

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

President
Dr. Sheila K. Ruhland

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

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

AGENDA

- I. **CALL TO ORDER** Bob Ryan
- II. **GENERAL MATTERS**
 - A. **Changes/Approval of Agenda** Bob Ryan
 - B. **Approval of Minutes:**
December 9 Regular Meeting (pages 2-5) Bob Ryan
 - C. **Introductions** Sheila Ruhland
 - D. **Correspondence** Sheila Ruhland
 - E. **Board Report** Bob Ryan
- III. **PRESENTATION** Jason Prenovost
Student Voice: Harrison Bragg, Baseball, Adrian Correa, Men's Soccer, Lenaya Grabowski Women's Soccer, Arlicia Ortiz, Volleyball – Student Athletes
- PUBLIC HEARING** Bob Ryan
Repeal: Washington Administrative Code Revision
Chapter 132V-300-Grievance Procedure Sexual Harassment
Sex Discrimination and Disability Discrimination
Adopt: Chapter 132V-305-Nondiscrimination and Harassment
Policy and Grievance Procedure
- IV. **ACTION ITEMS**
 - A. **APPROVE: Washington Administrative Code Revision** Mary Chikwinya
Repeal: Chapter 132V-300 Grievance Procedure-Sexual Harassment, Sex Discrimination and Disability Discrimination
Adopt: Chapter 132V-305 - Nondiscrimination and Harassment
Policy and Grievance Procedure (pages 6-19)
 - B. **APPROVE: City of Tacoma Covenant and Easement (pages 20-24)** Greg Randall
 - C. **1st Read-Proposed Student Course Fees 2016-2017 (pages 25-36)** Tod Treat
 - D. **1st Read-Request for Funding – Above Required Reserves** Tod Treat
Civitas Learning (pages 37-38)
- V. **NON-ACTION ITEMS**
 - A. **Pathway to Completion: LS101 Assessment: Creating Learning in the Library through the Study-Act-Plan-Do Approach** Tod Treat
 - B. **Fall Enrollment – Preliminary** Mary Chikwinya
 - C. **City of Tacoma -Minimum Wage (page 39)** Beth Brooks
 - D. **Policy & Procedure Revision: Shared Governance (page 40-42)** Sheila Ruhland
- VI. **REPORTS**
 - A. **Associated Students** Jenna Jones
 - B. **Foundation** Pat Shuman
 - C. **Faculty** Dave Howard
 - D. **Classified Staff** Sean VanDommelen
 - E. **Legislative** Bill Ryberg
 - F. **President (page 43)** Sheila Ruhland
- VII. **PUBLIC COMMENT/REMARKS** Bob Ryan
- VIII. **EXECUTIVE SESSION** Bob Ryan
Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.
- IX. **BOARD ACTION AS A RESULT OF EXECUTIVE SESSION** Bob Ryan
- X. **ADJOURNMENT** Bob Ryan
Interpreters for people with hearing impairments and Braille or taped information for people with impairments can be provided. Please contact Judy Colarusso, Office of the President at 6501 South 19th St., Tacoma WA 98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu.

**Tacoma Community College
Board of Trustees Regular Meeting
December 9, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Bob Ryan, Chair
James Curtis
Don Dennis
Liz Dunbar

Administration/Faculty/Staff/Guests

Sheila Ruhland	Beth Brooks
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Sean VanDommelen
Bill Ryberg	Dave Howard
Pat Shuman	Dick Hol
Janine Mott	Mecca Salahuddin
Krista Fox	Mike Flodin
Greg Randall	Valerie Robertson
Elizabeth Hyun	Janice Stroh
Victoria Ichungwa	Judy Colarusso
Kelley Sadler	Christopher Soran
Will Howard	Walter Chien
Tamyra Howser	Thomas Oliver
Jamie Traugott	Tom Hulst
Jenna Jones	Cathie Bitz
Nick Sherwin	

I. CALL TO ORDER

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

II. General Matters

A. Changes/Approval of Agenda

MOTION: Upon a motion by Board member **Dennis** the Board unanimously approved the Agenda as submitted.

B. Approval of Minutes:

November 18 Regular Meeting

MOTION: Upon a motion by Board member **Curtis** the Board unanimously approved the minutes of the November 18 Regular Meeting.

C. Introductions

President Ruhland introduced **Beth Brooks, Vice President for Human Resources and Legal Affairs**. Beth introduced **Sean VanDommelen, Secretary Senior in Health, Business & Professional Services**. Sean is the newly elected Classified Staff Council Chair and will represent the Classified Staff at the board meetings. He has been at TCC for seven years having been a student, served as an ASTCC officer, and previously worked in the International Program and the President's Office.

President Ruhland introduced **Tod Treat, Executive Vice President for Academic & Student Affairs**. Tod introduced **Christopher Soren, Director of e-Learning**. Christopher has been serving as Interim Director of e-Learning the past three years. He was recently named Director of e-Learning. Christopher also began as a TCC student before earning both his Bachelor's and Master's degrees.

Tod Treat introduced **Mecca Salahuddin, Dean for Organizational Learning and Effectiveness**. She introduced **Walter Chien, Grants Research Manager**. Walter is from Iowa where most recently he served as Director of Grants Administration at Mount Mercy University.

President Ruhland introduced **Mary Chikwinya, Vice President for Student Services**. Mary introduced the new **Advising Manager** in the Advising and Counseling Center, **Jamie Traugott**.

D. Correspondence

None

E. Board Report

- Board Member **Dunbar** attended the Multicultural Advisory Council meeting on December 2, the Legislative Council meeting on December 8 and the Chamber of Commerce Public Officials Reception on December 7.

