



BOARD OF TRUSTEES

GOVERNANCE & POLICY MANUAL

October 2024

Foreword

The Board of Trustees of the College adopted this Governance & Policy Manual to guide the board, the College President, and other college employees in administering the operation of all programs and services of Tacoma Community College, College 22. The Manual includes the By-Laws and policies governing the organization and actions of the Board of Trustees and the authority delegated to the College President for the administration and management of the College. Nothing in this Manual shall violate or be construed to violate any law, statute, or ordinance of the State of Washington, or any rule or regulation of the Washington State Board for Community and Technical Colleges. Should any provision contained herein be found in violation thereof, such provision is hereby declared excluded from this Manual. This Manual is effective immediately upon adoption. Any revisions or additions to this Manual will be posted to the Tacoma Community College website, portal, and distributed as needed.

Contents

| | |
|--|----|
| CHAPTER I – ADVISORY & LEGISLATIVE FUNCTION OF THE BOARD | 6 |
| 1. General Policy Statement | 6 |
| 2. Name of College & Board..... | 6 |
| 3. College Seal | 6 |
| 4. Authority of the Board & Trustees..... | 6 |
| 5. Duties & Responsibilities of the Board | 7 |
| 6. Code of Ethics..... | 9 |
| CHAPTER II – PHILOSOPHY & GUIDELINES OF THE COLLEGE..... | 10 |
| 1. General Philosophy Statement | 10 |
| 2. Vision..... | 11 |
| 3. Mission | 11 |
| 4. Core Values | 11 |
| 5. Principles of Educational Programs | 11 |
| 1. Equity, Diversity and Inclusion | 12 |
| 2. Strategic Plan | 12 |
| 3. Academic Freedom ² | 12 |
| 6. Actions against College employees and volunteers..... | 12 |
| CHAPTER III – BY-LAWS OF THE BOARD OF TRUSTEES | 14 |
| 1. Board Composition | 14 |
| 2. Officers of the Board..... | 14 |
| 3. Manner of Election & Term of Office..... | 14 |
| 4. Duties & Responsibilities of Officers..... | 14 |
| 5. Absence of Chair and Vice Chair | 15 |
| 6. Vacancies | 15 |
| 7. Meetings of the Board | 16 |
| 8. Public Meetings..... | 16 |
| 9. Quorum | 16 |
| 10. Required Vote | 17 |
| 11. Action by Motion | 17 |
| 12. Agenda | 17 |
| 13. Executive Session | 17 |
| 14. Minutes | 18 |

| | | |
|---|---|----|
| 15. | Prior Review | 18 |
| 16. | Parliamentary Authority | 18 |
| 17. | Amendments of Board of Trustees By-Laws & Policies | 18 |
| CHAPTER IV – BOARD-PRESIDENT RELATIONSHIP | | 19 |
| 1. | Administration of President’s Contract | 19 |
| 2. | Delegation of Authority | 19 |
| 3. | Duties & Responsibilities of the President as Deemed by the Board | 19 |
| 4. | Evaluation of the President..... | 20 |
| CHAPTER V – PERSONNEL | | 22 |
| 5. | Equal Employment Opportunity | 22 |
| 6. | Empowerment of the President | 22 |
| 7. | Tenure Review | 22 |
| 8. | Honorary Associate of Arts Degree..... | 22 |
| 9. | Distinguished Faculty Retiree | 23 |
| 10. | Qualifications | 23 |
| 11. | Distinguished Exempt & Classified Staff | 23 |
| 12. | Board of Trustees as Appeal Board..... | 24 |
| CHAPTER VI – FISCAL RESPONSIBILITIES | | 25 |
| 1. | Fiscal Year..... | 25 |
| 2. | Trustee Budget..... | 25 |
| 3. | College Budget | 25 |
| 4. | Operating Reserves..... | 25 |
| 5. | Accountability & Control of Funds..... | 26 |
| 6. | Check Authorization..... | 26 |
| 7. | Associated Students of Tacoma Community College Fund | 27 |
| 8. | College Investments..... | 27 |
| CHAPTER VII – STUDENT SERVICES & PROGRAMS..... | | 28 |
| 1. | Student Revenue-Producing Activities..... | 28 |
| 2. | Philosophy of Student Services & Open-Door Policy..... | 28 |
| 3. | Tuition & Fee Waivers..... | 28 |
| CHAPTER VIII – COLLEGE FACILITIES | | 29 |
| 1. | Facilities Operations & Utilization..... | 29 |
| 2. | Safety & Security..... | 29 |

| | |
|--|----|
| 3. Naming..... | 30 |
| CHAPTER IX – COLLEGE GOVERNANCE | 31 |
| 1. College Governance | 31 |
| 2. Pierce County Coordinating Council | 31 |
| CHAPTER X – COMMUNITY SUPPORT AND OUTREACH..... | 32 |
| 1. Tacoma Community College Foundation..... | 32 |
| 2. Philosophy of External Relations | 32 |
| CHAPTER XI – MISCELLANEOUS | 33 |
| 1. Board Travel..... | 33 |
| 2. Constituency Reports..... | 33 |
| 3. Legislative Matters..... | 33 |
| 4. Responding to Media | 33 |
| 5. Revision to Governance & Policy Manual..... | 33 |
| APPENDIX A: Procedures for Honorary Degrees..... | 35 |
| APPENDIX B: Distinguished Faculty Retiree | 36 |
| APPENDIX C: Distinguished Exempt & Classified Staff..... | 37 |
| APPENDIX D: Operating Reserves | 38 |
| APPENDIX E: Naming..... | 39 |

CHAPTER I – ADVISORY & LEGISLATIVE FUNCTION OF THE BOARD

1. General Policy Statement

Legal power and responsibility for the operation of Tacoma Community College (College) rests with the Board of Trustees (Board). The Board establishes general policies, as articulated herein. Its function in the area of policy & governance contrasts with the administrative function exercised by the College President. A comprehensive statement of board responsibilities and prerogatives is set forth in the Revised Code of Washington, Chapter 28B.

2. Name of College & Board

The official name of the College, established under and by virtue of the laws of the State of Washington, shall be "Community College District 22" (hereinafter referred to as "College"). The College consists of the Tacoma Campus, Gig Harbor Campus and instructional sites at Missions Creek Corrections Center for Women and Washington Corrections Center for Women. The official name of the community college shall be "Tacoma Community College" (hereinafter referred to as the "College"). The college name and logo shall be used in all instances except where the statutory name of the College is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents. The Board of Trustees shall be known as the "Board of Trustees of Tacoma Community College" (hereinafter referred to as the "Board").

3. College Seal

The College shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the Secretary of the Board. The seal shall have inscribed upon it the name of the College.

4. Authority of the Board & Trustees

The Board is an agency of the State of Washington and derives its authority as described in Chapter 8, Laws of 1967, Extraordinary Session, RCW. Every act of the Board shall conform to the constitution, statutes, and court decisions of the state and federal governments and the regulations issued pursuant thereto.

The Board is charged by the State with the responsibility of providing community college instruction and services for residents within the College who are qualified for admission, according to the standards prescribed by the College; establishment and operation of the college campus(es) within the College; and the custody of and responsibility for the property of the College and the management and control of said College.

Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings. In support of effective

community college governance, the Board follows the Guide to Ethical Governance issued by the **Association of Community College Trustees (ACCT)**¹. Each Board member agrees to:

- Understand the Board derives its authority from the community and that it must always act as an advocate on behalf of the entire community.
- Devote time, thought and study to the duties and responsibilities of a community college board member, so that each member may render effective and creditable service.
- Come to each meeting prepared and ready to discuss issues fully and openly. Work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue.
- Create and maintain a spirit of true cooperation and a mutually supportive relationship with the College President.
- Base personal decisions upon all available facts in each situation; vote with honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the Board.
- Remember at all times that as an individual no single board member has legal authority outside the meetings of the board, and to conduct relationships with the community college staff, the local citizenry, and all media of the community on this basis.
- Resist every temptation and outside pressure to use the position as a community college board member to personally benefit a member, or any other individual or agency apart from the total interest of the community college.
- Recognize that it is as important for the Board to understand and evaluate the educational program of the community college as it is to plan for the business of college operations.
- Welcome and encourage the active cooperation of citizens, organizations, and media by communicating about current college operations and proposed future developments.
- Speak with one voice as a board, once a board decision or policy is made.
- Support the state and national community college trustee associations.
- Strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

5. Duties & Responsibilities of the Board

The Board, responsible to the citizens of the College and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the College, and the provisions adopted in this Policy Manual shall constitute the basic method by which the Board exercises its leadership in the operation of the College. Without limiting the powers granted to the Board by the State under RCW 28B, and subject to lawful and applicable rules and regulations.

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.

Board responsibilities are as follows:

- Select and appoint the President of the College who shall be the Chief Executive Officer, through whom the Board exercises its control and operation of the College and to whom all other administrators, employees, agents and professional consultants of the College shall be responsible.
- Adopt and periodically review a statement of philosophy, mission, and goals which clarifies educational beliefs and educational responsibilities of the College.
- Establish broad general policies for the governance of the College and hold the President responsible for administering them.
- Approve all new programs of study, degrees, certificates, and diplomas.
- Consider and take appropriate action on recommendations of the President in matters of uniform policy relating to the welfare of the College, including but not limited to admission and retention of students, student conduct, curricular offerings, academic freedom and responsibility, academic standards, academic calendar, governance, tuition and fees, financial management, salary schedules and general personnel issues, due process, and confidentiality of records.
- Utilize the services of the Attorney General of the State of Washington; cooperate fully with officers of the State Attorney General.
- Adopt an annual budget to finance the operation of the College in accordance with the statutes of Washington and lawful and applicable regulations.
- Delegate to the President the authority to approve the expenditures of all College funds and execute all contracts.
- Review and take action on matters relating to site selection and physical plant development.
- Consider communications and requests from citizens and organizations of the College on matters of policy, administration and other items of public concern affecting the College.
- Appraise the efficiency and effectiveness of college operations and evaluate the educational programs and services of the College.
- Refer all matters concerning the College directly to the President for study and recommendation before such matters are considered by the Board, except where immediate action is deemed necessary by the Board.
- Inform the public concerning the progress and needs of the College, the educational programs, and the financial status of the College, and accurately account to the public for receipts and expenditures.
- Charge the prescribed level of tuition, operating fees, and service and activity fees consistent with statutes and State Board rules regarding part-time students and non-credit, non-graded and short courses.

- Receive such gifts, grants, conveyances, devises, and bequests of real or personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law and the regulations of the State Board; sell, lease or exchange, invest or expend the same or the proceeds, rents, profits, and income thereof according to the terms and conditions thereof.
- The Board of Trustees shall act only at meetings called and held as provided herein and consistent with the State of Washington Open Public Meetings Act. All matters coming before the Board for determination shall be determined by the vote of the majority of the members when a quorum is present.
- The Board sets the College's strategic direction. Operational or administrative procedures to enact the Board's strategic direction are the responsibility of the President.
- Except when specifically authorized by the Board, no trustee may make or enter into any contract or agreement on behalf of Tacoma Community College.
- The Board shall conduct an annual self-evaluation in which goals and responsibilities will be reviewed and assessed. Changes to the Board's goals will be made at that time as the Board deems appropriate. The Board will report on its self-evaluation at its next regular meeting.
- Perform such other duties as may be prescribed by law and act directly in matters not covered by specific law or policy.

6. Code of Ethics

The Board shall set the ethical tone in both the personal conduct of its members and their organizational leadership. Therefore, each trustee shall adhere to the highest ethical standards and promote the moral development of the organization and the community and technical college system community. Trustees will encourage trustee education to provide an arena in which trustees are able to learn their responsibilities and are able to practice the tenets of good trusteeship.

To achieve these goals, the Board shall support active dialogue and principled conduct among members, with other community and technical college system leaders, and with members of the community at large. While no code of ethics alone can guarantee ethical behavior, the values and principles set forth in the Washington state ethics law are intended to guide the Board of Trustees in carrying out its duties.

Trustees in the state of Washington are expected to adhere to the Washington state ethics law that went into effect on January 1, 1995. (45.52 RCW), the provisions that pertain to trustees in their capacity as volunteers of the state are enumerated therein.

7. Conflict of Interest

The purpose of this policy is to protect Tacoma Community College's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee of Tacoma Community College. A conflict of interest may exist if a

trustee, or a member of their family, has an existing or potential financial or other interest which impairs or might reasonably appear to impair such member's independent, unbiased judgment in the discharge of their responsibilities to the College, or a conflict of interest may exist if a Trustee or a member of their family is an officer, director, employee, member, partner, Trustee or controlling stockholder of an organization that has such existing or potential financial or other interest. The actions of Trustees are governed by Chapter 42.52 RCW, Ethics in Public Service.

Policy details and procedure are located in Appendix A.

If such a conflict or the appearance of such a conflict exists it is the responsibility of that Trustee to make a disclosure to the Board of this conflict at the earliest practicable time using the attached declaration form.

Furthermore, no Trustee shall vote on any matter under consideration by the Board or any of its committees in which such Trustee may have a conflict of interest. The minutes of any meeting wherein such conflict arose must reflect that a disclosure was made and that the affected Trustee abstained from any relevant voting. Any Trustee who is uncertain whether a conflict of interest may exist in any matter before the Board should request that the Board or committee resolve the question by a recorded majority vote.

Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and all material facts to the Board or Executive Committee considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested Trustee shall leave the Board or Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Committee members shall decide if a conflict of interest exists.

Addressing the Conflict of Interest

If a conflict is deemed to exist, the Board or Committee shall determine whether Tacoma Community College can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Tacoma Community College's best interest and for its own benefit and whether the transaction is fair and reasonable to Tacoma Community College, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

CHAPTER II – PHILOSOPHY & GUIDELINES OF THE COLLEGE

1. General Philosophy Statement

Trustees represent the community and serve as advocates for the College and its programs. Tacoma Community College is committed to fulfilling its mission through continuous institutional improvement and achievement of its core themes. Institutional effectiveness and accountability are fundamental to the pursuit of this goal. To that end, the Board supports and upholds the vision, mission, values and goals of the College community and pledges to encourage the College to foster participation by members of our diverse community.

