AGENDA

I. CALL TO ORDER

II. GENERAL MATTERS
   A. Changes/Approval of Agenda
   B. Approval of Minutes:
      April 13 Regular Meeting (pages 2-5)
   C. Introductions
   D. Correspondence
   E. Board Report

III. PRESENTATION
   Student Voice: Antonyo Gibson & Grace Sullivan – COMGEN Project

IV. ACTION ITEMS
   A. 1st Read – Elimination of Policy IV. ADSV 201-
      Appointments (pages 6-8)
   B. 1st Read – Elimination of Policy IV. ADSV 207 –
      Reassignment, Separation & Resignation (pages 9-12)
   C. 1st Read - Revisions to Policy IV. ADSV 211 –Employment
      of Personnel (pages 13-16)
   D. 1st Read – Adoption of Policy – Service Animals on
      Campus (pages 17-22)
   E. 1st Read – Adoption of Policy – Running Start Program Fee
      Waiver (pages 23-25)
   F. 1st Read -2016-2017 ASTCC Budget (pages 26-29)

V. NON-ACTION ITEMS
   A. Pathway to Completion: Engage Community: Tired in
      Tacoma
   B. Student Satisfaction Survey (SSI) Report (page 30)
   C. TCC Community Garden Celebration

VI. REPORTS
   A. Associated Students
   B. Foundation
   C. Faculty
   D. Classified Staff
   E. Legislative
   F. President (pages 31-32)

VII. PUBLIC COMMENT/REMARKS

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.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

X. ADJOURNMENT

-1-

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.
MINUTES

I. CALL TO ORDER
Chair Ryan called the meeting to order at 4:01 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:
March 9, 2016 Regular Meeting
MOTION: Upon a motion by Board member Dunbar the Board unanimously approved the minutes of the March 9, 2016 Regular Meeting.
March 16, 2016 Special Meeting
MOTION: Upon a motion by Board member Adams the Board unanimously approved the minutes of the March 16, 2016 Special Meeting.

C. Introductions
President Ruhland introduced Mary Chikwinya, Vice President for Student Services. Mary introduced Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department. Janine introduced new employee Tanjagay Martin, Customer Service Specialist at the Gig Harbor Campus. Janine also introduced Alex Mosley, the newly hired Program Assistant for Continuing Education.

D. Correspondence
President Ruhland received the following correspondence:
✓ Letter from the Northwest Commission on Colleges and Universities (NWCCU) regarding a substantive change proposal from TCC seeking approval to offer a Bachelor of Applied Science (BAS) degree program in Health Information Management (HIM) effective fall 2016. The NWCCU has reviewed and approved the proposal. The BAS degree program in HIM will be offered beginning fall 2016.

E. Board Report
- Board Member Dennis attended the March 9 regular board meeting, the March 16 special tenure meeting and the April 13 TCC Legislative Connections Council meeting.
- Board Member Adams attended the March 9 regular board meeting, the March 16 special tenure meeting and the TCC Foundation Board meeting held on March 22.
- Board Member Curtis attended both the March 9 regular board meeting and the March 16 special tenure meeting.
- Board Member Dunbar attended the March 9 regular board meeting, the March 16 special tenure meeting and the April 13 TCC Legislative Connections Council meeting. She also attended a number of community fundraising events including the Tacoma Community House Luncheon, the Emergency Food Network event and the Franciscan Health Palliative Care Luncheon.
• Chair Ryan attended the March 9 regular board meeting and the March 16 special tenure meeting. He also attended the Tacoma Community House Luncheon.

III. PRESENTATION
Student Voice: Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department introduced instructor, Dr. Jane Oliver from the Harbor Institute. Dr. Oliver shared some of her background and her experience teaching at the institute. She enjoys sharing her knowledge and experiences with enthusiastic life-long learners and hopes the Institute will continue to expand. Janine also introduced student, Quentin James, from the Harbor Institute. James is currently enrolled in two classes and finds them academically challenging. He believes the Institute is a wonderful asset for the community and provides a "yearn to learn" service for many "experienced" life-long learners who have retired. He also indicated he hopes the Institute will continue to grow and offer more classes.

IV. ACTION ITEMS
A. APPROVE: 2017 – 2018 Instructional Calendar

MOTION: Upon motion from Board member Adams the board unanimously approved the 2017-2018 Instructional Calendar.

B. APPROVE: Exceptional Faculty Awards
Dr. Tod Treat, Executive Vice President for Academics & Student Affairs provided information on the Exceptional Faculty Awards which are presented annually to recognize faculty who contribute in outstanding ways to student learning and the quality of TCC as an institute of higher education. There are two categories of Exceptional Faculty Awards:
Faculty Excellence Awards: ($3,500 each)
Faculty Development Awards ($3,000 each)

Prior to the Board meeting, six names were submitted to the Board for the Exceptional Faculty Awards. Although the names were not publicly announced at this meeting because there will be a surprise announcement at the April 22 Professional Development Days, the President recommended that each of the following six faculty members receive awards:

Faculty Excellence Awards ($3,500 each):
John Sandin, developmental Education
Liz Fortenbery, Anthropology
Sylvia Summers, Accounting

Faculty Development Awards ($3,000 each):
Ralph Hiltz, Earth Sciences
Rachelle McGill, Developmental Education
Allison Muir, Developmental Education

MOTION: Upon a motion by Board member Dennis the Board unanimously approved the Exceptional Faculty Award recipients and the award amounts

V. NON-ACTION ITEMS
A. Pathway to Completion: Harbor Institute-Connecting to Community
Mecca Salahuddin, Dean for Organizational Learning and Effectiveness introduced Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department who provided a brief PowerPoint presentation on the Harbor Institute. Highlights included:
• The Harbor Institute is operated through the Continuing Education Department in Gig Harbor.
• Classes offered cover a diverse range of topics and are geared towards the interests of community residents.
• The Institute offered its first classes in September 2014 and has continued to grow.
  o 22 classes in 2014-15, 39 classes in 2015-16
  o 11 instructors in 2014-15, 17 instructors 2015-16
  o 154 enrollments 2014-15, 205 enrollments 2015-16 through Winter
• Currently using online surveys to obtain feedback and suggestions for future classes.
• The experience and enthusiasm of the instructors is key to successful meaningful classes.
• The goal is to keep class size small to promote seminar type collaborative and dynamic discussions.

