

**AGENDA**

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

**President**  
Dr. Sheila K. Ruhland

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

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

- |       |  |  |
|-------|--|--|
| I.    | <b>CALL TO ORDER</b>   | <b>Bob Ryan</b>  |
| II.   | <b>GENERAL MATTERS</b>   |  |
|       | A. Changes/Approval of Agenda  | Bob Ryan   |
|       | B. Approval of Minutes<br>June 8 Regular Meeting, June 17 Board Retreat, July 13<br>Special Meeting (pages 2-17)   | Bob Ryan<br>Sheila Ruhland<br>Sheila Ruhland<br>Bob Ryan |
|       | C. Introductions   |  |
|       | D. Correspondence  |  |
|       | E. Board Report  |  |
| III.  | <b>PRESENTATION</b><br>Student Voice: <i>Benjamin Feldbush, Student Engagement</i>   | Mary Chikwinya   |
| IV.   | <b>ACTION ITEMS</b>  |  |
|       | A. 1 <sup>st</sup> Read – Nursing Course Fees 2016-2017 (pages 18-19)  | Tod Treat  |
|       | B. 1 <sup>st</sup> Read – Proposed 2016-2017 Operating Budget (pages<br>20-24)   | Tim Gould<br>Tim Gould                                   |
|       | C. 1 <sup>st</sup> Read – Proposed Above Operating Reserve<br>Expenditures 2016-2017 (pages 25-26)   | Tim Gould  |
|       | D. 1 <sup>st</sup> Read – Request for Funding Above Operating<br>Reserves-Capital Investments (page 27)  | Tim Gould  |
| V.    | <b>NON-ACTION ITEMS</b>  |  |
|       | A. Pathway to Completion: Pathways from Prison   | Tod Treat  |
|       | B. ctclink Update  | Tim Gould  |
| VI.   | <b>REPORTS</b>   |  |
|       | A. Associated Students   | Jared Isaccson   |
|       | B. Faculty   | Dave Howard  |
|       | C. Classified Staff  | Eric Corp  |
|       | D. Foundation/Legislative  | Bill Ryberg  |
|       | E. President (pages 28-31)   | Sheila Ruhland   |
| VII.  | <b>PUBLIC COMMENT/REMARKS</b>  | Bob Ryan   |
| VIII. | <b>EXECUTIVE SESSION</b><br>Under RCW 42.30.110, an executive session may be held for the purpose<br>of receiving and evaluating complaints against or reviewing the<br>qualifications of an applicant for public employment or reviewing the<br>performance of a public employee; consultation with legal counsel regarding<br>agency enforcement actions or actual or potential agency litigation;<br>considering the sale or acquisition of real estate; and/or reviewing<br>professional negotiations. | Bob Ryan   |
| IX.   | <b>BOARD ACTION AS A RESULT OF EXECUTIVE SESSION</b>   | Bob Ryan   |
| X.    | <b>ADJOURNMENT</b><br>Interpreters for people with hearing impairments and Braille or taped<br>information for people with impairments can be provided. Please contact<br>Judy Colarusso, Office of the President at 6501 South 19 <sup>th</sup> St., Tacoma WA<br>98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu.   | Bob Ryan   |

Tacoma Community College  
Board of Trustees Regular Meeting  
June 8, 2016, 4:00 p.m.  
College Board Room #120, Building 12

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	Yvonne Unnold
Mary Chikwinya	Rick Brady, AAG
Eric Corp	Jenna Jones
Bill Ryberg	Dave Howard
Gina Hatcher	Sylvia Summers
Jared Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	James Newman
Sonja Morgan	Judy Colarusso
Mike Flodin	Will Howard
Kim Matison	Victoria Ichungwa
Asha Bhaga	Kelly Sadler
Bob Draggoo	Allen Braden
Kim Ward	Rob Larson
Jackie Gorman	Richard Wakefield
Allison Muir	Kim Harrington
Kelly Farr	Thomas Oliver
Dolores Haugen	Patti Hermoso
Andrew Cho	Dan Houser
Monica Monk	Ken Fox
Matthew Mburu	Sherry Cmiel
Fikko Soenanta	Rebekah Dalby
Rachelle McGill	Susan Donaldson
Jon Maes	John Kellermeier
Olga Webstad	Annalee Rothenberg
Betsy Abts	Sabine Endicott
Meredith LaFlesh	Jill Merritt
Karen Erickson	Mary Chen-Johnson
John Falskow	Linda Ford
Pattie Green	Blaine Hunt
Greg Randall	Emilie McCauley
	Val Morgan-Krick

**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:**

**May 5 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dennis** the Board unanimously approved the minutes of the May 5 Special Board Meeting.

**May 19 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dennis** the Board unanimously approved the minutes of the May 19 Special Board Meeting.

**May 11 Regular Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the May 11 Regular Meeting.

**C. Introductions**

Dr. Ruhland introduced **Mary Chikwinya, Vice President for Student Services**. Mary introduced **Dolores Haugen, Director of Student Conduct, Compliance and Partnerships**. Dolores, who had previously worked at the college in a similar role, returned to Tacoma Community College on June 1.

Mary introduced **Betsy Abts, Dean of Entry and Enrollment Management**. Betsy introduced **Karen Erickson, Program Specialist** in the Enrollment Services Office. Karen comes to TCC with PeopleSoft experience and put that experience to work right away creating reports and sharing her knowledge of PeopleSoft.

Mary introduced **James Newman, Director of International Programs**. James introduced **Jon Maes, Assistant Director of International Recruitment & Admissions**. John is also a returning employee to the college after completing his Global Master's Program.

**D. Correspondence**

None

**E. Board Report**

- Board Member **Dunbar** attended the May 11 board meeting and the May 19 special board meeting. She also attended the June 1 MAC meeting.
- Board Member **Curtis** attended both of the board meetings in May, the Community Garden Celebration on June 1 and participated in the ASTCC Legislative Showcase on May 18.
- Board Member **Adams** attended the May 11 board meeting and the May 19 special board meeting and the reception at Chair Ryan's home.
- Board Member **Dennis** attended the May 11 board meeting and the May 19 special board meeting, the MAC meeting and House Higher Education Meeting both held on June 1. He assisted in the ASTCC Legislative Showcase having invited Larry Seaquist to participate in the political forum, and attended the reception at Chair Ryan's home.
- Chair **Ryan** attended both of the May board meetings, served as the MC for the TCC Student Awards Ceremony on May 17 and attended the House Higher Education Meeting on June 1. He and his wife hosted a reception at their home on June 4.

**III. PRESENTATION**

**Student Voice – James Newman, Director of International Programs**, introduced international student Fikko Julian Soenanta. Fikko is from Indonesia and started at Tacoma Community College in Fall of 2015. Fikko is studying Computer Science and his goal is to transfer to a four-year university, perhaps UC Berkeley or UW-Seattle.

Fikko shared some of his experiences stating he was able to adapt to the college rather quickly and believes his choice to attend TCC was a good decision. He has become involved in the mentoring program and is looking forward to serving as a tutor next year.

**IV. ACTION ITEMS**

**A. APPROVE: – Adoption of Policy – Service Animals on Campus**

**MOTION:** Upon motion by Board member **Adams** the Board unanimously approved the Adoption of Policy – Service Animals on Campus

**B. APPROVE: – Adoption of Policy – Running Start Program Fee Waiver**

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

**C. APPROVE: -2016-2017 ASTCC Budget**

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously approved the 2016-2017 ASTCC Budget.

**D. 1st Read – Request to Approve New Degree: Associate in Music**

**Vice President for Academic & Student Affairs, Dr. Tod Treat**, presented information about the proposed Associate in Music degree. It meets the expressed needs of community college students seeking access to a bachelor's degree in Music. It is intended as a progression degree that will provide a pathway for Associate to Bachelor's in Fine Arts. It has been adopted by the State of Washington as part of the Direct Transfer Agreement – Major Related Program (DTA-MRP). The Articulation and Transfer Council approved the DTA-MRP in Music and TCC has positioned its curriculum to be among the first colleges in Washington to offer it to students.