2. Vision

Tacoma Community College is a premier community college where all students, faculty, staff, and community members are welcomed, appreciated, and valued. We engage students where they are, leading to equitable opportunities for success in learning, life and work. We foster vibrant, productive partnerships that benefit our students and strengthen our community.

3. Mission

As the community's college, we create meaningful learning, advance equity, and strengthen student and community success.

4. Core Values

Tacoma Community College promotes student success by embracing these core values. We value:

- Community
- Responsibility
- Integrity
- Equity, Diversity and Inclusion
- Agility
- Excellence

5. Principles of Educational Programs

The Board is committed to the value of a strong foundation in undergraduate education and to the basic skills, college transfer, technical and workforce training, and lifelong educational programs appropriate to a comprehensive community college.

The Board recognizes that comprehensiveness is central to the mission of a community college and that maintaining a curriculum that responds to a wide array of students' interests, and community needs is, therefore, fundamental to the College's role. Further, the Board recognizes that those interests change, and that the capacity to meet these changes is paramount if the College is to responsibly serve the community. Therefore, the Board considers it important that there be maintained at the College an atmosphere where new programs, instructional methods, and student support services will be considered, developed, implemented and/or tested, and assessed. Finally, the Board believes that cooperation with other agencies, and community-based organizations, dedicated to working toward these same goals will enhance the College's contribution to the community.

1. Equity, Diversity and Inclusion

All students and employees should have equitable opportunities and access regardless of and responsive to their multiple identity statuses. One of the ways that we actively seek to fulfill our mission of creating meaningful and relevant learning, inspire greater equity, and celebrates success in our lives and our communities— is by integrating equity, diversity, and inclusion (EDI) in every aspect of the College’s operations, including, and especially in our policy work. Equitable policies are important for creating our College’s capacity to provide robust, effective opportunities for students and employees to learn and work. Accordingly, it is the Board’s intent that all College policies and practices be reviewed and, if necessary, revised with a particular focus on educational and employment equity at TCC. Most importantly the Board is very committed to providing additional support and assistance to student populations where equity gaps persist in the rate of retention, graduation, transfer and job placement as compared to their peers.”

2. Strategic Plan

In order for the College to be adaptable and effective at meeting the needs of students, employees, and the broader community, the College shall develop and implement a strategic plan a minimum of every five (5) years. The Board is tasked with leading the development of the College’s mission and vision. The President is tasked with leading the development, implementation, and assessment of the strategic plan, and is responsible for presenting the plan to the Board for final approval.

3. Academic Freedom²

- Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return must be discussed and approved by the Provost & Vice President of Academic Affairs.
- Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- Faculty are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the college.

6. Actions against College employees and volunteers

In accord with RCW 4.92.060 and .070, college employees and college volunteers may request and receive representation by the office of the attorney general whenever an action or proceeding for damages is instituted against them if, in the opinion of the attorney general's office, the action or proceeding for damages arose from acts or omissions the employee performed or purported to perform in furtherance of their official duties.

CHAPTER III – BY-LAWS OF THE BOARD OF TRUSTEES

1. Board Composition

The Board is composed of five (5) members appointed by the Governor of Washington for five-year terms, with the endorsement of the state Senate in accordance with the laws of the State of Washington.

2. Officers of the Board

The officers of the Board shall be a Chairperson (Chair) and a Vice-Chairperson (Vice-Chair) who shall be members of the Board. The President of the College shall serve as Secretary to the Board as specified by RCW 28.B.50.100. The Vice President for Finance & Administration of the College shall serve as Treasurer to the Board as specified by RCW 28.B.50.142.

3. Manner of Election & Term of Office

The Chair and Vice Chair are each to be elected annually in June, taking office on July 1 of that same year, and as applicable when an office becomes vacant, to serve until their successors are elected. The Board will elect individuals who accept the opportunity of the office using the following system:

i. Election of Chair

Any member of the Board may be elected to serve as Chair. Elections must occur every year in June. A chair may serve up to two (2) consecutive years.

ii. Election of Vice-Chair

Any member of the Board may be elected to serve as Vice-Chair. Elections must occur every year in June. A Vice-Chair may serve up to two (2) consecutive years.

4. Duties & Responsibilities of Officers

Chairperson

- When present, to preside at all meetings and decide on questions of order and review the agenda prepared for each meeting.
- To appoint members of the Board to serve on special committees as approved by the Board. Annual liaisons will be appointed for the Legislative Council, the TCC College Foundation Board, the Pierce County Coordinating Council (PCCC), Association of College Trustees (ACT) Legislative Action Committee, the College Art Committee, and Association of Community College Trustees (ACCT) Voting Delegate.
- To execute all contracts approved by the Board and other official documents legally requiring the signature of the Chair, such as resolutions, general obligations, and revenue bonds.

- To call special meetings of the Board as required.
- To represent, when possible, the Board at meetings of trustee organizations to which the College belongs.
- Conduct executive sessions as prescribed by RCW 42.30.
- To perform any other duty formally assigned by the Board, or by State statute.

Vice-Chairperson

- In the event of the absence of the chair or the inability of the chair to act, the vice chairperson shall preside and assume all the powers and duties of the chairperson.

Secretary

- To be responsible for the written notification of all concerned as to regular and special meetings of the Board.
- To transmit the Board agenda and a copy of the minutes of the previous meeting(s) to the Board and such other persons as the Board may designate.
- To be responsible for recording, preparing, signing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board.
- To have custody of the official Seal of the College, to affix it to official documents, and attest to the same by signature.
- To maintain the Policy & Governance Manual, including an indexed compilation of all revisions.
- To advise the Board of any communications which require consideration and action by the Board.
- To give such public notices of Board action as may be required by statutes, by-laws or resolutions of the Board.

Treasurer

- To serve as treasurer and financial officer to the Board.
- To render a true and faithful account of all moneys received and paid out.

5. Absence of Chair and Vice Chair

In case of the absence of the chair and vice chair from any meeting of the Board, or in case of the inability of both of the two to act, the Board shall elect for that meeting a chair to preside and assume the powers and duties of the Chair, as long as the inability of these said officers to act may continue.

6. Vacancies

Per RCW28B.50.100 any vacancy occurring in the Board shall be filled by appointment of the Governor of the State of Washington. The successors of the trustees initially appointed shall be appointed by the governor to serve for a term of five years except that any person appointed to fill a vacancy occurring prior to the expiration of any term shall be appointed only for the remainder of the term. Each member shall serve until a successor is appointed and qualified.

7. Meetings of the Board

Regular meetings of the Board shall be held once a month from September to June of each year. A regular meeting may be canceled by action of the Board or the Board Chair.

Special meetings may be called by the Chair, or by request of any three Trustees, and they shall be conducted in conformance with Washington State law. Only those items published on the agenda shall be considered at a special meeting. Public comment at special meetings is limited to the topics on the special meeting agenda. Special meetings can include but are not limited to retreats and work sessions.

Board meetings are typically held in the College Room (Building 12, rm:120), and are periodically held at the Gig Harbor campus, other instructional sites, or off-campus.

In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair, or person conducting the meeting, may order the meeting room cleared and continue in session, or may adjourn the meeting and reconvene at another location. In such a session, final action may only be taken on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend at the alternate location. The alternate location will be Building 12 Room 228 on the Tacoma Campus. If this location is not available, a different location can be selected by a majority vote of the Board (RCW 42.30.050).

