

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. CALL TO ORDER** Bob Ryan
- II. GENERAL MATTERS** Bob Ryan
 - A. Changes/Approval of Agenda**
 - B. Approval of Minutes:** Bob Ryan
April 13 Regular Meeting (pages 2-5)
 - C. Introductions** Sheila Ruhland
 - D. Correspondence** Sheila Ruhland
 - E. Board Report** Bob Ryan
- III. PRESENTATION** Kim Harrington
Student Voice: *Antonyo Gibson & Grace Sullivan – COMGEN Project*
- IV. ACTION ITEMS**
 - A. 1st Read – Elimination of Policy IV. ADSV 201-Appointments (pages 6-8)** Beth Brooks
 - B. 1st Read – Elimination of Policy IV. ADSV 207 – Reassignment, Separation & Resignation (pages 9-12)** Beth Brooks
 - C. 1st Read - Revisions to Policy IV. ADSV 211 –Employment of Personnel (pages 13-16)** Beth Brooks
 - D. 1st Read – Adoption of Policy – Service Animals on Campus (pages 17-22)** Mary Chikwinya
 - E. 1st Read – Adoption of Policy – Running Start Program Fee Waiver (pages 23-25)** Mary Chikwinya
 - F. 1st Read -2016-2017 ASTCC Budget (pages 26-29)** Mary Chikwinya
- V. NON-ACTION ITEMS**
 - A. Pathway to Completion: Engage Community: Tired in Tacoma** Mecca Salahuddin
 - B. Student Satisfaction Survey (SSI) Report (page 30)** Victoria Ichungwa
 - C. TCC Community Garden Celebration** Tamyra Howser/Greg Randall
- VI. REPORTS**
 - A. Associated Students** Jenna Jones
 - B. Foundation** Pat Shuman
 - C. Faculty** Dave Howard
 - D. Classified Staff** Eric Corp
 - E. Legislative** Bill Ryberg
 - F. President (pages 31-32)** Sheila Ruhland
- VII. PUBLIC COMMENT/REMARKS** Bob Ryan
- VIII. EXECUTIVE SESSION** Bob Ryan
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** Bob Ryan
- X. ADJOURNMENT** Bob Ryan
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 19th St., Tacoma WA 98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu.

**Tacoma Community College
Board of Trustees Regular Meeting
April 13, 2016, 4:00 p.m.
Gig Harbor Campus, 3993 Hunt Street, Gig Harbor, WA**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Beth Brooks
Tim Gould	Tamyra Howser
Mary Fox	Quentin James
Mary Chikwinya	Rick Brady, AAG
Eric Corp	Jenna Jones
Bill Ryberg	Dave Howard
Pat Shuman	Shema Hanebutte
Janine Mott	Mecca Salahuddin
Jane Oliver	Rachel Payne
Greg Randall	Valerie Robertson
Tod Treat	Tanjagay Martin
Ben Pagenelli	Judy Colarusso
Alex Mosley	Will Howard

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 Olive** from the Harbor Institute. Dr. Olive 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 Hltz, 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.
 - 22 classes in 2014-15, 39 classes in 2015-16
 - 11 instructors in 2014-15, 17 instructors 2015-16
 - 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 issued 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

Tamyra 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:
 - Customization
 - Getting live data
 - General ledger
 - Budget
 - 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

Tacoma Community College

Elimination of Policy IV. ADSV-201-Appointments

May 11, 2016

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.

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
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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.

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.

<p>Initial Adoption Date: Unknown Prior Revision Dates: February 18, 2004 Last Revision Date: February 23, 2010 Last Review Date: July 1, 2011</p>

Tacoma Community College

Revisions to Policy IV.ADSV-211-Employment of Personnel

May 11, 2016

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.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

EMPLOYMENT OF PERSONNEL

Section: IV. ADSV - 211	President's Authorization: Approved by _____ President's Signature _____ Date _____
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Initial Adoption Date: May 30, 2000 Prior Revision Dates: January 29, 2004 Last Revision Date: June 28, 2011 Last Review Date: July 1, 2011
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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.

Tacoma Community College
Service Animals on Campus Policy

May 11, 2016

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.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Service Animals on Campus

Section: III. STSV - 117	President's Authorization: <hr/> President's Signature Date
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Initial Adoption Date: Prior Revision Dates: Last Revision Date:

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:	President's Authorization:	
III. STSV – 220		
	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.

Tacoma Community College

2016-17 Associated Students of Tacoma Community College (ASTCC) Budget

May 11, 2016

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.