- Board Member **Curtis** attended the ACT Fall Conference held at the SEA-TAC Hilton on November 20. He is looking forward to attending the Holiday Luncheon tomorrow.
- Board Member **Dennis** also attended the Multicultural Advisory Council meeting on December 2 and the Legislative Council meeting on December 8. He participated in the ACT Legislative Meeting on November 19 and the ACT Fall Conference on November 20.
- Chair **Ryan** attended the ACT Fall Conference on November 20 and participated in a number of meetings for the college throughout the past month.

III. PRESENTATION

Student Voice: Janine Mott, Director of the Gig Harbor Campus, introduced **Professor, Tom Hulst**, who introduced student **Nick Sherwin**, a 1st quarter Running Start student taking classes at the Gig Harbor campus. Tom shared some insights about Tom and read excerpts from another student's report on her impressions from attending a Harbor Institute class conducted by former Washington State legislator Larry Seaquist.

Nick is a student in Professor Hulst's Political Science 101 class. He is currently a junior at Gig Harbor High School where he participates in drama activities. He is completing three classes this quarter, all hybrid classes, all on the Gig Harbor campus, all in Room 105. Nick shared some of his impressions of his first quarter as a Running Start student and stated he was impressed with the sense of community he has observed on the Gig Harbor campus. He is hoping to graduate with his high school diploma and Associates Degree at the same time and is looking forward to additional new experiences as he continues his educational and drama journey.

IV. ACTION ITEMS

A. 2nd Read/Approve – TCC 2015 Long Range Facilities Master Plan

MOTION: Upon motion from Board member **Dunbar** board unanimously approved the TCC 2015 Long Range Facilities Master Plan.

B. 2nd Read/Approve Project Request Report (PRR) 2015-2017- Capital Funding Business & Humanities Center

MOTION: Upon motion from Board member **Curtis** the board unanimously approved the Project Request Report (PRR) 2015-2017 – Capital Funding Business & Humanities Center.

C. 1st Read: Washington Administrative Code Revision

Repeal: Chapter 132V-300 Grievance Procedure-Sexual Harassment, Sex Discrimination and Disability Discrimination

Adopt: Chapter 132V-305 - Nondiscrimination and Harassment Policy and Grievance Procedure

Mary Chikwinya, Vice President for Student Services, reported there have been a number of changes at the federal and state levels regarding Title IX, the Department of Education Dear Colleague Letter of 2011, the Violence against Women Reauthorization Act (VAWA) and Washington State's Law against Discrimination necessitating an update of the College's policy. The revised policy establishes definitions consistent with the new federal and state provisions. The revised policy has been reviewed by the AG's office.

MOTION: Upon motion from Board member **Curtis** the board unanimously approved the 1st Read: Washington Administrative Code Revision Repeal: Chapter 132V-300 Grievance Procedure-Sexual Harassment, Sex Discrimination and Disability Discrimination
Adopt: Chapter 132V-305 - Nondiscrimination and Harassment Policy and Grievance Procedure

V. NON-ACTION ITEMS

A. Pathway to Completion: Mission Fulfillment Core Indicators

Dr. Tod Treat, Executive Vice President for Academic and Student Affairs, began his presentation on the Core Indicators by thanking **Kelley Sadler, Program Director for Institutional Research** and **Victoria Ichungwa, Research Associate**, for their work on preparing the report. Highlights from the presentation:

- The core themes, Create Learning, Achieve Equity, Engage Community and Embrace Discovery are mission-based institutional goals. The college measures its effectiveness towards reaching these goals by assessing indicators organized under the strategic objectives. These measurements are TCC's core indicators and reflect the core values of the college's mission.

- Dr. Treat pointed out some specific core objectives, indicators of Achievement, the mission fulfillment target and status comparing academic years 13-14 and 14-15:
 - ✓ College Readiness – 1.A.2: Students completing highest level of development education in Math – TCC is above 50% of mission fulfillment target and in top 25% of community and technical colleges in Washington State.
 - ✓ Career and Academic Preparation – 1.E.3.: TCC graduates passing licensure/certification examinations on first attempt – TCC is above 50% of mission fulfillment in various allied health programs. In Nursing we are currently below the mission fulfillment target but we are increasing. With the curriculum redesign, we hope to see greater improvements in the 15-16 year.
 - ✓ Diversity of TCC Employees – 2.G.1. Diversity of TCC employees – among other community and technical colleges in Washington State, TCC ranks 8th for most diverse faculty, 11th for administrators and 25% of TCC's new exempt hires are diverse. The mission fulfillment targets are based on census data for Pierce County. In two ethnicity areas TCC met mission fulfillment but are below 50% target, fall below mission fulfillment target in one ethnicity area and are at or above 50% of mission fulfillment target in two other ethnicity areas.

B. TCC Annual Report

Dr. Tod Treat, Executive Vice President for Academic and Student Affairs provided the 2014-15 Annual Report to the Board. Highlights of the report:

- Presidential Transition – Dr. Pamela Transue retired in March and the college welcomed Dr. Sheila Ruhland.
- ctcLink – The college began conversion from the legacy system to the PeopleSoft system. The college continues work on implementing the system.
- The Health Information Management applied baccalaureate degree was approved in May 2015.
- Full-time graduation rate increase – 21% - 27%, Transfer rate increase – 18% - 20%, and graduate and transfer rate increase – 39% - 47%.
- Increase in student scholarships – 2014 – 146 students, \$278,000; 2015 – 195 students, \$333,000.
- TCC Gig Harbor's Harbor Institute lifelong learning program was initiated.
- The Open Educational Resources (OER) program helped in reducing textbook costs and saved over 12,000 students over \$1.2 million dollars by end of the 2015 school year.
- The HC Joe Harned Center for Health Careers opened in fall, 2014.
- TCC focused on developing relationships with international partners. Trips by Dr. Ruhland and Dr. Treat to China occurred.
- Professional Development under the Division of Organizational Learning and Effectiveness facilitated over 2000 hours of professional development for 113 faculty. Over 100 faculty traveled to a professional development event supported by the college.

