



BOARD OF TRUSTEES

POLICY MANUAL

FEBRUARY 2021

Foreword

The Board of Trustees of the College has adopted this 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, District 22. The Manual includes the By-Laws governing the organization and actions of the Board of Trustees and the authority delegated to the President for the administration and management of the College.

Nothing in this Policy 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 State Board for Community and Technical Colleges in this State. Should any provision contained herein be found to be in violation thereof, such provision is hereby declared to be excluded from this Policy Manual.

This Policy Manual is effective immediately upon adoption. Any revisions or additions to this Policy Manual will be posted to the portal of Tacoma Community College as adopted. In addition, hard copies will be available in the offices of the President, Executive Staff, and Human Resources.

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CHAPTER I – ADVISORY & LEGISLATIVE FUNCTION OF THE BOARD

1. **General Policy Statement**

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

2. **Authority of the Board & Board Members**

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 District who are qualified for admission, according to the standards prescribed by the District; establishment and operation of the college campus(es) within the District; and the custody of and responsibility for the property of the District and the management and control of said District.

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). The Board believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That individual trustee members have no legal authority outside the meetings of the Board, and will conduct their relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact; That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;

- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

3. **Duties & Responsibilities of the Board**

The Board, responsible to the citizens of the District and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in the District, 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 District. Without limiting the powers granted to the Board by the State under RCW 28B, and subject to lawful and applicable rules and regulations, Board responsibilities are as follows:

- Select and appoint the President of the District who shall be the Executive Officer, through whom the Board exercises its control and operation of the District and to whom all other administrators, employees, agents and professional consultants of the District shall be responsible.
- Adopt and periodically review a statement of philosophy, mission, and goals which clarifies educational beliefs and educational responsibilities of the District.
- Establish broad general policies for the governance of the District and hold the President responsible for administering them.
- Consider and take appropriate action on recommendations of the President in matters of uniform policy relating to the welfare of the District, such as 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 District in accordance with the statutes of Washington and lawful and applicable regulations.
- Delegate to the President the authority to approve the expenditures of funds and to let all contracts.
- Provide required personnel, physical facilities, and means of financial support to carry out the goals and objectives of the District within the policies, regulations and procedures of the State Board for Community and Technical Colleges.
- Review and take action on matters relating to site selection and physical plant development.
- Consider communications and requests from citizens and organizations of the District on matters of policy, administration and other items of public concern affecting the District.
- Appraise the efficiency and effectiveness of District operations and evaluate the educational programs and services of the College.
- Refer all matters concerning the District 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 District, the educational programs, and the financial status of the District, 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.
- It is the purview of the Board of Trustees to set 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 of Trustees, no trustee may make or enter into any contract or agreement on behalf of Tacoma Community College.
- Perform such other duties as may be prescribed by law and act directly in matters not covered by specific law or policy.
- Approve all new programs of study, degrees, certificates, and diplomas.
- 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.

4. **Code of Ethics**

The Board of Trustees 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. Board members 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 of Trustees 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.

5. Conflict of Interest

Purpose

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 his 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 his or her responsibilities to the College, or a conflict of interest may exist if a Trustee or a member of his 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.

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.

Definitions

Interested Person

Any trustee, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- an ownership or investment interest in any entity with which Tacoma Community College has a transaction or arrangement;
- a compensation arrangement with Tacoma Community College or with any entity or individual with which Tacoma Community College has a transaction or arrangement;
- a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Tacoma Community College is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors or Executive Committee decides that a conflict of interest exists.

Procedures

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 of Trustees 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, he or she 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.

Procedures for 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.

Annual Statement

Each trustee shall annually sign a statement, which affirms that such person:

- Has received a copy of this conflicts of interest policy,
- Has read and understands this policy; and
- Has agreed to comply with this policy.

CHAPTER II – PHILOSOPHY & GUIDELINES OF THE COLLEGE

1. **General Philosophy Statement**

Members of the Tacoma Community College Board of Trustees represent the community and serve as advocates for the College and its programs. To that end, the Board of Trustees supports and upholds the vision, mission and goals of Tacoma Community College and pledges to encourage the College to foster participation by members of our multicultural society.