8. Public Meetings

In accordance with the rules set forth in the Open Public Meetings Act of 1971 (RCW 42.30), all meetings of the Board of Trustees shall be open to the public except (1) executive session in meetings otherwise open to the public; and (2) meetings to which the Open Public Meetings Act does not apply.

The Chairperson reserves the right to fix such time limits on presentations as deemed appropriate to the occasion and may limit the number of speakers who appear before it either in opposition to or in support of a given issue being considered by the Board. The President and the College shall be given an opportunity, when possible, to examine and evaluate each matter and to recommend a course of action before the Board decides.

The order of business of any regular meeting shall include Public Comment, an opportunity for the public to address the Board on any item of business whether or not it is included on the agenda; except at special meetings when comment can only be made related to items on the special meeting agenda. Public Comment should be placed on each agenda prior to any agenda items where action will take place. Public comment is limited to 2 minutes for each person making a comment.

9. Quorum

Three (3) trustees shall constitute a quorum for the transaction of business at regular and special meetings. A number fewer than a quorum may hear and address any needed non-action agenda items. If necessary, a board member may participate in a meeting virtually to constitute a quorum if the board member is participating for the entire discussion of the

action item in question. All Trustees in attendance at the meeting must be able to hear the discussion.

10. Required Vote

An affirmative vote of a majority of all trustees (or approval) shall be required for adoption of any matter upon which the Board votes. The Chairperson of the Board, or other presiding officer, shall have a vote upon all questions and may engage in general discussion. A member abstaining from voting on any matter shall voice such abstention for recording in the minutes.

11. Action by Motion

When exercising the general powers of the Board all action taken by the Board will be by motion and passed by a majority vote at a regular or special meeting. Actions that require more than one (1) read will be identified by the Chair, Vice-Chair and College President when developing the agendas for each regular and special meeting.

12. Agenda

The agenda shall be prepared by the President and presented for Board consideration at each meeting. Items that are not on the published agenda may be considered by the Board at regular meetings only. The order of agenda items may be altered at the discretion of the Board Chair. The agenda shall include, but not be limited to:

- a. General Matters
 - i. Call to Order
 - ii. Changes/Approval of Agenda
 - iii. Approval of Minutes of Previous Meeting (s)
 - iv. Board Reports
- b. President's Report
- c. Public Comment
- d. Action Items
- e. Non-Action Items
- f. Reports
- g. Executive Session
- h. Board Action as a Result of Executive Session

13. Executive Session

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.

When an Executive Session is necessary, the chairperson shall announce the purpose of the executive session, the time the Board will be in executive session, and notify interested

parties if the executive session is to continue beyond the announced period of time. The chairperson shall permit the Board to take only such action as is permitted by the exception to the Open Public Meetings Act in executive session and shall ensure that the Board not consider other matters in the executive session. The specific purposes permitted for executive session are identified in the Open Public Meetings Act, per RCW 42.30.

14. Minutes

Minutes of regular and special meetings are public records, and these records shall be open to public inspection. Minutes prior to January 2013 are held in the Office of the President. Minutes after January 2013 are found on the college's website.

The minutes shall record the name of the Trustee making a motion and note if the vote is unanimous. If not unanimous, the minutes shall attribute the dissenting vote or abstention of trustee(s) by name. The voting shall be by voice, except when a roll call is requested by a trustee. A trustee may also have the reasons for their vote recorded in the minutes if they so request at the time of voting.

15. Prior Review

Every effort shall be made to present, in writing, recommendations for changes to this Policy Manual at least one meeting in advance of the meeting at which the change is recommended. The change requires an affirmative vote by a majority of the Board.

16. Parliamentary Authority

Except as they may be in conflict with these By-Laws, Robert's Rules of Orders, Newly Revised, shall constitute the parliamentary guide of the Board.

17. Amendments of Board of Trustees By-Laws & Policies

These By-Laws and policies, or any part(s) thereof, may be revised, repealed, or added to by a majority vote of the Board at any meeting of the Board. They shall be reviewed no later than every two (2) years and shall become effective immediately upon approval by the Board.

CHAPTER IV – BOARD-PRESIDENT RELATIONSHIP

1. Administration of President’s Contract

An important task of the Board is administration of the President’s contract. The Board is responsible for recruiting, hiring, establishing the compensation package for, nurturing, evaluating, and separating the President.

2. Delegation of Authority

The College shall be under the direction of the President (Chief Executive Officer) who shall operate and organize the College in accordance with these operating procedures. The President shall develop and maintain College employees who shall: (1) Carry out the policies of the College; (2) Perform their duties as outlined in approved job descriptions; (3) Perform their duties in conformance with College, State of Washington and Washington Community & Technical Colleges regulations and procedures; and (4) Perform their duties in support of the College's vision, mission, values, goals, and objectives.

The Board specifically delegates to the President the authority given the Board by virtue of RCW 28B.50, wherein the Board is charged by the State Legislature with the responsibility of providing community college instruction and services for residents within the College who are qualified for admission, according to the standards prescribed by the College; establishment and operation of the College campus(es) within the College; and the custody of and responsibility for the property of the College and the management and control of said College.

3. Duties & Responsibilities of the President as Deemed by the Board

The President of the College shall be the Chief Executive Officer through which the Board carries out its program and exercises its authority. The President may delegate to members of the College administration such of the President’s powers as the President may deem desirable to be exercised under the President's supervision and direction. In addition, the President shall:

- a. Act as the chief administrator and educational leader of the College, responsible for the organizational structure of the College and for all executive and administrative duties in connection with the operation of the College.
- b. Inform the Board of all actions taken under authority granted by it that the President believes to be significant and to respond in a timely manner to Board requests for information.
- c. Perform all executive functions for the Board such as: (1) prepare the agenda for Board meetings; (2) conduct official correspondence of the Board; (3) issue its orders; (4) prepare all documents as directed by the Board and execute all

documents pursuant to authority granted to the President by the Board; (5) provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection; and (6) ensure that trustees and employees handling the College funds are adequately bonded at College expense to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty.

- d. Advise the Board in all areas of policy and make recommendations on all matters that affect the College before the Board takes action.
- e. Determine the qualifications, appoint, manage, supervise, and discharge all employees of the College, including fixing their salaries and the terms and conditions of individual contracts, provided that the procedures established by the tenure laws of the State of Washington, when appropriate, and the statutes, rules and regulations of the State of Washington shall be followed.
- f. Prepare and submit to the Board an annual budget and administer the Board approved budget.
- g. Be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies.
- h. Formulate and promulgate regulations and procedures designed to implement Board policies.
- i. Represent the College to the community by interpreting the college program to the public, the press, the legislature, and community organizations.
- j. Approve the expenditure of all budgeted funds and execute all contracts consistent with the budget adopted by the Board and in compliance with Board rules and all applicable state and federal laws and regulations.
- k. Propose the long-range direction and scope of college programs, recommending to the Board such changes in programs and services as the president deems desirable to fulfill the stated philosophy and goals of the College.
- l. Establish the college objectives consistent with Board approved philosophy and goals, determine the need for and qualifications of all positions within the College, and provide for evaluation of all personnel and programs.
- m. Recommend to the Board site location and site utilization and direct the development of the campus building program.
- n. Participate in community college programs at the local, state, national, and international level by representing the College at meetings of organizations to which the College belongs and others as approved by the Board.
- o. Review legislation providing assistance to the College and report the substance thereof to the Board.
- p. Attend Board meetings.
- q. Designate an administrative officer of the College to serve as Acting President in the President's place and stead during absences.
- r. Perform such other duties as may be assigned or granted by the Board or required by law.