C. ctcLink Update

Dick Hol, ctcLink Consultant, provided an update with the following highlights:

- Challenges remain with the system especially in the areas of the General Ledger and Student Financials.
- Resources continue to be a critical element in moving forward. We have been able to get a few resources on campus. A WebX for ctcLink users is available throughout the day to help solve problems.
- Going forward, TCC Subject Matter Experts (SME's) will meet regularly to share information and collectively implement the system.
- Dick's three weeks on campus is ending but he will continue to provide assistance from Spokane.
- Stabilization and optimization, and business processes are critical areas that need to be addressed.
- Anticipated Compliance issues at the federal, state and local level need to be documented by the college.

VI. REPORTS

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

- Reported on the Legislative Academy she and two other student officers attended in Olympia. They will be lobbying legislators for post-secondary education for inmates.
- Thanked the Foundation for their support of the PB&J project they provided this week.

B. TCC Foundation Report – Pat Shuman, Foundation Board President:

- Reminded everyone of the Foundation sponsored Holiday Luncheon scheduled for tomorrow, December 10.
- Electronic Save the Date cards will be available for the Reach Higher Luncheon on February 4.
- Planning for the Tacoma Wine Classic is underway.

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

- Acknowledged the work of the Board in safeguarding TCC.
- Expressed unhappiness over ctcLink conversion and how hard it has been on the employees. Commended the work that everyone is doing to resolve the problems.
- Acknowledged the PB&J project and how gratifying it is to see the level of commitment we have towards our students.

D. Classified Staff Report – Sean VanDommelen, Classified Staff Representative:

- Sean is excited about his new role as Chair of the Classified Staff Council and is busy learning the duties of the position.
- He is working to fill positions on various councils and committees with classified staff employees.
- Looking forward to attending and contributing to the board meetings.

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

- The first legislative council meeting of the year was held yesterday morning.
- TCC will be hosting a legislative breakfast on December 15 for five legislators who will have the opportunity to share their priorities for the upcoming legislative session.

F. President's Report - President Ruhland:

- The President provided the board with the following:
 - ✓ TCC Foundation calendar
 - ✓ 2 TCC pins; one stick, one magnetic
 - ✓ TCC holiday card
- Other highlights from President's Report:
 - ✓ President acknowledged 19 student athletes for their successful fall sports by sending them each a personalized note.
 - ✓ Updated the board on the South Sound Together partnership of which TCC is a member. Ads featuring TCC have run throughout the year in the News Tribune and another ad will appear again this Sunday.
 - ✓ Justin Francisco, TCC's 2016 Transforming Lives nominee will not be attending the Transforming Lives dinner in January. He will be attending Central Washington University beginning winter quarter.
 - ✓ Activity Report – Equity & Diversity meeting, College Council and Multicultural Advisory Council.
 - ✓ On schedule for filling V.P. for Administrative Services position. Hope to have information to share next week.
 - ✓ The ADA ramp project behind Building #7 is just about complete. Have added landscaping to the project to enhance the area.

VII. PUBLIC COMMENT/REMARKS

None

VIII. EXECUTIVE SESSION

At 5:50 p.m., Chair Ryan announced that the Board would adjourn into Executive Session for approximately ten minutes for consultation with legal counsel on a personnel matter.

At 6:02 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:03 p.m.

Robert Ryan, Chair

TACOMA COMMUNITY COLLEGE

Washington Administrative Code Revision Repeal Chapter 132V-300 - Grievance Procedure—Sexual Harassment, Sex Discrimination and Disability Discrimination

Adopt Chapter 132V-305 - Nondiscrimination and Harassment Policy and Grievance Procedure

BACKGROUND

Tacoma Community College reviews portions of the Washington Administrative Code (WAC) on a regular basis. Changes at the federal and state levels regarding Title IX of the Educational Amendments of 1972 (Title IX) and the Department of Education Dear Colleague Letter of 2011; the Violence Against Women Reauthorization Act (VAWA) of 2013 and Washington State's Law Against Discrimination necessitated an update of the College's policy.

These new provisions align the College's processes regarding reported acts of discrimination and harassment involving college employees, students, applicants, and visitors. The revised policy establishes definitions consistent with Title IX and the Department of Education's Dear Colleague Letter of 2011, in particular the definition of consent related to sexual activity, harassment, hostile environment and sexual violence. The new policy also defines a responsible party for reporting sex-base misconduct.

RECOMMENDATION

The President recommends the Board of Trustees approve the Washington Administrative Code Revision to repeal Chapter 132V-300 and adopt Chapter 132V-305.

WAC 132V-300-010 STATEMENT OF POLICY. Tacoma Community College is covered by Title IX of the Education Amendments of 1972 prohibiting sex discrimination in education and Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a documented disability. The college is committed to protecting the rights and dignity of each individual in the campus community and so will not tolerate discrimination of any kind, at any level.

It is the policy of Tacoma Community College to provide an environment in which students and applicants for admission can attend the college free from sexual harassment or sexual intimidation and discrimination on the basis of a documented disability. Persons found to have engaged in discriminatory acts will be subject to corrective action up to and including termination, suspension or expulsion from the college pursuant to appropriate procedures depending on their status as an employee or a student.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing; or

(2) Submission to or rejection of such conduct by an individual is used as the basis for academic decision affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

As an institution of higher education, Tacoma Community College shall ensure that students with documented disabilities are reasonably accommodated with appropriate core services and services necessary to ensure equal success. Such accommodating will be provided in a timely manner.

