

AGENDA

Board of Trustees

Bob Ryan-Chair
James Curtis-Vice Chair
Gretchen Adams
Lois Bernstein
Liz Dunbar

Co-Presidents

Mary Chikwinya
Bill Ryberg

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.

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|-------|--|---------------------------------|
| I. | CALL TO ORDER | Bob Ryan |
| II. | GENERAL MATTERS | |
| | A. Changes/Approval of Agenda | Bob Ryan |
| | B. Approval of Minutes | Bob Ryan |
| | C. Introductions & New Hires | Vice Presidents |
| | D. Correspondence | Co-Presidents |
| | E. Board Report | Bob Ryan |
| III. | PRESENTATION | |
| | Student Voice: <i>Maylonnai Harris & Ashley Ngo</i> | |
| | Associate of Applied Science in Business, Campus Food Bank feasibility project. | Mary Jane Oberhofer/Krista Fox |
| IV. | ACTION ITEMS | |
| | A. 2 nd Read/Approval 17-18 Operating Budget | Cliff Frederickson/Julie Dunbar |
| | B. 2 nd Read/Approval 17-18 Proposed Above Required Reserve Expenditures | Cliff Frederickson/Julie Dunbar |
| | C. Approval of ACT Transforming Lives Recipient | Co-Presidents |
| | D. Approval of Accessible Technology & Content Policy | Clay Krauss |
| | E. Approval of IT Security Policy | Clay Krauss |
| | F. Approval of Copyright Policy | Candice Watkins |
| V. | NON-ACTION ITEMS | |
| | A. TCC 2015-16 Audit by Clark Nuber | Bryce Rassilyer/Mitch Hansen |
| | B. ctcLink Update | Clay Krauss |
| | C. Update of Presidential Search and Committee | James Curtis/Lois Bernstein |
| VI. | REPORTS | |
| | A. Associated Students | Kerry Ramroop |
| | B. Faculty | Dave Howard |
| | C. Classified Staff | Jeanne Ernst-Williams |
| | D. Foundation | Rosemarie Burke |
| | E. Legislative | Bill Ryberg |
| | F. Co-Presidents | Mary Chikwinya/Bill Ryberg |
| 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 Kelly Maxfield, Office of the President at 6501 South 19 th St., Tacoma WA 98466; Tel: 253/566-5169 or e-mail kmaxfield@tacomacc.edu. | |

**Tacoma Community College
Board of Trustees Regular Meeting
October 11, 2017 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Gretchen Adams
Liz Dunbar
Lois Bernstein

Administration/Faculty/Staff/Guests

Bill Ryberg	Kelly Maxfield
Julie Dunbar	Pat Mathews
Jeanne Ernst-Williams	Martin Hock
Krista Fox	Kelley Sadler
Will Howard	Valerie Robertson
Misty Hadfield	James Newman
Sarah Lewandowski-Noble	Cliff Frederickson
Jill Merritt	Monica Olsson
Kathryn Held	Shirley Siloi
Nora Price	Tony Lindgren
Saheng Hing	Pattie Green
Edwin Lin	Jackie Gorman
Sarah Wallace	Mary Fox
Rick Brady	Kim Ward
Mary Chikwinya	

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:05 p.m.

II. General Matters

A. Changes/Approval of Agenda

MOTION: Upon a motion by Board member **Curtis** the Board unanimously approved the agenda as submitted.

B. Approval of Minutes:

September 13, 2017 Board Meeting

MOTION: Upon a motion by Board member **Bernstein** the Board unanimously approved the minutes of the September 13, 2017 Board Meeting.

September 22, 2017 Special Board Meeting

MOTION: Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the September 22, 2017 Special Board Meeting.

September 29, 2017 Special Board Meeting

MOTION: Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the September 29, 2017 Special Board Meeting.

C. Introductions

Board Chair **Ryan** introduced **Co-President Mary Chikwinya**, who introduced Ashley Caughell, the new Program Specialist in the Athletics Department.

Board Chair **Ryan** introduced **Dean Shema Hanebutte**, who introduced Regina Rogers, the new Women's Basketball Coach and Advisor.