4. Evaluation of the President

On a yearly basis the Board will conduct an evaluation of the President's performance using criteria upon which there is mutual agreement. Part of the evaluation will be a review of the President's annual executive goals. A summary report will be completed and placed in the President's personnel file. The conclusion of this evaluation process will occur at the same time as the Board decides on whether to renew the president's contract, along with approving any negotiated changes to the president's contract.

CHAPTER V – PERSONNEL

5. Equal Employment Opportunity

The Board of Trustees is committed to providing equal employment opportunity and ensuring that all decisions on employment will be based on such principles and without regard to race, creed, color, religion, national origin, sex, gender expression, sexual orientation, age, marital status, honorably-discharged veteran or military status, or the presence of any sensory, mental, or physical disability. As an equal opportunity employer, Tacoma Community College will ensure that all decisions related to recruitment, selection, promotion, and training, and all personnel actions such as compensation, benefits, layoffs, termination, and social and recreational programs are in accord with these principles.

6. Empowerment of the President

The Board empowers the President with the authority to develop college-level policies and procedures to ensure maximum success and effectiveness of all college operations, and to maintain an effective personnel administration system in accordance with federal laws, laws and regulations of the State of Washington, and College negotiated agreements.

7. Tenure Review

The Board of Trustees will conduct its responsibilities related to tenure review and decisions in accordance with the laws and regulations of the State of Washington and the faculty negotiated agreement.

8. Honorary Associate of Arts Degree

The Board may grant an honorary Associate of Arts degrees to recognize and commend individuals whose life and work exemplify and support the values, educational ideals, and goals of the College. Specific criteria include:

- Outstanding achievement in the sciences, arts, public life, education, voluntary, and civic services, philanthropy, international understanding, business, or the professions.
- Compatibility of achievements or contributions with the mission and goals of the College.
- Outstanding and significant contribution to the College and the community. Major contributions to the College which significantly improve student access and success.
- Outstanding achievement supporting student, employee and/or communities that have been traditionally marginalized.

Because of the special nature of the Honorary Degree, the number of honorary degrees awarded in one year shall not exceed two (2).

(Procedures are found in Appendix A.)

9. Distinguished Faculty Retiree

The Board may grant the honorary status of “Faculty Emerit/Emerita/Emeritus” to select retired members of the College’s tenured faculty who have demonstrated the very highest and most outstanding service to the college and its students. “Faculty Emerit/Emerita/Emeritus” is a designated honorary status that may be conferred upon a retired member of the tenured faculty or in anticipation of the retirement of a faculty member, effective upon retirement. Conferral of this title is not automatic upon retirement. The recipient of the recognition may choose “Faculty Emerit,” “Faculty Emerita,” or “Faculty Emeritus” as their title. The title confers academic status and rank and shall be conferred based upon individual distinction, quality of contribution, and service to the College and its students. The “Faculty Emerit/Emerita/Emeritus” rank carries no formal employment relationship, associated responsibilities or compensation. The Board may choose to rescind the emerit/emera/emertus status designation from a faculty member at any time.

10. Qualifications

- Any full-time academic employee may qualify for emerit/emera/emertus status upon retirement and after 10 years of service to the college as a tenured full-time academic employee.
- Any qualifying faculty member who retired prior to the approval of this policy may be appointed to such status retroactively to the date of his/her retirement.
- Persons who hold an emeritus title at another institution are not eligible for an emerit/emera/emertus title from Tacoma Community College.

(Honors & Privileges, and Procedures are found in Appendix B.)

11. Distinguished Exempt & Classified Staff

The Board may grant the honorary status of “Exempt/Classified Staff Emerit/Emerita/Emeritus” to select retired members of the College’s exempt and classified staff who have demonstrated the very highest and most outstanding service to the college and its students. “Exempt/Classified Staff Emerit/Emerita/Emeritus” is a designated honorary status that may be conferred upon a retired member of the exempt or classified staff or in anticipation of the retirement of an exempt or classified staff member, effective upon retirement. Conferral of this title is not automatic upon retirement. The recipient of the recognition may choose “Exempt/Classified Staff Emerit,” “Exempt/Classified Staff Emerita,” or “Exempt/Classified Staff Emeritus” as their title. The title confers academic status and rank and shall be conferred based upon individual distinction, quality of contribution, and service to the College and its students. The “Exempt/Classified Staff Emerit/Emerita/Emeritus” rank carries no formal employment relationship, associated responsibilities or compensation. The Board may choose to rescind the emerit/emera/emertus status designation from a faculty member at any time.

Qualifications

- Any full-time exempt or classified employee may qualify for emerit/emerita/emeritus status upon retirement and after 10 years of service to the college as a full-time employee.
- Any qualifying full-time exempt or classified member who retired prior to the approval of this policy may be appointed to such status retroactively to the date of his/her retirement.
- Persons who hold an emeritus title at another institution are not eligible for an emerit/emerita/emeritus title from Tacoma Community College.

(Honors & Privileges, and Procedures are found in Appendix C.)

12. Board of Trustees as Appeal Board

The Board shall sit as an appeal board from any decision of the College President that is appealable under, and has followed the appeal procedures described in the (a) negotiated agreements, (b) local, state, federal laws, policies, (c) policies set forth by the Washington State Board of Community & Technical colleges, and (d) college-level policies. Any person entitled to process an appeal to the Board may request a hearing before the Board by writing to the President who shall promptly advise the Board thereof.

CHAPTER VI – FISCAL RESPONSIBILITIES

1. Fiscal Year

The fiscal year of the College shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30, inclusive.

2. Trustee Budget

The Board has the final responsibility for fiscal prudence within the institution. The Board will exercise the same prudence in the expenditure of public funds as it expects of staff and will set the standard for the College.

Priorities for board activities involving the expenditure of funds will further the College's long- and short-term plans and goals. The Board's budget will reflect consideration of organizational memberships, attendance at state meetings, and major travel obligations the Board intends to incur, and all avenues available that will increase members' awareness of community and technical college issues, obligations, and local, state, national and international trends. Other expected expenditures should be noted for inclusion.

3. College Budget

The College budget represents the approved educational plan of the College stated in fiscal terms. It shall meet the stated philosophy, objectives, and goals of the College within the available resources. The President shall submit to the Board for its review and approval annual budgets of funds to be utilized for the operation of college programs, services, and facilities, and all revisions thereto, in accordance with the requirements of statute, the State Board for Community and Technical Colleges (SBCTC), and the Office of Financial Management (OFM). The President shall establish annual development and adoption processes for the following budgets:

- General College Operations
- Associated Students of Tacoma Community College
- Central and Auxiliary Services Capital Improvements and Minor
- Capital Projects and Repairs

The President shall implement a budget development process that provides opportunities for the college community to participate, in alignment with the college's governance processes. The President must give approval to the final draft budget before it is presented to the Board for review and approval. Where State allocations are involved, the developed budget shall be considered tentative until receipt of the official allocation document and after necessary adjustments have been approved by the Board. The budget for the next fiscal year must be approved by the Board no later than June 30 of each year. The President shall provide quarterly updates on the college's operating and capital budgets.