WAC 132V-300-020 JURISDICTION. This chapter shall serve as a Title IX/Section 504 grievance procedure for all enrolled students of and applicants for admission to Tacoma Community College.

WAC 132V-300-030 GRIEVANCE PROCEDURE. Internal review and consultative processes have proven to be a desirable means of resolving problems. Any enrolled student, or applicant for admission to Tacoma Community College who believes he/she has been discriminated against on the basis of sex or on the basis of a disability is encouraged to resolve the complaint with the individual believed to have committed the discriminatory act. The dean for student services or designee is available to assist in resolving the complaint. At any point in the grievance process where resolution is obtained the process will be stopped. The process could also be stopped if the complainant makes such a request. Flexibility in the grievance process is important due to the sensitivity of the issues and the individuality of each situation. The following steps are guidelines useful in proceeding with the grievance process:

(1) Step 1: Filing the complaint with the college official.

(a) Sexual discrimination/harassment complaints shall be lodged with the Title IX Officer. Disability discrimination complaints shall be lodged with the 504 Officer.

(b) The complainant shall file a written complaint with the designated college officer describing the specific grievance(s), including dates, times, places, circumstances, and any witnesses. A copy of the written complaint will be provided to the person to whom the grievance is directed, referred to as the respondent.

(2) Step 2: Within ten (10) instructional days of receiving the written complaint, the designated college officer shall arrange a meeting to hear the complaint and initiate an investigation if warranted. It shall be at the discretion of the college official to determine whether the officer will meet with the complainant and the respondent separately or in a single meeting. Throughout the investigation, the college official may call witnesses, including those persons

identified by the complainant and by the respondent, as well as any other persons who may have information relevant to the investigation.

At this step and all subsequent steps in the grievance procedure, the complainant may elect to be advised by an attorney or other advocate in preparing and presenting the grievance. The respondent may choose to be represented by his/her union if a member of a recognized union with the college or may be advised by an attorney in preparing and responding to the grievance. The complainant or respondent shall notify the appropriate college officer at least five (5) instructional days in advance if he/she is being advised by an attorney. In any cases, the college may choose to be assisted by an assistant attorney general.

(3) Step 3: Following the investigation and within thirty (30) calendar days of receiving the written request, the college officer will report his/her findings, conclusions and any actions taken by the college to resolve the complaint in writing to both the complainant and the respondent. This decision is final. The complainant or student respondent may, however, appeal concerns to the student rights and responsibilities hearing committee.

WAC 132V-300-035 PROCEDURAL APPEAL TO THE STUDENT RIGHTS AND RESPONSIBILITIES HEARING COMMITTEE.

Either the complainant or the student respondent may appeal a procedural concern(s) to the student rights and responsibilities hearing committee.

(1) Step 1: The appeal must be submitted in writing through the office of the dean for student services within ten calendar days of written notification of the results of the investigation by the college official.

(2) Step 2: Within ten calendar days of receiving the appeal request, the student rights and responsibilities hearing committee will review the investigation process and report in writing a recommendation to the college official with a copy to both the complainant and the respondent.

(3) Step 3: Within ten calendar days the college official shall review the recommendation of the student rights and responsibilities hearing committee and make a final determination whether to uphold or reopen the investigation. The decision of the college officer shall be final.

If desired, inquiries or appeals beyond the institutional level may be directed to:

(i) United States Department of Education, Office of Civil Rights, 915 2nd Avenue, Room 3310, Seattle, Washington 98174-1099.

(ii) United States Equal Employment Opportunity Commission, 909 First Avenue, Suite 404, Seattle, Washington 98104.

(iii) The Washington State Human Rights Commission, 711 South Capitol Way, Suite 402, PO Box 42490, FJ-41, Olympia, Washington 98504-2490.

(iv) City of Tacoma, Human Rights Department, 747 Market Street, Room 808, Tacoma, Washington 98402.

Current telephone numbers for the above agencies are available in the office of the dean for student services.

Initial Adoption Date:	10/93
Prior Revision Dates:	3/94, 12/01
Last Revision Date:	January 28, 2004
Last Reviewed Date:	June 2011

Chapter 132V-305 WAC
NONDISCRIMINATION AND HARASSMENT POLICY AND GRIEVANCE PROCEDURE

POLICY

NEW SECTION

WAC 132V-305-010 Statement of policy. Tacoma Community College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act, and Washington state's law against discrimination, chapter 49.60 RCW and their implementing regulations. To this end, Tacoma Community College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment.

NEW SECTION

WAC 132V-305-020 Objective and responsibilities. Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX coordinator or designee. The college's Title IX coordinator is posted on the college's web site. If the complaint is against the Title IX coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

The Title IX coordinator or designee:

- (1) Will accept all complaints and referrals from college employees, applicants, students, and visitors;
- (2) Will make determinations regarding how to handle requests by complainants for confidentiality;

(3) Will keep accurate records of all complaints and referrals for the required time period;

(4) May conduct investigations or delegate and oversee investigations conducted by a designee;

(5) May impose interim remedial measures to protect parties during investigations of discrimination or harassment;

(6) Will issue written findings and recommendations upon completion of an investigation;

(7) May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The college encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available on the college web site. Hard copies of the complaint form are available at the following locations on campus: Student services administration office, advising and counseling center, and human resources office.

NEW SECTION

WAC 132V-305-030 Definitions. The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

Advisor: A person of the complainant or respondent's choosing who can accompany the complainant or respondent to any related meeting or proceeding.