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously approved the 1<sup>st</sup> read of the request to approve new degree: Associate in Music.

**E. 1st Read – Request Change in Degree title – Associate in Arts & Sciences to Associate in Arts**

**Vice President for Academic & Student Affairs, Dr. Tod Treat**, presented information about the request for change in degree title. The general transfer degree has been Associate in Arts & Sciences since the 1960's. The Associate in Science came into existence in 1990's. Several institutions modified their general transfer degree to Associate in Arts. Nationwide the designation "AAS" is associated with professional-technical degrees namely Associates in Applied Science. Simplifying TCC's degree designations to conform to national practice will reduce confusion.

**MOTION:** Upon motion by Board member **Adams** the Board unanimously approved the 1<sup>st</sup> Read – request change in degree title – Associate in Arts & Sciences to Associate in Arts.

**F. 1st Read – Revisions to Policy IV.ADSV-500 – Acceptable Use**

**Tim Gould, Vice President for Administrative Services**, provided information on the revisions to Policy IV. ADSV-500 – Acceptable Use. The policy governs the acceptable use of College Information Systems and Services. Proposed revisions reflect recent changes in technology and the use of technology. They are aligned with updates to related rules, regulations and agreements.

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously approved the 1<sup>st</sup> Read – revisions to Policy IV. ADSV-500 – Acceptable Use.

**G. 1st Read Adoption of Policy – Weapons Free Campus**

**Will Howard, Security Supervisor, Campus Public Safety** provided information about the proposed policy. In reviewing the Emergency Operations Plan for TCC it was determined the college would benefit from adopting a policy not allowing weapons of any kind on campus and to govern types of weapons not allowed and who can bring weapons on campus as part of their professional duties as licensed by appropriate agency. There currently exists a policy that addresses students with weapons on campus and adopting this policy will address employees, faculty and visitors.

Board member Curtis suggested some alternative wording to strengthen the policy "under your control" which will be incorporated for the final reading of the policy.

**MOTION:** Upon motion by Board member **Adams** the Board unanimously approved the 1<sup>st</sup> Read Adoption of Policy – Weapons Free Campus.

**H. APPROVE: 2016-2017 Operating Budget Continuing Authority**

**Vice President for Administrative Services, Tim Gould** provided information related to the request for continuing authority to proceed with normal operations of the college. The ctcLink implementation process has delayed the ability for a complete General Ledger in order to develop the 2016-17 budget. Additionally the state allocation will not be approved by the SBCTC until after the June 23, 2016 meeting. In order to be able to provide continuity of services, the request to grant the President operating budget continuing authority is necessary.

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

#### **I. Election of Board Officers for 2016-2017**

**Board Chair, Ryan** discussed the manner for electing board chair and vice-chair for the 2016-2017 year. Nominations for both offices were made and seconded.

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously elected Bob Ryan as board chair for the 2016-2017 year.

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously elected Gretchen Adams as vice-chair for the 2016-2017 year.

### **V. NON-ACTION ITEMS**

**A. Pathway to Completion: Professional Development at Tacoma Community College Mecca Salahuddin, Dean for Organizational and Learning Effectiveness**, provided a presentation on the Professional Development Framework at TCC. Highlights of the presentation:

- The framework is to provide collaborative and discovery-driven learning.
- Objectives:
  - ✓ Create and offer a variety of options: teaching & learning, management, leadership & organizational culture and continuous improvement.
  - ✓ Engage learners in the process by addressing their needs.
  - ✓ Provide collaborative learning activities.
  - ✓ Integrate and connect to optimize learning success.
  - ✓ Succeed only when improved and expanded learning can be documented.
- Types of Activities:
  - ✓ Series – presentations
  - ✓ Hybrid- varied learning
  - ✓ Face-to-Face – mentoring
- Participation Trends:
  - Number of sessions offered – 63
  - Number of Hours offered - 98
  - Number of Participants:
    - ✓ FT faculty – 70
    - ✓ Adjunct faculty – 39
    - ✓ Exempt – 34
    - ✓ Classified – 34
    - ✓ Other 7
- 87% overall rating of content satisfaction
- Areas of focus for 2016-17
  - ✓ Leadership Development Program
  - ✓ Mentoring
  - ✓ Reading Apprenticeship
  - ✓ Student Learning Communities
  - ✓ Intercultural Competency
  - ✓ Guided Pathways
  - ✓ Data-Inspired Discussions

#### **B. Achieving the Dream (ATD) Coaches Visit**

**Dr. Tod Treat, Vice President for Academic & Student Affairs**, provided information on the recent visit of the ATD coaches. Dr. Treat indicated the Achieving the Dream model that

has been in existence from the beginning is being modified. Dr. Treat believes a change in the framework is good for the program.

Highlights from the report:

- The report from the coaches stated that TCC continues to make headway in its efforts to increase overall student success. With drastic turnover in the senior administrative team the college has not lost momentum in striving to close the achievement gaps and the college's success rates for students, depicted through momentum points and data from IR show that the innovative culture of the college is paying off.
- The Developmental Education program is "on fire". It focuses on a learning community approach. It continues its momentum with course sequencing and moving students to the next level.
- The arrival of Civitas Learning software should provide TCC with analytics that will help the college to allocate its services and maximize efficient use of resources.
- Statway continues to be successful and the college is looking to ramp up the program.
- The Men of Distinction program continues to have success but it needs to consider how it can have broader impact on similar populations outside of the program.
- TCC has implemented a number of reforms that have strengthened student success at the college. The emphasis now is to build on these initiatives with a strong focus on equity.

#### **C. All Gender Restrooms**

**Vice President for Administrative Services, Tim Gould** provided the following information on all Gender restrooms:

- Total restrooms on campus:
  - ✓ Male - 46
  - ✓ Female – 46
  - ✓ Gender Neutral – 11
- Gender Neutral restroom locations:
  - ✓ Bldg. #3 – 2
  - ✓ Bldg. #13 – 7
  - ✓ Bldg. #14 – 1
  - ✓ Bldg. #20 – 1 (new)
- The All – Gender Restrooms – Signage Proposal was reviewed and approved at Equity & Diversity Council.

Board members Curtis and Adams provided comments on the proposed signage.

### **VI. REPORTS**

#### **A. Associated Students Report – Jenna Jones, ASTCC President:**

- Introduced new ASTCC officers:
  - ✓ Jared "Red" Issacson, ASTCC President
  - ✓ Benjamin "Ben" Feldbush, Vice President of Legislation & Records (not present)
  - ✓ Emilie McCauley, Vice President of Finance
- The Legislative Showcase sponsored by the ASTCC was well attended and Jenna thanked Board member Curtis for his participation.
- Jenna acknowledged the Foundation for sponsoring "Free Food for Finals".
- Jenna expressed her appreciation to the board for the experience of serving as the ASTCC president for the past year.

#### **B. TCC Foundation Report – Bill Ryberg, Vice President for Advancement:**

- The Foundation has been developing their 2016-2017 plan and budget to be reviewed at their June board meeting.
- The new slate of officers will be announced at June meeting.

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

- Acknowledged ASTCC president Jenna Jones for her work this past year.
- Acknowledged Chair Ryan and Vice Chair Adams on their re-election for the 2016-17 year.
- Reported that he had recently met with other state faculty union presidents and feels very lucky to be at Tacoma Community College.
- Acknowledged the continuing issues with the implementation of ctclink and the problems it has caused throughout the campus.
- Acknowledged the work that the board does for the college and the time they devote to the school.
- Dave offered the services of the faculty to assist the board in reviewing the PACE survey and the data contained in the most recent report.
- Reported that he is looking forward to Commencement, a time of celebration for students, faculty and staff.

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

- The results of the Classified Staff elections will be announced at the Breakaway on Friday, June 10 at Point Defiance.
- 70 out of 130 Classified Staff employees are signed up to attend the Breakaway.
- The Classified Staff Guiding Principles will be reviewed at the Breakaway.
- Eric reported the Classified Staff is looking forward to increased professional development opportunities offered by Dean Mecca Salahuddin and the TCC Organizational Learning & Effectiveness (OLE) Department.

