TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES
REGULAR PUBLIC MEETING
Wednesday, June 8, 2016
College Board Room #120, Building 12

AGENDA

I. **CALL TO ORDER** — Bob Ryan

II. **GENERAL MATTERS**
 A. Changes/Approval of Agenda — Bob Ryan
 B. Approval of Minutes:
  May 5 and May 19 Special Meetings and May 11 Regular Meeting (pages 2-7) — Bob Ryan
 C. Introductions — Sheila Ruhland
 D. Correspondence — Sheila Ruhland
 E. Board Report — Bob Ryan

III. **PRESENTATION**
  Student Voice: *Fikko Julian Soenanta, International Student* — Mary Chikwinya

IV. **ACTION ITEMS**
 A. APPROVE: Adoption of Policy – Service Animals on Campus (pages 8-13) — Mary Chikwinya
 B. APPROVE: Adoption of Policy – Running Start Program Fee Waiver (pages 14-16) — Mary Chikwinya
 C. APPROVE: 2016-2017 ASTCC Budget (pages 17-20) — Mary Chikwinya
 D. 1st Read – Request to Approve New Degree: Associate in Music (page 21) — Tod Treat
 E. 1st Read – Request Change in Degree Title – Associate in Arts & Sciences to Associate in Arts (page 22) — Tod Treat
 F. 1st Read Revisions to Policy IV. ADSV-500 – Acceptable Use (pages 23-28) — Tim Gould
 G. 1st Read Adoption of Policy – Weapons Free Campus (pages 29-32) — Tim Gould
 H. APPROVE: 2016-2017 Operating Budget Continuing Authority (page 33) — Tim Gould
 I. Election of Board Officers for 2016-2017 (pages 34-36) — Bob Ryan

V. **NON-ACTION ITEMS**
 A. Pathway to Completion: Professional Development at Tacoma Community College — Tod Treat
 B. Achieving the Dream (ATD) Coaches Visit — Tod Treat
 C. All Gender Restrooms — Tim Gould

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 37-38) — 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 Special Meeting
May 5, 2016, 3:30 PM
Building 12 – Board Room

MINUTES

Board Members	**Administrators/Staff/Students**
Bob Ryan	Sheila Ruhland
Don Dennis	Marcia Moe
Gretchen Adams	Judy Colarusso
James Curtis	Sonja Morgan
Liz Dunbar	Agnes Song
	Henry Bowie
	Greidi Ajalik

I. **CALL TO ORDER**

Board Chair **Ryan** called the meeting to order at 3:31 p.m.

II. **ELLEN PINTO OUTSTANDING STUDENT AWARD**

Interviews and Selection – Nominations for three students, Agnes Song, Henry Bowie and Greidi Ajalik, were submitted to the Board. The three students were individually interviewed by the Trustees and asked the same questions.

The Board discussed the responses of the candidates to determine which nominee would receive the Outstanding Student of the Year Award. The award recipient will receive a plaque and $1,000 and the two other finalists will each receive a certificate and a monetary award of $500 to be given at the Student Awards Ceremony on May 17.

MOTION: Upon a motion by Board member **Adams** the Board awarded the Ellen Pinto Outstanding Student of the Year Award to Greidi Ajalik.

III. **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:05 p.m.

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Robert Ryan, Chair

Tacoma Community College
Board of Trustees Regular Meeting
May 11, 2016, 4:00 p.m.
College Board Room #120, Building 12

MINUTES

I. **CALL TO ORDER**
Chair **Ryan** called the meeting to order at 4:02 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:**
April 13, 2016 Regular Meeting
MOTION: Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the April 13, 2016 Regular Meeting.

C. **Introductions**
None

D. **Correspondence**
None

E. **Board Report**
- Board Member **Dennis** attended the April board meeting held at the Gig Harbor Campus and the special board meeting on May 5 for the Ellen Pinto Outstanding Student Award.

- Board Member **Adams** attended both the April board meeting and the special board meeting on May 5. She attended the Foundation board retreat on April 26 and the Tacoma Wine Classic on May 7. She traveled to Miami to participate in the ACCT Governance Leadership Institute April 27 – April 30.

- Board Member **Curtis** attended the April board meeting and the May 5 special board meeting. He attended the Awards & Recognition Event held during Professional Development Day on April 22 and was the keynote speaker at the Palmers Scholar's Luncheon on April 27.

- Board Member **Dunbar** attended the April board meeting and the special board meeting on May 5. She attended the Foundation Tacoma Wine Classic and the ACCT Governance Leadership Institute April 27 – April 30.

- Chair **Ryan** attended the April board meeting, the May 5 special board meeting, the Tacoma Wine Classic and the ACCT Governance Leadership Institute in Miami April 27 – April 30.

III. **PRESENTATION**
Student Voice: Kim Harrington, Biology Professor introduced students in Biol&222 **Antonyo Gibson** and **Grace Sullivan** to discuss the COMGEN Project. The COMGEN project is funded by an NSF grant and is done in collaboration with a research group at WSU. They use data collected by our students in their research efforts. Students in the Biol&222 class spend their lab time working on a research project to develop the protocols and carry out the sequencing and analysis of a part of the genome of a bacteria important in fighting the wheat disease Take All.