College: Tacoma Community College main campus and any other campus or college facility which may be created by the board of trustees.

College employee: any person employed by the college performing assigned administrative or professional responsibilities.

Complainant: Employee(s), applicant(s), student(s), or visitors(s) of Tacoma Community College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

Complaint: A description of facts that allege violation of the college's policy against discrimination or harassment.

Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

Discrimination: Unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

Force: Use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcome resistance or produce consent. Sexual activity that is forced is by definition nonconsensual, but nonconsensual sexual activity is not by definition forced.

Harassment: A form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include, but are not limited to, the following:

(a) Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

(b) Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

(c) Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

Hazing: Any method of initiation into a student group or any pastime or amusement engaged in with respect to such a group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or postsecondary education. Excluded from this definition are "customary athletic events or other similar contests or competitions."

Hostile environment: Any situation in which there is harassing conduct that is based on protected class status and is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational or social programs.

The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:

(a) The frequency of the conduct;

(b) The nature and severity of the conduct;

(c) Whether the conduct was physically threatening;

(d) Whether the conduct was directed at more than one person;

(e) Whether the conduct arose in the context of other discriminatory conduct;

(f) Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;

(g) Whether the speech or conduct deserves protections of academic freedom or the first amendment.

Protected class: Persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

Resolution: The means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of disciplinary sanction.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Sexual exploitation: Occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy, engaging in voyeurism, nonconsensual video or audio taping of sexual activity; sexually based stalking and/or bullying may also be forms of sexual exploitation.

Sexual harassment: A form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

(a) **Hostile environment sexual harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs.

(b) **Quid pro quo sexual harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors. Examples of conduct that may qualify as sexual harassment include:

(i) Persistent comments or questions of a sexual nature;

(ii) A supervisor who gives an employee a raise in exchange for submitting to sexual advances;

(iii) An instructor who promises a student a better grade in exchange for sexual favors;

(iv) Sexually explicit statements, questions, jokes, photos, or anecdotes;

(v) Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body;

(vi) Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences;

(vii) Persistent, unwanted attempts to change a professional relationship to an amorous relationship;

(viii) Direct or indirect propositions for sexual activity;

(ix) Unwelcome letters, e-mails, texts, telephone calls, or other communications referring to or depicting sexual activities.

Sexual violence: Is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

(a) **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(d) **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(e) **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

Working day: Any day on which the college is open and can conduct legal business; typically excludes Saturdays, Sundays, and legal holidays.

NEW SECTION

WAC 132V-305-040 Who may file a complaint. Any employee, applicant, student or visitor of the college may file a complaint. Complaints may be submitted in writing or verbally. The college encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available on the college web site. Hard copies of the complaint form are available at the following locations on campus: Student services administration office, advising and counseling center and human resources office. Any person submitting a discrimination complaint shall be provided with a written copy of the college's nondiscrimination policies and procedures.

NEW SECTION

WAC 132V-305-050 Confidentiality and right to privacy. Although Tacoma Community College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

(1) **Confidentiality requests and sexual violence complaints.** The Title IX coordinator or designee will inform and obtain consent from

the complainant before commencing an investigation of a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the college not investigate the allegation, the Title IX coordinator or designee will inform the complainant that (a) the college will attempt to honor complainants' requests for confidentiality but cannot guarantee complete confidentiality, and (b) that maintaining confidentiality may limit the college's ability to fully respond to the allegations and, that (c) retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the college not investigate, the Title IX coordinator or designee will determine whether the college can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of the college community, including the complainant.

(2) Factors to be weighed during this determination may include, but are not limited to:

(a) The seriousness of the alleged sexual violence;

(b) The age of the complainant;

(c) Whether the sexual violence was perpetrated with a weapon;

(d) Whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;

(e) Whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and

(f) Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

(3) If the college is unable to honor a complainant's request for confidentiality, the Title IX coordinator or designee will notify the complainant of the decision and ensure that the complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

(4) If the college decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX coordinator or designee will evaluate whether other measures are available to limit the effects of the alleged harassment and prevent similar incidents and implement such measures if reasonably feasible.

NEW SECTION

WAC 132V-305-060 Responsible employees and reporting responsibilities. (1) The college is obligated to address acts of sex-based misconduct (including sexual harassment and/or retaliation) of which a responsible employee knew or should have known occurred. A "responsible employee" is any employee who:

(a) Has the authority to take action to redress sex-based misconduct;

(b) Has been given the duty of reporting incidents of sex-based misconduct or any other misconduct by students; or

(c) Is a student employed by the college who could reasonably believe that they have this responsibility.

(2) A responsible employee must report to the Title IX coordinator or designee all relevant details about alleged sex-based misconduct (including sexual harassment and/or retaliation) that the com-

plainant or other person has shared. This includes the name of the alleged respondent, if known, the complainant or other person who experienced or witnessed the alleged sex-based misconduct, others involved in the alleged sex-based misconduct, as well as relevant facts, including the date, time, and location. If the complaint is against the Title IX coordinator, or his or her relative attending or working for the college, the complainant should report the matter directly to the president's office for referral to an alternate designee.

(3) A responsible employee should provide the following information to a complainant:

(a) The reporting obligations (discussed in subsection (2) of this section) of the responsible employee;

(b) Complainant's option to request confidentiality and available confidential resources;

(c) Complainant's right to file a Title IX complaint with the college;

(d) Complainant's right to report a crime to local law enforcement.

(4) For convenience of student complaint reporting, there are college-designated responsible employees and contact information on the college's web site.