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

- The House Education Committee met at TCC on June 1. Six legislators were in attendance and had an opportunity to visit with students. Board chair Ryan and board member Dennis were in attendance.

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

- Collateral items provided by President Ruhland
  - Program from Student Awards Ceremony – May 17
  - Program from TCC Athletic Banquet – May 14
  - South Sound Partnership Ad to appear in News Tribune
  - Copy of the 2016 Trillium
- The President directed the board to page 37 of the board packet to the New Hire Report.
- The President directed the board to two items on the events calendar – July 13 Board Meeting and August 10 Board Meeting.
- The Audit Exit Interview is scheduled for June 20. Two board members, Chair Ryan and board member Don Dennis indicated they plan to attend.
- Highlights from the President's Monthly Meeting/Activity Report:
  - May 18 –attended the ASTCC Legislative Showcase.
  - May 16 and 17 –participated in meetings at WCCW in Purdy and MCCCW in Belfair.
  - May 19 – attended Pierce County Higher Education Breakfast at Pierce College.
  - May 26 – interviewed on TV Tacoma.
  - June 1 – attended Community Garden Celebration.
  - June 2 – attended WACTC President's meeting at Columbia Basin College and discussed costs incurred due to ctclink at the Executive Committee meeting.
  - May 21-24 – attended Advance CTE Spring meeting in Washington DC.
  - June 3-8 – just returned from Beijing having attended People to People Conference. Participated in presentation: Introduction U.S. Education Systems and Priorities.

**VII. PUBLIC COMMENT/REMARKS**

Ken Fox, TCC faculty – Ken shared concern over the recent PACE survey report and urged the board to review the report and data. Ken stated that the morale at TCC is at an all-time low and that people are afraid to speak up about concerns.

Jill Merritt, TCC Classified Staff employee and member of the WFSE Union – Jill read a statement regarding the upcoming WFSE collective bargaining negotiations for the Classified staff employees. She intends to apprise the board on the progress of negotiations and requested their support for fair wages and working conditions.

Val Morgan-Krick TCC faculty – As a tenured faculty member Val wanted to speak for those who don't feel they have a voice on this campus. She encouraged the board to carefully review the PACE survey and analyze the data in the report in order to understand the campus climate.

**VIII. EXECUTIVE SESSION**

None

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:10 p.m.

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Robert Ryan, Chair

**Tacoma Community College  
Board of Trustees Retreat  
3017 Ruston Way  
Tacoma, WA**

**MINUTES**

**Friday June 17, 2016**

**Present:**

Bob Ryan, Chair	Mary Chikwinya, Vice President Student Services
Gretchen Adams, Vice Chair	Tim Gould, Vice President Administrative Services
James Curtis, Trustee	Beth Brooks, Vice President Human Resources & Legal Affairs
Don Dennis, Trustee	Clay Krauss, Director IT
Liz Dunbar, Trustee	Jason Sandusky, Manager IT
Sheila Ruhland, President	
Judy Colarusso, Chief of Staff	

**Call to Order**

Board Chair **Ryan** called the meeting to order at 8:30 a.m.

**Executive Session**

At 8:35 a.m., Board Chair **Ryan** announced the meeting would adjourn into executive session to discuss the President's evaluation. The executive session was expected to last approximately one hour. At 9:45 a.m. Chair **Ryan** announced more time was necessary. The Executive Session was expected to last an additional hour. At 10:45 Chair **Ryan** announced additional time was necessary and expected the Executive Session to last approximately one hour.

At 12:05 p.m. the Board reconvened to open public meeting. No action was taken as a result of the Executive Session.

**Electronic Board Packets**

**Judy Colarusso, Chief of Staff**, provided the Board with an introduction to the Electronic Board Packets Presentation by Clay Krauss, Director of IT and Jason Sandusky, IT Manager. Highlights:

- In June 2015 the board targeted September 2016 for the implementation of electronic board packets.
- A gradual shift from paper to electronic board packets has occurred over the last year.
- The goal and scope of adopting electronic board packets was to:
  - Centralized storage
  - Implement efficiency of resources/people
  - Provide "one-stop" shopping for board
  - Be environmentally efficient
- It was decided to build our own product internally, with the support of TCC IT Department.
- This demonstration will provide configured ipads for each board member to use.
- The trustees were asked to provide feedback and if acceptable, ipads will be ordered, configured and distributed to trustees prior to the September board meeting.

Clay and Jason went through the demonstration, answered questions and received feedback. Going forward:

- Ipads will be ordered and configured for the board of trustees to begin using for September board meeting.
- The TCC IT Department will deliver and assist trustees once ipads are ready for delivery.
- Trustees will use their TCC email addresses for all board related business effective July 1, 2016.

**Board self-evaluation**

Board Chair **Ryan** lead a discussion on the Board's self-evaluation based on the evaluation form filled out by each trustee. Based on the scores, it appears that the board is doing well but there is room for improvement. Areas where increased participation and effort are warranted included: Foundation, External Relations and Diversity. The board discussed strategies for each area. Areas where the board scored the highest were Ethics and Budgets. Board member **Dunbar** commended Chair **Ryan** for the excellent job he is doing as the Chair.

**Assessment of Board Goals for 2015-16**

The discussion of the Trustees 2015-16 goals was included in the board self-evaluation discussion.

**Develop goals for 2016-17**

The Board affirmed the goals for 2016-17, making the following additions and revisions:

**1. STRATEGIC PLAN:** The question was raised whether the board reviews the initiatives of the Strategic Plan on a rolling monthly basis. It was determined that the presentations at the board meeting, namely, Student Voice and Pathways to Completion are used to connect initiatives with the Strategic plan.

This next year the college will be undertaking the development of the 2018-24 Strategic Plan. The board requested the following item be added to the goal:

- The board will be engaged in the 2018-24 Strategic Plan planning process.

**3. TCC BOARD PARTICPATION:** The board revised the third item to read:

- Board members shall serve as active members of at least one college council, board or trustee organization.

The board eliminated the 8<sup>th</sup> item:

- The Board will be actively involved in planning, promoting, and participating in the 50<sup>th</sup> Anniversary activities and celebration.

**4. EDUCATIONAL ADVOCACY:** In two places, Legislative Task Force was changed to Legislative Council.

Item four was revised to read:

- Two Board members shall serve on the Pierce County Coordinating Council with at least one member in attendance of each meeting.

Item five was eliminated.

**7. DIVERSITY:** The Board revised the statement to read:

The Board shall promote diversity of TCC faculty, staff and students and the TCC curriculum.

The Board revised the first item to read:

- The Board will review recruitment strategies, selection process and retention efforts at the April or May Board meeting.

The Board eliminated the second item.

The Board added the following item:

- The Board will review semi-annually, the progress of the development of the college diversity plan.

**Board Report Card**

The Board reviewed the Board Report Card that compiled all of the activities of the board members for the 2015-16 year.

The board unanimously agreed the tool is very helpful for reporting activity at each board meeting and it was decided to continue the practice that was put into place this past year.

**Board Policy Manual**

The Board reviewed three proposed changes to the Board Policy Manual:

1. Chapter III – By-Laws of the Board of Trustees #5. Manner of Election & Term of Office  
Request to change the month newly elected Chair and Vice Chair take office from September to July.
2. Chapter III – By-Laws of the Board of Trustees #12. Action by Motion and #13. Action by Resolution  
Request to change all action taken by the board will be by motion and passed by a majority vote at a regular or special meeting.
3. Chapter IX – College Advisory Groups #1., #2., #4.  
Request to replace purpose statements for #1. College Council, #2. Multicultural Advisory Council, and adopt #4. Equity and Diversity Council.

**MOTION:** Upon motion by Board member **James**, the board unanimously approved the three proposed changes to the Board Policy Manual.

**Board Representation/Meetings**

After discussion, it was agreed that attendance at conferences is tentatively scheduled as shown below.