Grace Sullivan shared her experiences learning through her research and analysis. She started at TCC as a pre-nursing student but since has become interested in research and would like to pursue her PhD in micro biology.

Antonyo Gibson also shared his experiences with the project and indicated his notebook is full of mistakes with no successful protocols which mirrored real life research work. Antonyo has learned a great deal through this class and is currently in pre-med classes with interests towards brain surgery and research.

IV. **ACTION ITEMS**
A. **1st Read – Elimination of Policy IV. ADSV 201-Appointments**
Beth Brooks, Vice President for Human Resources & Legal Affairs provided information on the elimination of the policy. With the revisions to Policy IV.ADSV 211 this policy is no longer applicable to our exempt employees. The annual one year contract previously provided to exempt employees will be replaced with the exempt employee appointment notice.

MOTION: Upon motion from Board member **Curtis** the board unanimously approved the 1st Read of the Elimination of Policy IV. ADSV 201-Appointments.

B. **1st Read – Elimination of Policy IV. ADSV 207 –Reassignment, Separation & Resignation**
Beth Brooks, Vice President for Human Resources & Legal Affairs provided information on the elimination of the policy. With the revisions to Policy IV.ADSV 211 this policy is no longer applicable to our exempt employees. The exempt employee appointment notice that will replace the annual exempt employee contract will contain notice provisions.

MOTION: Upon motion by Board member **Adams** the Board unanimously approved the 1st Read of the Elimination of Policy IV. ADSV 207- Reassignment, Separation & Resignation.

C. **1st Read - Revisions to Policy IV. ADSV 211 –Employment of Personnel**
Beth Brooks, Vice President for Human Resources & Legal Affairs provided information on the revisions to the policy. This policy applies to all exempt employees, classified and hourly employees. It affirms 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. It affirms the delegation to the Executive VP of Academic & Student Affairs authority to hire, terminate and/or discipline part-time faculty. It changes the authority to hire, terminate, and/or discipline classified, part-time and hourly employee from VP of Administrative Services to the VP of Human Resources & Legal Affairs.

MOTION: Upon motion by Board member **Dunbar** the Board unanimously approved the 1st Read of the Revisions to Policy IV. ADSV 211 – Employment of Personnel.

D. **1st Read – Adoption of Policy – Service Animals on Campus**
Mary Chikwinya, Vice President for Student Services, provided information on the proposed policy. It governs the presence of service animals while affording the individuals with disabilities requiring the use of a service animal equal opportunity to access college facilities, courses, programs, and activities. Mary clarified a question on the definition of Therapy Animal and received a suggestion to include email addresses and phone numbers for the TCC Human Resources Office in the policy.

MOTION: Upon motion by Board member **Curtis** the Board unanimously approved the 1st Read of the Adoption of Policy – Service Animals on Campus

E. **1st Read – Adoption of Policy – Running Start Program Fee Waiver**
Mary Chikwinya, Vice President for Student Services, provided information on the proposed policy. It provides low income Running Start students enrolled at TCC access to the Running Start program through a waiver of mandatory fees.

MOTION: Upon motion by Board member **Dennis** the Board unanimously approved the 1st Read of the Adoption of Policy – Running Start Program Fee Waiver.

F. 1st Read -2016-2017 ASTCC Budget
Mary Chikwinya, Vice President for Student Services, introduced **Jared Isaacson, ASTCC Vice president of Finance.** Red provided a presentation on the proposed 2016-2017 ASTCC Budget and answered questions from the board on specific club and program expenses.

MOTION: Upon motion by Board member **Adams** the Board unanimously approved the 1st Read of the 2016-2017 ASTCC Budget.

V.   **NON-ACTION ITEMS**
A. **Pathway to Completion: Engage Community: Tired in Tacoma**
Mecca Salahuddin, Dean for Organizational and Learning Effectiveness, introduced **Barbara Peterson, Human Services Professor**. Barbara talked about a clothing drive for the homeless entitled Tired in Tacoma. TCC nursing students started collecting items and soon the Human Services Fall 2016 cohort took up the charge and collected 3,000 items. They then found out that the program was in the infancy stage and was not yet accepting clothing. The Human Services students donated the clothing to Nativity House which is a drop in center for the homeless on 13th & Yakima. Barbara introduced Human Services students: Lisa Paige, Tony Price Becky Ceselski, Dan Houser and Leif Hanson. They each shared their reasons for participating in the clothing drive and their connection to the homeless population in the area.

B. **Student Satisfaction Survey (SSI) Report**
Victoria Ichungwa, Research Associate, provided information on the most recent Student Satisfaction Survey (SSI) that was completed by TCC students during Fall 2015. Highlights of her report:
- 710 out of 800 student's participated in the survey.
- A seven point scale was used to measure importance and satisfaction.
- The survey combines the survey responses into 12 scales that provides an overview of what matters to our students.
- The survey compares the scores from Fall 2015 with Fall of 2012.
  - ✓ 2 scales were unchanged from 2012.
  - ✓ 4 scales improved from 2012.
  - ✓ 6 scales showed a decline from 2012.
- Implementation of ctcLink has affected the satisfaction scores.
- The college plans to use the data collected to help understand the student experiences and to implement a plan for improvement.
- Results and plans will be shared with faculty, staff and students at upcoming professional development days.

