOURNMENT</b><br>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 <sup>th</sup> 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 12, 2016, 4:00 p.m.  
College Board Room #120, Building 12

MINUTES

**Board Members**

Bob Ryan, Chair  
Don Dennis  
James Curtis  
Liz Dunbar

**Administration/Faculty/Staff/Guests**

Sheila Ruhland	Beth Brooks
Tim Gould	Tamyra Howser
Mary Fox	Yvonne Unnold
Mary Chikwinya	Rick Brady, AAG
Eric Corp	Shema Hanebutte
Bill Ryberg	Dave Howard
Janice Stroh	Daniella Ritter
Jared Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	Allison Muir
Sonja Morgan	Judy Colarusso
Joe Shannon	Will Howard
Debbie Olson	Victoria Ichungwa
Ken Fox	Jill Merritt
Mike Flodin	Char Gore
Bruce Simonetti	Shawn McRavin
Dolores Haugen	Mary Beth McCarthy
Suzanne Riley	Candice Watkins
Rebecca Jayasundara	Susan Donaldson
Kelly Maxfield	Jonathan Eastabrooks
Bianca Peralta	Natalie Wilkerson
Betsy Abts	Val Morgan-Krick
Greg Randall	Patti Green
Tamilla Hahn	Rebecca Sliger
Misty Hadfield	
Alisa Ulferts	

**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 14 Regular Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the September 14 Regular Board Meeting.

**C. Introductions**

Dr. Ruhland introduced **Tim Gould, Vice President for Administrative Services**. Tim introduced two new employees who were not in attendance, **Ivy Brent, Business Systems Analyst, Information Technology** and **Kathy Disney-Kantner, Business Systems Analyst, Information Technology**.

**D. Correspondence**

Dr. Ruhland shared the following correspondence:

- Letter received from the United States Department of Education notifying TCC of the school's 2013 Fiscal Year 3-year cohort default rate based on Federal Family Education Loan Program (FFEL) and/or William D. Ford Federal Direct Loan Program. The cohort default rate is 15.9% which is lower than the previous 3-year cohort default rate which was 16.6%. We will have a report at the November Board meeting on the TCC Default rate.

### **E. Board Report**

- Board Member **Dunbar** attended the September 14 Board Meeting and a number of fundraising events held in the community over the past month. Tacoma Community House hosted an event on September 21 entitled Immigrant & Refugee Youth Forum - a panel which included TCC student Marco Flores Garcia.
- Board Member **Curtis** attended the September Board Meeting. He participated in the ACCT Leadership Congress October 3-8 in New Orleans which included a day and a half symposium. He also participated in a presentation on the TCC Men of Distinction Program at the ACC Conference.
- Board Member **Dennis** attended the September 14 Board Meeting and participated in the ASTCC sponsored Civic Engagement Showcase held on October 7.
- Chair **Ryan** attended the September 14 Board Meeting, participated in the ACCT Leadership Congress and symposium and participated in a presentation on the partnership between TCC and Tacoma Housing Authority at the ACCT Conference.

### **III. PRESENTATION**

**Student Voice – Mary Chikwinya, Vice President for Student Services** introduced **Director of Basic Skills, Rebecca Jayasundara**. Rebecca introduced student **Blanca Peralta** who started in TCC's English as a Second Language program in 2014. She progressed into and graduated from our HS 21+ Program. This high school diploma enabled her to access Washington State Financial Aid and she is now almost finished with her Human Services Degree. Bianca spoke about her educational journey and the challenges she has faced while pursuing her educational goals.

Blanca did not let being an undocumented student stand in her way of obtaining an education. Despite being told at another institution they could do nothing for her, she came to TCC and received an enormous amount of support from faculty, especially Allison Muir. She has never felt discriminated against at TCC and believes it is important that the community knows how TCC can help students gain an education. Blanca hopes to continue her education and is currently serving an internship at Centro Latino

### **IV. ACTION ITEMS**

#### **A. 2nd Read/Approve –Nursing Course Fees 2016-2017**

**MOTION:** Upon motion by Board member **Curtis**, the Board unanimously approved the Nursing Course Fees 2016-2017.

#### **B. 2nd Read/Approve – Proposed 2016-2017 Operating Budget**

**MOTION:** Upon motion by Board member **Curtis**, the Board unanimously approved the Proposed 2016-2017 Operating Budget.

#### **C. 2<sup>nd</sup> Read/Approve-Proposed Above Operating Reserve Expenditures 2016-2017**

**MOTION:** Upon motion by Board member **Dunbar**, the Board unanimously approved the Proposed above Operating Reserve Expenditures 2016-2017.

#### **D. 2<sup>nd</sup> Read/Approve – Request for Funding Above Operating Reserves – Capital Investments**

**MOTION:** Upon motion by Board member **Dunbar**, the Board unanimously approved the Request for Funding above Operating Reserves – Capital Investments.

#### **E. 1<sup>st</sup> Read-Request to Approve TCC Foundation/TCC Quid Pro Quo Agreement**

**Vice President for College Advancement, Bill Ryberg**, presented the TCC Foundation/Tacoma Community College Quid Pro Quo Agreement which was approved by the TCC Foundation Board of Directors at the September 27, 2016 meeting. The Quid Pro Quo establishes the amount of salaries and expenses paid by the college in support of Foundation operations. As the fundraising arm of the community college, the foundation is a 503(c) with authority to accept gifts on behalf of the college. For these fundraising services the college provides office space, utilities, a portion of salaries, etc. An independent audit of the Foundation is done separate from the college.

**MOTION:** Upon motion by Board member **Dennis**, the Board unanimously approved the 1<sup>st</sup> Read - Request to Approve TCC Foundation/TCC Quid Pro Quo Agreement.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Reading Apprenticeship**

**Executive Vice President, Dr. Tod Treat** introduced **Alisa Ulferts, Professor, Communications & Transitional Studies**. Highlights of her presentation:

- TCC faculty from across the campus are committed to a year-long exploration of Reading Apprenticeship, a research based, grant funded, reading program to help students develop and improve their reading and comprehension skills.
- Faculty pair up for a quarter-long, cross-disciplinary partnership.
- Faculty adopting Reading Apprenticeship work with Writing, Reading, Research Across Curriculum (WRRAC) and Organizational Learning & Effectiveness (OLE) to facilitate additional faculty experiences.
- Purpose is to help boost completion rates for our students and help them gain in literacy and discipline knowledge.
- Faculty across campus are embracing the program and will complete 6 weeks of on-line training this fall.
- Train the Trainer series is planned for 2017-18 in order to expand the number of faculty trained in this program.