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**

• **TCC Mission**

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

• **Board Mission**

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.

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 liberal education and to the basic skills, college transfer, technical, 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 is, therefore, fundamental to the College's role. Further, the Board recognizes that those interests change, as do the community's needs as a whole, 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 and instructional methods will be considered, developed, and tested.

Finally, the Board believes that cooperation with other agencies dedicated to working toward these same ends will enhance the College's contribution to the community.

6. **Goals**

- The College will create a dynamic learning community that ensures opportunities for achievement of student goals.
- The College will measure its effectiveness by the achievement of its students, the strength and accomplishments of its faculty and staff, the responsiveness of its programs and services, and the support of its community.
- The College will ensure access to comprehensive educational opportunities that reflect the needs of its diverse community through enhanced outreach, recruitment and retention activities.
- The College will lead its community in the use of emerging technologies to foster educational excellence.
- The College will attain essential funding to achieve its mission of access, quality and diversity.
- The College will lead in the creation of partnerships and coalitions to ensure the College is an integral part of the community's growth and development.

7. **Strategic Plan**

The Board of Trustees supports and upholds the College's strategic plans as they are implemented.

8. **Academic Freedom¹**

- 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.

¹ Adopted from [AAUP's 1940 Statement of Principles on Academic Freedom](#)

- 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.

9. 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. **Name of College & Board**

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 22" (hereinafter referred to as the "District.")

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 District 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").

2. **College Seal**

The District 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.

3. **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.

4. **Officers of the Board**

Designation and Qualifications - The officers of the Board shall be a chairperson and a vice-chairperson who shall be members of the Board. The President of the College shall serve as Secretary to the Board as specified by State Law. The Vice President for Administrative Services of the College shall serve as Treasurer to the Board as specified by State Law.

5. **Manner of Election & Term of Office**

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

a. ***Election of Chair***

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

b. ***Election of Vice-Chair***

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

6. 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, Multicultural Advisory Council, the Foundation Board, the Pierce County Coordinating Council, ACT Legislative Action Committee, TCC Art Committee, and ACCT Voting Delegate.
- To execute all contracts approved by the Board and other official documents legally requiring the signature of the Chairperson of the Board, 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 District belongs.
- Conduct executive sessions only as prescribed by law. 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. (Appendix A)
- To perform any other duty formally assigned by the Board, or by State statute.

Vice-Chairperson

- In the event of the absence of the chairperson or inability to act, the vice chairperson shall preside and assume all the powers and duties of the chairperson.
- In case of the absence of the chairperson and vice chairperson from any meeting of the Board of Trustees, or in case of the inability of both of the two to act, the Board of Trustees shall elect for that meeting a chair pro tempore, and may authorize such chair pro tempore to perform the duties and acts authorized or required by said chairperson or vice chairperson to be performed, as long as the inability of these said officers to act may continue.

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 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 District, to affix it to official documents, and attest to the same by signature.
- To prepare and maintain for the Board an indexed compilation of all By-Laws and amendments thereto, and a copy of all policies of the Board and all amendments thereto, the whole of which shall be known as the "THE BOARD OF TRUSTEES POLICY MANUAL."
- 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

- Shall serve as treasurer and financial officer to the Board.
- Shall render a true and faithful account of all moneys received and paid out.
- Shall comply with the provisions of RCW 28B.50.143.

7. Vacancies

Any vacancy occurring in the Board shall be filled by appointment of the Governor of the State of Washington. If the vacancy occurs prior to the expiration of any term, the new Board member shall be appointed only for the remainder of the term. When the vacancy occurs at the end of a term, the new Board member shall be appointed for a term of five (5) years.

8. Meetings of the Board

Regular meetings of the Board shall be held once a month during the academic calendar. A regular meeting may be canceled by action of the Board or the Board Chairman. A special meeting may, however, be set for another date and time. When a special meeting is scheduled, notice thereof will be given in conformance with the notice requirements for special meetings. Board meetings shall be held in the College Room, Building 12, 6501 S. 19th, Tacoma, Washington, or at such other places as the Board shall determine.

Special meetings may be called by the Chairperson, or by request of any three Board members, 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. This could include retreats as well as work sessions.