C. **TCC Community Garden Celebration**
Tamyra Howser, Director of Marketing and **Communications** provided the following update on the TCC Community Garden Celebration:
- A gathering to celebrate the TCC Community Garden is scheduled for June 1 from Noon to 1:00 p.m. near the garden.
- A formal partnership has been created with appropriate rules and regulations to operate the community garden in an equitable and legal manner.
- There are 25-30 plots in the garden. As plots become available they are assigned to individuals on a waiting list.
- A group of individuals from the college, Harvest Pierce County and representatives for the gardeners have worked cooperatively to develop the MOU that will guide the operations of the garden.

VI.   **REPORTS**
A. **Associated Students Report – Jenna Jones**, ASTCC President:
- The Legislative Showcase is scheduled for Wednesday, May 18 from 12:30 – 2:30 p.m.
- Student Voice Academy – working on agenda for next year.
- Safe is Sexy program is tomorrow in the Student Center.
- Drag Show sponsored by the Gay Pride & Allies is Friday night.

B. **TCC Foundation Report – Pat Shuman,** Foundation Board President:
- Tacoma Wine Classic was successful raising $179K.
- Two recent gifts to announce:
  - ✓ KLQ Foundation matched $36K for Raise-the-paddle at the Wine Classic.
  - ✓ State Farm awarded $40K grant request for scholarships & emergency needs.

C. **Faculty Report—Dave Howard,** Faculty Union Representative:
- Dave acknowledged the Foundation for its' fundraising efforts.
- Dave acknowledged the Professional Development Committee, Dr. Ruhland and Tod Treat and Mecca Salahuddin for a successful Professional Development Day program.
- Dave acknowledged the tenure celebration sponsored by the faculty union, Foundation office, along with the work of Tod Treat and Mary Fox.
- Dave acknowledged faculty Kim Harrington and Barbara Peterson for their great work with students.
- Dave reported on their recent faculty union meeting that had a large turnout of members.

D. **Classified Staff Report - Eric Corp,** Classified Staff Representative
- June 10 is the Classified Staff Breakaway at Pt. Defiance.
- They are collecting donations for door prizes.
- Classified Staff Council elections for co-chair, secretary and treasurer will be held.
- Ice cream social for public service appreciation was held last week.
- STTAC annual conference will be held August 11-12 at Lake Washington Institute of Technology.

E. **Legislative Report – Bill Ryberg,** Vice President College Advancement:
- June 1st TCC will host the House Higher Education Committee Meeting work session and provide a tour to the participants.

F. **President's Report - President Ruhland:**
- Collateral items provided by President Ruhland
    - TCC logo items from TCC Human Resource Department.
- The President directed the board to page 31 of the board packet to the New Hire Report.
- The President directed the board to two items on the events calendar – July 13 Tentative Board Meeting and August 10 Tentative Board Meeting.
- Highlights from the President's Monthly Meeting/Activity Report:
    - April 15 the President's Cabinet held a retreat off campus.
    - The President met with the Achieving the Dream AtD Coaches on April 20.
    - The President stopped in at the TCC Job Fair on April 21.
    - On two separate occasions the President met with students as part of their class projects.
    - The President attended the Northwest Seaport Alliance breakfast on April 14.
    - On April 19 the President visited Bellarmine Prep and met with President, Robert Modarelli about partnership opportunities.
    - Earlier in the day, the President participated in a phone interview to receive a State Guided Pathways grant which would be $100K/year for 5 years.
    - The President accompanied three of the board members to the ACCT Governance Leadership Institute in Miami, April 27-30.

VII. **PUBLIC COMMENT/REMARKS**
TCC staff Patti Hermosa informed the board of the WFSE negotiations taking place May 19 & 20.

VIII. **EXECUTIVE SESSION**
At 5:50p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately thirty minutes for consultation with legal counsel on personnel matters.

At 6:20 p.m. Chair **Ryan** adjourned the executive session, reconvened the Board meeting, and announced that the Board would go back into executive session for another 30 minutes. At 6:50 p.m., the Board meeting was reconvened. No action was taken.

IX. **ADJOURNMENT**
There being no further business, the meeting was adjourned at 6:50 p.m.

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Robert Ryan, Chair

Tacoma Community College
Board of Trustees Special Meeting
May 19, 2015, 4:00 PM
Building 12 – Board Room

MINUTES

Board Members	**Administrators/Staff**
Bob Ryan	Sheila Ruhland
Don Dennis	Judy Colarusso
Gretchen Adams	Mary Fox
James Curtis	Shawn Locke
Liz Dunbar	Dan Small
	Patti Hermosa
	Jill Merritt

I. CALL TO ORDER
Chair **Ryan** called the meeting to order at 4:05 p.m.

II. EXECUTIVE SESSION
Chair **Ryan** announced the board would be going into an Executive Session for approximately 50 minutes to review the performance of a public employee

III. RECONVENE INTO OPEN PUBLIC MEETING
At 5:00 p.m. the board reconvened into open Public Meeting.

IV. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

MOTION: Upon motion from Board member **Dunbar** the board unanimously approved to contract with Association of Community College Trustees (ACCT) to assist in completing the performance evaluation of President Ruhland for the Board Retreat on June 17, 2016.