<b>Meeting</b>	<b>Date</b>	<b>Day</b>	<b>Location</b>	<b>Board Member(s)</b>
ACCT Annual Congress	Oct. 4-8, 2016	Tuesday-Saturday	New Orleans	Bob Ryan James Curtis Gretchen Adams
Legislative Action Committee Retreat	November 2016	TBD	SeaTac Area	Don Dennis Gretchen Adams
ACT Fall Conference	November 2016	TBD	SeaTac Area	Don Dennis Bob Ryan
ACT New Trustee Orientation	January 2017	Sunday	Red Lion, Olympia	
ACT Winter Conference and Transforming Lives Award Dinner	January 2017	Sunday-Monday	Red Lion, Olympia	Bob Ryan Liz Dunbar Don Dennis
ACCT National Legislative Conference	February 13-16, 2017	Monday-Thursday	Washington, DC	James Curtis
ACT Spring Conference	May 2017	TBD	TBD	James Curtis

**2017 Board Meeting Calendar**

The 2017 proposed meeting dates were agreed upon except for April 12, 2017. Chair Ryan requested the April meeting be changed.

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Comments</b>
January 11, 2017	Wednesday	4:00	Board meeting
January 20, 2017	Friday	8:00 – 5:00	Winter Board Retreat - <b>Tentative</b>
February 8, 2017	Wednesday	4:00	Board meeting
March 8, 2017	Wednesday	4:00	Board meeting
March 15, 2017	Wednesday	1:00 – 5:15	Tenure Interviews
April 12, 2017****	Wednesday	4:00	Board meeting, Gig Harbor Campus
May 3, 2017	Wednesday	3:30 – 5:00	Ellen Pinto Interviews
May 10, 2017	Wednesday	4:00	Board meeting
June 14, 2017	Wednesday	4:00	Board meeting
June 23, 2017	Friday	8:00 – 5:00	Summer Board Retreat - <b>Tentative</b>
<b>July 12, 2017</b>	Wednesday	4:00	Board meeting - <b>Tentative</b>
<b>August 9, 2017</b>	Wednesday	4:00	Board meeting - <b>Tentative</b>
September 13, 2017	Wednesday	4:00	Board meeting
October 11, 2017	Wednesday	4:00	Board meeting
November 8, 2017	Wednesday	4:00	Board meeting
December 13, 2017	Wednesday	4:00	Board meeting

\*\*\*\* Request from Chair Ryan to change date

**2016-17 Board Committee Assignments**

ACT Legislative Action Committee: Don Dennis primary, James Curtis secondary  
TCC Legislative Council: Don Dennis, Chair, Liz Dunbar  
TCC Foundation Board: Gretchen Adams  
Pierce County Coordinating Council: Liz Dunbar, Chair 2016, Bob Ryan  
ACCT Voting Delegate: James Curtis  
TCC Art Committee: Liz Dunbar, Gretchen Adams  
Multicultural Advisory Council: All Trustees

**MOTION:** Upon motion by Board member **Dennis**, the Board unanimously approved the Board of Trustees Committee appointments for 2016-17.

**2016 PACE Survey Executive Summary**

President Ruhland briefly discussed the results of the 2016 PACE survey. She provided the board with copies of a summary sheet outlining past survey comments and her email sent to the TCC campus on May 31 informing the campus on the results of the survey, and plans for addressing the results and improving the campus climate.

**Adjournment**

There being no further business, the meeting was adjourned at 4:30 pm.

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Robert Ryan, Board Chair

TACOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
6501 South 19<sup>th</sup> Street  
Tacoma, WA 98466

SPECIAL MEETING

July 13, 2016, 4:00 p.m.  
Building #12, College Room #120

MINUTES

**Board Members**

Bob Ryan  
Liz Dunbar  
James Curtis

**Administrators/Staff/Guests**

Sheila Ruhland	Jill Merritt
Carroll Ferguson	Clay Krauss
Rachel Payne	Janice Stroh
Rick Brady, AAG	Dolores Haugen
Tim Gould	Greg Randall
Marty Brown	Will Howard
Mike Scroggins	Ohad Lowy
Mary Chikwinya	Debbi Olson
Beth Brooks	Patti Hermoso
Bill Ryberg	Kelley Sadler
Tod Treat	Shawn McRavin
Mike Goncharuk	Kim Smith
Kim Matison	Marybeth McCarthy

**I. Call to Order**

Chair **Ryan** called the meeting to order at 4:04 p.m.

**II. Reports**

A. Audited Financial Statements 2013-2014 and B. Audited Financial Statements 2014-2015  
**Vice President for Administrative Services, Tim Gould** and **Director of Financial Services, Janice Stroh**, reported on the two sets of audited financial statements providing the following highlights:

- Both sets of financial statements received unqualified reports, (no major findings).
- One minor finding addressed how assets are qualified and this has been corrected.
- Minor finding of internal controls not being in place, but this has been improved.
- The complexity of statements making the job difficult is due to GASB (Government Accounting Standards Board) No. 68 which has to do with contributions and liabilities of the pension liability.
- Comment in report indicated we are understaffed for the complexities.

Chair **Ryan** asked what changes brought on the asset finding and Janice reported it was related to how improvements in Building #16 were classified.

Board member **Curtis** asked what procedures have been improved and Janice responded we are structuring assets differently and that all processes for reporting assets will be automated.

Chair **Ryan** inquired about the impact ctcLink will have on the 2015-2016 fiscal year. Janice reported a statement is included in the report as a footnote regarding the transition and potential impact to the college.

Chair **Ryan** inquired whether the Foundation financials were reviewed during the audit and Janice replied they were and there were no issues.

Board member **Dunbar** commended the college on positive findings, and President **Ruhland** commented that this was the first audit for many new staff and added to an already full plate, she was grateful for the hard work and commitment of the staff.

MOTION: Upon motion by board member **Curtis**, the Board unanimously approved the 2013-14 and 2014-15 audited financial statements as presented.

B. ctcLink Project

**Vice President for Administrative Services, Tim Gould** provided an update on the status of the ctcLink Project at TCC:

- The number one critical issue now is time – we are running out of time and are short of staff.
- The general ledger is not complete, there is no report for student financials, and both are consuming a great amount of man-hour time.
- Getting issues resolved with the help of the Ciber and SBCTC is also time consuming. It normally takes 3-5 days to do a monthly close. We are nowhere near that timeline.
- Payroll for both TCC and Spokane continue to have issues.
- OFM issued a closing date of July 22 for the general ledger which may require staff overtime in order to achieve.
- Board members asked questions concerning the closing date of which Tim was entirely certain of the state's process for allowing adjustments to be made after the closing date.

**SBCTC Executive Director, Marty Brown and SBCTC IT Director, Mike Scroggins**

reported on the status of the ctcLink Project. Highlights from the report:

- Director **Brown** began by thanking Chair **Ryan** and President **Ruhland** for attending the recent SBCTC Board meeting. He apologized for the hardship the ctcLink Project has caused; no one anticipated the amount of problems. He does believe communication is getting better.
- Regarding the OFM closing date, Director **Brown** has requested a delay until July 30<sup>th</sup> to allow extra time to complete but has not received an answer yet. SBCTC has already submitted payroll on behalf of TCC and Spokane but that does not solve the current issue with the general ledger.
- The Go-Live date for the Wave One colleges has been delayed. Until the system is functioning properly there is no sense going forward. The earliest date would be the end of January 2017.
- The focus right now is on the general ledger and student financials.
- Chair **Ryan** asked if the fund accounting issue is a work-around and Director **Brown** replied the issue is that the software won't support fund accounting and they are developing a patch.
- IT Director **Scroggins** noted to be clear, regarding fund accounting, the system treats financials and student financials as two separate systems. They have written a work-around and it is currently being tested.
- Board member **Dunbar** asked for clarification about the system not supporting fund accounting and Chair **Ryan** commented when he and President **Ruhland** attended the SBCTC meeting in Wenatchee, it was mentioned over 4,000 colleges and universities nationwide are using PeopleSoft. He asked if this is done on a system-wide level such as Washington or is it at the local level. Director **Brown** responded that most are at the local level and also most are using work-arounds on the fund accounting. IT Director **Scroggins** commented that we are implementing three systems at one time and this is fairly unique.