B. Gig Harbor Campus Update
Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department provided the following update:
• Janine provided a Write in the Harbor bookmark for the board along with a one-page summary of the instructional, student services and community programs offered at the Gig Harbor campus.
• The 2016 Write in the Harbor Regional Writers Conference will be held on November 4 & 5. The keynote speaker will be author Jim Lynch.
• The artwork currently displayed in the Gig Harbor Campus Gallery was provided by the Peninsula Art League.
• Credit classes are down, non-credit classes are up.
• ctcLink has caused issues for the Continuing Education Department.
• The ABE program held at the Red Barn currently is working with twelve students.

C. State-wide Enrollment Report
Mary Chikwinya, Vice President for Student Services provided the following information:
• The state-wide enrollment from Fall 2015 to Fall 2016 is flat.
• TCC’s enrollment Fall to Fall indicates no increase and has flattened out. This is according to data from the ctcLink that has not been finalized.
• Enrollment for Pierce District is down 2%, up 5% for Bates and up 1% for Clover Park.
• Running Start enrollment is up statewide.

D. SBCTC Campus Climate Assessment Survey
Tammy Howser, Director of Marketing and Communications provided the following information:
• The Washington State Board for Community and Technical Colleges (SBCTC) will be conducting a Sexual Assault Campus Climate Survey May 2 – May 13, 2016 in order to comply with a mandate from the Washington State Legislature.
• This is in response to a 2014-15 Survey conducted by American University that indicated 11% of college students were victims of sexual assault on college campuses.
• The survey will be administered to staff and students though there will be some who will be exempted.

E. ctcLink Update
Tim Gould, Vice President for Administrative Services provided the following update:
• We are currently working through a number of items with ctcLink:
  o Customization
  o Getting live data
  o General ledger
  o Budget
  o Financial Aid
• Tim continues to work with State Board and Ciber to address issues and the 125 outstanding tickets.
• Important to have onsite help to solve issues.
• Right now working to load the 2015-16 budget into ctcLink in an effort establish a baseline in developing the 2016-17 budget. Tim’s top priority.
• Dr. Ruhland indicated at the Presidents’ March monthly meeting, compensation for the financial burden that has been placed on the two first link schools was discussed. Discussions to be continued at upcoming meeting.
• Dr. Ruhland also indicated that proposed operating budgets for 2016-17 will most likely be delayed beyond the traditional May-June approval timeline due to ctcLink issues. She proposed July and August special board meetings in order to have an approved budget prior to the start of fall quarter, 2016. Judy will contact board members for their availability during July and August.

VI. REPORTS
A. Associated Students Report – Jenna Jones, ASTCC President:
• The film Straight Outta Compton will be shown at the Grand Cinema April 14 as part of the Diversity Film Festival. Students are admitted free with their ID.
• The Annual Pow Wow will be held Saturday, April 16 in the Student Center.
• A tailgate party for Titan Baseball is scheduled for April 19.
• Plans continue for the Legislative Showcase, May 18, which will feature the former mayor of Auburn and a Tacoma City council member.

B. TCC Foundation Report – Pat Shuman, Foundation Board President:
• All focus for the Foundation is on the Tacoma Wine Classic scheduled for May 7. Some great auction items have been solicited including the popular TOTE trip.
The Foundation will be holding a spring retreat in a couple of weeks to begin planning for next year.

C. Faculty Report—Dave Howard, Faculty Union Representative:
- Acknowledged the Gig Harbor Campus for the programs and services they provide to the community on the peninsula.
- Acknowledged the Harbor Institute faculty for their enthusiasm and commitment to their students.
- Acknowledged Bill Ryberg for his work on the Legislative Connections Council.
- Discussed the challenges with the ctcLink, the effect on employee morale.
- Offered suggestion for improved communication among departments on campus.

D. Classified Staff Report - Eric Corp, Classified Staff Representative
- Eric has replaced Sean VanDommelen as the Classified Staff Representative.
- Planning continues for the Breakaway which will be held at Pt. Defiance on June 10.
- The Classified Staff Council is working on guiding principles for the Classified Staff organization to review and adopt.
- Pat on the Back awards will be announced at the Awards and Recognition event this year.
- Eric also serves on the Staff Training for Technical and Community Colleges (STAAC) Board which is professional development organization for Classified Staff. Their annual workshop is in August and will be held this year at Lake Washington Institute.

E. Legislative Report – Bill Ryberg, Vice President College Advancement:
- The Legislative Connections Council met yesterday. Arlin Harris, Director of Legislative Relations for the State Board was in attendance. Bill took him on a tour of the campus.
- The House Higher Education Committee will meet and tour the campus on June 14.

F. President’s Report - President Ruhland:
- The President shared the following with the board members:
  - Copy of the All Washington Student Awards Program held at South Puget Sound Community College on March 24. The Governor named TCC student Tyler Thurber Washingtonian of the day.
  - Copy of the 2016 AACC Conference brochure. Dr. Ruhland, Mary Chikwinya, Tod Treat and other TCC staff presented at the conference.
- Collateral items provided by President Ruhland
  - ASTCC Spring Student Calendars
  - Copy of article from the Pierce County Lawyer magazine on the TCC Limited License Legal Technician (LLLT) Program.
- The President directed the board to page 17 of the board packet to the New Hire Report.
- The President directed the board to two items on the events calendar – October 2016 – ACCT Leadership Congress & Joint Board Meeting of TSB & TCC October 26 at TCC.
- Highlights from the President’s Monthly Meeting/Activity Report:
  - Dr. Ruhland delivered tenure letters to faculty on March 17.
  - Dr. Ruhland met with Dona Ponepinto, CEO for United Way of Pierce County at TCC on March 22.
  - Dr. Ruhland met with TCC donors Clara Ladd and Janet Olejar.
  - Dr. Ruhland attended a meeting hosted by the Tacoma Housing Authority and attended by Senator Maria Cantwell.

VII. PUBLIC COMMENT/REMARKS
None

VIII. EXECUTIVE SESSION
None

IX. ADJOURNMENT
There being no further business, the meeting was adjourned at 5:40 p.m.

Robert Ryan, Chair
BACKGROUND
Tacoma Community College reviews portions of its policies on a regular basis.