(5) For a staff complaint of sex-based misconduct (including sexual harassment and/or retaliation) by a student or another staff member, the staff complaint may be reported to the immediate supervisor, with the supervisor report/referral to the Title IX coordinator or designee. A direct report to the Title IX coordinator or designee will be more expeditious in terms of processing the complaint. If the complaint is against the Title IX coordinator, or his or her relative attending or working for the college, the complainant should report the matter directly to the president's office for referral to an alternate designee.

PROCEDURE

NEW SECTION

WAC 132V-305-070 Investigation procedure, notice and appeal.

Upon receiving a discrimination complaint, the Title IX coordinator or designee will assess the complaint and determine the appropriate steps to take, if any. The Title IX coordinator or designee shall be responsible for commencing and overseeing all investigations. Investigations may be conducted by the Title IX coordinator or designee. If the investigation is assigned to someone other than the Title IX coordinator or designee, the Title IX coordinator or designee shall inform the complainant and respondent of the appointment of an investigator.

(1) **Interim measures.** The Title IX coordinator or designee may impose interim measures to protect the complainant and/or respondent pending the outcome of the investigation. Interim measures may in-

clude, but are not limited to, imposition of no contact orders, re-scheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the college's student conduct code or the college's employment policies and collective bargaining agreements.

(2) **Investigation.** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty working days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX coordinator or designee who shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the nondiscrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. The Title IX coordinator or designee will issue a decision in writing to each party and to the appropriate student services administrator or appointing authority. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

(3) **Written notice of decision to the parties and request for reconsideration.** The complainant shall be informed in writing of the decision and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the respondent not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the decision and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

(4) **Informal dispute resolution.** Informal dispute resolution processes, including mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve complaints without the complainant's and the respondent's written agreement. If the parties agree to engage in formal dispute resolution, all timelines and limitations herein shall be tolled until a party or the Title IX coordinator or designee provides written notice that they have discontinued mediation which they are free to do at any time. In no event shall informal dispute resolution processes be used to resolve complaints involving allegations of sexual violence.

(5) **Final decision/reconsideration.** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX coordinator or designee. Requests for reconsideration shall be submitted in writing to the Title IX coordinator or designee within seven working days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within

seven working days, the decision becomes final. If a request for reconsideration is received, the Title IX coordinator or designee shall respond within ten working days that the request is denied or granted. If the request for reconsideration is granted, the Title IX coordinator or designee shall issue an amended decision within ten additional working days from the date that the request for reconsideration was granted. Any amended decision is final and no further reconsideration is available unless provided herein.

(6) **Appeal for disciplinary action.** If formal sanctions or disciplinary action is imposed as a result of a finding of violation of this policy, a respondent may file an appeal. Appeals should succinctly state the basis of the appeal, such as findings not supported by the evidence, sanction is substantially disproportionate to the severity of the violation, due process was violated.

(7) **Student appeal.** A student respondent may appeal sanctions or disciplinary action imposed under this policy in accordance with WAC 132V-121-070. The complainant will receive notice of the appeal and may submit either his/her own appeal or a written response to the student respondent's appeal within ten working days, which will be considered by the student conduct appeal board.

(8) **Represented employee grievance.** A faculty member or represented staff member may file a grievance under the applicable collective bargaining agreement.

(9) **Nonrepresented classified staff employee appeal.** Nonrepresented classified staff may file an appeal with the personnel resources board under WAC 357-52-020.

(10) **Nonrepresented employee review.** Nonrepresented employees may request review of disciplinary action through the supervisory chain of command to the college president within twenty working days of the imposition of discipline. This includes student workers if the discipline imposed resulted from conduct that occurred during the performance of student employment and includes a loss in pay as a sanction (nothing prohibits the Title IX coordinator or designee and/or investigator from referring findings against a student employee to the chief student conduct officer or designee for additional review under the code of student conduct). The request for review must be a signed, written document articulating the grounds for review. The responsible supervisor will respond to the request for review within twenty working days of receipt. If the findings and/or discipline is upheld, the college president's decision will constitute final action and there is no further appeal within the college.

(11) **Volunteer or visitor review.** A volunteer or visitor respondent may request review by the college president of sanctions imposed in response to findings under this policy.

NEW SECTION

WAC 132V-305-080 Publication of antidiscrimination policies and procedures. The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of college policy will be provided a copy of these policies and procedures.

NEW SECTION

WAC 132V-305-090 Limits to authority. Nothing in this procedure shall prevent the college president or designee from taking immediate disciplinary action in accordance with Tacoma Community College policies and procedures, collective bargaining agreements, and federal, state, and municipal rules and regulations.

Nothing in this policy or procedure limits the college from considering applicable policies of the college when investigating complaints. For complaints involving students, nothing in this policy or procedure limits the college from evaluating the conduct of any student under the code of student conduct.

NEW SECTION

WAC 132V-305-100 Nonretaliation, intimidation and coercion. Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX coordinator or designee or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX or EEO coordinator immediately.

NEW SECTION

WAC 132V-305-110 Criminal complaints. Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with appropriate law enforcement authorities.

The college will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

NEW SECTION

WAC 132V-305-120 Other discrimination complaint options. Discrimination complaints may also be filed with the following federal and state agencies:

- (1) Washington State Human Rights Commission;
- (2) U.S. Department of Education Office for Civil Rights;
- (3) Equal Employment Opportunity Commission.

TACOMA COMMUNITY COLLEGE

City of Tacoma Covenant and Easement

January 13, 2016

BACKGROUND

The Building 20 expansion project City of Tacoma permitting process required TCC to construct a new private stormwater drainage collection system. This new system is designed to support the Building 20 expansion. The new private stormwater drainage collection system is being constructed as designed and approved by TCC and City of Tacoma and is located approximately 60' southeast of the Building 20 expansion.