Board Chair **Ryan** introduced **Vice President of Human Resources & Legal Affairs, Beth Brooks**, who introduced Sarah Wallace, the new Human Resources Employment Manager.

Board Chair **Ryan** introduced **Dean Joe Shannon**, who introduced Martin Hock as a new full time computer science professor and Edwin Lim is teaching engineering as a full time temporary faculty member.

Board Chair **Ryan** introduced **Dean Analea Brauburger**, who introduced Scott Davis, the new Coordinator for Curriculum & Assessment and a math instructor.

Board Chair **Ryan** introduced **Dean Kim Ward**, who introduced Susan Lawler, a new full time faculty member for Communication & Transitional Studies (AESL)

D. Correspondence

Co-President Bill Ryberg read a letter from Governor Jay Inslee affirming the reappointment of Chair Bob Ryan as a TCC Trustee until 2022.

E. Board Report

- Board Member **Dunbar** attended the September 13th, 22nd, and 29th board meetings. She also attended the October 4th Multicultural Advisory Council with training by Carol Mitchell. Senator Patty Murray visited Tacoma Community House where Liz is the Director. She attended the Hilltop Artist luncheon and Advocates for Immigrants in Detention event.
- Board Member **Bernstein** attended the September 13th, 22nd, and 29th board meetings. She had several meetings with James Curtis and Beth Brooks regarding the presidential search and selection of AGB Search as our firm. She attended the UW Tacoma Autism Coalition's first meeting and the ACCT Conference in Las Vegas, Nevada.
- Board Member **Curtis** attended the September 13th, 22nd, and 29th board meetings. He had several meetings with Lois Bernstein and Beth Brooks regarding the presidential search and selection of AGB Search as our firm. He also attended the ACCT Conference in Las Vegas, Nevada.
- Board Member **Adams** attended the September 13th, 22nd, and 29th board meetings. She also attended the ACCT Conference in Las Vegas, Nevada and Multicare Health System's Rock the Foundation event on September 23rd.
- Chair **Ryan** attended the September 13th, 22nd, and 29th board meetings. He also attended the ACCT Conference in Las Vegas, Nevada.

III. PRESENTATION

Student Voice – TCC's first Faculty-led Study Abroad to Shanghai.

Executive Vice President for Academic & Student Affairs, Tod Treat, introduced faculty and staff members Penda Sow, Monica Olsson, Mary Jane Oberhofer, and Wendi Larsen, who led TCC's first study abroad to Jiao Tong University. It was a ten-day grant-funded trip in conjunction with Highline Community College. Students Hahn Vo, Olga Rudenko, Aiyana Gilbert, and Luke Byram spoke of their experiences and highlights of the trip.

IV. ACTION ITEMS

A. First Read 2017-18 Operating Budget: Cliff Frederickson and Julie Dunbar reviewed the 2017-2018 operating budget with the Board of Trustees.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the first read of the 2017-18 operating budget.

B. First Read 2017-18 Proposed above Required Reserve Expenditures: Cliff Frederickson and Julie Dunbar reviewed the 2017-2018 proposed budget above required reserves with the Board of Trustees.

MOTION: Upon motion by Board member **Adams**, the Board unanimously approved the first read of the 2017-18 proposed budget above required reserves.

V. NON-ACTION ITEMS

A. Pathway to Completion: Onboarding Process:

Sam Morgan, Director of Entry Services, reviewed the enrollment process, entry services, outreach methodology, recruitment, assessment, and modes of communication with potential and current TCC students. TCC bound students attend an information session, apply, set up their portal & ctcLink profile, find ways to pay for college, assess their skills, and be acclimated with a student advising orientation.

There are several methods of outreach to potential students in our community and local school districts including campus tours, presentations at local schools, holding admissions information sessions 2-3 per year on campus, and connecting TCC via the College in the High Schools programs at SAMI and SOTA. Both Mt. Tahoma and Foss will be coming aboard this year as well.

Recruiting non-traditional students includes the participation of our CASA/MECA program. Outreach also connects with Native Education Liaisons, visiting Tribal lands, and promoting our Men of Distinction Program to draw first generation college students.