V. ADJOURNMENT
There being no further business, the meeting adjourned at 5:05 p.m.

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Robert Ryan, Vice Chair

Tacoma Community College

Service Animals on Campus Policy

June 8, 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 Council shared governance process.

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

Service Animals on Campus

Section: III. STSV - 117	President's Authorization: 	
	President's Signature	Date

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
- Email: bbrooks@tacomacc.edu
- Phone: 253-566-5054

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

June 8, 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 Council shared governance process.

RECOMMENDATION
The President recommends that the Board of Trustees approve 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.

Tacoma Community College

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

June 8, 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 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

ACCOUNT	TITLE	BUDGET 2015-2016	REQUESTED 2016-2017	PROPOSED 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

ACCOUNT	TITLE	BUDGET 2015-2016	REQUESTED 2016-2017	PROPOSED 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	

Tacoma Community College

Request to Approve New Degree Program -
Associate in Music

June 8, 2016

Background and Status

Tacoma Community College proposes an Associate in Music that prepares graduates through focused study towards a Fine Arts degree in Music theory and practice. The Associate in Music has been adopted by the State of Washington as part of the Direct Transfer Agreement – Major Related Program (DTA-MRP). Doing so meets the requirements of the statewide Direct Transfer Agreement as it applies to both institutions party to this agreement and other institutions party to the statewide DTA agreement. Students seeking admission to public institutions will be given priority in the admission decision for admission to the institution over similarly qualified transfer applicants without a Direct Transfer Associate degree.

The Associate in Music meets the expressed needs of community college students seeking access to a bachelor's degree in Music. Historically, these students were required to pursue the general Associates in Arts making it is difficult for TCC students to progress their performance and theory skills while meeting graduation requirements. The Associate in Music is intended as a progression degree; this degree will provide a true pathway for Associate to Bachelor's in Fine Arts (BFA) progression in Washington State.

The Articulation and Transfer Council approved the DTA-MRP in Music on April 16, 2016 and TCC has positioned its curriculum to be among the first colleges in Washington to offer it to students.

Recommendation

The President recommends that the Board approve the 1st read of the Request to Approve New Degree Program - Associate in Music.

Tacoma Community College

Request Change in Degree Title -
Associate in Arts and Sciences to Associate in Arts

June 8, 2016

Background and Status

Tacoma Community College proposes a change in title of its general transfer degree from Associate in Arts and Sciences to Associate in Arts.

The Associate in Arts and Sciences designation has been used by TCC and many other SBCTC schools since the 1960s. The Associate in Science came into existence in the 1990s, so for 30 years before that there was only ONE transfer degree. As noted below when the Associate in Science began in Washington, several institutions modified their Associate in Arts and Sciences to Associate in Arts. SBCTC has also adopted the simplified designation in ctcLink.

Institution	Current Designation
Tacoma	Arts and Sciences
Pierce	Arts
Green River CC	Arts
Highline CC	Arts
Olympic CC	Arts
South Puget Sound	Arts
Central Seattle CC	Arts
South Seattle CC	Arts
North Seattle CC	Arts

Notably, the designation "AAS" nationwide is associated with professional-technical degrees, Associates in Applied Science. At present, TCC has multiple "AAS" designations, one that is professional-technical, one that is transfer. Simplifying TCC's degree designations to conform to national practice will reduce confusion for students, TCC employees, transfer institutions, and employers.

Recommendation

The President recommends that the Board approve the 1st Read of the Request Change in Degree Title - Associate in Arts and Sciences to Associate in Arts.

Tacoma Community College

Revisions to Policy IV. ADSV-500 -Acceptable Use

June 8, 2016

BACKGROUND
Revisions are being proposed to the College's Acceptable Use Policy.
The policy governs acceptable use of College Information Systems and
Services. The purpose of the policy is to protect the integrity and usability
of College Information Systems and Services and to insure their continued
availability for student learning and conduct of college business.

The policy was last revised in 2012. Proposed revisions reflect recent
changes in technology and the use of technology. Additionally, proposed
policy revisions are aligned with updates to related rules, regulations, and
agreements.

STATUS
The proposed policy is being vetted through the College Council shared
governance process.

RECOMMENDATION
The President recommends that the Board of Trustees approve the 1st
Read of the revisions to Policy IV. ADSV 500 - Acceptable Use.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Acceptable Use

Section:	President's Authorization:
IV. ADSV - 500	Approved by Dr. Pamela J. Transue January 13, 2012
	President's Signature Date

Initial Adoption Date: Unknown
Prior Revision Dates: November 17, 2009, July 4, 2010, December 22, 2011
Last Revision Date: January 13, 2012
Last Review Date: January 13, 2012

PURPOSE
To protect the integrity and usability of College ~~information systems~~ Information Systems and ~~services~~ Services and to insure their continued availability for student learning and conduct of college business.

