

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>Rain Coley, TCC 2018 Transforming Lives Award student</i> | Pattie Green/Carol Avery |
| IV. | ACTION ITEMS | |
| | A. Approval of Exempt Contract Roll Over | Beth Brooks |
| | B. Approval of Instructional Calendar for 2019-20 | Joe Shannon |
| | C. First read of Course Fees for new courses only | Joe Shannon |
| | D. First read of Increase to Budget Reserves | Bill Ryberg |
| V. | NON-ACTION ITEMS | |
| | A. Capital Budget Funding Update | Bill Ryberg |
| | B. Pathways to Completion: WCCW | Emily Jones |
| | C. Emergency Operations Update | Greg Randall |
| | D. President Search Committee Update | James Curtis/Lois Bernstein |
| VI. | REPORTS | |
| | A. Associated Students | Kerry Ramroop |
| | B. Faculty | Dave Howard |
| | C. Classified Staff | Jeanne Ernst-Williams |
| | D. Foundation | Tony Lindgren |
| | E. Legislative | Bill Ryberg |
| | F. Co-Presidents | Bill Ryberg/Mary Chikwinya |
| 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
January 10, 2018, 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Gretchen Adams
Lois Bernstein

Administration/Faculty/Staff/Guests

Kelly Maxfield	Kelley Sadler
Bill Ryberg	Sarah Lewandowski-Noble
Mary Chikwinya	Victoria Ichungwa
Julie Dunbar	Analea Brauburger
Cliff Frederickson	Clay Krauss
Sultana Shabazz	Beth Brooks
James Newman	Jeanne Ernst-Williams
Will Howard	Betsy Abts
Kerry Ramroop	Julie Benson
John Falskow	Debbi Olson
Tina Hagedorn	Nora Price
Mike Goncharuk	Lee Sledd
Sonja Morgan	Marybeth McCartney
Valerie Robertson	Shema Hanebutte
Patti Hermoso	Kim Ward
Nicklas Williams	Greg Randall

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:00 p.m.

II. General Matters

A. Changes/Approval of Agenda

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

B. Approval of Minutes: December 13th Board Meeting

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

C. Introductions

Chair **Ryan** introduced **Rebecca Jayasundara**, Director of Basic Skills, Communication, & Transitional Studies, who introduced Chanry Mondragon. Chanry is a new Program Specialist and Data Compiler in the Workforce Study Department. She was an intern in the department during 2016-17 and is a 2017 graduate of TCC.

Chair **Ryan** introduced **Shema Hanebutte**, Dean for Counseling, Advising, Access, Career Services, & Running Start, who introduced Marybeth McCarthy. Marybeth is TCC's new Resource Navigator working with our Tacoma Housing Authority housing students, SPRUCE students, and Emergency grant requestors. Marybeth formerly worked as a Navigator in TCC's Workforce Education Department the previous five years.

Chair **Ryan** introduced **Dr. Tod Treat**, Executive Vice President for Academic & Student Affairs, who introduced Dr. Sultana Shabazz. Sultana has served the past six months as Interim Director for Corrections Education at WCCW and MCCW. She has a degree in Education and Sociology from the University of Tennessee where she was also a professor working with graduate students.

Dr. Treat also introduced John Falskow, Professor of Humanities at TCC. John is now serving as the Instructional Council Co-Chair and will represent that group in College Council as well.

D. Correspondence

The Co-Presidents shared that TCC received notification today from the College Spark Board of Trustees that a second cohort of colleges was approved to join the Guided Pathways Initiative. Tacoma Community College was selected along with Clover Park Technical, Lower Columbia, Renton Technical, and Spokane Falls for the Cohort 2 grant. Congratulations to Analea Brauburger, Walter Chien, Krista Fox, Katie Gulliford, Shema Hanebutte, Joe Shannon, Kim Ward, and Tod Treat for your hard work in submitting this grant.

They also shared the results of the OCR Review that occurred in 2017. We had a successful review outcome with few findings and our response plan was accepted. Kudos to the cross-college team including Dolores Haugen, Beth Brooks, Krista Fox, Tamyra Howser, Kelley Sadler, and Betsy Abts for coordinating the review for our campus.

E. Board Report

- Chair **Ryan**, Trustee **Bernstein**, Co-Chair **Curtis**, and Trustee **Adams** all attended the December 13, 2017 Board Meeting.