**B. Student Success TRIO Grant Update**

**Vice President for Student Services, Mary Chikwinya** provided information on the TRIO Grant. Highlights of her report:

- TCC has been the recipient of two TRIO Grants in the past, the Educational Talent Search (ETS) Grant and the Student Services (SS) Grant.
- The ETS Grant was re-issued this past year for 5 years. The SS Grant was not re-issued.
- Applications for TRIO Grants are on a 4-year cycle. TCC will make application in 2018 for the SS Grant. Information and data is being collected for the application by Walter Chien, TCC grant writer and Dr. Val Robertson, Dean for Student Development. They have reviewed comments provided by grant reviewers, and have identified areas of the application they want to focus on in preparing the application for the next cycle.
- Services to students previously covered by TRIO Grant funds continues. Mary indicated that funds and resources have been shifted to assure that students continue to have the support and services that have previously been offered.

**C. 2015-2016 Enrollment Report**

**Dean for Enrollment Management Services/Registrar, Betsy Abts** provided the 2015-2016 Enrollment report.

- TCC remains at approximately 23% over its state allocation. For 2015-16 the state allocation FTE was 4585. The actual FTE for TCC was 5649.
- FTE did decline from FY 2015 to FY 2016 from 5971 to 5649.
- The actual headcount has increased indicating the number of part-time students has increased over full-time students.
- Running Start Students continue to increase.
- International Students have decreased and will not be included in the FTE count in the same manner starting next year with the new allocation model.

**D. 2016 Annual Security & Fire Safety Report**

**Vice President for Administrative Services, Tim Gould** provided the 2016 Annual Security & Fire Safety Report.

- January – December 2015 versus 2014:
  - Lower incidents on campus (10 versus 13)
  - Lower arrests on campus (1 versus 2)
  - Lower referrals on campus (6 versus 13)
  - Gig Harbor Campus all categories – 0
  - No hate crimes reported at either campus
- The Weapons Free Campus Policy was approved and adopted this year.

**E. 2015-2016 Hiring Report**

**Vice President for Human Resources & Legal Affairs, Beth Brooks** provided the 2015-2016 Hiring Report.

- For 2015-16 – 46.74% diversity based on 92 hires compared to 28.57% diversity based on 70 hires in 2014-15 and 40.35% on 57 hires in 2013-14.

- Breakdown of Staff Diversity by ethnicity:

African American	50-FT Staff	12%
American Indian/Alaska Native	5 FT Staff	1%
Asian, Native Hawaiian/Pac. Island.	46 FT Staff	11%
Hispanic/Latino	17 FT Staff	4%
White	295 FT Staff	71%

- Comparison of Staff Diversity to students and Pierce County

	Staff	Students	Pierce County
African American	12%	8%	7%
Am. Indian/Alaska Native	1%	1%	2%
Asian, Nat. Haw/Pac.Island.	11%	11%	8%
Hispanic/Latino	4%	5%	10%
White	71%	41%	76%

**VI. REPORTS**

**A. Associated Students Report – Jared Isaccson, ASTCC President:**

- The Web Café is being renamed The Collaboratory. Voted on by the students.
- The Health & Wellness Center is coming along. Students have been involved in choosing interiors and furniture.
- Students recently hosted the Civic Engagement Showcase – Rick Talbert, Larry Seaquist and Trustee Don Dennis attended.
- The Student Senate held its second meeting.
- Additional Clubs have been approved including From Inside/Out – a club for former incarcerated students.

**B. Faculty Report—Dave Howard, Faculty Union Representative:**

- Acknowledged the Apprenticeship Reading Program and the faculty that are involved.
- Acknowledged the student voice presentation and how TCC works to support students.
- Likened TCC to a family where love, trust and communication must exist in order to succeed.
- Reported that faculty are holding meetings with faculty and staff to gather information on faculty and staff concerns. This effort is being spearheaded by May Fox and Pattie Green who are collecting information that will be shared with campus community.
- Acknowledged Mary Chikwinya and Tod Treat for their work on campus.
- Shared concern that blame and “throwing people under the bus” is unacceptable to the family culture of TCC and that is not how we should respond.

**C. Classified Staff Report - Eric Corp, Classified Staff Representative:**

- Classified Staff is filling requests for various committee memberships.
- Classified Staff meeting scheduled for October 26.

- Working on campus calendar for Classified Staff in effort to be more visible and active on campus.
- Planning June 2017 Classified Staff Breakaway.
- Looking to host Financial Workshops geared towards money management for all staff sometime in the future.

**D. Foundation/Legislative Report – Bill Ryberg, Vice President for Advancement:**

- Legislative – Recently attended City Club events where legislative candidates have been featured speakers.
- The schedule for Legislative Council meetings for the year will be coming out in the next few days.
- Foundation – shared the 2016-17 Work plan that outlines Objectives, Priorities and Actions of the Foundation. They hope to host 3-5 house parties, re-brand the President's Circle, sponsor the Reach Higher Luncheon and Tacoma Wine Classic, increase scholarship funds and continue to develop a strong and active board.

**E. President's Report - President Ruhland:**

- President Ruhland referred to two items the board received:
  - ✓ Letter to NWCCU regarding request to have Probation Status removed at NWCCU Executive Committee Meeting.
  - ✓ Agenda for the upcoming Joint TCC/TPS Board Meeting to be held on October 26.
- The President directed the board to page 34 of the board packet to the New Hire Report.
- Highlights from the President's Monthly Meeting/Activity Report:
  - ✓ Participated in "Meet & Greet" for TCC students on the first day of classes September 19.
  - ✓ Met with International Business School from Denmark visitors on September 27.
  - ✓ Attended the MAC and Equity & Diversity Council meetings on September 28.
  - ✓ Presented at the Board of Director's Meeting for the Economic Development Board of Tacoma Pierce County held at Pierce College, Fort Steilacoom on September 16.
  - ✓ Attended the Multicare Community Leaders Luncheon on October 11.
  - ✓ Attended the ACCT Leadership Congress in New Orleans with Trustees Bob Ryan, Gretchen Adams and James Curtis. TCC had two presentations at the conference: Men of Distinction and the THA/TCC Housing Project. Dr. Val Robertson, Dean for Student Development, the Trustees, and Michael Mirra from THA presented along with Dr. Ruhland.
- President Ruhland shared with the board information about the PACE project. TCC has contracted with the Center for Dialog and Resolution to facilitate Listening Circles on campus to gather college information from faculty staff in an effort to improve campus climate. They will distill the information, develop a work plan and report to the board in January.