4. Operating Reserves

In compliance with the Board'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 objectives of the College. The Board has directed the College to begin each fiscal year with local operating reserves of no less than 15% of the annual operating revenue budget of the College except for Board-approved expenditures.

The operational reserves are intended for use in non-recurrent situations. Examples of such situations may be, but are not limited to:

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

(Definitions, procedures, and references are found in Appendix D.)

5. Accountability & Control of Funds

It shall be the policy of the Board to require that accounts be established for any financial activity conducted on behalf of the College. The President shall ensure that the financial accounting system provides that all funds that are received and disbursed by the College are received and disbursed in accordance with Board Policies, State Laws, Policies and Regulations of the Office of Financial Management, the State Board for Community and Technical Colleges, and the State Budget and Accounting Act. It shall be the policy of the Board that any collection of funds be administered by bonded employees of the College. The President shall ensure that the bonded employees perform their duties in compliance with the regulations and procedures of the College. The President shall:

- a. ensure that all State regulations and procedures are followed in the administration of those funds allocated to the College through the State Board for Community and Technical Colleges;
- b. recommend to the Board a schedule of operating fees for the College, and changes to such fees required by legislative action. The Board reserves the right to change the fees under their control without notice. The President shall recommend to the Board a schedule for Refunds of Tuition and Fees for the College and changes to such refunds of tuition as deemed necessary to comply with State statute.

The Board shall, in accordance with state laws and regulations, maintain budgetary control over all funds received and distributed by and for students and student activity purposes.

6. Check Authorization

The Board directs the President to designate and publish the titles of those individuals authorized to issue checks drawn on College accounts. The Board further directs the President to advise it of any changes in designees.

7. Associated Students of Tacoma Community College Fund

The services and activities fees collected by the College generate other funds during the course of a given year. The President is directed by the Board to establish a separate “Associated Students of Tacoma Community College Fund” in which to account for the deposit of all moneys generated by service and activities fees and their associated activities. This fund will be maintained by the College Business Office as an Associated Students of Tacoma Community College Operating Fund. The President is directed by the Board to establish regulations and procedures related to the collection and expenditure of those revenues generated by associated student activities.

8. College Investments

It shall be the policy of the College to invest surplus funds in eligible investments as defined by RCW 39.60.050. The President shall develop and implement needed procedures, which shall include annual updates on investment activities to the Board; and ensure that there is a report of investments upon request of the Board. Investments shall be made within the guidelines established by the regulations for those funds invested.

CHAPTER VII – STUDENT SERVICES & PROGRAMS

1. Student Revenue-Producing Activities

The Board endorses the concept of students generating revenue from student-sponsored programs and activities. The Board directs the President, through designated College administrators, to establish guidelines for the implementation of student revenue-producing activities.

2. Philosophy of Student Services & Open-Door Policy

The Board subscribes to the open-door philosophy essential to achieving the goals of a comprehensive community college, and it recognizes that such a philosophy requires compliance with legal statutes, including Title IX of the Education Amendment of 1972.

The Board further recognizes its responsibility to establish, within the limits of its resources, those student services and programs that will enhance the personal, cultural, intellectual, and academic development of all students at the College.

Therefore, the Board directs the President to develop policies and procedures designed to implement the open-door policy and to ensure that student services will be available to support the educational goals of all students regardless of race, color, national origin, religion, gender expression, disability, honorably-discharged veteran or military status, sexual orientation, or age.

3. Tuition & Fee Waivers

The President shall recommend needed tuition and fee waivers to the Board for its consideration and approval. A listing of current tuition and fee waivers shall be listed on the college's website.

CHAPTER VIII – COLLEGE FACILITIES

1. Facilities Operations & Utilization

The College is charged with the responsibility of offering comprehensive educational training and service programs to meet the needs of students and the community. To fulfill this charge, the College operates a main campus facility and satellite campuses and centers. It is the intent of the Board to make College facilities available to the community for cultural and recreational use when the facilities are not required to support the College's educational programs.

The Board directs the President to develop policies and procedures for the use of college operated facilities in support of educational services, cultural programs, auxiliary and other revenue-generating actions, as well as recreational activities.

The Board directs the President to develop policies and procedures that promote the undisturbed conduct of educational programs and services. Such regulations shall address conduct on the part of person(s) and group(s) permitted to use College operated facilities that interferes with College operations, including (i) obstruction of teaching, research, and administration, (ii) causing, inciting or participating in any disturbance that endangers the health, safety or welfare of self or others, (iii) causing physical harm to others, or damage to or destruction of College property or the property of another, and (iv) misusing access privileges to College premises, data bases, or the property of others.

The Board directs the President to develop policies and procedures that assure that individuals or groups are accorded the privilege of using College operated facilities regardless of race, creed, color, religion, national origin, sex, gender expression, sexual orientation, age, marital status, status as a disabled Veteran, or the presence of any sensory, mental, or physical disability.

2. Safety & Security

The safety and security of all College property shall be the responsibility of the President. The President shall ensure that the College is in compliance with all local government laws and regulations, federal laws, state Laws, and regulations of the State Board for Community and Technical Colleges. The Board authorizes the President to act in emergencies to close campuses, classes or offices to maintain safety and security of students, college employees, and the public.

Furthermore, the President is directed to maintain educational functions and services of the College and take those measures necessary to prevent injury to persons or property by terminating any campus disruption through legal and expeditious use of campus security and, if necessary, local law enforcement agencies.

The Board directs the President to withdraw the privilege of visitation by any person(s) or group(s) determined to be disrupting the education process or considered a danger to campus personnel, students, or facilities.

3. Naming

The Board reserves authority for naming or renaming any campus buildings or sites located on property governed by the College. Two circumstances generally give rise to a naming tribute:

- a. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of years. Such honor will typically be recommended no less than three years following the end of the individual's service to the College, at the discretion of the Board. The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the Board of Trustees for approval.
- b. A gift of monetary value appropriate to the facility, program or fund being named. Such gifts must comprise 7% - 25% the cost. Cost may be broadly defined such as construction, with or without fees, operations, maintenance, equipment, furnishings, etc. Contribution levels will be determined based on size, location, and function.

Giving levels for the naming of physical property should be established through consultation among the College Board of Trustees, Foundation Board of Directors, and President. Some general guidelines include:

- a. New construction, buildings or improvements may be named for a donor who has made a substantial monetary gift toward the cost of the project.
- b. For existing buildings and facilities, dollar amounts will be established for a selected number of naming opportunities based on institutional priorities set by the President and the College Board of Trustees.
- c. Giving levels may be established with either fixed or minimum dollar amounts for sponsorship of other physical property on campus. Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, meeting rooms, lounges, theaters, artwork, recreational facilities, and outdoor plazas. Amounts for these naming opportunities will be set and adjusted periodically by the President in consultation with the Board and the Executive Committee of the Foundation.