III. PRESENTATION

Student Voice – Nicklas Williams, TCC Alumni and Enrollment Employee

TCC alumni and Enrollment Services employee Nicklas Williams spoke about his experience as a Running Start student, a full time college student, and a current employee of the college. Nick is a 2017 graduate of TCC but started as a Stadium High sophomore in 2010 in the Running Start program. Both of his parents work in higher education so he believed he had a good understanding of what it takes to succeed in college. After transferring to WSU and attending for two years, he left college and entered the work force.

He applied for a TCC employment position in enrollment when he was a student and Cielto Lane happened to call him after he lost his job. He was interviewed and returned to TCC as an employee. He made the decision to return to school and achieved his AAS degree in 2017. He intends to transfer to UWT to pursue an Arts, Media, and Culture degree.

Nicklas describes TCC as a HUB to focus on studies where staff and faculty alike help the students achieve success in their chosen fields and studies. With the support and dedication of the TCC campus community, he believes he was able to finish his 2-year degree and set goals for the future.

IV. ACTION ITEMS

A. Approval of IT Security Policy

Clay Krauss, Director of Information Technology, provided a second read of the IT Security Policy for Board approval. The Academic Technology Committee and College Council have approved the policy.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the new IT Security Policy.

B. Approval of Presidential Search Cost

Beth Brooks, Vice President for Human Resources & Legal Affairs, provided an overview and request for additional funds for the Presidential Search contract with AGB.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the request for additional funds for the Presidential search.

C. First read of Instructional Calendar for 2019-2020

Tod Treat, Executive Vice President for Academic & Student Affairs, provided a first read of the 2019-2020 Instructional Calendar.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the first read of the Instructional Calendar for 2019-2020.

V. NON-ACTION ITEMS

A. Pathways to Completion: Core Indicators

Tod Treat, Executive Vice President for Academic & Student Affairs and **Analea Brauburger**, Dean for Organizational Learning & Effectiveness, reviewed the data from the Student Achievement Initiative Core Indicators report as of winter 2017.

Strengths: TCC continues to fulfill goals in program learning, career and academic preparation, student scholarships, student learning outcomes, student and employee satisfaction, personal and professional development, community partnerships, campus infrastructure, cultural contributions, and Embracing Discovery.

Opportunities: We see opportunities to improve participation rates of underserved populations, including students of color, students with demonstrated financial needs, and students reporting disabilities. Basic Skills metrics are still struggling. We also see a fall off around 45 credit hours and transfer students who leave the college before completion of their 2-year degree.

Challenges: The reliance upon data collected by ctcLink continues to generate challenges. There may be modifications needed to the Core Indicator Report for TCC to align it with the Strategic Plan. Despite challenges, TCC continues to demonstrate very high-performance relative to its peer group (the SBCTC system) as indicated by benchmarked SAI data, which uses points per students rather than real numbers or percentages. TCC remains consistently in the top quartile of nearly every category along the student achievement progression and is developing responses to opportunities in student completion and 45-credit attainment.

The Board asked for further study of the recently released data and for a follow up discussion at the April Board of Trustees meeting.

B. Presidential Search Committee Status

James Curtis, Board Co-Chair and Search Committee Co-Chair, gave a brief update on the status of the presidential search. The deadline for application packets is January 26, 2018. AGB Search has communicated that there is a great deal of interest in the open position. AGB sent out 5771 emails in December and 1003 (17%) of them were opened. A healthy number of formal nominations have been received as well. An advertisement for the position is posted in twelve higher education and diversity publications. The position is also listed on two diversity listserv sites, NeoGov listserv, monster.com, and the TCC web site. The committee reconvenes on January 30 to review the applicant pool.

VI. REPORTS

- **Associated Students Report – Kerry Ramroop**, ASTCC President:
 - The OSE has over 30 events scheduled for winter quarter on the calendar handed out to the Board.
 - During Welcome Week there were four events including a “Healthy Cooking on a Budget” demonstration for the students.
 - OSE is working on a Facebook promotion to increase the social media presence of TCC among our students and communities.
 - Kerry and Dominik will be attending the Legislative event for community college student leaders.
 - OSE Officers are attending an advocacy leadership conference in Portland focusing on service-orientated activities.
 - Reach Higher luncheon is February 6 in building 11.
- **Faculty Report—Dave Howard**, Faculty Union Representative:
 - Congratulations to John Falskow on being elected co-chair for Instructional Council.
 - Thank you to Bill Ryberg for the work on TCCs Legislative Council and the upcoming visits to Olympia.