**VII. PUBLIC COMMENT/REMARKS**

Professor Mary Fox, co-chair of Faculty Instructional Council stated she was speaking on behalf of the faculty leadership and informed the board of the faculty's support of Dr. Tod Treat and that she would be available to answer any questions.

Chair Bob Ryan thanked Professor Fox for her comment.

**VIII. EXECUTIVE SESSION**

At 6:00 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 40 minutes to discuss the performance of a public employee.

At 6:40 p.m. Chair **Ryan** adjourned the executive session and reconvened the Board meeting. No action was taken by the board based on matters covered in Executive Session. No persons attending the open board meeting were present outside the board room. The Chair announced that the Board would go back into Executive Session for approximately one hour.

**IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION**

At 7:45 p.m., the open board meeting reconvened. No action was taken by the board based on matters covered in Executive Session. No persons attending the open board meeting were present outside the board room

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:46 p.m.

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Robert Ryan, Chair

Joint Tacoma Community College and Tacoma Public Schools  
 Board of Trustees Meeting  
**MINUTES**  
 October 26, 2016  
 Tacoma Community College  
 6501 S. 19<sup>th</sup> Street  
 Building #9 – Room 101

**ATTENDEES:**

**Tacoma Public Schools**

Board of Directors: Karen Vialle, President, Debbie Winskill, Board Member, Andrea Cobb, Board Member, Scott Heinze, Board Member.

Administrators: Dr. Carla Santorno, Superintendent, Dr. Joshua Garcia, Deputy Superintendent, Doug Hostetter, Executive Director of Secondary Education, John Page, Director of Career & Technical Education/Guidance

Panel Participants

Sara Ketelsen, Lincoln High School Math Department Chair, Sue McCrummen, Secondary Mathematics Instructional Facilitator, Kristen Orlando, English teacher from Wilson High School and SAMI

**Tacoma Community College**

Board of Trustees: Bob Ryan, Board Chair, James Curtis, Trustee, Don Dennis, Trustee, Liz Dunbar, Trustee

Administrators: Dr. Sheila Ruhland, President, Dr. Tod Treat, Executive Vice President for Academics & Student Affairs, Tim Gould, Vice President for Administrative Services, Mary Chikwinya, Vice President for Student Services, Bill Ryberg, Vice President for College Advancement, Beth Brooks, Vice President for Human Resources & Legal Affairs, Judy Colarusso, Chief of Staff

Panel Participants: Trung Tran, Mathematics Professor, Sellie Clark, Mathematics Professor, Mary Fox, English Composition Professor, Tia Pliskow, Core to College Coordinator, Hayat Saleh, former Wilson High School student and current TCC student

**Audience Attendees:**

Mike Goncharuk	Mike Flodin	Kathryn Held
Joe Shannon	Shawn McGavin	Kim Ward
Dolores Haugen	Rachel Payne	Rick Brady
Tamyra Howser	Mecca Salahuddin	Sam Morgan

**I. Welcome and Introductions**

Bob Ryan, Tacoma Community College (TCC) Board chair called the meeting to order at 8:00 a.m. He introduced Dr. Sheila Ruhland, President of TCC who introduced the TCC Board members in attendance: Liz Dunbar, James Curtis, Don Dennis and Chair Bob Ryan.



Bob Ryan introduced Dr. Carla Santorno, Superintendent of Tacoma Public Schools (TPS) who introduced the TPS Board members in attendance: Karen Vialle, President of the Board, Debbie Winskill, Andrea Cobb and Scott Heinze.

## II. Core to College

Chair Ryan introduced Dr. Tod Treat, TCC Executive Vice President for Academic & Student Affairs. Dr. Treat led the discussion regarding Core to College. He began by introducing the panel participants:

Trug Tran, Mathematics Professor, TCC  
 Sellie Clark, Mathematics Professor, TCC  
 Mary Fox, Composition Professor, TCC  
 Tia Pliskow, Core to College Coordinator, TCC  
 Sara Ketelsen, Lincoln High School Mathematics Department Chair  
 Sue McCrummen, Secondary Mathematics Instructional Facilitator for TPS  
 Kristen Orlando, English Teacher, Wilson High School and SAMI  
 Hayat Seleh, former Wilson student and current TCC student

Dr. Treat led the discussion by stating that when the two boards met in 2013 they charged TCC and TPS with identifying gaps between the schools in curriculum and then to develop strategies to better prepare students for college. The college obtained a grant for this work to reduce gaps between high school and college, better prepare students for college entry and increase the retention rate of students in their college programs. This is the 3<sup>rd</sup> year of the 3-year grant.

The panel members discussed the work that has been done in the writing and math programs, the goals, focus and what has been achieved. Discussion on the challenges that have been identified and next steps for both the writing and math programs were outlined. Handouts on the Core to College Program in Mathematics and Writing are attached to the minutes.

## III. Round Table – Highlights

TCC Trustee Liz Dunbar discussed the importance of community partnerships in working together to improve educational opportunities for students. She shared information about a student program hosted by the Tacoma Community House earlier in the month in partnership with TCC, TPS and UWT. She is encouraged by the importance our community has placed on education and the willingness to work together.

TCC Trustee James Curtis expressed his support of the work that the panel discussed. As a former TPS and TCC student he knows from experience the challenges and barriers many students face. He encouraged TPS and TCC to continue to work for the underachieving and at-risk students.

TCC Trustee Don Dennis shared his support of the partnership between TPS and TCC which has developed over the years that he has served on the TCC Board.

Chair Ryan also expressed support for the Core to College Program that TPS and TCC have collaborated on and discussed the alternative testing options that have been developed to help the underserved and underachieving students of our community.

TPS Board President Karen Vialle thanked TCC for hosting the joint board meeting and expressed her appreciation for the work that has been done the past three years to align curriculum and alternative testing. She also commented on the importance of the state legislature to fund higher education. In her opinion, it is imperative that the legislature fund both high school and higher education.

**IV. Adjourn**

There being no further business, the meeting was adjourned at 9:25 a.m.