TO WHOM DOES THIS POLICY APPLY
This policy applies to all users of any of the College's ~~information systems or services~~ Information Systems and Services.

REFERENCES
ADVS – 223 Wireless Telecommunication Equipment Allowance Policy
INST – 111 Copyright Policy
Faculty Negotiated Agreement 5.60D
TCC Board of Trustees Policy Manual
RCW 42.52.160 (3)
RCW 42.56, 42.56.310
RCW 9.68.130
WAC 292-~~1100~~110-010

DEFINITIONS
~~Tacoma Community~~ College Information Systems and Services include, but are not limited to, ~~all local and wide area~~ College networks, connected computing and communication devices, all related peripherals, software, websites, electronic communications, Internet access, ~~electronic publishing systems, www.tacomacc.edu, TCC Online, e-mail systems, administrative data processing systems, desktop computers, student labs, telephone systems, video systems,~~ and all other current or future ~~information systems~~ Information Systems and Services, regardless of location from which accessed or provisioned.

POLICY
Users of any of the College's ~~information systems or services~~ Information Systems and Services agree to comply with applicable state, federal and local laws, WAC code, and college policies and procedures.

PROCEDURE

~~College employees, students, and any other authorized~~ Authorized users agree to comply with the following conditions:

1. Any use of College ~~information systems or services~~ Information Systems and Services that engages in or promotes any of the following is prohibited:

   a) Discrimination or harassment on the basis of race, creed, color, gender, including sexual harassment, religion, disability, national origin, age, marital status, status as a disabled or Vietnam Era Veteran, sexual identity, or sexual orientation;

   b) Copyright infringement;

   c) Personal business interests, commercial uses, and solicitation ~~of~~ on behalf of other ~~person~~ persons unless approved by the President or a designee;

   d) Any unlawful activity.

2. Promotion of political and religious beliefs is prohibited.

3. Respect the copyright protections given by law to authors and software owners. It is against college policy for faculty, staff, or students to install, copy or reproduce ~~and software protected by copyright or other means, or other published information except as expressly permitted in writing. Software installers are required to file proof of purchase and licensing information with the College's office of Information Systems. College publishers must secure written permission to publish information, graphics, or photographs in which others may or could have a legally defensible interest.~~ software, intellectual property, or other published information protected by copyright or other means, unless legally permitted to do so.

4. Tacoma Community College will maintain only have one ~~World Wide Web site~~ central website, maintained by a College-appointed systems administrator. Other WWW sites on College-owned equipment or networks are specifically prohibited.

5. ~~Users may not misrepresent their identity or attempt to use another person's identity when using College computing resources, nor may~~ The Marketing and Communications Department. College employees ~~or students~~ should collaborate with the Marketing and Communications Department before publishing other external TCC-related internet content, such as, but not limited to, websites, microsites, and/or social media feeds, to ensure integrity with the TCC logo and brand.

6. Users of College Information Systems and Service may not share ~~their~~ network credentials with others~~,~~ nor misrepresent their identity to gain access to college Information Systems and Services.

7. With the exception of certain personal uses considered *de minimis* under RCW 42.52.160(3) (full text at http://~~www.ethics~~apps.leg.wa.gov/~~chapter42.html#Anchor-51799~~ rcw/default.aspx?cite=42.52.160) and WAC 292-110-010 (full text at http://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010), the College's ~~information systems~~ Information Systems and ~~services~~ Services are provided exclusively for furtherance of college ~~education~~ educational objectives, research, administrative processes, and College - sponsored community service activities, and shall be used only for purposes consistent with

the mission and goals of Tacoma Community College. Personal use of e-mail and the World Wide Web are specifically included in the *de minimis* exemption only when such use complies with governing law and college policy.

Games and Internet-based entertainment applications (music, video, gambling, personal shopping or other) are not appropriate uses of college systems and are not included in the *de minimis* exemption at Tacoma Community College.

Personal As described in WAC 292-110-010, personal use of college systems is considered *de minimis* if it the following are met:

a) results in There is little or no cost to the state;
b) Any use is brief;
c) Any use occurs infrequently;
a) The use does not interfere with the performance of any officer's or employee's official duties;
d) is brief in duration and frequency;
b) is the most effective use of time or resources
c) does not distract from the conduct of state business;
d) does not disrupt other state employees and does not obligate them to make personal use of state resources; and
e) The use does not compromise the security or integrity of state property, information, or software.

8. College computing resources Information Systems and Services may not be used to send, receive, or display information including text, images, or voice that:

a) is sexually explicit, or that a reasonable person under the circumstances would consider obscene, abusive, offensive or objectionable. "Sexually explicit material" is defined in RCW 9.68.130, but exempts authorized study and research in the areas of art, health, and science;
b) harasses others with annoying, threatening, libelous or sexually, racially or religiously offensive messages; or
c) consists of information which may injure someone else and/or lead to a lawsuit or criminal charges.