Entry Services will be working with our TCC Marketing Department to restructure content for different types of students, including an updated Veterans web site to make navigating the enrollment process easier. Other marketing ideas including text messages for enrollment content, holding financial aid labs, the Summer Bridge Program, and a TCC View Book.

B. Annual Clery Security & Safety Report – Will Howard and Misty Hadfield presented the annual Clery Safety Report as required by federal law since 1990.

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses			
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	1
Domestic Dating	0	0	0

Stalking	0	0	0
TOTAL	0	0	1
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	0	0	0
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	0	0	0

C. Enrollment Report: By Betsy Abts

- Softening enrollments across Washington State
- New International enrollment counting rule as of Fall 2016
- TCC - higher FTE allocation target
- 2016-2017 - 5089 (+505 from previous year)
- 2017-2018 - 5596 (+507 from previous year)
- Normal change each year typically represents less than a 10th of one percent change.
- 507 represents a 9% increase over previous year and an 18% increase from year 15-16.

D. Board Functions & Responsibilities: Chair **Ryan** spoke to TCC faculty/staff in attendance about using Board members personal or work emails. He asked that people not contact them in that fashion. It is a liability and all board members have TCC emails addresses for college business.

E. Presidential Search Update: Co-Chair **Curtis** announced the selection of AGB Search as our firm for the presidential search. Dr. Vance Peterson and Dr. Thomas Kowalik will be here on campus October 23-25 to meet with all campus groups, committees, and councils. The Search Committee names have been communicated to James and Lois and a meeting will be set up soon to sign confidentiality agreements and start the work of the search.

VI. REPORTS

A. Associated Students Report – Kerry Ramroop, ASTCC President:

- Shared OES calendar of events.
- Free ICC Diversity leadership course is taking place on four Saturdays from October 21 to November 11 here on campus.
- "I am Not a Costume" with Aaliyah Jihad, an Artist and Lecture Series event in Building 11 Student Center, free and open to the public, on October 17 at 12:30 p.m.
- There are laptops and iPads available for use in building 11 from the collection of the student tech fee. Also free printing services are available.
- Tacoma Housing Authority has 150 vouchers available for TCC student housing.
- The WCTCSA, elected leaders from our state's 34 colleges, are bringing five issues to the Legislature this January.

B. Faculty Report—Dave Howard, Faculty Union Representative: Dave was not present at this month's meeting.

- C. Classified Staff Report - Jeannie Ernst-Williams, Classified Staff Representative:**
- Classified staff are working on dates for the Breakaway and Awards Ceremony.
 - Classified Council is setting up their documents in Office 365 for easier access for members.
 - Upcoming events include game night, a softball game, and a service day in the summer.

- D. Foundation Report – Tony Lindgren, Board President:**
- Reminded everyone that Foundation Scholarship Recognition luncheon on October 24 at 11:30 a.m. in the Student Center.
 - Save the date for February 6 for the Reach Higher Luncheon.

- Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**
- The Legislative Council is put together and their first meeting is in December.
 - The SBCTC supplemental request budget is complete and Bill will share at the November Board Meeting.

- E. Co-President's– Mary Chikwinya and Bill Ryberg:**
- Intramural launch was on Friday October 6 with fifty students playing volleyball in the gym.
 - We finally have a budget to present! Great work from Cliff, Julie, and Nerm in Finance.
 - No hiccups to the start of fall quarter here on campus.
 - Mary is presenting in Philadelphia on October 24th with Michael Mirra & Sara Goldrick-Rab about Homelessness and Food Insecurity

VII. PUBLIC COMMENT/REMARKS

Mary Fox, Professor for Communication & Transitional Studies, addressed the Board members regarding communication with them. She reiterated that communication on campus has been difficult the past 18 months. The Listening Circles helped and she is hopeful we will all continue to communicate. We want our students here for a reason.

VIII. EXECUTIVE SESSION

At 6:04 p.m., Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 15 minutes to discuss personnel issues.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 6:30 p.m., the open board meeting reconvened. As a result of executive session, the Board approved the Co-President's authority to settle pending tort claims be increased from \$50,000 to \$100,000 with any such settlement being subject to Board approval. Trustee Dunbar made the motion, Trustee Adams seconded, and all board members approved.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:20 p.m.