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Robert Ryan, Board Chair TCC

# Core to College Mathematics

TCC/TPS Joint Board Meeting 10/26/2016

## Grant Work 2014-2017

### Reduce Gaps between High School and College

TPS created Course Specifications Chart to align their curriculum with Common Core State Standards for Smarter Balanced Assessment. TCC aligned developmental Math courses with TPS chart and discussed gaps.

### Better prepare Students for College Entry

TCC Accuplacer, Math Dept Course Flow Chart, Math Placement Chart, Articulation Agreement, Graphing Guidelines, TPS Bridge to College Course

### Relationship Building

Factoring Methods, Calculator Use, Graphing, OER, Statway, Productive Persistence, and sharing big picture ideas and expectations

### PLACEMENT BASED ON SMARTER BALANCED EXAM SCORES

SBA Score	Student will be Placed into:
4	MATH& 141, MATH 147
3	MATH& 107, 131, 132, 146
2	Accuplacer test required for placement; or MATH& 107, 131, 132, 146 contingent on B or better in the statewide <i>Bridge to College Math</i> course
1	Accuplacer test required for placement

*Score Expiration: Students may enter directly into entry-level credit-bearing courses if they enroll the year they graduate from high school.*

Sara Ketelsen (Lincoln HS)  
 Nicole Cason (Lincoln HS)  
 Yvonne Solmiren (Wilson HS)  
 Jacob Hansen (SAMi)  
 Jacob Elstein (Stadium HS)  
 Heidi Ewer (Mt. Tahoma)  
 Sue McCrummen (TPS)  
 Sellie Clark (TCC)  
 Kendra Feinstein (TCC)  
 Trung Tran (TCC)  
 Meredith LaFlesh (TCC)  
 Tia Pliskow (TCC)

-Sample of High School Articulation Agreement Document-

Tac: Alg 3 / 4 Pen: Alg 2 UP: Alg 3 / 4	Junior year		Place student according to the Accuplacer test.
	Senior year	C Range	Math 95
		B Range	Math 96/140, 107, 131, 132, 146, 147
	A Range	Math 96/140, 107, 131, 132, 146, 141, 147	
UP: Alg 5 / 6	Junior year	C Range	Math 95
		A & B Range	Math 96/140
	Senior year	C Range	Math 96/140
		A & B Range	Math 107, 131, 132, 146, 141, 147

# **Core to College: Crossing Institutional Boundaries**

## **Tacoma Public Schools and Tacoma Community College**

**Who's Doing the Work?** About 20 writing instructors from TCC and Oakland, Lincoln, Mount Tahoma, Foss, Wilson, Stadium, SAMI and Willie Stewart Academy

**What's Our Goal?** To improve the transition between the writing students do in Tacoma public high schools and at Tacoma Community College

### **What's Our Focus?**

- To improve understanding about the writing done in high school and college classes,
- To more intentionally align our writing expectations,
- To improve college placement methods so that more students who are ready for college work are placed into college-level writing classes,
- To encourage ongoing conversations among high school and college writing teachers that are anchored in real-life educational implications on our students.

### **What Have We Achieved?**

- We have shared research and resources, course syllabi, and writing assignments, objectives and rubrics among our Core to College team high school and college writing teachers.
- We have moved from placing high school students into TCC writing classes through their Accuplacer test scores to offering multiple placement options, including writing portfolios and grades in high school language arts classes. In Fall 2015, we piloted writing portfolios for placement. This year, we will add student grades on high school transcripts for placement. We hope to have alternate placements for at least 10 students from each comprehensive high school this year.

### **What Are We Looking Forward to Doing Next?**

- We will expand the portfolio and transcript grid placement options so they are available for all Tacoma Public School students.
- We will collect data from TCC and TPS to help us understand what's working and what isn't.
- We will create a digital space where high school and college teachers are able to share assignments, syllabi, rubrics, writing samples, grading strategies and best practices, research and resources to improve understanding and foster meaningful, long-term collaboration. No more guessing.
- We will build systemic partnerships that will allow high school and college teachers to visit each other's classrooms, participate in shared professional development opportunities and collaborate in joint projects, such as open educational resource work.

**What Are Our Challenges?** We exist in separate universes: Our high school colleagues not only teach five or more classes per day, they coach water polo, coordinate poetry slam teams, chaperone dances, and run the Daffodil princess competition. Our schedules, among other things, simply don't match up.

- Creating a digital space for our work could transform it.
- Improving data collection and sharing will help us make sure our work is meaningful.
- Having administrative help to ensure teachers are paid in a timely manner is critical.

In addition to placement through the Accuplacer test, a student who graduated High School within the past two years may be placed according to their transcript and the chart below. In order to be placed by transcript students must have a cumulative GPA of 2.5 or higher

Course	Year Taken	Grade	Placement
Language Arts 10, honors	Sophomore	B or better	English 85
Language Arts 10, honors	Sophomore	A- or better	English 95
AP Language and Comp	Junior	C or better	English 95
AP Language and Comp	Junior	B or better	English 101
AP Literature and Comp	Senior	C or better	English 95
AP Literature and Comp	Senior	B or better	English 101
English 131 (UWHS)	Junior or Senior	B or better	English 101 *
English 111 (UWHS)	Seniors who passed 131 already	B or better	Will have already completed basic English requirements

\*if earning college credit in the class, they will have earned the 101 credit and will be placed into English 102 (argument and persuasion) or English 103 (intro to lit)

Test	Score	Placemenet
AP English Language and Composition	Below 3	Use course grades or Accuplacer to place
	3	Placement into 101
	4 or higher	Credit for English 101

- Placement by this method expires two academic years after the student graduates from high school. The sooner they take their English courses at Tacoma Community College the better success they are likely to have, since English skills help them in all content courses

**DRAFT TRANSCRIPT PLACEMENT GRID FOR STADIUM HIGH SCHOOL  
EACH SCHOOL'S GRID IS SLIGHTLY DIFFERENT**

## **TACOMA COMMUNITY COLLEGE**

### **REQUEST TO APPROVE TACOMA COMMUNITY COLLEGE FOUNDATION /TACOMA COMMUNITY COLLEGE QUID PRO QUO AGREEMENT**

**November 9, 2016**

#### **BACKGROUND**

The TCC Foundation Board and the TCC Board of Trustees review the Quid Pro Quo agreement between the College and the TCC Foundation. The Quid Pro Quo establishes the amount of salaries and expenses paid by the college in support of Foundation operations. This agreement is referred to in the operating agreement between Tacoma Community College and the TCC Foundation.