The College is eliminating Policy IV.ADSV-201 - Appointments. The policy is no longer applicable to our exempt employees. Policy 201 only applies to the appointment of exempt employees. It does not apply to academic, classified, part-time temporary employees. As at will employees the appointment notice will contain the conditions and expectations of employment.

RECOMMENDATION
The President recommends the Board of Trustees approve the 1st Read of the Elimination of Policy IV. ADSV-201 Appointments from the College’s Administrative Manual.
PURPOSE
The purpose of this policy is to provide guidance and information regarding the appointment of an exempt employee. The provisions of this policy are not intended to supersede any rights provided for, or provide any rights not otherwise provided for, by law.

TO WHOM DOES THIS POLICY APPLY
This policy applies to all persons hired into exempt positions, including executive, administrative and professional positions, and excluding the President of the College. This policy does not apply to academic, classified, part-time temporary employees, volunteers, or to the Chief Executive Officer (President) of the College.

REFERENCES
College Administrative Policy - Employment Categories
See College Policy – Reassignment, Separation and Resignation

DEFINITIONS
Appointment – the position to which an employee has been hired, except that after hire, the position to which an employee is assigned.

At-Will – employed at the pleasure and discretion of the appointing authority. The appointing authority may separate the employee for any reason at any time and is limited only by notice of separation as defined by College policy.

See College Policy – Definitions

POLICY
An exempt employee shall be offered an Employment Agreement for the services to be rendered and, based on the needs of the College, may be appointed on a full-time, temporary, part-time, quarterly, or consultant basis, as determined by the President.

- Initial Appointment – a person hired into an exempt position shall be offered an employment agreement delineating the terms and conditions of employment, and shall also be provided an appointment letter specifying the appointment dates and pay information for each appointment period.

- Employee Duty to Fulfill Obligations – it is the duty of every employee to fulfill his/her obligation under the terms of his/her employment agreement, and
expectations of his/her appointment subject to the resignation provisions as defined by policy.

- College Duty to Fulfill Obligations – it is the duty and obligation of the College to fulfill its obligation as to the terms of an appointment of an employee subject to the reassignment or separation provisions as defined by policy.

- Temporary Appointment – an appointment letter for a temporary appointment may also include the expected end date of the temporary appointment.

- Employed At-Will – a regular exempt employee is considered to be “at-will” and serves at the pleasure and discretion of the appointing authority. Regular employees are appointed on an at-will basis subject to the notice of separation provisions as defined by policy.

A temporary exempt employee is considered to be “at-will” and serves at the pleasure and discretion of the appointing authority. Temporary exempt employees are appointed on an “at-will” basis and are not subject to the notice of separation provisions as defined by policy.

PROCEDURE
None.

Initial Adoption Date: Unknown
Prior Revision Dates: February 18, 2004
Last Revision Date: February 22, 2010
Last Review Date: July 1, 2011
Tacoma Community College

Elimination of Policy IV. ADSV-207-Reassignment, Separation, and Resignation

May 11, 2016

BACKGROUND
Tacoma Community College reviews portions of its policies on a regular basis.

The College is eliminating Policy IV.ADSV-207 – Reassignment, Separation, and Resignation.

Policy 207 applies to the appointment of exempt employees with the exception of the College President. It does not apply to academic, classified, part-time temporary employees.

The College is revising its appointment notices so that they are at-will appointment notices as described in Policy 207 and will go into perpetuity unless there is a change in position or a change in compensation. These factors will trigger the creation of a revised appointment notice. This change will allow the College to issue Employment notices which will not have to be renewed on an annual basis by March 30 of each year.

Reassignment
A tenured faculty member upon appointment to an administrative appointment (exempt) retains tenure and is able to return to an academic appointment under RCW 28B.50.859. RCW 28B.50.859 will now control the return to academic status. Regular exempt employees are not eligible for reassignment into academic positions.

Separation
Notice provisions will be incorporated into the Exempt Appointment Notice. Ninety days’ notice of non-renewal is now reduced to sixty days’ notice in the appointment notice.

Notice for cause is reduced from thirty days’ notice to immediate release from employment in the appointment notice.

Notice for financial needs remains at thirty days’ notice.

Resignation
Policy 207 has no enforcement provision for the terms of an exempt employee resigning. Notice is a professional courtesy but the College will no longer consider lack of notice as a condition of staying in good standing.

RECOMMENDATION
The President recommends the Board of Trustees approve the 1st Read of the Elimination of Policy IV. ADSV-207 – Reassignments, Separation and Resignation from the College's Administrative Manual.
REASSIGNMENT, SEPARATION AND RESIGNATION

Section: IV. ADSV - 207

President’s Authorization:

<table>
<thead>
<tr>
<th>Approved by Dr. Pamela Transue</th>
<th>February 23, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

PURPOSE
The purpose of this policy is to provide guidance and information regarding the reassignment or termination of an exempt employee, or the resignation by the exempt employee.

TO WHOM DOES THIS POLICY APPLY
This policy applies to all exempt employees, except the President of the College.

REFERENCES
Board Policy Manual Ch V - Personnel
Board Resolution 75-6 Appointing Authority for Administrative and Academic Personnel

DEFINITIONS
Appointment – the position to which an employee has been hired, except that after hire, the position to which an employee is assigned.

See College Policy – Definitions

POLICY
Reassignment
In the event an exempt employee is to be removed or chooses to leave an exempt position, the President shall have the option of reassignment, rather than dismissal of the exempt employee. This option is provided to the President for the following reasons:

1. To allow the President the flexibility of reorganizing the College administration without dismissing an exempt employees.

2. To allow an exempt employee to be reassigned as an academic employee following an exempt appointment. An exempt employee reassigned to an academic position, shall be placed on the academic employee salary schedule with full credit for experience (exempt and academic related) and academic preparation, and shall retain all seniority rights and accrued benefits.

3. To encourage a qualified academic employee to accept an exempt appointment by ensuring the academic employee the right to return to his/her previous position should she/he request to do so.
4. To allow compliance with the provisions of RCW 28B.50.860, which states that an academic employee, upon appointment to an exempt appointment, shall be allowed to retain her/his academic employee tenure.

In the event an exempt employee is to be reassigned, the President shall give the following notice in writing:

(a) Thirty (30) days prior to the effective date of the reassignment where the new assignment is at the same level (or higher) and at the same salary (or higher).