- The Running Start funding increase occurred but the changes to the TCC staff PAU increments did not happen. Dave hopes that this can be solved on campus by our Administrative leaders.
- Faculty and others are looking forward to returning to celebrating as a community/family with the new president as has happened in the past.

- **Classified Staff Report - Jeanne Ernst-Williams, Classified Staff Representative:**
 - On May 31, the classified breakaway will take place at CI Shenanigan's with the theme "Hidden Treasures of TCC" and will leverage TCC staff and faculty as instructors/seminar leaders.
 - Classified Council is amending Section 4, Part D of the Treasurer's responsibilities to include serving on the TCC Budget Committee during their term.
 - Jeanne shared a photo taken by Sean VanDommelen, Health, Business, & Professional Services Senior Secretary, that was voted in a top ten KIRO TV contest. He is also working on a television show in Tacoma that will air on February 9.

- **Foundation Report – Tina Hagedorn, Foundation Treasurer:**
 - The Reach Higher fundraising luncheon takes place on February 6 from 12:00 – 1:00 p.m. in building 11. This is the only Foundation fundraiser for the year!

- **Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**
 - The 60-day Legislative session started January 8. Both parties are entrenched at this time.
 - On January 5, both Co-Presidents attended the Legislative sendoff event at the TCC Gig Harbor campus. All three elected officials in our district attended including Michelle Caldier, Jesse Young, and Jan Angel.
 - Bill will attend the Legislative visits in late January and early February in Olympia. He will take both students and faculty to speak with Legislative representatives.

- **Co-Presidents - Mary Chikwinya and Bill Ryberg:**
 - Per Mary, an "Old School" dance party event is coming up from the Co-Presidents!
 - The ctLink remediation is going well. Cliff Frederickson and Julie Dunbar are to be commended for their hard work and great progress in getting the books closed and ready for the March audit.
 - Over 700+ students have purchased the \$5 Orca Passes. The feedback has been very positive and inspiring. The program is helping our financially challenged students.
 - The RFP for the Financial Services Department audit was issued last week. Our goal is to finish the audit by the end of March 2018.

VII. PUBLIC COMMENT/REMARKS

Analea Brauburger invited all Seahawk fans in the audience to root for the New Orleans Saints in the 2018 NFL playoffs.

VIII. EXECUTIVE SESSION

Chair **Ryan** announced that there would be no need for an executive session.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

N/A

X. ADJOURNMENT

There being no further business, the meeting adjourned at 5:42 p.m.

Robert Ryan, Chair

New Hire Report / January 2017

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

Classification	Employee Name	Position Title	Department	Start Date
Academic				
Classified				
	Laughlin, David	Custodian 1	Custodial Services	1/2/2018
	* Byars, Cassandra	Fiscal Technician 3	Financial Services	1/2/2018
Exempt				
	Losey, Tanya	Assistant Manager	Early Learning Center	1/16/2018

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** Promotional Position

* Non Permanent Temporary

TACOMA COMMUNITY COLLEGE

**Washington Federation of State Employees – Tacoma Community College Exempt
Bargaining Unit
February 21, 2018**

BACKGROUND

The College and WFSE agreed to roll over the January 1, 2015 through December 31, 2017 Collective Bargaining Agreement. A Memorandum of Understanding was signed by WFSE and TCC on October 10, 2017 modifying Article 40 Compensation to incorporate the full salary adjustments submitted to the State Board for the 2017-2019 biennium, same as negotiated at the WFSE CC Coalition table and approved and allocated by the state on July 1, 2017 on the same schedule.

July 1, 2017 2%
July 1, 2018 2%
January 1, 2019 2%

The MOU revised Article 44 Term of Agreement to incorporate the term January 1, 2018 to December 31, 2019.

STATUS

TCC exempt employee members of the bargaining unit accepted the compensation changes and the new terms of the agreement for the period January 1, 2018 to December 31, 2019.

RECOMMENDATION

The Co-Presidents recommend approval of the signed MOU rolling over the collective bargaining agreement for the term of January 1, 2018 to December 31, 2019.