Robert Ryan, Chair

New Hire Report / October 2017

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

Classification	Employee Name	Position Title	Department	Start Date
Academic				
Classified				
	Daugherty, Zachare	Program Coordinator	Continuing Education	10/9/2017
**	Flood, Joey	Custodian 3	Custodial Services	10/16/2017
**	Hight, Shannon	IT Specialist 2	Information Technology	10/2/2017
	Jackson, Wendy	Campus Security Officer	Campus Public Safety	10/16/2017
	Kinlow, Chad	Campus Security Officer	Campus Public Safety	10/30/2017
Temporary	Meadow, Kaylah	Early Childhood Program Specialist 1	Early Learning Center	10/2/2017
Temporary	Strickland, Nicole	Early Childhood Program Specialist 1	Early Learning Center	10/2/2017
**	Tyrsini, Tamara	Early Childhood Program Specialist 1	Early Learning Center	10/2/2017
Exempt				
	Mathews, Pat	Facilities Manager	Facilities Administration	10/2/2017
	Wallace, Sarah	HR Manager, Staff Dev, Emp Relations, Talent Acquisition	Human Resources	10/2/2017

** Promotional Position

TACOMA COMMUNITY COLLEGE
Proposed 2017-18 Operating Budget

November 8, 2017

BACKGROUND

The 2017-18 Proposed Operating Budget is built on an expected State Allocation to TCC of \$24,543,036 (Allocation #1), and Local Revenue of \$22,046,495 for a total operating budget of \$46,589,531. The prior year revenue budget was \$44,975,865.

Budget Highlights \$1,613,000 (3.6%) increase over prior year budget (2016-17 base budget):

Revenue:

State Allocation Adjustments to TCC Budget result in an increase of \$2.2M, or 9.8%, and include:

- An increase of \$1,488,000 in base funding;
- An increase of \$504,000, earmarked for wage increases authorized by the legislature;
- An increase of \$91,000 for health care rate changes;
- An increase of \$49,000 for increased retirement costs;
- An increase of \$60,000 for programs included in the allocation model.

Local Revenue Changes to TCC Budget result in a decrease of \$578K, or (2.6%), and include:

- An increase of \$1,059,000 for Running Start due to higher projected enrollment and increased RS rates;
- A decrease of \$600,000 for Building fee revenue from excess enrollment due to a projected decline in enrollment;
- A decrease of \$300,000 for General fees/overhead revenue;
- A decrease of \$737,000 for Tuition revenue due to projected decline in FTE.

Expenses:

- An increase of \$1,395,000 for Salaries due to 2.3% salary increases authorized by the legislature and an increase in the minimum wage;
- An increase of \$29,000 for Benefits;
- An increase of \$272,600 for Goods and services;
- A decrease of \$630,000 for Equipment to align with actual expenditure trend;
- A decrease of \$102,000 for travel to align with actual expenditure trend;
- An increase of \$66,000 for Worker Retraining to align with actual expenditure trend.

Additional notes:

- Net revenue is projected at \$582,683 for 2017-18.

Recommendation:

Co-Presidents Bill Ryberg and Mary Chikwinya recommend that the Board approve the Proposed 2017-18 Operating Budget.

TACOMA COMMUNITY COLLEGE

Above Required Reserve Expenditures

November 8, 2017

BACKGROUND

The 2017/18 Proposed Operating Budget is built on an expected State Allocation to TCC of \$24,543,036 and Local Revenue of \$22,046,495 for a total operating budget of \$46,589,531. As per Board Policy, TCC is required to maintain a 15% reserve. For 2017-18, the reserve requirement is \$6,988,430.

The Leadership Team recommends the following items to be paid from Above Required Reserves. The \$5,439,032 recommendation is comprised of requests to be: (A) Locally funded from reserves, \$1,985,291; and (B) Locally funded from reserves in anticipation of the passage of the State Capital budget, \$3,453,741. State reimbursement will be sought for the latter group of requests.