#### **STATUS**

The Quid Pro Quo agreement was approved by the TCC Foundation Board of Directors at its September 27, 2016 meeting.

#### **RECOMMENDATION**

The President recommends that the Board of Trustees approve the Request to Approve the Tacoma Community Foundation/Tacoma Community College Quid Pro Quo agreement.



**Tacoma Community College and  
Tacoma Community College Foundation  
Agreement**

This Agreement is entered into by and between Tacoma Community College, Community College District No.22 ("College"), and the Tacoma Community College Foundation, a nonprofit corporation ("Foundation").

WHEREAS, the College, pursuant to RCW 28B.50.140(8), may receive such gifts, grants, conveyances, devises and bequests of real and personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out College programs; and

WHEREAS, the College has, from this, express power to receive property, the implied power to solicit the same; and;

WHEREAS, the College has the authority to enter into contracts for these and other lawful purposes; and

WHEREAS, the Foundation is a tax-exempt nonprofit corporation organized and operated to receive and administer property and to make expenditures and conduct activities to or for the benefit of the College; and

WHEREAS, the Foundation is empowered to solicit and receive property and to make contributions, grants, gifts and transfer of property to the College;

NOW, THEREFORE, the parties hereby agree as follows:

**I. SEPARATE OBLIGATIONS**

**A. The Foundation shall:**

1. Expend its best efforts to seek to accrue gifts, grants, conveyances, devises, and bequests of real and personal property for the benefit of the College. For this purpose, it will design and implement programs and procedures to solicit and receive such personal property and also to acquire such real property by purchase, lease, exchange or otherwise, all to further the purposes of the Foundation which benefit the College;
2. Comply with all applicable federal and state laws. For this purpose, the Foundation will establish rules and procedures for the management of all affairs of the Foundation in accordance with (a) the requirements for tax-exempt entities under the federal Internal Revenue Code, including its section 501(c)(3), and (b) Washington State laws, including those governing charitable solicitations (e.g., chapter 19.09 RCW), charitable trusts (e.g., chapter 11.110 RCW, and nonprofit corporations (e.g. chapter 24.03 RCW);

Tender to the College immediately all gifts, grants, conveyances, devises, and bequests of real and personal property it may receive wherein the College is designated as recipient, and properly account and be responsible for all donations which designate the Foundation as recipient;

3. Accept, hold, administer, invest and disburse property of any kind or character as from time to time may be given to it, in accordance with the terms of such gifts, grants, conveyances, devises, and bequests of real and personal property
4. Make contributions, grants, gifts, and transfers of property, both real and personal, either outright or in trust, to or for the benefit of the College;
5. Use all assets and earnings of the Foundation for the benefit of the College or for payment of necessary and reasonable administrative expenses of the Foundation. No part of such assets and earnings shall accrue to the benefit of any director, officer, member, or employee of the Foundation or of any other individual, except for appropriate payment of reasonable compensation for services actually rendered or reimbursement of reasonable expenses necessarily incurred;
6. Not merge, consolidate, or change the Foundation's Articles of Incorporation during the lifetime of this Agreement, without the written consent of the college;

B. The College shall:

1. Provide the Foundation with office space, including utilities, use of office furniture, file cabinets, and associated equipment, and warehouse space for temporary storage of donated materials and equipment;
2. Provide the Foundation with use of office machines, materials and services as reasonably required for its operation, including consumable office supplies, telephone service, postage, use of word-processing, photocopying, facsimile transmission, duplication, publication, and audio-visual equipment and services, and part-time professional and/or staff services. The time allocated to services to the Foundation shall not be full-time for any College employee;

## II. ACCOUNTING AND AUDITING

To provide proper accounting and auditing for the property and services provided by each party under Article I:

- A. By April 30 of each year, the Foundation fiscal analyst and the director of financial services shall prepare a draft quid pro quo forecast for the following fiscal year showing all anticipated transactions and services under this Agreement for that upcoming fiscal year, including all space and equipment, supplies, personnel, and other services the College expects to provide to the Foundation. The presidents of the Foundation and the College, and/or their designees, will review that forecast.
- B. The value of all space and equipment, supplies, personnel, and other services which the College provides to the Foundation, based on a rolling three year average, shall not exceed the agreed upon annual contract listed in the College and Foundation quid pro quo agreement. By April 30 of each year, the director of financial services and the Foundation fiscal analyst will review the financial records for space and equipment, supplies, personnel, and other services provided by the College to



assure that the maximum amount does not exceed the agreed upon annual contract listed in the College and Foundation quid pro quo agreement. By September 30 of each year, the Director of Financial Services and the Foundation fiscal analyst will prepare, and the presidents of the Foundation and the College and/or their designees will review, a post closing summary of the transactions between the two parties to assure that the maximum has not been exceeded.

- C. The Foundation shall annually confirm to the College that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations and endowments for the benefit of the College. For this purpose, the Foundation will list its accomplishments for the preceding year and share with the college its revenue and expense statements for the preceding year and its end-of-year balance sheet.
- D. Pursuant to RCW28B.50.837 et seq. (Washington Community and Technical College Exceptional Faculty Awards Program); the Foundation agrees to accept state matching funds in the Fund, and protect, invest, and manage the Fund as required by law.”
- E. The Foundation is a separate entity from the College, and shall be annually audited by a reputable independent accounting firm. Should Title III matching funds become available, all parties will follow the program-specific auditing and accounting requirements established by the federal government for this program.
- F. The College is a state institution of higher education, and shall be audited by the State Auditor’s Office.
- G. The Foundation, with the consent of the Board of Trustees of the College, shall permit the president of the College, or the president’s designee, to inspect and/or copy all Foundation books, accounts and records at all reasonable times in order to determine compliance with the commitments made in this Agreement. The president’s designee may include institutional or state auditors. Nothing herein shall be deemed to affect the rights and responsibilities of the State Auditor.