TENTATIVE COLLECTIVE BARGAINING AGREEMENT

October 2, 2017

This tentative agreement summarizes the revisions to the 2015-2017 exempt collective bargaining agreement that the parties have agreed to make as part of renewing the collective bargaining agreement for the 2017-2019 biennium. The parties agree that the terms and provisions of the 2015-2017 agreement, including the current salary schedule, will continue unchanged in the 2017-2019 agreement except as noted below:

- o Article 40 -Compensation 40.2:

40.2 Periodic Increments 2017-2019

It is the intent of the College to incorporate the full salary adjustments submitted to the State Board for the 2017-2019 biennium, same as negotiated at the WFSE CC Coalition table) and approved and allocated by the state on July 1, 2017 on the same schedule.

July 1, 2017 2%; July 1, 2018, 2% and January 1, 2019 2%.

- o Article 44-Revise the article as follows:

ARTICLE 44 - TERM OF AGREEMENT

44.1 Upon ratification by WFSE, the Agreement will be submitted to the Board of Trustees for approval. The Agreement will take effect January 1, 2018 after ratification by WFSE and the Board of Trustees and will remain in full force and effect through December 31, 2019, however, in accordance with RCW 41.56.123, if this Agreement expires while negotiations between the Union and the College are underway for a successor Agreement, the terms and conditions of this Agreement will remain in effect for a period not to exceed one **(1)** year from the expiration date. Thereafter, the College may unilaterally implement according to law.

44.2 Either party may request negotiations of a successor Agreement by notifying the other party in writing no sooner than March 1, 2019 and no later

than March 31, 2019. In the event that such notice is given, negotiations will begin at a time agreed upon by the parties.

- o The Parties agree to proof the contract for other references to the 2017-2019 biennium

For TCC:

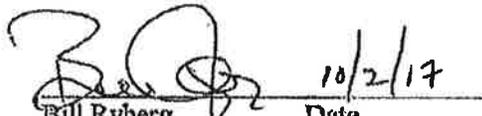
For AFSCMB Council 28:


Beth Brooks Date
Chief Negotiator


Sherri-Ann Burke Date
Chief Negotiator


Mary Chikwinya Date
Interim Co-President


Laura Hartless Date
Chief Negotiator


Bill Ryberg Date
Interim Co-President

Tacoma Community College

Instructional Calendar 2019-2020

February 12, 2018

BACKGROUND

Consistent with the 2017-2020 Faculty Negotiated Agreement, Section 7.00, TCC has a defined procedure for establishing the instructional calendar. A task force composed six (6) members, three (3) of whom are academic employees appointed by the TCCFT, and three (3) of whom are appointed by management met to discuss issues related to academic calendar development prepared a calendar for review by the Co- Presidents.

The academic calendar specifies the following dates for each quarter: (1) beginning and ending dates, (2) final examination dates, (3) advising dates, (4) non-instructional dates, and (5) holidays.

RECOMMENDATION

The Co-Presidents recommend approval of the 2019-2020 Instructional Calendar out specified in the associated memo and illustrated in the attached calendar.

2019-2020 Instructional Calendar

DRAFT



June 24 Classes begin



July 4 Independence Day



Aug. 15 Last day of classes/final exams if administered



Sept. 16-19 Professional Development Days
Sept. 23 Classes begin



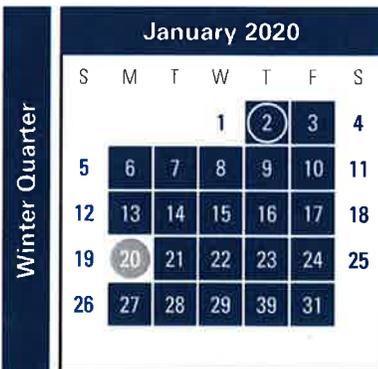
Oct. 22 Educational Planning Day*



Nov. 11 Veterans' Day
Nov. 27-29 Thanksgiving



Dec. 9-12 Final Exams



Jan. 2 Classes begin
Jan. 20 Martin Luther King Day



Feb. 6 Educational Planning Day*
Feb. 17 Presidents' Day



Mar. 17-20 Final Exams

	Fall	Winter	Spring
Classroom Days	50	50	48
Final Exams/Grading	4	4	4
Professional Development Days	5		
Mid-quarter, non-instructional Educational Planning Days	3		
Non-instructional Faculty Contract Days	8		
Total Contract Days	176		



Mar. 30 Classes begin



Apr. 24 Professional Development Day
Apr. 29 Educational Planning Day*



May 25 Memorial Day



June 9-12 Final Exams

Day/Evening Classes Begin
 Registration Opens**

Holiday (no class)
 Educational Planning Day*

Final Exams and Grading
 Prof. Development Day (PDD)