9. 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. (Appendix A)

Official action shall be taken only in public meeting unless otherwise allowed by law. The order of business of any regular meeting shall include an opportunity for the public to address the Board on any item of business whether or not included on the agenda.

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 District shall be given an opportunity, when possible, to examine and evaluate each matter and to recommend a course of action before the Board makes a decision.

10. 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 all agenda items EXCEPT Action items. If necessary, a board member may participate in a meeting via telecommunications to constitute a quorum if the board member is telecommuting for the entire discussion of the action item in question. All Board members in attendance at the meeting must be able to hear the discussion.

11. 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.

12. 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.

13. 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 Chairman. The agenda shall include, but not be limited to:

I. General Matters

a. Call to Order

- b. Changes/Approval of Agenda
- c. Approval of Minutes of Previous Meeting
- d. Introduction of Guests
- e. Correspondence
- f. Board Reports
- II. Action Items
- III. Non Action Items
- IV. Reports
- V. Public comment/Remarks
- VI. Executive Session
- VII. Board Action as a Result of Executive Session

14. Minutes

Minutes of regular and special meetings are public records. The Book of Minutes, a permanent record of all District Board legislation, shall be open to inspection by any citizen of the District and shall be kept on file in the Office of the President as a permanent official record of all transactions of the Board.

The minutes shall record the name of the trustee making a motion, and note if a unanimous vote. If not unanimous, the minutes shall attribute the dissenting vote or abstention to the trustee(s) by name. The voting shall be by voice, except up a roll call at the request of a trustee. A trustee may also have the reasons for his vote recorded in the minutes if he or she so requests 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 the affirmative vote by a majority of the Board.

16. Parliamentary Authority

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

17. Amendments of By-Laws

These By-Laws, 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 become effective immediately upon approval

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 for, nurturing, evaluating, and separating the President.

2. **Delegation of Authority**

The District 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 a College administration whose members shall: (1) Carry out the policies of the College District; (2) Perform their duties as outlined in approved job descriptions; (3) Perform their duties in conformance with College District regulations and procedures; and (4) Perform their duties in support of the College's vision, mission, goals, objectives, and core values.

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 District who are qualified for admission, according to the standards prescribed by the District; establishment and operation of the College campus(es) within the District; and the custody of and responsibility for the property of the District and the management and control of said District.

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

The President of the District 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. 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.
- b. 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 District funds are adequately bonded at District expense to protect the District from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty.
- c. Advise the Board in all areas of policy and make recommendations on all matters that affect the District before the Board takes action.
- d. 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.

- e. Appoint, manage, supervise, and discharge administrative personnel, including fixing their salaries and the terms and conditions of their individual contracts.
- 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 District to the community by interpreting the District program to the public, the press, 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. Prepare and submit to the Board an annual report of the operation of the District, including recommendations for the immediate and long-range development of the District.
- l. Act as the chief administrator and educational leader of the District, responsible for the organizational structure of the District and for all executive and administrative duties in connection with the operation of the District.
- m. Propose the long-range direction and scope of District programs, recommending to the Board from time to time such changes in programs and services as he or she deems desirable to fulfill the stated philosophy and goals of the District.
- n. Establish the District objectives consistent with Board approved philosophy and goals, determine the need for and qualifications of all positions within the District, and provide for evaluation of all personnel and programs.
- o. Recommend to the Board site location and site utilization, and direct the development of the campus building program.
- p. Participate in community college programs at the local, state and national level by representing the District at meetings of organizations to which the District belongs and others as approved by the Board.
- q. Review legislation providing assistance to the District and report the substance thereof to the Board.
- r. Attend Board meetings.
- s. Designate an administrative officer of the District to serve as Acting President in the President's place and stead during absences.
- t. 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 presidential contract renewal or non-renewal.

CHAPTER V – PERSONNEL

1. **Equal Employment Opportunity**

The Board of Trustees is firmly 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, sexual orientation, age, marital status, status as a disabled Veteran, or the presence of any sensory, mental, or physical disability. As an equal opportunity employer, the 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.