Stormwater drainage collection systems require routine maintenance to operate properly. TCC Facilities Department staff perform this routine maintenance. However, the City of Tacoma requires an easement to inspect the private storm drainage collection system, and make necessary repairs at the expense of Grantor. Historically City of Tacoma staff have contacted TCC Facilities following inspections to recommend any necessary repairs identified, at no expense to TCC. TCC has several existing private stormwater drainage collection systems on campus.

The State Board for Community and Technical Colleges is the legal owner of all Tacoma Community College property. The Executive Director, Marty Brown has the authority to grant the easement.

RECOMMENDATION

The President recommends that the board approve the proposed easement providing the City of Tacoma with accesses to the private stormwater drainage collection system associated with the Health & Wellness Center and submit the easement to the State board with their recommendation to grant the easement.

When Recorded, Return To:
City of Tacoma
Environmental Services / Science and Engineering
747 Market Street Tacoma, Rm 620 WA 98402

DOCUMENT TITLE: COVENANT AND EASEMENT Tacoma Community College Health and Wellness Center
Choose an item : Tacoma Community College
Grantee: CITY OF TACOMA, a Municipal Corporation
Legal Description (abbreviated): Northeast Quarter of the Southwest Quarter of Section 02, Township 20 North, Range 2 East See Page 4, Exhibit "A", for Complete Legal Description
Reference Number(s): City of Tacoma Building Permit No. 40000240269
Assessor's Parcel Number : 0220023007

COVENANT AND EASEMENT – Tacoma Community College Health and Wellness Center

WHEREAS Tacoma Community College, hereinafter collectively referred to as the Grantor, owns the real property located at 6501 South 19th Street, Tacoma, WA 98466 (the "Subject Property"), which is more fully described herein; and

WHEREAS pursuant to Tacoma Municipal Code 12.08.090(D), as may be hereafter amended, a condition of developing the Subject Property requires that it have adequate stormwater drainage; and

WHEREAS pursuant to building permit approval, private storm drainage collection systems must be provided; and

WHEREAS Grantor has chosen to install a private storm drainage system for the Subject Property, the location of which is legally described in Exhibit A, so as to proceed with building permit approval; and

WHEREAS such a private storm drainage system will require ongoing maintenance to ensure it operates as designed;

NOW THEREFORE, in consideration of the mutual benefits herein described, Grantor hereby makes the following Covenant which shall be recorded with the Pierce County Auditor encumbering the Subject Property (Assessor's Parcel Number 0220023007).

(1) The Grantor shall construct and maintain at its own cost, a private storm drainage system on the Subject Property, in accordance with the approved construction plans under City of Tacoma building permit No. 40000240269. The private storm drainage system shall consist of storm drainage pipes, manholes, catch basins and various drainage facilities throughout the short plat including all drainage facilities located in private easements.

(2) It shall be the sole responsibility of the Grantor and/or its successors-in-interest to maintain the private storm drainage system in its originally designed condition. Any damages caused by the failure of the system shall be the sole responsibility of the Grantor and/or its successors-in-interest.

(3) This Covenant is made to ensure the proper maintenance of the storm drainage system. This Covenant shall run with the Subject Property and be binding upon the Grantor and all successors-in-interest. The Grantor consents to filing this Covenant with the Pierce County Auditor's Office once it is executed.

(4) If the private storm drainage system is not maintained in accordance with the approved or as-built design, approved under City of Tacoma building permit No. 40000240269 incorporated herein by reference, the City may enter the Subject Property, inspect and repair the system, and assess reasonable costs for the work that may be charged against the owner of any beneficiary lot.

(5) No permanent structures shall be constructed over or within any private storm sewer easements located within the Subject Property. Permanent structures shall mean any concrete foundation, concrete slab, wall, building, or other site improvement that would unreasonably interfere with the ability to access the utilities in said easement(s). Permanent structures shall not mean normal landscaping, asphalt paving, firewood or chain-link fences, or other similar site improvements.

NOW THEREFORE, to this end, the Grantor hereby grants a perpetual easement to the City of Tacoma to enter the Subject Property, inspect the private storm drainage system, and make necessary repairs at the expense of Grantor or other benefitted owners. AHBL, 2215 North 30th Street, Suite 300, Tacoma, WA 98403-3350, designed the private storm drainage system.

By _____
Marty Brown, Executive Director
State Board of Community & Technical College
6501 South 19th Street
Tacoma, WA 98466

ACKNOWLEDGEMENT

STATE OF WASHINGTON)
) SS.
COUNTY OF PIERCE)

I, the undersigned, a Notary Public, do hereby certify that on this _____ day of _____, 20____, personally appeared before me _____ to me

known to be the individual(s) described in and who executed the within instrument and acknowledged that he/she/they signed and sealed the same, on oath stated that he/she/they was authorized to execute the instrument and acknowledged it as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 20____.

Notary Public in and for the State of Washington
residing at _____
My Commission expires _____

DESCRIPTION APPROVED:

City Surveyor

APPROVED AS TO FORM:

Deputy City Attorney

EXHIBIT A

LEGAL DESCRIPTION

Insert complete legal description here

Section 02 Township 20 Range 02 Quarter 33 : TACOMA COMMUNITY COLLEGE SW OF 02-20-02E TOG/W ALL STREETS & ALLEYS VAC BY ORD #17897 ON AUG 23, 1965 UNDER AFN 2113589 EXC L 1 THRU 4 B 24 FRACE'S FIRST ADD ALSO EXC ALL B 9, 11, 13, 14 & 15 CROMWELL & PRICHARD'S ADD COMB 3-002, 3-000, 3-001, 3-006, 333500-001-0, 008-0, 011-0, 022-0, 397500-021-0, 021-1 & 944000-001-0 SEG N-0467 JES EMS

Situated in the City of Tacoma, County of Pierce, State of Washington.