(b) Ninety (90) days prior to the effective date of the reassignment where the new assignment is at a lower level of salary or where the reassignment is to a teaching, counseling, or other non-administrative position.

(c) Thirty (30) days prior to the effective date of the reassignment when the College Board has declared a financial emergency.

The President may waive the notice requirement with concurrence by the affected employee.

Separation
In the event a regular exempt employee is to be separated from employment, the President shall give not less than the following notice in writing:

(a) Ninety (90) days notice of non-renewal prior to the end of the employee's appointment when the employee's appointment is not being renewed for a successor appointment (notice of non-renewal). A decision to not renew an employee's appointment may be made for any reason and the notice of non-renewal is not required to include the basis for the non-renewal decision.

(b) Thirty (30) days notice of dismissal prior to the effective date of termination when the employee is being terminated for cause prior to the end of the appointment.

(c) Thirty (30) days notice of termination prior to the effective date of termination when the employee is being separated due to financial exigency, following a Board declaration of a financial emergency when the source of funds supporting the appointment are operating dollars, or following notice from a funding source that the funds are ending when the funds supporting the position are special contract, grant or non-operating dollars.

Notice of non-renewal is not required for a temporary exempt employee completing their temporary appointment. In the event a temporary exempt employee's appointment is to be terminated prior to completion of the temporary appointment, the College administrator having supervisory and budget authority over the position shall give not less than the following notice in writing:
- Fifteen (15) days notice of termination prior to the effective date of termination when the employee is being terminated due to a regular appointment having been made to the position.

- Thirty (30) days notice of dismissal prior to the effective date of termination when the employee is being terminated for cause during the course of the appointment.

- Thirty (30) days notice of termination prior to the effective date of termination when the employee is being separated due to financial exigency, following a Board declaration of a financial emergency when the source of funds supporting the appointment are operating dollars, or following notice from a funding source that the funds are ending when the funds supporting the position are special contract, grant or non-operating dollars.

Resignation
An exempt employee may resign from service at any time. In order to remain in good standing with the College, the exempt employee must provide not less than the following written notice to his/her appointing authority:

- An Executive or Administrative Employee – at least 28 calendar day’s notice of resignation prior to the effective date of resignation. Executive and administrative employees are encouraged to and should provide not less than 90 calendar days notice whenever possible.

- A Professional Employee – at least 14 calendar day’s notice of resignation prior to the effective date of resignation. Professional employees are encouraged to and should provide not less than 30 calendar days notice whenever possible.

- The notice requirements may be waived by mutual agreement of the appointing authority and the affected employee.

Following receipt of written notice of resignation to the appointing authority, the College will respond with written acknowledgement of the resignation.

The resigning employee does not have any rights to withdraw a resignation; however the appointing authority may permit withdrawal of a resignation at any time prior to the effective date of the resignation.

PROCEDURE
None.
BACKGROUND
Tacoma Community College reviews portions of its policies on a regular basis.

The College is revising Policy IV.ADSV-211 – Employment of Personnel

Policy IV. ADSV 211 – Employment of Personnel applies to all exempt employees, classified and hourly employees. It does not apply to academic employees

The College is affirming the President’s delegated authority to determine the qualifications, appoint, manage, supervise, and discharge employees of the College, including determining salaries of exempt personnel, and the terms and conditions of an individual’s employment.

This authority of the President to determine terms and conditions of employment conflicts with Policies IV. ADSV 201- Appointments and IV. ADSV 207-Reassignment, Separation & Resignation which are being eliminated. The revised policy IV. ADSV 211 – Employment of Personnel affirms the delegation to the Executive VP of Academic and Student Affairs regarding the authority to hire, terminate and/or discipline part-time faculty. The revised policy also changes the authority to hire, terminate, and/or discipline all classified, part-time and hourly employees of the College part-time faculty from the VP of Administrative Services to the VP of Human Resources & Legal Affairs.

RECOMMENDATION

The President recommends the Board of Trustees approve the 1st Read of revisions to Policy IV. ADSV-211 –Employment of Personnel contained in the College’s Administrative Manual.
EMPLOYMENT OF PERSONNEL

Section: IV. ADSV - 211
President’s Authorization: Approved by __________________________
President’s Signature __________________________ Date

Initial Adoption Date: May 30, 2000
Prior Revision Dates: January 29, 2004
Last Revision Date: June 28, 2011
Last Review Date: July 7, 2017

PURPOSE
The purpose of this policy is to affirm the President’s delegated authority to determine the qualifications, appoint, manage, supervise, and discharge employees of the College, including determining salaries of exempt personnel, and the terms and conditions of an individual’s employment.

TO WHOM DOES THIS POLICY APPLY
This policy applies to all employees, including executive, administrative, professional, classified service, and part-time/temporary employees of the College.

This policy applies to all non-represented and represented exempt employees, represented and non-represented hourly and classified employees.

REFERENCES
Board Resolution: 72-17 – Appointing Authority
Board Resolution: 72-18 – Appointing Authority
Board Resolution: 78-6 – Appointing Authority
Board Resolution: 78-7 – Appointing Authority
Board Resolution: 81-10 – Appointing Authority
Board Resolution: 81-11 – Appointing Authority
Board Policy Manual: Ch. IV (2) – Delegation of Authority
RCW 28B.50.090 – College Board – Powers and Duties
RCW 41.06 State Civil Service Law
WAC 131-16-070 Adoption and publication of district personnel selection practices and standards required.
WAC 131-16-080 General Standards and qualifications for Community and Technical College personnel.
WAC 357 – Department of Personnel
29 CFR 541 – Executive, Administrative and Professional Exemptions
29 U.S.C 201 – Fair Labor Standards Act
POLICY
The Community College Act of 1967 assigns the responsibility for employment of qualified academic, classified, and exempt employees to the local college district. Staffing guidelines are a prerogative of the College, dependent upon program mix and local institutional goals. Hence, the College shall seek to employ qualified personnel. The College expects all of its employees to be aware of the College's policies, regulations, procedures, and programs, to devote their professional services and individual skills to the realization of those College's goals and objectives which fall within their areas of specialization, and to discharge their duties in a professional manner.

Academic, exempt, and classified staff who are employed by the College shall be appointed on the basis of standards and selection procedures WAC 131-16-080, WAC 131-16-091, WAC 357 and RCW 28B.50.090(7)(a).