2. **Equity, Diversity and Inclusion**

The Board believes that 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—*TCC creates meaningful and relevant learning, inspires greater equity, and celebrates success in our lives and our communities*— is by integrating equity, diversity, and inclusion (EDI) in every aspect of our institution, including, and especially in our policy work. Equitable policies are important for creating our institution’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.

3. **Empowerment of the President**

The Board empowers the President with the authority to develop policies and procedures to maintain an effective personnel administration system in accordance with federal laws, laws and regulations of the State of Washington, and College negotiated agreements.

4. **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 academic negotiated agreement.

5. **Board of Trustees as Appeal Board**

The Board shall sit as an appeal board from any decision of the President of the District that is appealable under, and has followed the appeal procedures described in, the Negotiated Agreements. Any person entitled to process an appeal to the Board level 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 board 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 should exercise the same prudence in the expenditure of public funds as it expects of staff and should set the standard for the College.

Priorities for board activities involving the expenditure of funds should further the College's long- and short-term plans and goals. The trustee budget should 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 and national trends. Other expected expenditures should be noted for inclusion.

3. **College Budget**

The College budget represents the approved educational plan of the College District stated in fiscal terms. It shall meet the stated philosophy, objectives, and goals of the College District 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, and the Office of Financial Management. The President shall establish annual development and adoption processes for the following budgets:

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

Further, the President shall provide an opportunity for all operational areas of the College to be involved in budget recommendations affecting their areas. 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.

4. **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 District 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 District 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. The annual tentative budget shall be approved by the Board no later than its June meeting.

5. 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.

6. Associated Students' 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.

7. Status of Investment Report

It shall be the policy of the College to invest those funds which shall accrue beyond the immediate operational needs of the institution. The President shall 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 of 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 tuition and fee waivers to the Board for its consideration and approval. A listing of current tuition and fee waivers shall be included in Appendices B and C of this document.

CHAPTER VIII – COLLEGE FACILITIES

1. **Facilities Operations & Utilization**

The District 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 District operates a main campus facility and satellite campuses and centers. It is the intent of the Board to make District facilities available to the community for cultural and recreational use when the facilities are not required to support the District's educational programs.

The Board directs the President to develop policies and procedures for the use of District operated facilities in support of educational services, cultural programs, and 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, color, national origin, gender expression, disability, honorably-discharged veteran or military status, sexual orientation, or age.

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 Federal and State Laws, City Ordinances, and regulations of the State Board for Community and Technical Colleges. The Board authorizes the President to act in emergencies to close 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 Buildings**

The Board reserves authority for naming or renaming any campus buildings or sites located on property governed by the District.

CHAPTER IX – COLLEGE ADVISORY COUNCILS

1. **College Council**

College Council shall be the representative shared governance body of the college. The college council makes final recommendations to the President on proposals, policies, and procedures affecting college-wide operations and matters affecting the general welfare of the college.

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.

3. **Equity, Diversity & Inclusion Council**

The Equity, Diversity, and Inclusion Council provides support, leadership, advocacy, training and coordination of the development, assessment, and delivery of college-wide programs and actions that align with the college's strategic goals. Campus members that represent the diverse identities and varying roles within our campus community work collectively to identify programs and practices that have proven their effectiveness in enhancing the recruitment, retention, and success of all students and employees, particularly those from systemically non-dominant backgrounds.

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 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 501(c)3 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 by supporting the vision, mission, goals, and priorities of Tacoma Community College as articulated in Chapter II of this document.

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.

Trustees recognize that they should be economical in their travel, that travel must be accomplished within the trustee budget and that it should conform to guidelines established by the Office of Financial Management in its State Accounting and Administration Manual. An individual trustee 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 trustee travel budget or other funds can accommodate the proposed travel. 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 district policy.

First year trustees are encouraged to attend the ACT new trustee orientation conference as well as appropriate state and regional conferences.

2. **Constituency Reports**

The Board of Trustees values the opportunity to be briefed by various College constituencies at Board meetings. Those constituencies include the students, the faculty, classified staff, exempt staff, and the College Foundation. The Board considers exempt staff to be represented at Board meetings by senior administrative staff as designated by the President. This ordinarily includes the vice presidents.

3. **Legislative Matters**

The Board of Trustees and the President 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 the President.