A. Locally funded (will not seek State reimbursement, \$1,985,291):

1. **Capital Equipment Replacement Fund (2018)** – 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.

2. **ESCO Energy Reduction & Improvements Project (2018)** – Recommendation: \$485,291

An investment in the control system upgrade will provide a comfortable learning environment for our students and put the college on a path of upgrading the current older heating and cooling systems in multiple buildings on campus. The project will also help us work towards achieving our energy and carbon emission reduction goals for the college, as set by the state. Facilities is looking to leverage the available state energy grants to start the replacement of these systems.

3. **New Building** – Recommendation: \$1,000,000

B. Locally funded in anticipation of passage of State Capital budget (will seek State reimbursement, \$3,453,741):

1. **Carryover from 2016-2017 for contracts in progress** – Recommendation: \$5,741

2. **Minor Capital Improvements (2018)** – Recommendation: \$807,000

3. **Preventative Facility Maintenance – PMI (2018)** – Recommendation: \$350,000

4. **Emergency Repairs and Improvements – RMI (2018)** – Recommendation: \$225,000

5. **Capital Repair** – Recommendation: \$2,066,000

RECOMMENDATION

Co-Presidents Bill Ryberg and Mary Chikwinya recommend that the Board approve the Request for Above Required Reserve Expenditures for the 2017-18 fiscal year in the amount of \$5,439,032.

TACOMA COMMUNITY COLLEGE
Proposed Operating Budget 2017-2018
November 8, 2017

	2015-16 Actual Subject to final close	2016-17 Beginning Budget	2016-17 Projected Subject to final close	2017-18 Proposed Budget
Operating Revenue				
STATE				
State Allocation	\$ 20,262,548	\$ 20,634,650	\$ 22,561,538	\$ 22,800,842
Tuition Back Fill	\$ 119,691	\$ 344,871	\$ 344,871	\$ 344,871
Worker Retraining Base	\$ 1,052,698	\$ 1,002,698	\$ 1,012,698	\$ 1,397,323
Worker Retraining Variable	\$ 179,375	\$ 369,000	\$ 414,180	\$ -
Sub-Total State Allocation	\$ 21,614,312	\$ 22,351,219	\$ 24,333,287	\$ 24,543,036
LOCAL				
	RS FTE/Qtr: 794		RS FTE/Qtr: 789	RS FTE/Qtr: 808
Running Start	\$ 4,445,050	\$ 3,540,774	\$ 4,440,709	\$ 4,600,000
Bldg Fees From Excess Enrollment	\$ 515,668	\$ 600,000	\$ -	\$ -
General Fees/Overhead	\$ 548,044	\$ 600,000	\$ 318,948	\$ 300,000
Tuition/Operating Fees ¹	\$ 18,847,483	\$ 17,883,872	\$ 17,625,109	\$ 17,146,495
Sub-Total Local Revenue	\$ 24,356,245	\$ 22,624,646	\$ 22,384,766	\$ 22,046,495
Total Operating Revenue	\$ 45,970,557	\$ 44,975,865	\$ 46,718,053	\$ 46,589,531

	2015-16 Actual Subject to final close	2016-17 Beginning Budget	2016-17 Projected Subject to final close	2017-18 Proposed Budget
Operating Expense				
Salaries	\$ 24,102,987	\$ 28,034,162	\$ 28,177,685	\$ 29,429,230
Benefits	\$ 8,019,505	\$ 10,148,308	\$ 9,817,075	\$ 10,177,618
Goods & Services ²	\$ 5,285,449	\$ 4,757,395	\$ 6,105,011	\$ 5,030,000
Equipment / Leases	\$ 588,325	\$ 1,300,000	\$ 676,101	\$ 670,000
Travel	\$ 204,641	\$ 352,000	\$ 234,547	\$ 250,000
Worker Retraining	\$ 431,323	\$ 384,000	\$ 482,913	\$ 450,000
Total Operating Expense	\$ 38,632,230	\$ 44,975,865	\$ 45,493,332	\$ 46,006,848
Estimated Net Revenue	\$ 7,338,327	\$ -	\$ 1,224,721	\$ 582,683

¹ A \$3.8 million adjustment downward of operating revenues is reflected in the 2016-17 Projected Subject to final close amount of \$17.6M. This represents a prior period adjustment and was recorded in FY2017. This entry was provided to TCC by SBCTC late September 2017, and reflects transactions that were not recorded as part of the conversion from FMS (Legacy) to ctclink. These are for transactions that occurred prior to August 20, 2015, the "go live" date, and mainly pertain to FY2015 and prior.