### III. OTHER AGREEMENTS

- A. Independent Capacity: At all times and for all purposes of this Agreement, each party shall act in an independent capacity and not as an agent or representative of the other party.
- B. No Indemnification: Each party shall be responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.
- C. No Assignment: This agreement is not assignable by either party, in whole or in part.
- D. Governing Law and Disputes: This Agreement shall be governed by the laws of the State of Washington. Before instituting any legal action hereunder, a party, through its president, shall meet with the president of the other party and attempt in good faith to resolve the disagreement. Venue of any action hereunder shall be in Pierce County Superior Court.
- E. Entire Agreement: This constitutes the entire agreement of the parties, including all oral understandings, on the subject of their general and overall relationship. However, the parties may enter into other stand-alone agreements on specific subjects. All such agreements shall be in writing and signed by the parties. This agreement shall be updated and reviewed annually.

- F. Modification: No alteration or modification of any term of this Agreement shall be valid unless made in writing and signed by the parties.
- G. Termination: This Agreement shall continue until terminated. It may be terminated by either party only at the end of a State fiscal biennium, upon written notice to the other party given at least ninety (90) days in advance. Upon termination of this agreement, the Foundation shall cease soliciting and receiving money and property in the name or for the benefit of the College or for any other purpose and shall dissolved under the laws of the State of Washington governing the dissolution of not for profit corporations.
- H. Conflict of Interest: This agreement shall be subject to any conflicts of interest policies for either the College or the Foundation.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties on this –  
 \_\_\_\_\_ day of \_\_\_\_\_, 2016.

FOUNDATION

COLLEGE

Dianna Kielian, Board President

Bob Ryan, Board Chair

  
 \_\_\_\_\_

\_\_\_\_\_

Bill Ryberg  
Foundation Director

Dr. Sheila Ruhland, President

  
 \_\_\_\_\_

\_\_\_\_\_

Approved as to form:

Richard Brady, Assistant Attorney General

Original signature approved form  
On \_\_\_\_\_

Revised July 2016

The College Quid Pro Quo services, salaries and benefits, are an addendum to this document and are negotiated annually.

**Tacoma Community College Financial Support to TCC Foundation**

**FY 2016 - 2017**

**Revised July 2016**

**Payroll & Benefits**

		<u>Salary &amp; Benefits</u>	<u>FDTN % of support</u>	<u>FDTN \$ of contribution</u>
College President	Dr. Sheila Ruhland	270,188	5%	13,509
VP for Advancement/FDTN director	Bill Ryberg	144,610	50%	72,320
Foundation Operations Coordinator	Asha Bhaga	70,715	0%	100% reimibursed college
Events Coordinator	Jody Matthews	68,987	30%	20,696
Fiscal Analyst	Kelly Farr	66,447	0%	100% reimibursed college
Fiscal Assistant	Rod Romberger	18,331	85%	15,581
Administrative Assistant	Jamie Houghton	14,945	90%	13,451
Grants Manager	Walter Chien	<u>99,955</u>	15%	<u>14,993</u>
<b>Total</b>		<b>\$754,178.00</b>		<b>\$150,550.00</b>

**Occupancy and Services Costs**

	<u>Sq. Feet</u>	<u>% of support</u>	<u>\$ of Contribution @ \$17.70/sq ft</u>
College President	500	5%	443
VP Advancement	170	65%	1,956
FDTN Operations Coordinator	141	80%	1,997
Events Coordinator	65	70%	805
Fiscal Analyst	105	85%	1,580
Fiscal Assistant	100	85%	1,505
Administrative Assistant	65	90%	1,035
Grants Managers	65	30%	345
Storage Room	64	50%	566
Common Areas	500	50%	4,425
<b>Total</b>	<b>1775</b>		<b>\$14,657.00</b>

Maintenance, utilities, custodial, security, refuse, etc.	\$7.52/sq ft	\$7,990	<b><u>Total Quid Pro Quo Amount</u></b>
IT, Facilities, Web, and Telephone support		\$16,021	
<b>Total Occupancy and College Services Contribution</b>		<b>\$38,668.00</b>	<b><u>\$189,218</u></b>

# TACOMA COMMUNITY COLLEGE

## REQUEST TO APPROVE THE REVISED TUITION AND FEE REFUND POLICY

November 9, 2016

### **BACKGROUND**

The purpose of the proposed changes to the Tuition and Fee Refund policy is to align with changes as a result of the ctcLink conversion. The revised policy allows a refund of no less than 40% after the sixth day.

The proposed changes are consistent with the State WAC and RCW.

### **STATUS**

The Tuition and Fee Refund policy has been reviewed by Enrollment Services and Student Services Council and discussed at College Council.

### **RECOMMENDATION**

The President recommends that the Board of Trustees approve the 1<sup>st</sup> Read of the request to approve the revised Tuition and Fee Refund policy.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Tuition and Fee Refunds

<b>Section:</b>	<b>President's Authorization:</b>	
<b>III. STSV - 215</b>		
	President's Signature	Date

Initial Adoption Date:	
Prior Revision Dates:	May 1995
Last Revision Date:	January 28, 2004
Last Reviewed Date:	June 2011

**PURPOSE:**

Defines how refunds will be made in compliance with state statute and federal regulations.

**TO WHOM DOES THIS POLICY APPLY:** All individuals registered for classes at Tacoma Community College.

**REFERENCES:**

Previous Board Policy Manual Section 4.1040 Tuition and Fees	
Previous Board Policy Manual Section 4.1041 Tuition and Fee Refund	
Previous Board Policy Manual Section 4.1042 Community Services Tuition and Fee Refunds	
RCW 28B.15.270	Rights of Washington National Guard and other military reserve students called to service
RCW 28B.15.605	Refunds or cancellation of fees – Community and Technical Colleges Federal Student Assistance Act (Title IV)

**DEFINITIONS:**

None

**POLICY:**

A student is eligible for a refund of tuition and fees of up to one hundred percent but no less than eighty percent if the student withdraws from a course or program prior to the sixth instructional day of the regular quarter for which the fees have been paid or are due. If the student withdraws after the sixth day a refund of up to fifty percent but no less than forty percent may be refunded provided the withdrawal occurs within the first twenty calendar days following the beginning of instruction.

**PROCEDURES:**

**Refunds – Credit Courses**

Regulations and procedures for the refund of tuition and fees to students shall be consistent with State statute. Students receiving financial aid are eligible for tuition refunds as directed by the Federal Student Assistance Act (Title IV) and RCW 28B.15.600 605 and permissible by State law. Refunds will be made in accordance with the schedule below.