The final authority for any naming, memorial or tribute decision rests with the President and the College Board of Trustees. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The College President and/or the College Board of Trustees reserve the right to consider any and all factors regarding the privilege of name association with the program, fund, or physical aspect of Tacoma Community College as particular acts and circumstances warrant.

(Additional information including procedures are found in Appendix E.)

CHAPTER IX – COLLEGE GOVERNANCE

1. College Governance

The President shall lead the development and implementation of a shared governance model that provides a system of decision-making processes in which administrators, faculty, staff and students advance the mission, goals and values of the college through appropriate collaboration. The model should be explicit in defining the specifics of what college operations should be reviewed through shared governance, with final recommendations made to the President.

2. Pierce County Coordinating Council

The Pierce County Coordinating Council (PCCC) is composed of two trustees from each of the community and technical colleges in Pierce County. The mission of the PCCC is to provide leadership that enables collaboration between the county's community and technical colleges to efficiently and effectively meet the education and training needs of the communities they serve.

CHAPTER X – COMMUNITY SUPPORT AND OUTREACH

1. Tacoma Community College Foundation

The Board intends that the President and College staff work closely with the Tacoma Community College Foundation, whose mission is to inspire investment in the College's students' success by supporting programs that reduce barriers to education and by funding scholarships that create access that is more equitable for students of all backgrounds to achieve their dreams. The Foundation is an independent 501c3 nonprofit organization that provides the opportunity for members of the community to participate in the development and improvement of the College. The Board appreciates and endorses the concept and operation of a Foundation that has student success as its principal goal.

2. Philosophy of External Relations

The Board recognizes that it has a responsibility to meet the educational, recreational, and cultural needs of the community, and therefore encourages and supports the President, faculty, and staff to be actively involved in the communities that the college serves. Examples of this involvement include, but are not limited to, serving as a member, volunteer, or partner with community-based organizations, the K-12 education system, other institutions of higher education, arts, cultural, and civic organizations, businesses and other community entities.

CHAPTER XI – MISCELLANEOUS

1. Board Travel

The Board is committed to its members' development as citizen representatives who are aware and knowledgeable about educational traditions, innovations and challenges. Travel may include, but is not limited to, visits to official state meetings, the state trustees' association meetings, national educational meetings and other similar activities.

The Board recognizes that they should be economical in their travel, that travel must be accomplished within the Board of Trustees budget and that it should conform to guidelines established by the Office of Financial Management in its State Accounting and Administration Manual. An individual board member who desires to participate in a travel opportunity should discuss this with the board chair and work with the board secretary to determine the expected benefit to the institution and whether the board travel budget or other funds can accommodate the proposed travel expenses. All travel arrangements must be made through the Office of the President as far in advance as possible. An assistant to the President will work to insure that required travel arrangements, documentation and paperwork are completed. All travel reimbursements shall be made according to state law and College policy.

First year trustees are encouraged to attend the ACT New Trustee Orientation, as well as appropriate state and regional conferences.

Board members will be provided travel procedures annually by the Office of the President.

2. Constituency Reports

The Board of Trustees values the opportunity to hear from the various constituencies of the college, whether it be at a Board meeting and/or through written reports. Those constituencies include, but are not limited to, the students, faculty, classified staff, exempt staff, and the College Foundation.

3. Legislative Matters

The Board of Trustees, the President, and other designees, shall represent the Board of Trustees and the College in all matters requiring action by the Legislature or by officers of the State of Washington.

4. Responding to Media

All inquiries from the media to individual board members should be directed to the board chair for a response. The chair may respond or refer the media to the President for response. Absent extraordinary circumstances, the Board Chair's response, if any, should be in concert with that of the President.

5. Revision to Governance & Policy Manual

The policies contained in the Board's Governance & Policy Manual guide the Board, the President as CEO, and college employees in administering the programs and services of Tacoma Community College.

- a. Nothing in the Board Policy Manual should violate or be construed to violate any law, statute, or ordinance of the State of Washington, or any rule or regulation of the State Board for Community and Technical Colleges in this State. Should any provision contained in the Board's Policy Manual be found to be in violation thereof, the President shall recommend the appropriate revision to the Board's Policy Manual, and such provision is hereby declared to be excluded from the College's policies.
- b. The policies of the Board of Trustees shall become effective immediately upon adoption. The Board's policies and revisions or additions thereto will be posted to the Tacoma Community College website. In addition, hard copies will be available in the Office of the President and the appropriate division office; Instruction, Student Affairs, Human Resources, or Finance & Administrative Services.
- c. Every effort shall be made to present, in writing, recommendations for changes in policy, or new or revised policies at least one meeting in advance of the meeting at which adoption is requested. The adoption of a new or revised policy requires the affirmative vote by a majority of the Board.

APPENDIX A: Procedures for Honorary Degrees

1. The President will issue a call to the college community for nominations no later than February 1 of each year.
2. Nominations must be in writing, with supporting information, and sent to the president by the due date articulated in the call for nominations.
3. All nominations will be reviewed by College Council. College Council will submit recommendations of no more than 2 candidates to the President.
4. The President shall forward recommendations to the Board for review and approval.
5. The Office of the President will contact selected honorees.
6. Upon the honoree's acceptance of the Honorary Degree, the degree will be awarded at commencement.

APPENDIX B: Distinguished Faculty Retiree

Honors and Privileges

The College may offer to Emerit/Emerita/Emeritus faculty certain honors and privileges. Such honors and privileges are at the discretion of and as defined by the College. The honors and privileges afforded Emerit/Emerita/Emeritus faculty may include the following:

- Business cards provided by the college with the title of “Faculty Emerit/Emerita/Emeritus.”
- A faculty identification card with title “Faculty Emerit/Emerita/Emeritus.” A college-provided e-mail account with the domain name the college uses. (i.e. afaculty@tacomacc.edu) as well as access to the campus network if requested.
- Listing in the college catalog, the commencement program, and other publications as the college deems appropriate.
- TCC Library rights and privileges comparable to those available to non-retired tenured faculty. Access to campus, athletic and community events, performances, and publications, and use of College facilities (e.g. Fitness Center), comparable to those available to non-retired tenured faculty.
- An invitation to participate in commencement activities each year in a comparable manner to non-retired tenured faculty.
- A parking pass.
- Participation in Institutional Advancement and Foundation activities and events in a comparable manner to non-retired tenured faculty.
- Participation in community relations activities, interacting with community groups in a manner comparable to a non-retired tenured faculty member.
- The Board may at any time decide to alter the above stated honors and privileges.

Definitions

- From the Latin emeritus, “to serve out one's term.” Emerit/Emerits – gender neutral form of title recognizing emerit/emera/emera status
- Emerita/Emeritae – female form of title recognizing emerit/emera/emera status
- Emeritus/Emeriti- masculine form of title recognizing emerit/emera/emera status

Procedure

A request for emerit/emera/emera status for a faculty member must be made in writing by a dean to the Provost. The letter of request shall include the faculty member's qualifications for the title and list the outstanding service areas to the college and students during the faculty member's tenure at Tacoma Community College. The Provost will take the recommendation to the voting members of the Instructional Council for discussion of endorsement and report the outcome to the President.