² FY 2017 Goods and services includes the following account categories:

- 603XXX Goods and Services
- 604XXX Personal Services Contracts
- 609XXX Client Services
- 611XXX Interagency Reimbursements
- 612XXX Interfund Transfers
- 613XXX Bad Debt

TACOMA COMMUNITY COLLEGE

ACT Transforming Lives Student Nomination

November 8, 2017

BACKGROUND

The Washington State Association of College Trustees (ACT) created the Transforming Lives Awards program in 2012 to recognize current or former students whose lives have been transformed by pursuing higher education at a community or technical college. In 2015, the name of the Association was changed to Association of College Trustees (ACT) and renamed this award the ACT Transforming Lives Award.

The Board of Trustees for each Washington State community or technical college submits to ACT a nomination of a current or former community or technical college student who has completed or made significant progress toward completing a degree or certificate that has helped him/her prepare for or be successful in a competitive workforce.

Five nominees are selected by ACT to receive the Transforming Lives Award. The winners will be featured speakers at the ACT Legislative Contact Conference in January and each will receive a \$500 cash award. All nominees are invited to attend the conference dinner, and all will have their stories and picture included in an awards pamphlet.

STATUS

Two nominations were submitted for 2018 and were reviewed by the Leadership Team. Because the ACT accepts only one nomination for each community or technical college, the Leadership Team provides one recommendation to the board.

TACOMA COMMUNITY COLLEGE

Accessible Technology and Electronic Content Policy

November 8th, 2017

BACKGROUND

The proposed Accessible Technology and Electronic Content Policy is driven in part by SBCTC and WA State Policies, RCWs, and Federal laws concerning Accessible Technology. In addition to being responsive to policies and regulations, the proposed policy encourages and supports accessible technology and electronic content, seeking to ensure as broad a population as possible is able to access, benefit from, and contribute to TCC's electronic programs and services.

Representatives from TCC Access Services, eLearning, and Information Technology initially created this draft policy. An Instructional Council taskforce was created which then played a big part in shaping the current draft policy.

STATUS

This policy has been approved by the TCC Instruction Council and College Council.

RECOMMENDATION

The Co-Presidents recommend the Board of Trustees approve the Information Technology Security Policy.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

DRAFT Accessible Technology and Electronic Content

Section: III. STSV – ?????	President's Authorization: _____ President's Signature Date
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Initial Adoption Date: Prior Revision Dates: Last Revision Date:
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PURPOSE:

Tacoma Community College seeks to deploy information technology and electronic content that has been designed, developed, or procured to be accessible to people with disabilities, including those who use assistive technologies. An accessible IT environment generally enhances usability for everyone. By supporting IT accessibility, the college helps ensure that as broad a population as possible is able to access, benefit from, and contribute to its electronic programs and services.

TO WHOM DOES THIS POLICY APPLY:

All individuals or groups of individuals managing programs and services where information technology is deployed and/or electronic content published at Tacoma Community College.

REFERENCES

- 3.20.30b SBCTC Accessible Technology
- Americans with Disabilities Act
- Americans with Disabilities Act as it applies to electronic information
- IT Accessibility Checklist – <http://www.washington.edu/accessibility/checklist/>
- OCIO Policy 188 - Accessibility
- RCW 28B.10.912
- RCW 49.60
- Sections 504 and 508 of the Rehabilitation Act
- Sections 504 and 508 as they apply to electronic information
- WCAG 2 at a glance – <https://www.w3.org/WAI/WCAG20/glance/>
- Web Accessibility Information and Training – <http://WebAIM.org/articles>
- Web Content Accessibility Guidelines (WCAG) 2.0

DEFINITIONS

Accessible: Refers to the objective that everyone, including those with disabilities, within Tacoma Community College will have equally effective and equally integrated access to programs and services, including instructional materials and content.