A student must complete the official withdrawal procedure to receive a refund. A student dismissed from the College for disciplinary reasons is not eligible for a refund. Instructional days are defined as days school is in session, not including weekends and scheduled holidays. Refunds will be made according to the following schedule:

- 1. If the withdrawal results from classes being cancelled by the College..... 100%
- 2. ~~If the withdrawal occurs prior to the first instructional day of the quarter..... 100%~~
- 2. If the withdrawal occurs prior to or during the first five (5) instructional days of the quarter ..... 80 100%
- 3. If the withdrawal occurs from the sixth (6<sup>th</sup>) through the twentieth (20<sup>th</sup>) calendar day of the quarter ..... 40%
- 4. If the withdrawal occurs after the twentieth (20<sup>th</sup>) calendar day of the quarter ..... 0%

~~For continuous enrollment courses that permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five (5) instructional days after the student begins the course, and a 40 percent refund from the sixth (6<sup>th</sup>) through the twentieth (20<sup>th</sup>) calendar day following the student's enrollment in the course.~~

~~If the withdrawal is due to a serious illness or medical emergency, or being called to active military service, students may petition the Registrar for a 100% refund.~~

Short courses and summer quarter coursework have pro-rated refund periods.

**100% Medical/Military Withdrawal Refunds**

The State of Washington permits exception to the above policy for a student unable to complete a quarter due to serious illness or medical emergency or call to active military service directed by RCW 28B.10.270. Requests submitted after a quarter has ended will be considered for withdrawal, but no refund will be issued. Petitions are made to the Registrar.

**Refunds – Non-credit Courses**

Enrollment in high technology and certification programs requires instructor permission. Tuition and fees are due in full at the time of registration and include a \$200 non-refundable deposit. No refunds will be issued for high technology or certification classes without written notice of intent to withdraw at least two weeks prior to the first day of the class. All other non-credit courses are subject to 100% refund if the student withdraws prior to the first day of class.

TCC reserves the right to change or reschedule classes as needed. All classes are payable in advance. There is an automatic 100% refund for classes that are cancelled by the College. After the first class sessions, refunds will be granted only in the case of serious student illness or other special circumstance.

**TACOMA COMMUNITY COLLEGE**  
**ACT Transforming Lives Student Nomination**

**November 9, 2016**

**BACKGROUND**

In 2011 the Trustees Association for Community & Technical Colleges (TACTC) implemented the annual TACTC Transforming Lives Award. In 2015 the name of the Association was changed to Association of College Trustees (ACT) and renamed this award the ACT Transforming Lives Award.

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**

Two nominations were submitted for 2017 and were reviewed by the President's Cabinet. Because only one nomination is accepted by the ACT for consideration, the President's Cabinet provides one recommendation to the board.

**RECOMMENDATION**

The President recommends that the Board of Trustees approve the nomination of Ben Feldbush as the 2017 ACT Transforming Lives Nominee.

# Transforming Lives 2017 Nomination Form

College: Tacoma Community College

Nominee's Name: Ben Feldbush

The nominee is a  Current |  Former - Year Graduated \_\_\_\_\_  
Washington community or technical college student.

**Nominee's contact information:**

Address: 2601 Cascade Place West, Apt. C,  
University Place, WA 98466

Email: bfeldbush@tacomacc.edu

Phone: (H): \_\_\_\_\_ | (W): \_\_\_\_\_ | (CELL): 253-353-6400

*PLEASE PROVIDE A MINIMUM OF ONE PHONE NUMBER.*

**Requirements:**

- The nominee's complete statement (which includes responses to criteria questions)
- 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.
- Nominee has been notified his or her statement and picture will be published in the Transforming Lives Booklet and the ACT website and shared with select higher education stakeholders.

**Will the nominee attend the 1/23/2017 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.*

**\*\* Please note: all student stories and picture will be published in the Transforming Lives Booklet. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. \*\***



## **From Gangs, Drugs, Poverty and Hate; to Fatherhood, Stability, Education and Love:**

### **How Community College Helped Me Transform**

As a second year student at Tacoma Community College (TCC) I am Vice-President of Legislation and Records, have a GPA of 3.7 and am a proud member of Phi Theta Kappa. I have accomplished more at TCC than I ever did in over 30 years of life because I am carving a way to a career and feel accomplishment, stability, and growth. I want to give back through my story so people know they can have the support they need to succeed.

My background in life was infected with negative consequences. My father, an African American veteran, committed suicide when I was two. I lived in poverty almost my whole life as a kid because my mom, a Korean immigrant, could not afford to take care of six boys. I became involved with gangs before the fifth-grade. I lost over 30 friends to violence. I used drugs and was an alcoholic. I have been to jail twice and was always suspended because I could not control my anger. I thought I was not worth the good life and, worse of all, I thought I was just too stupid. Higher education was never an option, until one day my cousin told me his story about community college.

My cousin who was attending TCC would always tell me about his day and what he learned. We would joke about how we failed in school but he would say how proud he was about doing well in college and how he had support anytime he needed it. He would tell me that I should go to TCC because if he could do it then there was no way I couldn't do it. By this time I had gotten off the streets and had 2 kids but was complacent in my job. I wanted more for me and my family. So I went back to school at 36.

When I finally stepped foot on campus, it hit me like a ton of bricks. I was scared because I felt stupid and envisioned myself failing. I remember telling myself, "I made a mistake and

should have never quit my job.” When I sat down in my English 95 class, I looked around and my age kicked in. Everyone looked young. I really wanted to leave, but I knew I had to at least try. I was having issues with memory, grammar, sentence structure, and knowing how to study for quizzes. I started off failing and was thinking of ways to quit, so one day I had a talk with Professor, Dr. Sandin. I expressed my issues and that I was planning to quit. He would not let me quit. He taught me the most important thing I learned in college, “failure is part of your success.” It took a while to understand the barriers I was facing but when I got it I tackled time management, used the college’s academic resources, and made sure to talk to my professors. My success in academics is partially me but mostly those who took their time to help, TCC’s staff and faculty.

I plan to earn my PhD and teach at community college and eventually become an administrator. I am committed to help those who feel like academic success is out of reach and use my story as proof that it is not. What I know in life is that we all affect each other. Just this week I lost another friend to drugs. She was a mother of 4 and never had a chance to change her life like I did. My goal is to get more people to take advantage of the support systems that community colleges offer because we all affect each other. I know the success of others is also the success of my children’s future. If I could share one piece of advice to those who are in a similar position to mine, I would say, community college is not easy but just like life, nothing is. If you communicate with your teachers, use all the resources provided, and embrace failure as a means to success, you will graduate and appreciate the greatness in you that you always had. I think back to the letter my dad wrote me before he killed himself. He told me to never give up, embrace the color of your skin, face all obstacles, and stay strong with God.