The President (Chief Executive Officer) or the President's designee shall have the authority to hire, discipline and/or terminate all academic, classified, part-time/hourly and exempt employees. The President shall make the final decision regarding the employment of any academic and exempt employee after giving consideration to recommendations from the appropriate persons or committees within the College, and principles of inclusiveness.

The Vice President of Academic and Student Affairs or his/her designee shall have the authority to hire, terminate and/or discipline part-time faculty.

The Vice President for Administrative Services shall have the authority to hire, terminate, and/or discipline all classified personnel of the college.

The Vice President for Administrative Services or designee shall have the authority to exempt position from classified services in accordance with civil service rules and the Fair Labor Standards Act. In instances where exemption is at the discretion of the College, the President shall have the final approval regarding exemption.

The President shall make the final decision regarding the employment of any exempt employee after complying with affirmative action guidelines and giving consideration to recommendations. The President may designate to the Executive Vice President of Academic and Student Affairs the authority to hire, terminate and/or discipline part-time faculty. The President may designate to the Vice President for Human Resources and Legal Affairs the authority to hire, terminate, and/or discipline all classified, part-time and hourly employees of the College.

PROCEDURE
None.

Human Resources, with the hiring manager, will determine the screening methods that they determine best evaluate a person's competencies to perform the duties and responsibilities of a class and/or a position. Screening methods must be based upon job analysis and may include, but are not limited to, reviewing resumes, interviewing applicants, and developing supplemental questionnaires for applicants to provide additional information.
Human Resources is responsible for the initial screening of applicants to determine a qualified pool of applicants eligible for review by the hiring manager. The hiring manager may review the qualified pool of applicants with Human Resources to determine referrals to the selection committee. The selection committee will recommend one to three candidates after interviews to the hiring manager for second interviews, reference and background checks.

Prior to making a job offer to the candidate, the hiring manager will prepare a hiring recommendation memo for the hiring authority with a copy to the Vice President for Human Resources and Legal Affairs. This memo shall include the number of applicants, diversity of the recruitment, and reasons why the selected individual is the best qualified candidate for the position. The recommendation shall include a salary/rate of pay recommendation and a proposed start date. Any relocation expenses must be approved by the President.

Once approved by the appointive authority, a job offer may be extended to the selected candidate. A notice of appointment and an official offer letter will be drafted by Human Resources and provided to the appointing authority for signature.

Academic, exempt, and classified staff who are employed by the College shall be appointed on the basis of standards and selection procedures WAC 131-16-080, WAC 131-16-091, WAC 357 and RCW 28B.50.090(7)(a).

The Vice President for Human Resources and Legal Affairs or his/her designee shall have the authority to exempt positions from classified service in accordance with civil service rules and the Fair Labor Standards Act. In instances where exemption is at the discretion of the College, the President shall have the final approval regarding exemption.
BACKGROUND
The proposed policy governs the presence of service animals while affording individuals with disabilities requiring the use of a service animal equal opportunity to access College facilities, courses, programs, and activities.

STATUS
The proposed policy has been vetted through the college's shared governance process.

RECOMMENDATION
The President recommends that the Board of Trustees approve the 1st Read of the Service Animals on Campus Policy.
Service Animals on Campus

PURPOSE
This policy is established for the purpose of governing the presence of service animals on campus while affording individuals with disabilities requiring the use of a service animal equal opportunity to access College facilities, courses, programs, and activities. This policy also identifies responsibilities of service animal owner and College personnel.

TO WHOM DOES THIS POLICY APPLY
This policy applies to all employees, faculty, students, student workers, visitors, and contract employees. No one is excluded from this policy.

REFERENCES
Americans with Disabilities Act (ADA) of 1990
Americans with Disabilities Amendments Act
Chapter 49.60 RCW
Chapter 162-22 WAC
Section 504 of the Rehabilitation Act of 1973 (P.L.93-11)
45 CFR Part 84
RCW 34.05482 (Brief Adjudicative Proceedings)
Tacoma Municipal Code -- Title 17

DEFINITIONS
“Service animal” means an animal that is trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychological, intellectual, or other mental disabilities.

“Therapy animal” means an animal that provides emotional or passive comfort that alleviates one or more of the identified symptoms or effects of a disability. A therapy animal (also known as an emotional support animal or comfort animal) is not a service animal under this policy.

“Owner” means any person having an interest in or right of possession to an animal, or any person having control, custody, or possession of an animal.
"Physical control" means control by means of a leash, cage, bridle, or other restraining device held by the owner or keeper. Reasonable modifications of this provision may be made to accommodate a service animal (Tacoma Municipal Code – Title 17).

"College facilities" includes all buildings and facilities in the possession or owned, used, controlled, leased or rented by the College, and agencies that have educational agreements with the College. Exemptions to this policy are allowed for college properties that are long-term leaseholds and occupied by agencies that are not affiliated with the College, i.e., Pierce Transit, Tacoma Area Coalition for Individuals with Disabilities (TACID), etc.

"College premises" includes all land and other property in the possession of or owned, used, controlled, or leased/rented by the College.

POLICY
In compliance with state and federal laws, service animals are permitted in Tacoma Community College premises or in facilities to afford individuals with disabilities who require the assistance of service animals, with equal opportunity for access to the college facilities, courses, programs and activities.

PROCEDURE
Service Animals Permitted
Generally, owners of service animals are permitted to be accompanied by their service animal to all areas of the College’s premises to include facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms and other areas where College programs or activities are held. Limited exceptions for service animal access exist. For example, when consistent with other College policies, state and/or federal laws/regulations, a service animal may be restricted from specific areas of the College, such as food preparation areas, animal research facilities and premises, medically sensitive patient and clinic areas, and biologically sensitive or hazardous research sites. If a service animal is restricted from certain areas, the Access Services coordinator is available to assist in evaluating reasonable accommodations for the owner.

Assessing Service Animal Status
College personnel must permit a service animal access to an event or activity with its owner when it is readily apparent that the animal is trained to do work or perform tasks for the service animal owner. Examples include a dog guiding an individual who is blind or has low vision, pulling an individual’s wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability.