- Board member **Curtis** asked about the ctcLink project budget. Director **Brown** reported the project is approximately \$7M over budget at this time and the legislature has authorized funds to cover. He has attended several hearings and meetings with the legislature regarding costs.
- Board member **Curtis** asked if work was being done with the Wave One schools and Director **Brown** responded they are receiving some training but the focus is on first-link colleges.
- Board member **Dunbar** noted that TCC has identified additional costs associated with Go-Live and asked if those costs are included in the cost overrun. Director **Brown** responded the costs are being reviewed to determine if reimbursements will be made.
- Nine additional financial analysts are being hired to focus on helping only TCC and Spokane. A challenge has been getting knowledge transferred to the production team. They have made some personnel structure changes based on what they have learned from this process.
- Director **Brown** acknowledged the work Director of Financial Services, **Janice Stroh** and her team have done and are appreciative of their hard work and dedication to the project.
- President **Ruhland** noted it is not looking promising we will have a budget to present to the board in August and we are starting our second year unable to purchase what is required to meet the needs of students and staff. It is difficult looking at starting another year without a budget and the uncertainty is causing low morale on campus. She acknowledged that the SBCTC recognizes the problem.
- Chair **Ryan** asked if the First Link standard of accounting has been accepted by everyone and Director **Brown** reported yes, the basic format for the general ledger has been agreed upon.
- Board member **Curtis** asked, "Looking back, what have you learned and what changes have you made to improve the process?" Director **Brown** responded communications between stakeholders was poor and has been improved; the realization to add functional analysts; and the effect of problems and not being able to move forward were huge lessons learned. IT Director **Scroggins** noted there has been a 40-45% turnover in staff so many who made decisions to convert have gone. Most of the project staff were steeped in Legacy and it has been difficult for them to transition. The hardest area hit was staffing in financials at both SBCTC and Ciber. He also noted the system really owes TCC and Spokane a gratitude of thanks and they are using what we have learned to train the other colleges.
- Board member **Dunbar** stated she appreciates the recognition TCC staff is getting for what they have done. Director **Brown** noted the two college presidents did a good job presenting the conversion information. Board member **Dunbar** commented that we have done all the painful work.
- Chair **Ryan** thanked Director **Brown** and IT Director **Scroggins** for meeting with the board and acknowledging all the work the college has done.

### III. Action Items

#### A. Approve: New Degree: Associate in Music

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously approved the New Degree: Associate in Music.

#### B. Approve: Change in Degree Title – Associate in Arts & Sciences to Associate in Arts

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously approved the Change in Degree Title – Associate in Arts & Sciences to Associate in Arts.

#### C. Approve: Revisions to Policy IV.ADSV-500-Acceptable Use

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously approved the Revisions to Policy IV. ADSV-500 – Acceptable Use.

D. Approve: Adoption of Policy – Weapons Free Campus

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously approved the Adoption of Policy – Weapons Free Campus

E. Approve: Compensation Changes 2016-2017

**Vice President for Administrative Services, Tim Gould** provided information about the proposed 1.8% general salary increase for all employees, effective July 1, 2016 as provided in the 2015-2017 Omnibus Appropriations Action.

For Classified Staff, the WFSE and WPEA unions bargained with the Governor's office and their 1.8% general salary increase is part of their Negotiated Agreement. No Board action is needed to implement the salary increase for July 1, 2016. The same is true for the Exempt (represented) group.

For Faculty, per their faculty negotiated agreement, salary increases must be bargained between the faculty union and the college's chief negotiator.

For Exempt (non-represented) board action is needed to authorize the president to provide the 1.8% general salary increase.

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously authorizes the college's chief negotiator to bargain up to 1.8% general salary increase for full and part-time faculty.

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously authorizes the President to provide a 1.8% general salary increase for non-represented exempt employees.

F. Approve: 2015-2016 Faculty Increments

**Vice President for Administrative Services, Tim Gould** provided information about the proposed faculty increments earned in 2015-2016. Provisions of the 2015-2017 Omnibus Appropriations Act authorizes colleges to fund faculty increments using turnover saving and "local resources" for the 2015-2017 biennium.

The 2015-2016 earned faculty increments is estimated to be \$110,000. Per the faculty negotiated agreement, increments must be bargained with the faculty union.

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously authorizes the college's chief negotiator to bargain up to value of the earned 2015-2016 faculty increments to be paid in 2016-2017.

G. Approve: Moore vs. HCA Settlement

**Vice President for Administrative Services, Tim Gould** provided background information on the Moore vs. HCA Settlement with the state of Washington. \$13 million of the \$32 million total settlement is being paid by the Washington State community and technical colleges. A schedule showing each schools share of the liability was provided to the board for review. TCC's portion is \$696,340. Any request to use funds from the Operating Reserves in excess of \$50,000 must be submitted to the board for approval. The \$696,340 must be submitted to the SBCTC by July 15, 2016.

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously approved the payment from Operating Reserves in the amount of \$696,340 to cover TCC's portion of the Moore v. HCA Settlement.

**IV. President's Report** (page 16)

President **Ruhland** provided the following report:

- All events will be moved into an Outlook calendar and Board member iPads will be available in September.
- President **Ruhland** reported on a very good meeting with Goodwill Industries and stated we are fortunate to have such a good partnership. TCC Dean for Health, Business and Professional Services, **Krista Fox** will take the lead on this partnership.
- There is a new CEO at Pierce Transit and there is a project to work on student bus passes. They also own land in Gig Harbor that they wanted to know if we were interested in purchasing but because it is not located conveniently to the Gig Harbor Campus, TCC has no interest.
- President **Ruhland** inquired about changing the dates for the January 2017 Board retreat from the 20<sup>th</sup> to the 13<sup>th</sup> to accommodate Board member travel plans. Chair **Ryan**, board members **Curtis** and **Dunbar** were agreeable. Board members **Dennis** and **Adams** will be queried.

**V. Public Comment/Remarks**  
None

**VI. Executive Session**

At 5:21 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 15 minutes for consultation with legal counsel on potential agency litigation. The meeting reconvened into open session at 5:36. Chair **Ryan** announced the board would reconvene into Executive Session for approximately 20 minutes to continue discussion.

At 5:57 p.m. Chair **Ryan** adjourned the executive session and reconvened the Board meeting.

**VII. Board Action as a Result of Executive Session**  
None

**VIII. Adjournment**

There being no further business, the meeting was adjourned at 5:58 p.m.

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Robert Ryan, Chair

## **TACOMA COMMUNITY COLLEGE**

### **NURSING COURSE FEES 2016-2017**

**September 14, 2016**

#### **BACKGROUND**

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

#### **STATUS**

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

The course fees have been determined based on the instructional needs for each of the classes listed. Course fees for the 3<sup>rd</sup> to 5<sup>th</sup> quarters are being requested at this time. Requests for course fees for 2 additional quarters will occur in the future.

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

#### **RECOMMENDATION**

The President recommends that the Board of Trustees approve the 1<sup>st</sup> Read of the proposed Nursing Course Fees for 2016-2017.