SUMMARY				
CURRENT STUDENT FEES				PROJECTION
	1-10 CREDITS	11-18 CREDITS	2015-2016	2016-2017
SERVICE & ACTIVITIES FEE	\$10.58*	\$6.15*	\$1,442,720	\$1,442,720
	PER CREDIT*	PER CREDIT*		
SUMMARY TOTALS				
1 PROGRAMS			859,722	904,633
2 SERVICES			521,316	480,579
3 CLUBS/ORGANIZATIONS			34,200	30,000
4 MISCELLANEOUS			23,500	23,500
		TOTAL	1,438,738	1,438,712

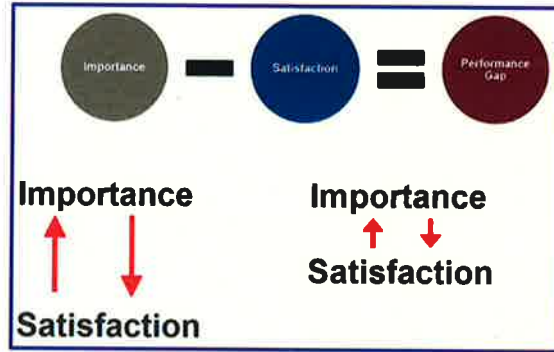
PROGRAMS				
		BUDGET	REQUESTED	PROPOSED
ACCOUNT	TITLE	2015-2016	2016-2017	2016-2017
1901	Collegiate Challenge	20,900	30,638	25,000
1903	Chamber Music	12,800	14,800	12,800
1904	Vocal	14,630	14,630	14,630
1905	Trillium	3,500	4,000	4,000
1907	Una Voce	2,500	2,500	2,500
1910	Athletics	276,648	276,648	276,648
1911	Women's Basketball	23,300	23,300	23,300
1912	Women's Soccer	16,700	21,600	18,700
1914	Women's Volleyball	23,300	23,300	23,300
1915	Men's Baseball	33,000	33,000	33,000
1916	Men's Basketball	23,300	23,300	23,300
1921	Men's Soccer	16,700	21,600	18,700
1950	Student Programs Support	145,174	145,174	145,174
1951	Publicity	11,800	11,800	11,800
1952	ASTCC/Operations	38,670	40,800	40,895
1953	Ambassador Operations	5,300	10,000	10,000
1954	Recreation/Wellness	5,000	0	0
1955	Student Office Supplies	9,500	9,500	9,500
1956	Awards Event	5,500	5,500	5,500
1957	AS Productions	106,500	132,886	132,886
1958	Artist and Lecture	60,000	60,000	60,000
1959	Commencement	5,000	5,000	5,000
	Leadership Certificate Program	0	8,000	8,000
	TOTAL PROGRAMS	859,722	917,976	904,633
SERVICES				
		BUDGET	REQUESTED	PROPOSED
ACCOUNT	TITLE	2015-2016	2016-2017	2016-2017
1928	Gig Harbor Center	6,550	6,550	6,550
1929	Student Center	25,000	25,000	25,000
1930	Children's Center	249,479	225,928	225,928
1931	Supplemental Instruction	13,640	14,891	14,891
1932	BEC	8,330	9,035	9,035
1933	Student E-Mail	30,000	0	0
1934	MECA	20,137	21,200	21,200
1935	Tutorial Services/WTC	95,650	108,025	108,025
1936	MARC	31,230	34,650	34,650
1937	Equipment and Facilities	6,300	6,300	6,300
1940	Student Handbook	23,000	20,000	17,000
1941	Student Identification	5,000	5,000	5,000
1945	Vehicle Fund	7,000	7,000	7,000
	TOTAL SERVICES	521,316	483,579	480,579

CLUBS/ORGANIZATIONS					
		BUDGET	REQUESTED	PROPOSED	DIFFERENCE
ACCOUNT	TITLE	2015-2016	2016-2017	2016-2017	
1960	Total Clubs/Orgs new and returning	38,182	25,000	30,000	5000
MISCELLANEOUS					
		BUDGET	REQUESTED	PROPOSED	DIFFERENCE
ACCOUNT	TITLE	2015-2016	2016-2017	2016-2017	
1985	Equipment Repair	5,000	5,000	5,000	
1986	Special Projects	3,500	3,500	3,500	
1990	Program Reserve	10,000	10,000	10,000	
1991	Instructional Enhancement Grant	5,000	5,000	5,000	
	TOTAL MISCELLANEOUS	23,500	23,500	23,500	

Results – Victoria Ichungwa

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.