If the need for the service animal is not apparent, College personnel may only ask service animal owners for the following information:

- Whether the service animal is required because of a disability; and
- What work or task the animal has been trained to perform.
If the owner states that the animal is required because of a disability and the owner states that the animal has been trained to do work or a task for the owner, then the service animal must be admitted in all areas except those that are restricted as explained herein. If there is any doubt that an animal is a service animal, College personnel should admit the animal and then consult with the Access Services coordinator regarding future access.

Service animal owners must not be asked for medical documentation or the nature of their disability, except as noted herein. Owners may not be asked for a special registration, identification card, license, or that the animal demonstrate its ability to perform work or tasks.

College Assistance
Potential and current students and guests are not required to register their service animal with the College. Service animal owners who are students who regularly access College facilities are encouraged to contact Access Services within the Student Services department who can assist the owner with proactively informing other College personnel, such as faculty, advisors, building coordinators, etc., that the service animal should be allowed access.

Employees with Service Animals
College employees who require the use of a service animal in the workplace should make a request for an accommodation. For more information see the College’s Policy on Equal Employment Opportunity, Board of Trustees Resolution 98-04 and WAC 162-22-100. To make request for a workplace accommodation contact the ADA coordinator in Human Resources.

Service Animal Owners’ Responsibilities
Service animal owners are responsible for complying with policy and shall be responsible for damage or injury caused by the service animal. Additional responsibilities include:

- Keeping the service animal under their direct control at all times, such as by a harness, leash or other tether; however, if the use of a harness, leash or other tether interferes with the service animal's safe, effective performance of work or tasks, or if the owner’s disability prevents the use of such devices, then the service animal must be under the owner’s control through voice control, signals or other effective means;

- Ensuring the service animal does not disturb or disrupt normal academic or administrative functions;

- Immediately cleaning up after the service animal and properly disposing of waste or other debris from the service animal;

- Preventing the service animal from entering any pond, fountain or stream located on College premises; and
- Complying with relevant city, county and/or state license and leash laws while the service animal is on College premises.

Removal of Service Animals from College Facilities
College personnel may only ask service animal owners to remove their service animal from College premises or from the immediate area for the following reasons:

- If the service animal is not under the owner’s direct control;

- If the service animal is disturbing or disrupting the normal administrative, academic or programmatic routine, then the owner must first be given the opportunity to get the animal under control, but if the disruption or disturbance continues, the owner shall remove the animal upon request; or

- Emergency assistance may be contacted if the presence, behavior or actions of the service animal constitutes an immediate risk of danger to people or property.

The service animal may only be excluded by College personnel for that incident. If asked to remove the service animal, the owner must be offered the opportunity to return to College premises or the immediate area without the service animal and be provided with reasonable assistance at that time to participate in the College service or program. Owners with concerns about the removal of their service animal should contact the Access Services coordinator located in Building 7.

Service Animals in Training
Service animals in training may be permitted, but are not entitled to, the same access as service animals. The College employee with authority over the building area has the discretion whether to permit access to service animals in training. Any individual bringing a service animal in training on College property is responsible for complying with this policy.

Violations of Procedure
Depending on the seriousness of the animal’s conduct or repeated conduct, service animals may be excluded from College premises temporarily or permanently if they are found to be in violation of this procedure. If a service animal is excluded, the Access Services coordinator shall, if requested, assist in evaluating reasonable accommodations for the owner. The Access Services coordinator is responsible for conducting the necessary assessments regarding ongoing or permanent removal of a service animal. Owners who violate this procedure or disregard an instruction to remove a service animal from College premises may be subject to additional penalties, including banning from any College premises or other fines or penalties under applicable city, county or state rules, regulations or laws. Violations of this procedure by an owner who is a College student or employee may be referred for corrective or disciplinary action. Concerns relating to violations of this procedure should be referred to the Access Services coordinator for students or ADA coordinator for employees.
Enforcement
At the College’s discretion, brief adjudicative proceedings may be used in matters relating to the College’s enforcement of this policy.

Access Services Coordinator: Students
Located in Advising Counseling Center, Building 7.

ADA Coordinator: Employees, Volunteers, Visitors
Located in Human Resources, Building 14

Grievance Process/Complaint Reporting
Individuals who wish to make a complaint that a College employee may have violated the College’s non-discrimination and/or non-retaliation policies, including a failure to permit access to a service animal under this policy, may contact:

Tacoma Community College
Human Resources Office

Individuals who wish to file allegations of discrimination also may contact the following:

United States Department of Education Office for Civil Rights (OCR)
  • Email: ocr@ed.gov
  • Phone: 1-800-421-3481 (voice)

Equal Employment Opportunity Commission
  • Phone: 1-800-669-4000
  • TTY: 1-800-669-6820

Washington State Human Rights Commission
  • Phone: 1-800-233-3247 (voice)
  • TTY: 1-800-300-7525

Implementation of this policy becomes effective July 1, 2016.
Tacoma Community College

Running Start Program Fee Waiver

May 11, 2016

BACKGROUND
Consistent with RCW 28A.600.310 the proposed policy provides low income Running Start students enrolled at Tacoma Community College access to the Running Start program through a waiver of mandatory fees. The policy also allows colleges to make determinations about waiver of class fees.

STATUS
The proposed policy has been vetted and endorsed through the college’s shared governance process.

RECOMMENDATION
The President recommends that the Board of Trustees approve the 1st Read of the Running Start Program Fee Waiver.
Running Start Program Fee Waiver

Section:
III. STSV – 220

President’s Authorization:

President’s Signature
Date

Initial Adoption Date:
Prior Revision Dates:
Last Revision Date:

PURPOSE:
To provide low income Running Start students at Tacoma Community College equal access to the Running Start program through a waiver of mandatory and consumable/class fees.

TO WHOM DOES THIS POLICY APPLY:
This policy applies to Tacoma Community College students who are enrolled in the Running Start program and meet one or more of the fee waiver eligibility requirements outlined under Procedure below.

POLICY
Beginning in the fall of 2009, RCW 28A.600.310 is amended with the following changes:

“Running Start students attending community and technical colleges must pay mandatory college and/or student assessed fees as established by the community and technical college. Colleges must also waive mandatory college and/or student assessed fees for eligible low-income Running Start students”.

Under this policy change colleges can chose to charge fee waiver students for consumable or class fees. Tacoma Community College recognizes the needs of our low income students and may choose to waive all fees including consumable or class fees for low income students who meet the following fee waiver eligibility outlined in the procedure below.