Nursing new curriculum course fee requests for 2016-2017

	Course/Level	Title	Credits	Fee	Explanation
Level III	NURS 175	Health & Illness Concepts 3A	2	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 124	Clinical Simulation III	2	75	5 \$ printing cost and 70 consumables to complete simulations
	NURS 155	Pharmacology III	1	10	5 \$ printing costs, and 5\$ for lab supplies (demo/Sim)
	NURS 183	Professional Concepts III	1	5	5\$ consumables--using a flipped classroom, will have printing costs.
	NURS 176	Health and Illness Concepts 3B	3	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 193	Clinical III	3	30	25 fee to support clinical placement (75\$/year) and 5 \$ printing costs,
Level IV	NURS 271	Health and Illness Concepts 4A	2	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 226	Clinical Simulation IV	2	75	5 \$ printing cost and \$70 consumables to complete simulations
	NURS 256	Pharmacology IV	1	10	5 \$ printing costs, and 5\$ for lab supplies (demo/Sim)
	NURS 284	Professional Concepts IV	1	5	5\$ consumables--using a flipped classroom, will have printing costs.
	NURS 272	Health and Illness Concepts 4B	3	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 294	Clinical IV	3	30	25\$ fee to support clinical placement (75\$/year) and 5 \$ printing costs,
Level V	NURS 273	Health and Illness Concepts 5A	2	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 227	Clinical Simulation V	2	75	5 \$ printing cost and 70 consumables to complete simulations
	NURS 257	Pharmacology V	1	10	5 \$ printing costs, and 5\$ for lab supplies (demo/Sim)
	NURS 285	Professional Concepts V	1	5	5\$ consumables--using a flipped classroom, will have printing costs.
	NURS 274	Health and Illness Concepts 5B	3	52	10\$ printing, \$10 lab supplies, \$32 NLN testing.
	NURS 295	Clinical V	3	30	25\$ fee to support clinical placement (75\$/year) and 5 \$ printing costs,
		Old curriculum			New Curriculum
Quarter 3		\$ 432.00			\$ 224
Quarter 4		\$ 298.00			\$ 224
Quarter 5		\$ 298.00			\$ 224
Total		\$1,028.00			672 (-356)

**TACOMA COMMUNITY COLLEGE**  
**Proposed 2016-17 Operating Budget**  
**September 14, 2016**

**BACKGROUND:**

The 2016/17 budget has an expected State Allocation to TCC of \$22,531,219 and Local Revenue of \$23,624,646 for a total operating budget of \$45,155,865. Prior year revenue budget was \$43,180,000.

**Budget Highlights \$1,975,000 (0.4%) increase to prior year budget (2015/16 base budget):**

***Revenue:***

State Allocation Adjustments to TCC Budget = +\$1.81M (+8.7%)

- +\$893,000 to support Cost of Living adjustment of 1.8% authorized by legislature
- +\$1,322,000 for increased Health Care and Retirement Costs; rate per employee up 5.0%.
- -\$488,000 for tuition backfill
- +\$11,000 for all other increases related to new allocation model.

Local Revenue Changes due to TCC Budget = +\$.165M (+0.7%)

- Running Start is up \$540,000 (+18%) vs 2015-16 budget; RS was up 16% in 2015-16 vs. 2014-15.
- Tuition (-\$375,000) due to the continuation of mandated tuition freeze and minimal FTE change.
- Flat year over year growth for both building fees for excess enrollment and general/operating fees (+0%)

***Expenses:***

- +\$495,000 for salary increase of 1.8% authorized by Board (July 2016) for all employees
- +\$30,000 for new Fair Labor Standards Act (FLSA) impact; effective January 1, 2017.
- +\$664,000 for added fringe benefit (+5% cost/employee increase) plus added amount for increased salaries from COLA and FLSA = +7.0% in total.
- -\$746,000 adjustment to Goods and Services to reflect actual expenditure trend.
- +\$560,000 adjustment to Equipment/Leases to reflect actual expenditure trend.

***Additional Notes:***

- \$682,420 is set aside to implement the operational plan requests (page 23)
- \$937,396 is set aside for additional salary and contingency operating budget items

***Recommendation:***

The President recommends that the Board approve the 1<sup>st</sup> read of the Proposed 2016-17 Operating Budget.

**Tacoma Community College  
Proposed Operating Budget 2016-17 Summary**

<u>Revenue</u>	<b>(FY17 proposed vs. FY16 Budget) (dollars in thousands)</b>
<b>State Allocation Increases:</b>	
	\$0.893 COLA/CBA of 1.8%
	\$1.322 Health Care Increased Cost/Employee
	\$0.082 All other
	<u>-\$0.488</u> Tuition Backfill
	<b>\$1.809 Sub-Total State</b>
<b>Local Changes:</b>	
	\$0.541 Running Start
	\$0.000 General Fees
	<u>-\$0.375</u> Reduction tuition & enrollment
	<b><u>\$0.166</u> Sub-Total Local</b>
	<b>\$1.975 Total Revenue Change</b>

<u>Expenses</u>	
	\$0.495 Mandatory Salary Increase +1.8%
	\$0.030 FLSA Law Change Impact
	\$0.664 Fringe Benefit (Health care & retirement) Increase
	<u>-\$0.711</u> Adjusted Goods & Services to actual spend
	\$0.560 Adjusted Equipment/Lease to actual spend
	<u>\$0.937</u> Proposed Unallocated Operating Budget
<b>Sub-total</b>	<b>\$1.975 Expense Change</b>
	<b>\$0.000 Unallocated Budget</b>

**TACOMA COMMUNITY COLLEGE**  
**Proposed Operating Budget 2016-17**

	2014-15 Ending Balance <u>Actual</u>	2015-16 Beginning Budget	2015-16 Projected Revenue	2016-17 Proposed Budget \$ 22,531,219
<b><u>Operating Revenue</u></b>				
<b>STATE</b>				
State Allocation	\$ 17,533,850	\$ 18,704,540	\$ 19,548,452	\$ 20,954,275
Tuition Back Fill	\$ -	\$ 833,787	\$ 833,787	\$ 344,871
Worker Retraining Base	1,002,698	1,002,698	1,052,698	1,052,698
Worker Retraining Variable	276,750	179,375	179,375	179,375
<b>Total State</b>	<b>\$ 18,813,298</b>	<b>\$ 20,720,400</b>	<b>\$ 21,614,312</b>	<b>\$ 22,531,219</b>
<b>LOCAL</b>				
	649	RS FTE	750	
Fund 145 Running Start	\$ 3,063,950	\$ 3,000,000	\$ 3,540,774	\$ 3,540,774
Fund 148 Bldg Fees from Excess Enrollment	673,682	600,000	600,000	600,000
Fund 148 General Fees / Overhead	616,699	600,000	600,000	600,000
Fund 149 Tuition - Operating Fees	19,609,509	18,259,600	18,629,034	17,883,872
<b>Total Local</b>	<b>\$ 23,963,840</b>	<b>\$ 22,459,600</b>	<b>\$ 23,369,808</b>	<b>\$ 22,624,646</b>
<b>Total Operating Revenue</b>	<b>\$ 42,777,138</b>	<b>\$ 43,180,000</b>	<b>\$ 44,984,120</b>	<b>\$ 45,155,865</b>
	2014-15	2015-16	2015-16	2016-17
	Ending Balance	Beginning	Projected	Proposed
	Actual	Budget	Actual	Budget
<b>Operating Expense</b>				
Salaries	\$ 24,675,060	\$ 27,509,000	\$ 25,415,312	\$ 28,034,162
Benefits	\$ 7,573,686	\$ 9,484,000	\$ 8,762,180	\$ 10,148,308
Goods & Services	\$ 3,777,674	\$ 4,711,000	\$ 3,972,574	\$ 4,000,000
Equipment/Leases	\$ 1,286,773	\$ 740,000	\$ 1,353,161	\$ 1,300,000
Travel	\$ 328,026	\$ 352,000	\$ 344,950	\$ 352,000
Worker Retraining	\$ 387,542	\$ 384,000	\$ 407,536	\$ 384,000
<b>Total Operating Expense</b>	<b>38,028,761</b>	<b>43,180,000</b>	<b>40,255,713</b>	<b>44,218,470</b>
<b>Program Expense</b>				
Instruction & Primary Support	\$ 23,211,543	\$ 24,986,000	\$ 24,570,803	\$ 25,586,908
Library Services	\$ 990,802	\$ 925,000	\$ 1,048,823	\$ 947,246
Student Services	\$ 4,171,373	\$ 4,805,000	\$ 4,415,647	\$ 4,920,559
Institutional Support	\$ 5,908,272	\$ 8,185,000	\$ 6,254,258	\$ 8,381,847
Plant Operations & Maintenance	\$ 3,359,229	\$ 3,895,000	\$ 3,555,944	\$ 3,997,909
Worker Retraining	\$ 387,542	\$ 384,000	\$ 407,536	\$ 384,000
<b>Total By Program Expense</b>	<b>38,028,761</b>	<b>43,180,000</b>	<b>40,253,013</b>	<b>44,218,470</b>
<b>Net Revenue</b>	<b>4,748,377</b>		<b>4,728,407</b>	