* Classes starting at 3pm or later will be conducted on Educational Planning Days
** Registration opens for currently enrolled students

**TACOMA COMMUNITY COLLEGE
COURSE FEES NEW COURSES ONLY
February 1, 2018**

BACKGROUND

The Board of Trustees regularly approves changes in the course fee schedule. Course fees on state supported courses are fees attached to individual courses to recover costs associated with consumable equipment and supplies used by students. Course fees on self-support classes are attached to recover all costs associated with that course. The Board Approved fees are maintained through the Office of the Executive Vice President.

STATUS

A list of requested additions and changes is attached. Only new courses are included in the current request.

These courses remain consistent with similar courses already approved by the Board and developed using the appropriate cost recovery model for establishing course fees. All other course fees will remain at prior year levels until such time that Deans can review course fee balances and recommend modifications.

RECOMMENDATION

The Co-Presidents recommend that the Board of Trustees approve the proposed course fees for these courses.

Proposed Student Course Fees for 2018-19

Course	Supply/Equipment /Printing	Current Fee 2017-18	Proposed Fee	Explanation
LS 301		\$ -	\$ 5.00	new class for BAS program
ABE 019	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 044	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 082	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 083	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 084	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 085	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 094	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
ABE 095	Printing & Supplies	\$ -	\$1 per Credit	New ABE Class
EAP 085	Printing & Supplies	\$ -	\$14.00	New EAP Class
EAP 088	Printing & Supplies	\$ -	\$5.00	New EAP Class
EAP 099	Printing & Supplies	\$ -	\$10.00	New EAP Class
EAP 100	Printing & Supplies	\$ -	\$5.00	New EAP Class
EAP 101	Printing & Supplies	\$ -	\$5.00	New EAP Class
EAP 154	Printing & Supplies	\$ -	\$10.00	New EAP Class
EAP 193	Printing & Supplies	\$ -	\$5.00	New EAP Class
EAP 194	Printing & Supplies	\$ -	\$5.00	New EAP Class
CHEM& 140	Printing & Supplies	\$ -	\$22.00	New CHEM& Class
SPAN& 221	Printing & Supplies	\$ -	\$ 10.00	New class / fee to match other World Language fees
SPAN& 222	Printing & Supplies	\$ -	\$ 10.00	New class / fee to match other World Language fees
SPAN& 223	Printing & Supplies	\$ -	\$ 10.00	New class / fee to match other World Language fees
SOC 255	Printing & Supplies	\$ -	\$ 8.00	New class / fee to match other Social Sciences fees
POLS& 201	Printing & Supplies	\$ -	\$ 8.00	New class / fee to match other Social Sciences fees
NUTR 250	Printing & Supplies	\$ -	\$ 22.00	new course

Proposed Student Course Fees for 2018-19

Course	Supply/Equipment /Printing	Current Fee 2017-18	Proposed Fee	Explanation
CHP 300	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 305	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 310	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 315	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 320	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 325	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 330	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 335	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 340	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 400	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 410	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 420	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 430	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 440	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHP 490	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHRC 400	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHRC 410	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)
CHRC 420	Equipment	\$ -	\$ 10.00	software licenses for online learning tools (conferencing tools, EHR, etc)

TACOMA COMMUNITY COLLEGE

Change in College Operating Reserves

February 21, 2018

BACKGROUND

At the Tacoma Community College Board of Trustee's direction, the College will maintain an operational reserve balance to ensure the College has the ability to carry out its mission. The Board in its fiduciary capacity for prudent financial management, directs the College to accumulate and maintain sufficient reserves to accomplish specific, strategic objects of the College under the following authority:

REFERENCES

RCW 28B.50.140

WAC 132K.995.990

Board Policy Manual, Chapter VI Fiscal Responsibility

RECOMMENDATION

The Tacoma Community College Board of Trustees has directed the college to begin fiscal year 2018/19 with local operating reserves of at least 60 days operating expenses and to begin fiscal 2019/2020 with local operating reserves of at least 90 days operating expenses. An annual reserve amount shall also be established for litigation reserves; emergency capital reserves; and annual debt service.

The Interim Co-Presidents recommend this change in the college's operating reserves.