PROCEDURE
Tacoma Community College will use the following guidelines to determine fee waiver eligibility:

- The student qualifies for Free or Reduced lunch for the year during which they are enrolled in Running Start.
- The student’s family receives TANF (Temporary Assistance for Needy Families) and/or Washington Basic Food Program (Food Stamps) during the year they are enrolled in Running Start.
- The student’s guardian is receiving unemployment.
- The student is a Foster Youth.
- The student's high school counselor can verify that there are extenuating circumstances outside of the above guidelines that lead to the student needing a fee waiver.

Running Start students must provide documentation of their eligibility for fee waiver by the tuition deadline of the first quarter they attend Running Start (or within two days of their registration if they register after the tuition deadline). If students do not provide documentation and fail to pay their mandatory fees, a hold will be placed on their account.
BACKGROUND
The Board of Trustees reviews and approves the annual Service and Activities (S & A) budget developed by the Associated Students of Tacoma Community College (ASTCC). The S & A budget supports opportunities for student engagement in a diversity of activities and programs that foster institutional connection, personal growth and academic success.

STATUS
A budget has been developed by the ASTCC budget committee for the 2016-17 year. This budget was reviewed and endorsed by the ASTCC Student Senate.

RECOMMENDATION
The President recommends that the Board of Trustees approve the 1st Read of the 2016-17 ASTCC budget.
<table>
<thead>
<tr>
<th>SUMMARY</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT STUDENT FEES</td>
<td>PROJECTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-10 CREDITS</td>
<td>11-18 CREDITS</td>
<td>2015-2016</td>
<td>2016-2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SERVICE &amp; ACTIVITIES FEE</td>
<td>$10.58*</td>
<td>$6.15*</td>
<td>$1,442,720</td>
<td>$1,442,720</td>
<td></td>
</tr>
<tr>
<td>PER CREDIT*</td>
<td>PER CREDIT*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUMMARY TOTALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 PROGRAMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 CLUBS/ORGANIZATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 MISCELLANEOUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,438,738</td>
<td>1,438,712</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>TITLE</td>
<td>BUDGET 2015-2016</td>
<td>REQUESTED 2016-2017</td>
<td>PROPOSED 2016-2017</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------</td>
<td>------------------</td>
<td>---------------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>1901</td>
<td>Collegiate Challenge</td>
<td>20,900</td>
<td>30,638</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>1903</td>
<td>Chamber Music</td>
<td>12,800</td>
<td>14,800</td>
<td>12,800</td>
<td></td>
</tr>
<tr>
<td>1904</td>
<td>Vocal</td>
<td>14,630</td>
<td>14,630</td>
<td>14,630</td>
<td></td>
</tr>
<tr>
<td>1905</td>
<td>Trillium</td>
<td>3,500</td>
<td>4,000</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>1907</td>
<td>Una Voce</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>1910</td>
<td>Athletics</td>
<td>276,648</td>
<td>276,648</td>
<td>276,648</td>
<td></td>
</tr>
<tr>
<td>1911</td>
<td>Women's Basketball</td>
<td>23,300</td>
<td>23,300</td>
<td>23,300</td>
<td></td>
</tr>
<tr>
<td>1912</td>
<td>Women's Soccer</td>
<td>16,700</td>
<td>21,600</td>
<td>18,700</td>
<td></td>
</tr>
<tr>
<td>1914</td>
<td>Women's Volleyball</td>
<td>23,300</td>
<td>23,300</td>
<td>23,300</td>
<td></td>
</tr>
<tr>
<td>1915</td>
<td>Men's Baseball</td>
<td>33,000</td>
<td>33,000</td>
<td>33,000</td>
<td></td>
</tr>
<tr>
<td>1916</td>
<td>Men's Basketball</td>
<td>23,300</td>
<td>23,300</td>
<td>23,300</td>
<td></td>
</tr>
<tr>
<td>1921</td>
<td>Men's Soccer</td>
<td>16,700</td>
<td>21,600</td>
<td>18,700</td>
<td></td>
</tr>
<tr>
<td>1950</td>
<td>Student Programs Support</td>
<td>145,174</td>
<td>145,174</td>
<td>145,174</td>
<td></td>
</tr>
<tr>
<td>1951</td>
<td>Publicity</td>
<td>11,800</td>
<td>11,800</td>
<td>11,800</td>
<td></td>
</tr>
<tr>
<td>1952</td>
<td>ASTCC/Operations</td>
<td>38,670</td>
<td>40,800</td>
<td>40,895</td>
<td></td>
</tr>
<tr>
<td>1953</td>
<td>Ambassador Operations</td>
<td>5,300</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>1954</td>
<td>Recreation/Wellness</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1955</td>
<td>Student Office Supplies</td>
<td>9,500</td>
<td>9,500</td>
<td>9,500</td>
<td></td>
</tr>
<tr>
<td>1956</td>
<td>Awards Event</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td></td>
</tr>
<tr>
<td>1957</td>
<td>AS Productions</td>
<td>106,500</td>
<td>132,886</td>
<td>132,886</td>
<td></td>
</tr>
<tr>
<td>1958</td>
<td>Artist and Lecture</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td></td>
</tr>
<tr>
<td>1959</td>
<td>Commencement</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership Certificate Program</td>
<td>0</td>
<td>8,000</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL PROGRAMS</td>
<td>859,722</td>
<td>917,976</td>
<td>904,633</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>TITLE</th>
<th>BUDGET 2015-2016</th>
<th>REQUESTED 2016-2017</th>
<th>PROPOSED 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1928</td>
<td>Gig Harbor Center</td>
<td>6,550</td>
<td>6,550</td>
<td>6,550</td>
</tr>
<tr>
<td>1929</td>
<td>Student Center</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>1930</td>
<td>Children's Center</td>
<td>249,479</td>
<td>225,928</td>
<td>225,928</td>
</tr>
<tr>
<td>1931</td>
<td>Supplemental Instruction</td>
<td>13,640</td>
<td>14,891</td>
<td>14,891</td>
</tr>
<tr>
<td>1932</td>
<td>BEC</td>
<td>8,330</td>
<td>9,035</td>
<td>9,035</td>
</tr>
<tr>
<td>1933</td>
<td>Student E-Mail</td>
<td>30,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1934</td>
<td>MECA</td>
<td>20,137</td>
<td>21,200</td>
<td>21,200</td>
</tr>
<tr>
<td>1935</td>
<td>Tutorial Services/WTC</td>
<td>95,650</td>
<td>108,025</td>
<td>108,025</td>
</tr>
<tr>
<td>1936</td>
<td>MARC</td>
<td>31,230</td>
<td>34,650</td>
<td>34,650</td>
</tr>
<tr>
<td>1937</td>
<td>Equipment and Facilities</td>
<td>6,300</td>
<td>6,300</td>
<td>6,300</td>
</tr>
<tr>
<td>1940</td>
<td>Student Handbook</td>
<td>23,000</td>
<td>20,000</td>
<td>17,000</td>
</tr>
<tr>
<td>1941</td>
<td>Student Identification</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>1945</td>
<td>Vehicle Fund</td>
<td>7,000</td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td>TOTAL SERVICES</td>
<td>521,316</td>
<td>483,579</td>
<td>480,579</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>TITLE</td>
<td>BUDGET 2015-2016</td>
<td>REQUESTED 2016-2017</td>
<td>PROPOSED 2016-2017</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
<td>------------------</td>
<td>---------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>1960</td>
<td>Total Clubs/Orgs new and returning</td>
<td>38,182</td>
<td>25,000</td>
<td>30,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>TITLE</td>
<td>BUDGET 2015-2016</td>
<td>REQUESTED 2016-2017</td>
<td>PROPOSED 2016-2017</td>
</tr>
<tr>
<td>1985</td>
<td>Equipment Repair</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>1986</td>
<td>Special Projects</td>
<td>3,500</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>1990</td>
<td>Program Reserve</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>1991</td>
<td>Instructional Enhancement Grant</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>TOTAL MISCELLANEOUS</td>
<td></td>
<td>23,500</td>
<td>23,500</td>
<td>23,500</td>
</tr>
</tbody>
</table>