**Operational Plan 2016/17**

<b>Division</b>	<b>Item</b>	<b>Total</b>
Academic and Student Affairs	Stipends for Adjunct Support	\$20,000
Academic and Student Affairs	Implement Pathways Initiative	\$50,000
Academic and Student Affairs	NWCCU Accreditation self-study (Year 3)	\$20,000
Administrative Services	Food Court Costs (Interim Options)	\$2,400
Administration	CIVITAS Software (Year 2)	\$200,000
Administration	Ipads & software for Trustees	\$5,000
Advising/ Counseling	Women's Conference	\$1,500
Arts, Humanities, & Social Science	Honors Program	\$15,000
Career Center	Create Goods and Services budget for transfer fairs	\$1,000
Communication & Transitional Studies	Implement Learning Communities; Fund expansion of Reading Apprenticeship	\$29,000
Counseling, Advising, Access & Career Services, Health, Business & Professional Services, and eLearning	Purchase 3-year subscription for Online Orientation Software	\$37,250
Health, Business & Professional Services	Dedicated ambulance parking, equipment and supplies	\$80,000
Health, Business & Professional Services	Funding for required national site visit from Accreditation Commission for Education in Nursing (ACEN)	\$8,000
Human Resources	Increase funds for training & background checks	\$46,000
IT	Gartner IT Research (Analysis, Research, and Best Practices)	\$23,000
Library	Increase in Operating budget	\$26,570
Library/Archives	Library Portfolio Archives software	\$2,500
Marketing	Annual Report-1,000 copies	\$7,500
Marketing	Centralize Marketing Requests	\$30,000
Organizational Learning & Effectiveness	CIVITAS Learning Summit	\$16,000
Organizational Learning & Effectiveness	Funding for external facilitators	\$10,000
Organizational Learning & Effectiveness	Leadership Development	\$30,000
Student Services	Special populations programming and mentoring activities	\$2,200
Student Services	100 folding chairs, 4 storage carts, 8x10 folding/portable stage (GHC)	\$3,000
Student Services	New Student Orientation Printing/Copy Materials	\$1,500
Student Services	Supplies for Bldg 20 (towels/laundry supplies)	\$750
Student Services	Outreach Materials	\$750
Student Services	Development of "Connections Center"	\$3,000
Student Services	Archive transcripts/enrollment services	\$5,000
Student Services	Bldg 11 - enhance storage, create wk surface for leadership team	\$2,500
Student Services	Annual Men's Summit	\$3,000
<b>Total</b>		<b>\$682,420</b>

**Minor Capital Budget  
2016/17**

<b>Division</b>	<b>Item</b>	<b>Total</b>
Arts, Humanities, and Social Sciences	Bldgs. 17 and 19-Remodeling	\$75,000
Facilities	Upgrade campus offices to quality standards	\$45,500
Facilities	Bldg. 7-Painting	\$10,000
Facilities	Carpet Replacement (library, 14, F1-2)	\$150,000
Facilities	Upgrade buildings lock system/access control	\$200,000
Human Resources	Reconfigure office infrastructure & Soundproofing	\$44,500
Health, Business, and Professional Services	Convert 13-222 to a computer classroom for Nursing, adding 13-127 to general use computer lab	\$52,000
Health, Business, and Professional Services	Bldg. 8-Remodel /Refurbish	\$115,000
Math, Science, and Engineering	Bldg. 15-Wall repairs and painting / Office Modification	\$15,000
Math, Science, and Engineering	Convert classroom 15-220 into a chemistry lab	\$100,000
	<b>Total</b>	<b>\$807,000</b>

**TACOMA COMMUNITY COLLEGE**

**Proposed Above Operating Reserve Expenditures 2016-17**

**September 14, 2016**

**BACKGROUND**

The 2016-17 budget is built on an expected State Allocation for TCC of \$22,531,219 and Local Revenue of \$22,624,646, for a total operating budget of \$45,155,865. As per Board Policy, TCC is required to maintain a 15% reserve. For the 2016-17 budget, the reserve requirement is \$6,773,380.

**TCC's projected above reserve balance at 07/01/16:**

<b>Reserve Balance as of 6/30/15:</b>	<b>\$ 15,717,299</b>
2015-16 Strategic Investments & Other Commitments:	\$4,930,787
Projected Net Revenue for FY 16:	\$4,728,407
<b>Estimated Reserve Balance as of 6/30/16:</b>	<b>\$ 15,514,919</b>
<b>Estimated Reserves Beginning Balance (7/1/16):</b>	<b>\$ 15,514,919</b>
HCA vs. Moore Payment (approved 7/13/16):	\$ 696,340
<b>Estimated Reserve Balance as of 7/13/16:</b>	<b>\$ 14,818,579</b>
Reserve Requirement 2016-17 (@15% of \$45,155,865)	\$ 6,773,380
<b>Estimated Reserve Balance in Excess of Required Reserves:</b>	<b>\$ 8,045,199</b>

**Reserve Analysis:**

Reserves available fiscal year end 2013-14	\$ 6,952,894	
Beginning Revenue Budget 2014-15	\$ 39,219,657	Required Reserve @15% - \$5,882,949
% of Reserves to beginning budget	17.73%	
Reserves available fiscal year end 2014-15	\$ 8,832,290	
Beginning Revenue Budget 2015-16	\$ 43,180,000	Required Reserve @15% - \$6,477,000
% of Reserves to beginning budget	20.45%	
Reserves available fiscal year end 2015-16	\$ 15,514,919	
Beginning Revenue Budget 2016-17	\$ 45,155,865	Required Reserve @15% - \$6,773,380
% of Reserves to beginning budget	34.36%	

**RECOMMENDATION**

The President recommends the Board of Trustees approve the 1st read of the Proposed Above Operating Reserve Expenditures for the 2016-17 fiscal year in the amount of \$1,315,000.

**Above Operating Reserves  
2016/17**

<b>Above Operating Reserves</b>		
<b>Division</b>	<b>Description</b>	<b>Request</b>
<b>Expenditures</b>		
Academic & Student	Develop/Participate in programs to learn and teach abroad	\$150,000
Facilities	Parking lot maintenance (Phase II of II)	\$650,000
Facilities	Digitize blueprints and Operations & Maintenance Manuals	\$165,000
Facilities	Renovate Restrooms at Minniti Field	\$50,000
Student Services	COP Funding Balance (Building 20)	\$300,000
<b>Sub-Total Expenditures (2017)</b>		<b>\$1,315,000</b>
<b>Capital Investments</b>		
Facilities	Campus Projects Fund (2017)	\$1,000,000
IT/Facilities	Capital Equipment Replacement Fund (2017)	\$500,000
President	Capital Campaign Fund (2017-2022)	\$4,000,000
Marketing	Web Redesign and Implementation (2016-2018)	\$225,000
<b>Sub-Total Multiple Years</b>		<b>\$5,725,000</b>
<b>Total</b>		<b>\$7,040,000</b>

## TACOMA COMMUNITY COLLEGE

### Request for Funding Above Operating Reserves - Capital Investments

September 14, 2016

#### **BACKGROUND**

The 2016/17 Proposed Operating Budget is built on an expected State allocation to TCC of \$22,531,219 and Local Revenue of \$23,624,646 for a total operating budget of \$45,155,865. As per Board Policy, TCC is required to maintain a 15% reserve. For 2016/17, the reserve requirement is \$6,773,380.