**TACOMA COMMUNITY COLLEGE**  
**Request to Hire Public Accounting Firm to Perform**  
**2015-2016 Financial Audit**

November 9, 2016

**BACKGROUND**

The Northwest Commission on Colleges and Universities (NWCCU) has scheduled the Mid-Cycle Evaluation for April 26-27, 2017. In order to be assured that we can complete the 2015-2016 audit and to have the Board of Trustees review prior to this scheduled visit, the President is seeking approval to contract with a public accounting firm that is on the approved Master Contract list with the Department of Enterprise Services (DES). The financial statements audit includes:

- Schedule of Audit Findings and Responses
- Report on Internal Control over Financial Reporting and on Compliance and other matters based on the audit of financial statements performed in accordance with Government Accounting Standards (GAS).
- Independent Auditors Report on Financial Statements
- Complete set of financial statements including "Notes to the Financial Statements"

**RECOMMENDATION**

The President recommends the Board of Trustees approve the hiring of a public accounting firm to perform the 2015-16 financial statements audit for Tacoma Community College.

## Federal Student Loan Cohort Default Rates (CDR)

- The Cohort Default Rate (CDR) measures the percentage of an institution's borrowers who enter repayment and default on loans in a given year. The CDR is based on a rolling 3 year average.

<u>National averages</u>			<u>Washington State averages</u>	
2011		13.7%	2011	11.8%
2012		11.8%	2012	10.1%
<b>2013</b>		<b>11.3%</b>	<b>2013</b>	<b>10.4%</b>
Lowest:	Guam	6.0%	Lowest (all WA schools):	0.4%
	Mass.	6.1%	Highest (all WA schools):	27.4%
Highest:	New Mexico	18.9%	Lowest CTC:	8.8%
Public 2-years:		18.5%	Highest CTC:	27.4%
Public 4-years:		7.3%		
All publics:		11.3%		
All privates:		7.0%		
All proprietary:		15.0%		

### Official 3 year CDR

	<b>2013</b>	<b>2012</b>	<b>2011</b>
<b>TCC</b>	15.9*	16.6	13.3
<b>Bates</b>	21.5	20.1	18.1
<b>CPTC</b>	22.0	16.7	18.7
<b>Pierce</b>	15.5	13.2	12.6

\* 241 students in default out of 1515 in repayment

**New Hire Report / November 2016**

Prepared by: Beth Brooks, Vice President for Human Resources and Legal Affairs

<b>Classification</b>	<b>Employee Name</b>	<b>Position Title</b>	<b>Department</b>	<b>Start Date</b>
<b>Academic</b>				
<b>Classified</b>				
	<b>Roska, Emily</b>	Program Coordinator	Financial Aid	10/17/2016
<b>Exempt</b>				
	<b>Olsson, Monica</b>	Access Services Manager	Counseling, Advising, Access & Career Services	10/17/2016



**PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT**  
**October 13, 2016 – November 9, 2016**

<b>COLLEGE / DISTRICT</b>	<b>COMMUNITY</b>	<b>STATE/REGIONAL</b>	<b>NATIONAL</b>
10/13: Tape Welcome (via video) for 10/18 Foundation Scholarship Donor & Recipient Recognition Luncheon	10/14: Pierce County Higher Education Breakfast meeting with Michele Johnson, Chancellor, Pierce College, Joyce Loveday, Interim President, Clover Park Technical College, Denise Yochum, President, Pierce Ft. Steilacoom, Marty Cavalluzzi, President, Pierce Puyallup	10/20-21: Attend WACTC Presidents' Meeting, SBCTC offices, Olympia	10/16-18: Attend Advance CTE Meeting in Linthicum Heights, Maryland
10/13: College Update	10/14: Hosted Higher Ed Partners Meeting with TCC, UWT, and Tacoma Housing Authority to discuss housing options for students	11/01: SBCTC meeting with Marty Brown, John Boesenberg, Mike Scroggins, and Rick Brady	
10/24: TCC Faculty Leadership Meeting with Dave Howard, Mary Fox, Pattie Green, Mary Chikwinya, and Tod Treat	10/19: City Club Superintendent of Public Instruction Candidate Forum at Landmark Convention Center with Bill Ryberg and Mary Chikwinya	11/04: SBCTC ctcLink update/conference calls	
10/25: Attend TCC Foundation Board Meeting. Home of Board Chair, Dianna Kielian	10/20: Attend International Conflict Resolution Day at the STAR Center, hosted by Center for Dialog & Resolution		
10/26: Meet with Lois Bernstein, Multicare VP and Board Chair, Bob Ryan	10/24: Meeting with Boys & Girls Club of South Puget Sound with Mark Starnes and Carrie Prudente-Holden		
10/26: Management Meeting with Tod Treat, Mike Flodin, Krista Fox, and Beth Brooks	10/25: Tacoma Pierce County Chamber of Commerce Annual Meeting at Hotel Murano with Don Sosnowski of Invista Performance Solutions		
10/26 Meet with Board Chair Bob Ryan on November board agenda	10/26: Hosted Special Board meeting with Tacoma Community College Board of Trustees and Tacoma Public Schools Board of Directors		
10/28: Chief of Staff Interview Committee meeting	10/31: Attend Invista Performance Solutions 5 <sup>th</sup> anniversary celebration at McGavick Center at Clover Park Technical College with Tod Treat		
10/28: Meet with Administrative Services Directors	11/02: City Club Governor's Forum at University of Puget Sound with Bill Ryberg		
10/28: Meet with Financial Services Staff	11/03: Tacoma Rotary Meeting		
11/01: Meet with Financial Services Staff	11/03: Asia Pacific Cultural Center 20 <sup>th</sup> Anniversary Celebration with Bill Ryberg, Greg Randall, Tamyra Howser, and Brandon Ervin		
11/02: Meet with Administrative Services Directors	11/08: Breakfast meeting with Mark Pagano of UW Tacoma		
11/02: Attend Korean Dancers performance	11/09: Attend South Sound Together monthly meeting		
11/04: Budget Committee meeting			
11/08: College Council meeting			
11/09: Budget Manager meeting			
11/09: Attend TCC Board of Trustees meeting			