9. All College information systems Information Systems and services Services are the exclusive property of the College. Use of the College's information systems Information Systems and services Services is a privilege, not a right, and is provided only to college employees, contractors, or other authorized persons for uses consistent with the mission and goals of the college. The College retains the right to determine when, how and for what purpose, and by whom such information systems Information Systems and services Services may be used, and retains the right to deny access or use of such systems and services, to include usage of the college logo, name, and identity not consistent with the mission and goals of the college. In addition:

a) In publications on the College's information systems Information Systems and services Services or elsewhere, employees may not use should collaborate with the College's Marketing and Communications Department regarding

proper logo, ~~name or other College-owned materials unless specifically authorized~~ content, and material usage. For class curriculum or for student projects that use online computer communication tools (blogs, social media, websites, etc.), faculty are asked to ~~do so by Board policy,~~ inform the ~~College President~~ Marketing and Communications Department if students are using the college logo or name in their projects. Faculty and staff should contact the Marketing and Communications Department if students are using the college logo or name in their projects. Faculty and staff should contact the Marketing and Communications Department if there are questions regarding online representation of ~~designee.~~ the college, such as the use of logos or the college name.

b) All materials stored or published on the College's ~~information systems or services~~ Information Systems and Services may be monitored, reviewed and/or removed by the President or a designee to prevent misuse of the system; during investigations of alleged illegal or inappropriate activity; and when necessary to conduct college business.

c) In accordance with Faculty Negotiated Agreement Section 8.60d, "If intellectual property created by an employee is published through College resources (on paper or through an electronic medium) the College has the right to continue to publish the same property in essentially the same form (including content and medium) as long as the content has not become outdated or inaccurate."

10. E-mail messages, electronic files, ~~web site~~ website activities, ~~and other~~ network activities, and all other records created by or in the use of College Information Systems and Services may be deemed public records under Washington's Public Disclosure Act (RCW 42.~~17~~56 and 42.56.310) and could, therefore, be disclosed upon request, or be subject to the rules of discovery in the event of litigation.

11. The "Office of the President" e-mail address will be designated for the exclusive use of the President on behalf of the college community, and will be the sole sender for communications to Staff. Communication intended for a specific group of individuals can be done through e-mail distribution lists (see section 11), or for broader distribution as information only can be posted for Faculty and Staff in the TCC Portal Bulletin, or for Students in the TCC Portal Challenge or Announcements.

12. E-mail distribution lists are collections of e-mail contacts that facilitate communication to groups of individuals at Tacoma Community College. All e-mail distribution lists can be found in Outlook's "All Distribution Lists" Address Book. All e-mail distribution lists are to have a designated owner who is responsible for maintaining list membership, either independently or with the assistance of the Information Technology Department as appropriate. Examples of distribution lists include All Students, class lists, wait lists, departmental staff lists, or distribution lists created as needed and consistent with the goals and mission of the college. Membership for Staff and Faculty lists and subgroupings (i.e. Adjunct Faculty, Full-time Faculty, Classified, Administrative Exempt, etc.) are owned by Human Resources.

13. Student ~~email~~ and staff e-mail is considered by the College to be an official form of communication. ~~Because information important to students may not be sent any other way, it~~ It is essential that students and staff regularly check their ~~email~~ TCC e-mail accounts.

~~The College relies on unit managers and supervisors to implement and enforce the Policy.~~

When infractions occur, the appropriate manager/supervisor will attempt to resolve the matter informally. Instances of misuse that cannot be resolved informally are referred to the College's Student ~~Discipline~~ Conduct procedures for student issues, or Employee ~~Discipline~~ Disciplinary procedures for employee issues. If the infraction is of an egregious nature the informal resolution process may be waived and the infraction referred directly to the College's Student ~~Discipline~~ Conduct or Employee ~~Discipline~~ Disciplinary procedures.

Tacoma Community College

Weapons Free Campus Policy

June 8, 2016

BACKGROUND
As part of the Emergency Operations Plan review, the Incident Command Structure (ICS) Team addressed many possible scenarios including an active shooter response. As a part of the review, the team researched other colleges and universities policies on weapons and whether or not they were allowed on campus. It was determined that the college would benefit from adopting a policy that does not allow weapons of any kind on campus. The proposed policy governs the type of weapons that are not allowed on campus and identifies who can bring weapons on campus as a part of their professional duties as licensed by their local city, state or federal agency.

STATUS
The proposed policy has been reviewed and endorsed through the College Council shared governance process.

RECOMMENDATION
The President recommends that the Board of Trustees approve the 1st Read of the Weapons Free Campus Policy.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Weapons Free Campus

Section:	President's Authorization:	
	President's Signature	Date

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

PURPOSE
Tacoma Community College seeks to maintain a welcoming and safe educational and learning environment for students, employees, and visitors.

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
WAC 132S-50-280

DEFINITIONS
Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, fireworks, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

Firearm: means any pistol, revolver, rifle, smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means, including BB guns, air guns, paintball guns, or other projectile devices.

Possession: Includes, but not limited to, the presence of a weapon on an individual, in his/her motor vehicle, desk, lunch box, locker, a tool kit, bag, purse, cabinets, office, etc.

Reasonable Suspicion: The degree of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulatory, specific and objective basis and may include direct observations; or information received from a source believed to be reliable.