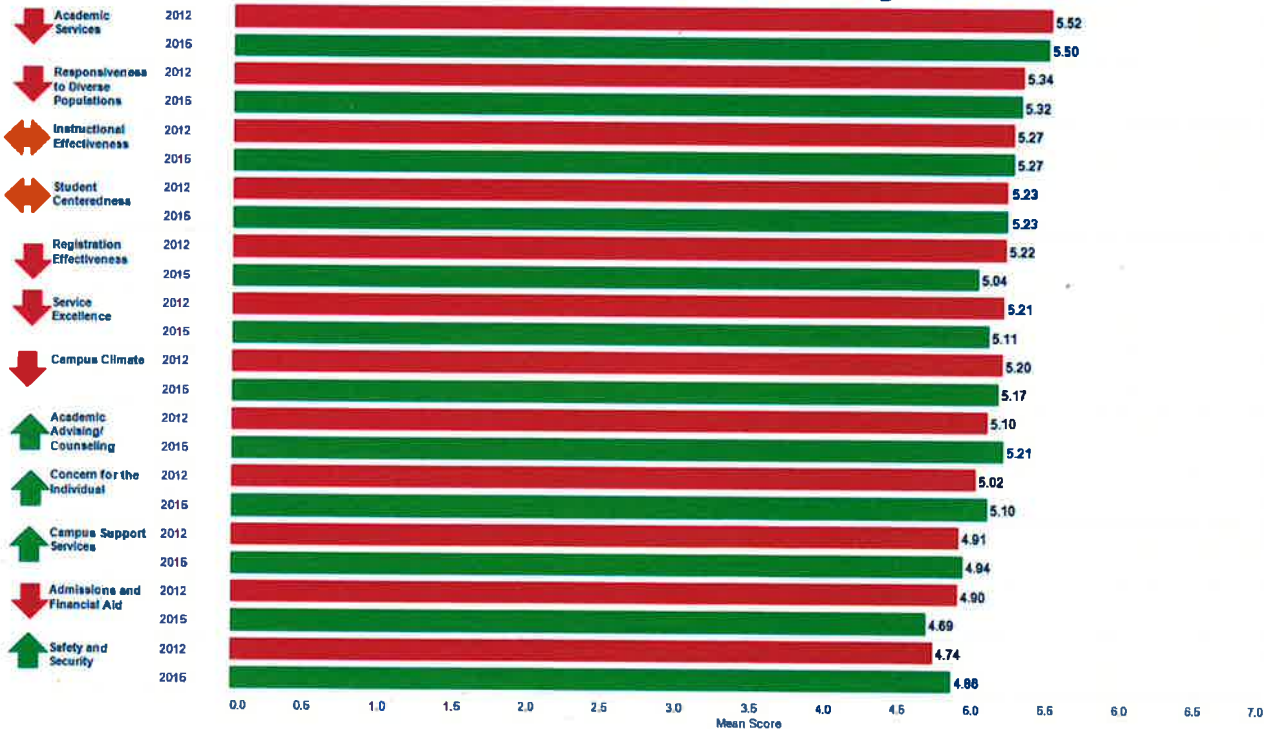
Three main scores are used:



The survey is based on a 7-point scale;

Score definitions and key						
Not Important/satisfied at all	Not very Important/satisfied	Somewhat unimportant/dissatisfied	Neutral	Somewhat Important/satisfied	Important /satisfied	Very Important/satisfied
1	2	3	4	5	6	7

Satisfaction Scores, by Scale



New Hire Report – April 2016

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

Classification	Employee Name	Position Title	Department	Start Date
Academic				
	No New Hires			
Classified				
	Erickson, Karen	Program Specialist 2	Enrollment Services	04/28/16
	Larsen, Tory	Customer Service Specialist 1	Financial Aid	04/01/16
Exempt				
	Maes, John	Assistant Director International Recruitment and Admissions	International Programs	04/01/16

PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT
April 14, 2016 – May 11, 2016

COLLEGE / DISTRICT	COMMUNITY	STATE/REGIONAL	NATIONAL
April 15 – President's Cabinet Diversity & Communications Retreat, State Farm Offices, downtown Tacoma, with Maralise Hood & Jeanie Simmons, Center for Dialog & Resolution	Apr. 14 – Attend annual Northwest Seaport Alliance breakfast meeting at Tacoma Convention & Trade Center		Apr. 14 – Participate in NASDCTEc Board Conf. Call.
Apr. 16 – Attend Annual TCC-TPS Pow Wow and Honoring of Graduates, TCC Student Center	Apr. 19 – Meet with Bellarmine Prep. President, Robert O. Modarelli, III at Bellarmine Prep.		Apr. 26 – Conf. Call with Mara Anderson, Community Colleges for International Development Board member
Apr. 19 – Attend Titan Baseball Tailgate Party and game, TCC Minnitti Field	Apr. 20 – Attend Health Careers High School meeting at Tacoma Public Schools District Office.		Apr. 27-30 – Attend ACCT Government Leadership Institute in Miami with Gretchen Adams, Liz Dunbar, and Bob Ryan
Apr. 20 – Meet with Achieving the Dream Coaches, Bernadine Fong & Bill Pilland, annual review and evaluation	Apr. 20 – Attend City Club Luncheon meeting at the Landmark Center– speaker UW President, Anna Mari Cauce		May 2 – Conf. Call with Governance Subcommittee of NASDCTEc Board of Directors
Apr. 21 -- Attend TCC Job Fair, TCC Gym	Apr. 21 – Attend Rotary meeting at Landmark Convention Center.		
Apr. 21 – Meet with Student Luke Tran – Interviewed for class project	Apr. 21 – Attend Workforce Development Council meeting at Workforce Central		
Apr. 22 –Professional Development Day at TCC including 1 st Annual Awards and Recognition Event	May 3 – Attend Goodwill Annual Awards Luncheon at Tacoma Convention Center		
Apr. 26 – Attend TCC Foundation Board Retreat	May 11 – Attend South Sound Together Board Meeting at the University YMCA		
May 5 – Meet with student to discuss internship project			
May 5 –TCC Board of Trustees Special Meeting- Ellen Pinto Interviews			
May 7 – Attend TCC Foundation Tacoma Wine Classic, TCC Library & Student Center			
May 10 – TCC President's Cabinet Retreat at Fircrest Golf Club			