The President's Cabinet recommends the following items be paid from Above Operating Reserves for Capital Investments (Funding for Capital investments are funded for 1-5 years):

1. **Campus Projects Fund (2017)** - Recommendation \$1.0 Million  
The master plan of the college includes projects that typically are not funded with State funds. These projects include the expansion of strategic program space and other buildings in need of repair/upgrades that aren't covered by the state building conditions survey.
2. **Capital Equipment Replacement Fund (2017)**- Recommendation = \$500,000  
In Information Systems, every 5-7 years there is a need for Server Storage Space (SAN) infrastructure. In Maintenance, heavy-duty equipment requires replacement every 15-25 years. These types of replacements are expensive and not funded through the State allocation. Many of these items will be reaching end of life within the next 1-5 years.
3. **Capital Campaign Fund (2017-2022)** - Recommendation = \$4.0 million  
Set aside an amount to start a long-term commitment to fund future buildings based on the college's five year strategic plan that is incorporated into Facilities Master Plan.
4. **Web Redesign (2016-2018)** - Recommendation = \$225,000  
Redesign and implementation of new website for Tacoma Community College. Current website last redesigned in 2010 and is outdated, with limited capabilities.

#### **RECOMMENDATION**

The President recommends that the Board approve the 1<sup>st</sup> read of the Request for Funding Above Operating Reserve to fund identified capital investments in the amount of \$5,725,000.

### New Hire Report / June - August 2016

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

Classification	Employee Name	Position Title	Department	Start Date
<b>Academic</b>				
	<b>Anderson, Matthew</b>	Professor - Education Transfer	Math, Science and Engineering	9/1/2016
	<b>Bruskas, Delilah</b>	Professor - Nursing	Health, Business, and Professional Services	9/1/2016
	<b>Cushman, Kenneth*</b>	Professor - Biology	Math, Science and Engineering	9/1/2016
	<b>Davis, Scott</b>	Professor (Temp) - Mathematics	Math, Science and Engineering	9/1/2016
	<b>Farrow, Michael</b>	Corrections Professor - Web Development	WCCW/MCCCW	7/1/2016
	<b>Gietzen-Olszewski, Sheri*</b>	Professor - English Composition	Communication and Transitional Studies	9/1/2016
	<b>Hernandez, Sergio*</b>	Professor (Temp) - Cybersecurity & Networking Technologies	Health, Business, and Professional Services	9/1/2016
	<b>Hock, Martin</b>	Professor - Computer Science & Engineering	Math, Science and Engineering	9/1/2016
	<b>Johns, Stephen</b>	Professor - Communication Studies	Communication and Transitional Studies	9/1/2016
	<b>Landry, Paul*</b>	Professor - Paralegal	Health, Business, and Professional Services	9/1/2016
	<b>Men, Sopang*</b>	Professor - English Composition	Communication and Transitional Studies	9/1/2016
	<b>Mozeleski, Amber*</b>	Professor - Mathematics	Math, Science and Engineering	9/1/2016
	<b>Ramirez Carrscal, Ivan</b>	Professor - Physics & Astronomy	Math, Science and Engineering	9/1/2016
	<b>Robinson, Polly</b>	Professor - Communication Studies	Communication and Transitional Studies	9/1/2016
	<b>Snoek-Brown, Jennifer</b>	Librarian	Library	9/1/2016
	<b>Taylor, Katrina</b>	Professor - Political Science	Arts, Humanities, Social Sciences	9/1/2016

\*Previously part-time employee hired into a full-time position

### New Hire Report / June - August 2016

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

Classification	Employee Name	Position Title	Department	Start Date
<b>Classified</b>				
	<b>Boice, Eleanor</b>	Fiscal Technician Sup	Financial Services	7/5/2016
	<b>Brooks-Sothard, Sierra</b>	Early Childhood Spec 1	Early Learning Center	8/22/2016
	<b>Carpenter, Jairus</b>	Custodian 1	Custodial Services	8/1/2016
	<b>Cervantes, Francisco</b>	Human Resource Consult 1	Human Resources	8/22/2016
	<b>Hardy, Jon</b>	Maintenance Mechanic 4	Facilities & Grounds	8/16/2016
	<b>Jones, Michael</b>	Custodian 1	Custodial Services	7/18/2016
	<b>Knutson, Mary</b>	Credentials Evaluator 3	Enrollment Services	8/24/2016
	<b>Miller, Nika</b>	Custodian 1	Custodial Services	7/18/2016
	<b>Otero, Carlos</b>	Information Tech Spec 3	Information Technology	7/5/2016
	<b>Plaza, Leia</b>	Program Assistant	Campus Public Safety	8/1/2016

\*Previously part-time employee hired into a full-time position

**New Hire Report / June - August 2016**

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

Classification	Employee Name	Position Title	Department	Start Date
Exempt				
	<b>Andren, Robert</b>	Coordinator - Floriculture	WCCW/MCCCW	7/1/2016
	<b>Downing, Linda</b>	Coordinator - Administrative Operations	Health, Business, and Professional Services	8/1/2016
	<b>Haugen, Dolores</b>	Director - Conduct, Compliance and Partnerships	Student Services	6/1/2016
	<b>Heizenrader, Katherine*</b>	Advisor - High School 21+	Communication and Transitional Studies	8/1/2016
	<b>Knight, Timothy</b>	Database Administrator	Information Technology	7/11/2016
	<b>Maxfield, Kelly</b>	Executive Office Assistant	President's Office	8/15/2016
	<b>Morgan, Sam</b>	Director - Entry Services	Enrollment Services	7/18/2016
	<b>Shannon, Joseph</b>	Dean - Mathematics, Science, and Engineering	Math, Science and Engineering	7/1/2016

\*Previously part-time employee hired into a full-time position

**PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT**

**July 14, 2016 – September 14, 2016**

**August 16 – 26 Vacation**

<b>COLLEGE / DISTRICT</b>	<b>COMMUNITY</b>	<b>STATE/REGIONAL</b>	<b>NATIONAL</b>
July 26 – Attended TCC Art Gallery Exhibit	July 14 – Tacoma Rotary Club Meeting, Landmark Convention Center	July 20 to 22 - WACTC Summer Retreat at Cedarbrook Lodge in SeaTac, WA July 21 – Attended reception at University of Washington hosted by President Ani Mari Cauce	July 15 to 19 – Attend AACC President's Academy Summer Institute in Coeur d'Alene, Idaho
August 4 – Visited TCC Gig Harbor Campus	July 20 – Health Care Careers High School Meeting at TCC Harned Center	August 8 – Meeting with state Rep. Dick Muri and Bill Ryberg	
August 10 – Attended Invista Performance Solutions Governing Body Meeting at Clover Park Technical College	July 22 – Lunch with Ron Langrell, President of Bates Technical College	August 31 – Meeting with Western Governors University Chancellor Jean Floten	
August 11 – Attended Men of Distinction graduation at TCC	July 27 – Lunch meeting with Fred & Anne Roberson at Fircrest Golf Club		
August 11 – Attended Global Program Farewell Gathering in the TCC Student Center	July 28 – Breakfast with University of Washington Tacoma Chancellor Mark Pagano		
August 13 – Attended Nursing Pinning Ceremony in TCC Auditorium	August 2 – Workforce Development Council One Stop System Operators & Partners Committee at Workforce Central in Tacoma		
August 29 – Lunch with Student Leaders	August 3 – Dinner at Fircrest Golf Club with Joyce Loveday, Interim President of Clover Park Technical College		
September 1 – Pierce County Coordinating Council Meeting	August 4 – Gig Harbor Public Affairs Forum at Cottesmore		
September 1 – Hard hat tour of building 20 with Student Leadership Team	August 4 – TCC presentation at Tacoma Rotary Club at Landmark Convention Center		
September 6 – New Full Time Faculty Orientation Panel	August 8 – Hosted Tacoma Housing Authority/TCC Partnership meeting with Michael Mirra, Executive Director		
September 7 – Meet with state representative candidate Larry Seaquist, Bill Ryberg, and Janine Mott	August 10 – Attended South Sound Together Board Meeting at Center for Urban Waters		
September 13 – Attended TCC Faculty Retreat at Pt. Defiance Pagoda	August 11 – Attended City Club Annual Fund Raiser at the Foss Waterway		
September 14 – Convocation and PDD at TCC	August 30 – Lunch at Fircrest Golf Club and tour of TCC with Dr. Isaiah Crawford, new President of University of Puget Sound		
	September 6 – Joe Harned's 99 <sup>th</sup> birthday lunch at Joesepi's with Bill Ryberg		