Accessible Information Technology: Information technology that has been designed, developed, or procured to be usable by, and therefore accessible to people with disabilities, including those who use assistive technologies.

Assistive Technologies: Adaptive, rehabilitative devices that promote greater independence for individuals with disabilities by changing how these individuals interact with technology. Examples include special input devices (e.g., head or foot mouse, puff-and-sip switches, speech recognition), screen-reading software, and screen magnifiers.

Instructional Materials and Content: Resources and tools used in educational lessons, including, but not limited to, textbooks, content in learning management systems, computer software, DVDs, CD-Roms, online publisher materials, handouts, worksheets, slide presentations, assessments, videos, PDFs, Word documents, linked web pages or any other means of conveying information to the student or otherwise contributing to the learning process through electronic means, whether fully copyrighted or an open resource.

Usability: Refers to how easily, effectively, and efficiently users can use a product or system to achieve their goals, and how satisfied they are with the experience.

POLICY

Tacoma Community College seeks to provide appropriate, effective, and integrated access to technology and electronic content for students, employees, and external community members. This policy applies to the procurement, development and implementation of instructional, administrative or communications technologies and content. Further, the policy applies to both current and emerging technologies, including both hardware and software, in use or being evaluated for purchase or adoption at TCC. This policy encompasses, but is not limited to, college websites, learning management tools, student information systems, training materials, instructional materials and assessment tools.

PROCEDURE

1. Under this policy, all College managers of programs and services must:
 - a) Develop, purchase and/or acquire, to the extent feasible as described in section 4. Exceptions, hardware and software products that are accessible to people with disabilities.
 - b) Promote awareness of this policy to all members of the College community, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

2. Instructional Materials and Content
 - a) When developing new electronic content, the college encourages new content to be accessible, working with Access Services, eLearning, and IT as necessary.
 - b) When implementing new electronic resources, such as (but not limited to) textbook publisher services and resources, the college will ensure such services and resources are accessible to the extent feasible as described in section 4. Exceptions.
 - c) The college encourages work with Access Services, eLearning, and IT as necessary to retroactively update currently used digital content and resources, such as (but not limited to) documents, videos, and images in the learning management system.
3. Accessible Technology and Electronic Content Standards

Compliance to standards listed in this section must be considered high priority:

 - a) Web Standard

Electronic information must meet the Web Content Accessibility Guidelines (WCAG) 2.0 at an AA Success Criteria or latest standards as appropriate.
 - b) New Development and Purchases

New development and purchases, including development purchases for major revisions and updates of existing electronic information resources, must receive higher priority over the retrofit of existing electronic information resources.
4. Exceptions

Conformance to standards may not always be feasible due to the nature of the content; the purpose of the resource; the lack of accessible solutions, which includes instances when proprietary instructional materials or industry-standard professional technical applications and/or equipment do not include accessible options; an unreasonably high administrative or financial cost necessary to make the resource accessible; an accessible solution fundamentally alters the nature of programs, courses, services or activities; or poses a direct threat to health or safety. However, the above exceptions do not relieve college programs or services from their legal obligations pertaining to accessibility; college managers of programs and services must be prepared to provide content and/or services in a suitable alternative format (e.g. electronic text file) upon request.
5. Help
 - a) Access Services, Information Technology, and eLearning are available resources to assist in any related processes.
 - b) Upon approval of this policy, the college may form a committee to oversee Accessible Technology and Electronic Content program development and implementation of initiatives which focus on:
 - a. Effective application of this policy and assistance to impacted individuals and groups, to include guidance and instruction for faculty on making classes accessible;
 - b. Creating a phased approach to implementing accessible electronic content;
 - c. Developing time studies and baseline effort estimates necessary for eLearning to make courses accessible.

TACOMA COMMUNITY COLLEGE
Information Technology Security Policy

November 8th, 2017

BACKGROUND

This policy establishes the basis upon which college Information Technology (IT) security standards and practices will be created and updated, guiding the appropriate risk mitigation to ensure an effective and secure environment for IT processing and college-related activities.