Upon recommendation from the President and approval by the Board of Trustees, the faculty member will then be granted “Faculty Emerit/Emerita/Emeritus” status. The President will publish the faculty member's appointment to emerita/emera/emera status to the campus community.

APPENDIX C: Distinguished Exempt & Classified Staff

Honors and Privileges

The College may offer to Emerit/Emerita/Emeritus exempt/classified staff certain honors and privileges. Such honors and privileges are at the discretion of and as defined by the College. The honors and privileges afforded Emerit/Emerita/Emeritus exempt/classified staff may include the following:

- Business cards provided by the college with the title of “Emeritus.”
- An identification card with title “Emeritus.”
- A college provided e-mail account with the domain name the college uses. (i.e. astaff@tacomacc.edu) as well as access to the campus network if necessary.
- Listing in the college catalog, the commencement program, and other publications as the college deems appropriate.
- TCC Library rights and privileges comparable to those available to non-retired exempt and classified staff.
- Access to campus, athletic and community events (including development days), performances, and publications, and use of College facilities (e.g. Fitness Center), comparable to those available to non-retired exempt and classified staff.
- An invitation to participate in commencement activities each year in a comparable manner to non-retired exempt and classified staff.
- Participation in Institutional Advancement and Foundation activities and events in a comparable manner to non-retired exempt and classified staff.
- Participation in community relations activities, interacting with community groups in a manner comparable to a non-retired exempt and classified staff.
- A VIP parking pass.
- *The Board may at any time decide to alter the above stated honors and privileges.*

Definitions

- From the Latin emeritus, “to serve out one's term.” Emerit/Emerits – gender neutral form of title recognizing emerit/emmerita/emmeritus status
- Emerita/Emeritae – female form of title recognizing emerit/emmerita/emmeritus status
- Emeritus/Emeriti- masculine form of title recognizing emerit/emmerita/emmeritus status

Procedure

A request for emeritus status for an exempt or classified employee must be made in writing to the President. The letter of request shall include the employee's qualifications for the title and list examples of outstanding service to the college and to students during the employee's appointment at Tacoma Community College. The President will take the recommendation to the voting members of the College Council for discussion of endorsement and report the outcome to the Board of Trustees.

Upon recommendation from the President and approval by the Board of Trustees, the exempt or classified staff will then be granted Emerit/Emerita/Emeritus status. The President will publish the employee's appointment to emeritus status to the campus community.

APPENDIX D: Operating Reserves

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.

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 - exclusive of restricted fee revenue

Fund 149 – Operating Local

Fund 570 – Other Auxiliary

Fund 145 – Grants and Contracts – exclusive of restrictions, reimbursable grants.

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.

References

RCW 28B.50.140

WAC 132K.995.990

Board Policy Manual, Chapter VI Fiscal Responsibility

APPENDIX E: Naming

Criteria

Significant financial contribution to the College and/or Foundation by an individual, business, and/or organization.

Significant contribution of service to the growth and development of the College and its service area. Individuals and organizations selected on the basis of service contributions are those who are widely viewed as deserving the recognition.

The College President, upon advice and consent from the College Board of Trustees and/or the Foundation Board of Directors, may require that a background check be performed on a donor (living or deceased) or designee based upon particular facts and circumstances. If a background check is determined to be necessary, the donor (donor's executor) or designee shall be required to sign an authorization allowing the background check.

In the consideration of names for buildings and facilities, it is assumed that distinguished community leaders, graduates, former students, faculty, staff or administrators shall be considered when appropriate and that community or geographic names may be used when deemed appropriate.

Endowments for Programs and Scholarships

Endowed funds established for a variety of purposes may also bear the donor's or designee's name. These funds are generally coordinated by the Foundation in accordance with the Investment and Gift Acceptance policies. Endowment minimums are established by the Foundation and are regularly reviewed for currency and appropriateness.

Rights and Responsibilities

The College President, Vice President for Institutional Advancement/Foundation Executive Director in consultation with the donor, Foundation directors, or other appropriate parties shall make decisions related to naming, memorial and tribute gifts, including but not limited to the following:

1. Public announcements: the right to determine content, timing, location and frequency of any announcements associated with the gift.
2. Physical markers: the right to approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
3. Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

General Provisions

1. No naming will be approved or (once approved) continued that will call into serious question the public respect of the College. Naming recognition shall enhance the reputation and prestige of the College and the donor. The credentials, character and reputation of each individual, organization or corporation for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. Nominations submitted for consideration must be accompanied by appropriate documentation.

2. Where a building or part of a building has been named, the College will continue to use the name so long as the building, part or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. When the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, rebuilt due to forces of nature, the College may retain the use of the name or name another comparable room, facility or landscape features.
3. It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions being consistent with this policy.
4. Commitments made prior to adoption of this policy shall be honored.
5. Generally, the donation may be made in cash or a legally binding pledge and shall be paid within five years of the naming of the facility unless other written arrangements are made. A portion of the gift may be in the form of an irrevocable trust or contractual bequest.
6. The Board of Trustees reserves the right to remove names from facilities, programs, or landscape areas when the gift remains unpaid beyond the five-year limit or the agreed upon date. Should this occur, the board may seek a naming opportunity that would be proportionate to the value of the gift received.

In the absence of a formal name approved by the Trustees, building functions shall serve as the official name.

Naming Requests

1. In making requests, the following information is to be submitted according to the following format:
2. Institution Name
3. A detailed request, citing the facility or landscape area in question, the proposed name, the existing name, if any, etc.; and
4. Justification, including relevant information as the nature and duration of the individual's affiliation with the College. If naming is a stipulation of the gift, the request must explain the proposed arrangement. If the gift represents partial or total funding of the construction, remodeling for renovation, the following information must be included:
 - a. A timetable for project implementation;
 - b. Relationship of the project to the institution's long-range plans;
 - c. Source and status of capital budget funds needed in addition to the gift; and
 - d. Operating budget implications and sources of funds.

Naming Contract

Once a naming recognition has been approved by the Board, if needed a naming contract will need to be developed and signed off by the Chair of the Board. Considerations that shall be taken into account in the contract include, but are not limited to:

1. Life expectancy of building, equipment, rooms, etc. The function of structures on any College campus is fluid, depending on many factors. If the named structure has reached its life expectancy, as defined in the terms of the gift-naming contract, the name will generally not be transferred. At the time of replacement, the original donor will have first right of refusal to provide a new gift to continue the naming opportunity. When the

structure has been named for an endowed gift, the preferences of the donor, the donor corporation or its successor or the donor family will be solicited.

2. Signage In approving the plan for naming of a facility, the Foundation's Executive Committee in, conjunction with the Department of Facilities, will follow campus-wide standards for signage and landscape design. The text shall be tasteful, discrete, and consistent with other campus signage. These standards will apply to both interior and exterior areas of the College's property.
3. Name Withdrawal Any legal impropriety on the part of the donor will make the gift and name subject to reconsideration. The College President and/or College Board reserves the right to withdraw the privilege of name association with Tacoma Community College should future particular acts and circumstances warrant.
4. Possible name changes of the corporate or single donor
5. Possible name changes of marital donors, in the case of divorce or separation
6. Termination of named program because it no longer meets College needs.