-29-
About 710 students participated in the fall 2015 survey. The SSI survey combines the responses into 12 scales, the big picture overview of what matters to our students.

Three main scores are used:

- Importance
- Satisfaction

The survey is based on a 7-point scale;

<table>
<thead>
<tr>
<th>Not Important/satisfied at all</th>
<th>Not very Important/satisfied</th>
<th>Somewhat unimportant/dissatisfied</th>
<th>Neutral</th>
<th>Somewhat Important/satisfied</th>
<th>Important/important</th>
<th>Very Important/satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**Satisfaction Scores, by Scale**
New Hire Report – April 2016
Prepared by: Beth Brooks, Vice President for Human Resources and Legal Affairs

<table>
<thead>
<tr>
<th>Classification</th>
<th>Employee Name</th>
<th>Position Title</th>
<th>Department</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>No New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td>Erickson, Karen</td>
<td>Program Specialist 2</td>
<td>Enrollment Services</td>
<td>04/28/16</td>
</tr>
<tr>
<td></td>
<td>Larsen, Tory</td>
<td>Customer Service Specialist 1</td>
<td>Financial Aid</td>
<td>04/01/16</td>
</tr>
<tr>
<td>Exempt</td>
<td>Maes, John</td>
<td>Assistant Director International Recruitment and Admissions</td>
<td>International Programs</td>
<td>04/01/16</td>
</tr>
<tr>
<td>COLLEGE / DISTRICT</td>
<td>COMMUNITY</td>
<td>STATE/REGIONAL</td>
<td>NATIONAL</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------</td>
<td>----------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Apr. 15 – President’s Cabinet Diversity &amp; Communications Retreat, State Farm Offices, downtown Tacoma, with Maralise Hood &amp; Jeanie Simmons, Center for Dialog &amp; Resolution</td>
<td>Apr. 14 – Attend annual Northwest Seaport Alliance breakfast meeting at Tacoma Convention &amp; Trade Center</td>
<td></td>
<td>Apr. 14 – Participate in NASDCTEc Board Conf. Call,</td>
<td></td>
</tr>
<tr>
<td>Apr. 16 – Attend Annual TCC-TPS Pow Wow and Honoring of Graduates, TCC Student Center</td>
<td>Apr. 19 – Meet with Bellarmine Prep. President, Robert O. Modarelli, Ill at Bellarmine Prep.</td>
<td></td>
<td>Apr. 26 – Conf. Call with Mara Anderson, Community Colleges for International Development Board member</td>
<td></td>
</tr>
<tr>
<td>Apr. 19 – Attend Titan Baseball Tailgate Party and game, TCC Minnitti Field</td>
<td>Apr. 20 – Attend Health Careers High School meeting at Tacoma Public Schools District Office.</td>
<td></td>
<td>Apr. 27-30 – Attend ACCT Government Leadership Institute in Miami with Gretchen Adams, Liz Dunbar, and Bob Ryan</td>
<td></td>
</tr>
<tr>
<td>Apr. 20 – Meet with Achieving the Dream Coaches, Bernadine Fong &amp; Bill Pilland, annual review and evaluation</td>
<td>Apr. 20 – Attend City Club Luncheon meeting at the Landmark Center – speaker UW President, Anna Mari Cauce</td>
<td></td>
<td>May 2 – Conf. Call with Governance Subcommittee of NASDCTEc Board of Directors</td>
<td></td>
</tr>
<tr>
<td>Apr. 21 – Attend TCC Job Fair, TCC Gym</td>
<td>Apr. 21 – Attend Rotary meeting at Landmark Convention Center.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 21 – Meet with Student Luke Tran – Interviewed for class project</td>
<td>Apr. 21 – Attend Workforce Development Council meeting at Workforce Central</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 22 – Professional Development Day at TCC including 1st Annual Awards and Recognition Event</td>
<td>May 3 – Attend Goodwill Annual Awards Luncheon at TCC Foundation Tacoma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 26 – Attend TCC Foundation Board Retreat</td>
<td>May 11 – Attend South Sound Together Board Meeting at the University YMCA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 5 – Meet with student to discuss internship project</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 5 – TCC Board of Trustees Special Meeting- Ellen Pinto Interviews</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 7 – Attend TCC Foundation Tacoma Wine Classic, TCC Library &amp; Student Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 10 – TCC President’s Cabinet Retreat at Fircrest Golf Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>