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

OPERATING RESERVES

Section: IV. ADSV - 404	President's Authorization: President's Signature _____ Date _____
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PURPOSE

The purpose of this policy is to define the operational reserves for Tacoma Community College.

TO WHOM DOES THIS POLICY APPLY

The policy applies to all budget authorities of Tacoma Community College.

REFERENCES

RCW 28B.50.140
WAC 132K.995.990
Board Policy Manual, Chapter VI Fiscal Responsibility

DEFINITIONS

Fund: A fiscal and accounting entity with a self-balancing set of general ledger codes in which cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, are recorded and segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance (Reserves): The difference between a fund's assets and liabilities.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.

Operating Budget: A plan of current expenditures and proposed means of financing them. The operating budget is the primary means of ensuring that the financing acquisition, spending, and service delivery activities of the College are controlled.

POLICY

In compliance with the Tacoma Community College Board of Trustee's direction, the College will maintain an operational reserve balance to ensure the College has the ability to carry out its mission. The Board in its fiduciary capacity for prudent financial management, directs the College to accumulate and maintain sufficient reserves to accomplish specific, strategic objects of the College. The Tacoma Community College Board of Trustees has directed the college to begin fiscal year 2018/19 with local

operating reserves of at least 60 days operating expenses and to begin fiscal 2019/2020 with local operating reserves of at least 90 days operating expenses. An annual reserve amount shall also be established for litigation reserves; emergency capital reserves; and annual debt service.

The operational reserves are intended for use in non-recurrent situations. Examples of such situations may be:

- One time expenditures for program start-up
- Expenditures to cover building damages from natural disasters
- Non government-funded portions of capital projects
- Other situations as determined by the President and/or approved by the Board of Trustees

PROCEDURE

Assessment of this reserve balance will be provided through the annual budgeting process. The funds included for this assessment are:

Fund 148 – Dedicated Local

Fund 149 – Operating Local

Fund 570 – Other Auxiliary

Fund 145 – Grants and Contracts – exclusive of restrictions, reimbursable grants, and Fresh Start, which will be used for campus enhancements.

All recommendations to expend reserve funds will be forwarded to the Executive Staff and the President. Approval must be obtained prior to expenditure.

Expenditures of greater than \$50,000 will be submitted by the President to the Board of Trustees for approval prior to the use of such funds.

Initial Adoption Date: Unknown Prior Revision Dates: February 7, 2005; June 30, 2011 Last Revision Date: April 14, 2018 Last Review Date: April 14, 2018

Tacoma Community College
Reserves Analysis: 60 and 90 Days
02.07.2018

	DEDICATED LOCAL	OPERATING FEES	GRANTS/ CONTRACTS	EXCESS ENROLLMENT	COMBINED FUNDS TOTAL
Fund Balance as of 06.30.2015	1,306,949	1,586,084	9,074,480	7,790,218	19,757,731
FY 2016 Revenue	6,955,353	15,045,125	9,240,145	828,542	32,069,165
FY 2016 Expense	(1,672,614)	(18,508,013)	(7,545,684)	(546,516)	(28,272,827)
FY 2016 Net Revenue	5,282,739	(3,462,888)	1,694,461	282,026	3,796,338
Estimated Ending Fund Balance as of 06.30.2016	6,589,688	(1,876,804)	10,768,942	8,072,243	23,554,069
FY 2017 Revenue	2,572,447	17,645,192	10,600,318	1,093,571	31,911,528
FY 2017 Expense	(2,114,980)	(21,681,890)	(5,743,170)	(269,616)	(29,809,656)
FY 2017 Net Revenue	457,467	(4,036,698)	4,857,148	823,955	2,101,872
Estimated Ending Fund Balance as of 06.30.2017	7,047,155	(5,913,502)	15,626,090	8,896,198	25,655,941

Reserve Activity-Committed	Amount Requested	Amount Adjusted	Revised Amount Committed	Amount Spent	Total Remaining Commitment
Health & Wellness Center	2,000,000	(200,000)	1,800,000	(947,537)	852,463
Strategic Plan Initiatives					
Board Approved (6/14) Capital Investments (Master Plan Projects including expansion of Performing/Studio Arts area) >>>	2,000,000	(2,000,000)	-	-	-
Board Approved 2009-13	806,809	(626,757)	180,052	(180,052)	-
Board Approved 2014-15	2,359,399	(1,269,184)	1,090,215	(997,111)	93,104
Board Approved 2015-16	2,783,492	587,311	3,370,803	(2,984,876)	385,927
Board Approved 2016-17	7,040,000	(4,316,049)	2,723,951	(778,810)	1,945,141
Projected 2017-18	985,291	-	985,291	-	985,291
Projected 2017-18 in anticipation of State reimbursement >>>	3,453,741	-	3,453,741	-	3,453,741
Totals	21,428,732	(7,824,679)	13,604,053	(5,888,387)	7,715,666