STATUS

This policy has been approved by the Academic Technology Committee and College Council.

RECOMMENDATION

The Co-Presidents recommend the Board of Trustees approve the Information Technology Security Policy.

TACOMA COMMUNITY COLLEGE

NAME OF ACTION ITEM: Copyright Policy

November 8, 2017

BACKGROUND

The Copyright Policy has been updated for board review and approval. The main changes focus on removing definitions of copyright, fair use, and the TEACH Act and instead linking to that information in the TCC Copyright Guide, a research guide maintained by TCC's Copyright Officer (Library Director, Candice Watkins). Maintaining a supplementary guide allows the Copyright Officer to keep information about intellectual property, a constantly shifting field, up-to-date. The link to Copyright Guide is: <http://tacomacc.libguides.com/c.php?q=373181&p=2522839>. Removing this supplementary information from the policy also better highlights the college policy itself which should be the primary focus.

STATUS

The updated policy has been vetted and approved by both the Instructional Council and College Council.

RECOMMENDATION

Board approval of the new Copyright policy.

Copyright Policy

PURPOSE

Tacoma Community College recognizes the importance of clearly defining policy and practice pertaining to U.S. Copyright Law (Title 17). This policy outlines the college's practices and procedures pertaining to U.S. Copyright Law for instructional and non-instructional staff.

TO WHOM DOES THIS POLICY APPLY:

All members of the College Community

REFERENCES:

U.S. Copyright Law (Title 17). That commitment includes the full exercise of the rights accorded to users of copyrighted works under the "Fair-Use" provision of federal copyright law. (U.S.C. Section 107).

POLICY

It is the policy of the College to facilitate the exercise in good faith of full Fair-Use rights by faculty, librarians, and staff, in furtherance of their teaching, research, and service activities. To that end, the College shall:

1. Inform its faculty, librarians, and staff about their Fair-Use rights and the application of the four factors for determining those rights set forth in Title 17 of the United States Code: Section 107;
2. Develop and make available through the Copyright Officer, appropriate resources concerning Fair-Use and intellectual property laws generally and the application of Fair Use in specific situations;
3. Avoid, whenever possible, adopting or supporting policies or agreements that would restrict Fair-Use rights;

PROCEDURES

Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Written permission may be obtained from the copyright holder in the manner set out in Tacoma Community College Copyright Guide's Obtaining Permission. If the material is to be reproduced and sold in the College Bookstore, the written request for authorization must state that the material is to be reproduced and sold. Employees who willfully disregard the copyright policy are in violation and do so at their own risk and assume all liability.

The college designates the chief administrator of the library as the copyright officer for the college. The copyright officer will exercise general oversight of the copyright function for the

college and will assure that information about the law and guidelines are available in appropriate instructional offices, the library, and the college bookstore.

Every attempt will be made to assist employees who need information so that they can perform their duties within the intent of the law.

GUIDELINES

Tacoma Community College employees using copy machines or other devices for reproduction of any material are responsible for familiarizing themselves with provisions of the copyright law and fair use guidelines before copying or reproducing any material. To this end, the copyright officer will cause copies of the law and guidelines to be made available and prominently displayed near copying or other reproduction devices wherever they are permanently installed.

If after study of the law and/or the [TCC Copyright Guide](#) there is uncertainty as to whether reproduction or use of materials meets the requirements of the "fair use" concept of the copyright law, the [copyright officer](#) should be consulted.

If the reproduction of the copyrighted material does not meet the "fair use" guidelines, college employees must seek a written authorization to copy or reproduce the material from the copyright holder. The [TCC Copyright Guide - Obtaining Permission](#) provides guidance and resources for seeking written authorization. If the material is to be reproduced and sold in the college bookstore, the written authorization must contain the recognition that the material is to be reproduced and sold.

A permanent central repository of all copyright authorizations, releases, or waivers will be established by the Copyright Officer. Employees obtaining such authorization/permission will be responsible for transmitting them to the copyright officer via the method described in the [TCC Copyright Guide - Obtaining Permission](#). This central repository of authorizations/permissions will be shared, as appropriate, with the bookstore.