Weapon: a weapon is any object or substance which under the circumstances in which it is used is capable of causing injury, including without limitations, all firearms, facsimile firearms, ammunition, firearms accessories, empty holsters, and magazines, electronic defense weapons, martial arts weapons, paintball guns, air guns, simulated weapon, replicas, parts of a weapon, switchblade knives, or any knives with blades four or more inches in length, swords, bows and arrows, hand grenades, brass knuckles, sling shots, dangerous materials and chemicals such as "mace" or teargas, but excluding normally available over-the-counter self-defense chemical repellants.

POLICY

Tacoma Community College maintains a Weapons Free Campus. For purposes of this Policy, "property of TCC" includes any vehicle, building, classroom, laboratory, artistic venue, athletic venue, entertainment venue, all College-related organization property whether leased or owned by TCC, and all TCC-officially-recognized organization property whether leased or owned by TCC and any real property, including parking areas, sidewalks, and common areas under the control of TCC.

No person covered by this policy, unless authorized by law or specifically exempted by federal or state law or TCC regulation, is authorized to have in their possession a firearm, weapon or explosive at a time when engaging in TCC-related business or activities on TCC property **referenced in WAC 132S-50-280:**

1. It shall be the policy of this college that possession of weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities or college-leased facilities.
2. Explosives are prohibited on or in college facilities or leased college facilities.
3. Carrying of firearms on or in college facilities or college-leased facilities is prohibited except and unless the firearm is registered with the campus security department for a specified period of time.
4. The aforementioned regulations shall not apply to equipment or materials owned, used or maintained by the college; nor will they apply to law enforcement officers.

PROCEDURE

The provisions of this Policy apply to the possession of firearms or weapons on TCC property, walking trails on the east part of campus, or at any TCC-sponsored activity. The provisions do not apply if the possession of the firearm or weapons is:

Carried by a law enforcement officer from an external agency conducting official business at TCC, a simulated firearm, or weapon may be authorized and permitted for educational purposes in connection with TCC-related research, teaching or theatrical production, (e.g., stage play or film production, or rehearsals for them), from the appropriate Vice President or designee.

ENFORCEMENT

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Student Conduct. Further, TCC may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest.

An employee who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action, up to and including termination of employment. Further, TCC may contact the appropriate law enforcement agency if it learns that an employee has violated or is violating the policy. The employee may also be subject to arrest.

A person other than an employee or student who violates this policy will be asked to remove the weapon from campus immediately. Further, TCC may contact the appropriate law enforcement agency if it learns that such person has violated or is violating the policy. Such person may also be subject to arrest.

Violations may result in referrals to external law enforcement agencies.

EXCLUSIONS

1. This policy does not apply to law enforcement officials duly authorized to carry such weapons.
2. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United Stated or any member of the Washington National Guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons.
3. Civil officers of the United States in the performance of their official duties.
4. Armored guards in the performance of their duties of picking up and dropping off money.

CONTACT INFORMATION

- Department of Campus Public Safety, 253-566-5111, Ext. 5111 from any campus phone

- Office of Student Conduct Student Services, 253-566-5115, Ext. 5115 from any campus phone.

- Office of Human Resources, 253-566-5374, Ext. 5374 from any campus phone.

TACOMA COMMUNITY COLLEGE

2016-2017 Operating Budget Continuing Authority

June 8, 2016

BACKGROUND

The ctcLink (ERP) implementation process has not allowed for a complete General Ledger (G/L) to produce the 2015-16 budget book as a starting point to develop the 2016-17 budget. There is still payroll data missing as well as incomplete student financial information which will not be rectified in time to calculate our 2015-16 expenses to present as a baseline for the 2016-17 Operating budget to the Board of Trustees.

The state Board has issued the preliminary state allocation funding targets, but those funds will not be approved by the State Board for Community and Technical Colleges until after the **June 23, 2016** SBCTC Meeting. The best case scenario does not allow TCC time to engage with the college community to gather input to develop the operating budget. It also does not provide adequate time for the Board to consider and approval the operating budget by June 30, 2016.

It is important for the college to be able to provide continuity of services to the greater community. In order to do so, the Board needs to grant the President Operating Budget Continuing Authority.

RECOMMENDATION

The President recommends that the Board grant the President 2016 2017 operating budget continuing authority to proceed with normal operations of the college at a level not to exceed the same level as approved by the Board of Trustees in 2015-16 and that the President exercises constraint on non-essential expenditures in order to maximize flexibility for the final budget consideration by the Board of Trustees. This continuing authority of expenditure of funds is to be in effect until action is taken by the Board of Trustees authorizing the 2016-2017 operating budget.

TACOMA COMMUNITY COLLEGE

ELECTION OF OFFICERS

June 8, 2016

BACKGROUND

Manner of Election and Term of Office

The Chair and Vice Chair are each to be elected annually in June, taking office in September of that same year, and as applicable when an office becomes vacant, to serve until their successors are elected. The Board will elect individuals who accept the opportunity of the office using the following system:

A. **ELECTION OF CHAIR**

In general, the first individual to be given the opportunity to accept or decline the position of Chair shall be the individual having the shortest remaining appointment term, regardless of the length of that remaining term. However, any member of the Board may be elected to serve as Chair. Typically the position of Chair rotates on a one or two year basis as determined by the board.