Sub Total Estimated Uncommitted Fund Balance

17,940,275

Estimated Reserve Requirement Calculation Detail	60 Days	90 Days
601XXX Wages - All Funds	5,490,036	8,408,134
602XXX Benefits - All Funds	1,912,411	2,892,198
State Financial Aid - State Need Grant	1,061,975	1,172,346
Federal Financial Aid - PELL Grant	1,930,349	2,277,876
603XXX Goods & Services	1,079,967	1,619,950
604XXX Personal Service Contracts	41,284	61,927
604XXX Litigation Reserves	1,000,000	1,000,000
606XXX Travel	56,773	85,160
607XXX Equipment	315,687	473,531
607XXX Emergency Capital Reserves	1,500,000	1,500,000
609XXX Client Services	177,907	266,861
610XXX Debt Service (FY 2019 Principal and Interest on Childcare COP & Health and Wellness COP)	850,000	850,000
611XXX Interagency Reimbursements	Exclude	Exclude
612XXX Interfund Transfers	Exclude	Exclude
613XXX Depreciation/Amortization/Bad Debt	Exclude	Exclude
6139XX COGS-Cost of Goods Sold (Bookstore purchase costs)	341,281	511,922
Total Estimated Reserve Requirement	15,757,671	21,119,904

Fund 145 expenses include labor costs only. Analysis excludes capital project fund expenses and funds 790-261. Encumbrances are included.

Estimated Uncommitted Fund Balance Comparison	60 Days	90 Days
Sub Total Estimated Uncommitted Fund Balance	17,940,275	17,940,275
Plus FY 2018 Projected Net Revenue (Incl \$600K Optg Plan & \$200K President Contingency)	1,382,683	1,382,683
Equals Estimated Fund Balance a/o 06.30.18	19,322,958	19,322,958
Less Estimated Reserve Requirement	(15,757,671)	(21,119,904)
Less Transfers to be processed: H & W Project	(947,537)	(947,537)
Less Transfers to be processed: Strategic Plan Initiatives	(1,525,644)	(1,525,644)
Less Transfers to be processed: Capital Equip Repl Fund	(405,345)	(405,345)
Estimated Remaining Uncommitted Fund Balance	686,761	(4,675,472)

TCC Capital Project Funding Status			
01.30.2018			
Project Description	Budget	General project category (for TCC reference)	Will seek State Reimbursement?
Building 19 Renovation	600,000	\$1M Campus Projects Fund (from FY 17)	NO
Building 7 & 15 Interior Paint	180,000	\$1M Campus Projects Fund (from FY 17)	NO
Building 14 HR Remodel	65,000	\$1M Campus Projects Fund (from FY 17)	NO
Facilities Improvements	155,000	\$1M Campus Projects Fund (from FY 17)	NO
	1,000,000		
Energy Reduct Impr ESCO Grant	649,191	ESCO Project. DOC Grant Funds: \$163,900. TCC reserves: \$485,291	YES FROM DOC
Gig Harbor Fire Sprinklers	29,000	\$2.066M State Capital Repair Funds	YES
Bldg 18 Replace HVAC Boxes	87,000	\$2.066M State Capital Repair Funds. Was reduced by \$1,000 may increase following approval of State Supplemental Budget per Cheryl Bivens.	YES
Bldg 11 Replace Exterior Cladding	1,949,000	\$2.066M State Capital Repair Funds. Waiting for approval by State.	MAYBE
	2,065,000		
2017-2019 PMI	699,000	PMI (Preventive Maintenance Improvements)	YES
2017-219 RMI	516,000	RMI (Repair and Minor Improvements)	YES
Bldg 17 Classroom Improvements	87,000	\$807K Minor Program Funds	NO
Bldg F1 & F2 Renovation	530,000	\$807K Minor Program Funds	NO
Access Controls Exterior Doors	100,000	\$807K Minor Program Funds	NO
Bldg 13 Ambulance Garage	90,000	\$807K Minor Program Funds	NO
	807,000		