B. **ELECTION OF VICE-CHAIR**

In general, the first individual to be given the opportunity to accept or decline the position of Vice-Chair shall be the individual whose remaining appointment term is next shortest to that of the Chair-Elect. However, any member of the Board may be elected to serve as Vice-Chair. Typically the position of Vice Chair rotates into the position of Chair.

STATUS

Attached are a chronological list since the year 2000 of Officers for the Board of Trustees and a list of expiration terms for each current Board member.

RECOMMENDATION

That Board members elect a chair and vice-chair of the Board of Trustees and that these newly elected officers assume office beginning September 1 and hold office until their respective successors shall be elected and assume the office.

February 4, 2016

Tacoma Community College

Board of Trustees' History of Terms

And

Order of Term Expiration

Don Dennis   January 21, 2007 – September 30, 2011
                              October 1, 2011 – September 30, 2016

Bob Ryan   December 2010 – September 30, 2012
                              October 1, 2012 – September 30, 2017

Gretchen Adams   November 2013 – September 30, 2018

James Curtis   May 1, 2015 – September 30, 2019

Liz Dunbar   October 2010 – September 30, 2015
                              October 1, 2015 – September 30, 2020

May 9, 2016

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES OFFICERS
(2000 – Present)

YEAR	BOARD CHAIR	BOARD VICE CHAIR
2000-2/02	Laurie Jinkins	Lorna Ovena
2/2002-4/02	Lorna Ovena	Dave Edwards
4/02-6/03	Dave Edwards	John Lantz
2003-04	Dave Edwards	Fred Whang
2004-05	Fred Whang	Laurie Jinkins
2005-06	Laurie Jinkins	Marilyn Walton
2006-07	Dave Edwards	Marilyn Walton
2007-08	Fred Whang	Marilyn Walton
2008-09	Dave Edwards	Don Dennis
2009-10	Laurie Jinkins	Don Dennis
2010-11	Don Dennis	Chad Wright
2011-12	Don Dennis	Chad Wright
2012-13	Chad Wright	Liz Dunbar
2013-14	Chad Wright	Liz Dunbar
2014-15	Liz Dunbar	Bob Ryan
2015-16	Bob Ryan	Gretchen Adams

New Hire Report – May 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				
	No New Hires			
Exempt				
	No New Hires			

-37-

PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT
May 12, 2016 – June 8, 2016

COLLEGE / DISTRICT	COMMUNITY	STATE/REGIONAL	NATIONAL
May 12 – Meet with TCC student to discuss food bank internship project	May 16 – Meeting at WCCW re: TCC Corrections Program with Dona Zavislan, Superintendent, WCCW; Felice Davis, Associate Superintendent of Programs, WCCW; Dr. Tod Treat; Sarah Sytsma; Shema Hanebutte; and Kelli Johnston	May 25 – Participate in Bachelors Degrees Strategic Plan conference call with SBCTC staff and presidents from Columbia Basin College, and Lake Washington Institute of Technology	May 21 – 24 – Attend Advance CTE Spring meeting in Washington, DC
May 14 – Attend TCC Athletic Banquet at Student Center	May 17 -- Meeting at MCCCW re: TCC Corrections Program with Eleanor Vernell, MCCCW Superintendent; Dennis Tabb, MCCCW Unit Supervisor; Dr. Tod Treat; Sarah Sytsma; Shema Hanebutte; and Kelli Johnston	June 1 – Host and welcome meeting of the Washington State House Higher Education Committee at TCC	June 3 – 8 – Attend People to People Conference at Global Corporate College in Beijing, China. June 7 – Presentation: Introduction U.S. Education Systems and Priorities
May 17 – Attend TCC Student Awards Ceremony	May 19 – Attend Pierce County Higher Education Breakfast at Pierce College, Ft. Steilacoom recognizing president Ronald R. Thomas, University of Puget Sound	June 2 – Attend WACTC Presidents' meeting at Columbia Basin College	
May 18 – Attend ASTCC Legislative Showcase	May 19 -- Attend Rotary meeting at Landmark Convention Center.		
May 19 – Attend Special Board Meeting	May 19 – Attend Pleneurethics Society Student Awards Ceremony and Board Meeting at Fircrest Golf Club		
May 25 – Faculty Leadership Meeting with Dr. Tod Treat, Dr. Dave Howard, Charlene Gore, and Mary Fox	May 20 – Attend Invista Governing Body Meeting at Clover Park Technical College		
	May 26 – Participate in TV Tacoma at their studio		
	June 1 – Attend TCC Multicultural Advisory Council meeting		
	June 1 – Participate in Community Garden Celebration at TCC's community garden		
	June 1 – Serve as panel member for Tacoma City Club dinner with Carla Santorno, Superintendent of Tacoma Public Schools' Patti Banks, Superintendent of University Place Schools; and Lonnie Howard, President of Clover Park Technical College		