TACOMA COMMUNITY COLLEGE

PROPOSED STUDENT COURSE FEES 2016-17

January 13, 2016

BACKGROUND

The Board of Trustees regularly approves changes in the fee schedule.

STATUS

Since the last fee review (June 2015), the college has developed new courses and made curricular changes; other courses have changed and now require equipment and/or supplies. A list of these additions and changes is attached. These courses and fees remain consistent with similar courses already approved by the Board and were developed using the appropriate cost recovery model for establishing course fees. All other course fees will remain at 2014-15 levels.

RECOMMENDATION

The President recommends that the Board of Trustees approve the 1st Read of the Proposed Student Course Fees for 2016-17

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
SCI 294	supplies/equipment/printing	0.00	5.40/credit HR	new course
BIOL 243	supplies/equipment/printing	0.00	30.00	new course
ART&100	Copying / Printing	5.00	10.00	Increase to cover copying/printing costs for Art Appreciation class.
ART 101	supplies/equipment/printing	8.40	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 102	supplies/equipment/printing	14.05	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 103	supplies/equipment/printing	14.05	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 105	supplies/equipment/printing	8.40	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 106	supplies/equipment/printing	8.40	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 131	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 132	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 133	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 146	supplies/equipment/printing	17.30	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 150	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
ART 151	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 156	supplies/equipment/printing	14.05	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been <u>increased in several years.</u>
ART 157	supplies/equipment/printing	14.05	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been <u>increased in several years.</u>
ART 158	supplies/equipment/printing	14.05	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been <u>increased in several years.</u>
ART 161	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 172	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 173	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 174	supplies/equipment/printing	14.05	20..00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 180	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 210	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>
ART 217	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been <u>increased in several years.</u>

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
ART 218	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 231	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 232	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 233	supplies/equipment/printing	14.01	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 246	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 258	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 259	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 272	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 273	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 274	supplies/equipment/printing	8.40	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.
ART 275	supplies/equipment/printing	14.05	20.00	Increase to cover both basic and additional supplies (inks, glazes, gas, saw blades and sandpaper, etc.). These fees have not been increased in several years.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
ART 297	supplies/equipment/printing	8.40	15.00	Increase to cover basic supplies used by students in these classes. These fees have not been increased in several years.
ART 299	supplies/equipment/printing	14.05	30.00	Increase to cover costs associated with heavier use of supplies and equipment.
ENGL 201	Deleted Course	5.00	0.00	Deleted Course
ENGL 260	Deleted Course	5.00	0.00	Deleted Course
ENGL 261	Materials / Copying / Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
ENGL 262	Materials / Copying / Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
ENGL 277	Deleted Course	7.95	0.00	Deleted Course
ENGL 279	Deleted Course	7.95	0.00	Deleted Course
MUSC 110 (was 150)	Equipment / Copying / Printing	0.00	15.00	Music lab software support and updates
MUSC 120	Materials / Copying / Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
MUSC 124	Equipment / Copying / Printing	8.00	10.00	Music lab software support and updates
MUSC 125	Equipment / Copying / Printing	8.00	10.00	Music lab software support and updates
MUSC 126	Equipment / Copying / Printing	8.00	10.00	Music lab software support and updates
MUSC 161	Materials / Copying / Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
MUSC 165	Materials / Copying / Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 164	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 210	Materials / Copying / Printing	0.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
HIST 211	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST& 214	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST& 219	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST& 220	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 230	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 240	Materials / Copying / Printing	0.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 244	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 249	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIST 267	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS& 101	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS& 202	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
POLS& 203	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 205	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 220	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 221	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 222	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 231	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
POLS 290	Materials / Copy/printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
PSYC& 100	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC& 180	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC& 200	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC& 202	Materials / Copying / Printing	0.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
PSYC 205	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC 209	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC& 220	Materials / Copying / Printing	10.00	8.00	Decreasing fee for consistency across discipline courses needed for materials, copying, printing and learner support services.
PSYC 240	Materials / Copying / Printing	0.00	8.00	Increasing fee for consistency across discipline courses as needed for materials, copying and printing for classroom usage.
SOC 120	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline courses as needed for materials, copying and printing for classroom usage.
SOC& 201	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 205	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 222	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 247	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 262	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 265	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
SOC 271	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 287	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SOC 295	Materials / Copying / Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
ARAB& 121	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
ARAB&122	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
ARAB& 123	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
CHIN& 121	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
CHIN& 122	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
CHIN& 123	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
FRCH& 121	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
FRCH& 122	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
FRCH& 123	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
GERM& 121	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
GERM& 122	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
GERM& 123	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
JAPN& 121	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
JAPN& 122	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
JAPN& 123	Materials / Copying / Printing	8.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SPAN& 121	Materials / Copying / Printing	5.00	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SPAN& 122	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
SPAN& 123	Materials / Copying / Printing	4.15	10.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services.
HIT 105	Materials / Copying / Printing	15.00	8.40	From \$15 back to the original 8.40 and we do not use the EHR software or the encoder in those courses so we do not need the course fees to support it

Proposed Student Course Fees for 2016-17

Course	Supply/Equipment /Printing	Current Fee 2015-16	Proposed Fee 2016-17	Explanation
HIT 110	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 125	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 130	Materials / Copying / Printing	15.00	8.40	From \$15 back to the original 8.40 and we do not use the EHR software or the encoder in those courses so we do not need the course fees to support it
HIT 131	Materials / Copying / Printing	15.00	8.40	From \$15 back to the original 8.40 and we do not use the EHR software or the encoder in those courses so we do not need the course fees to support it
HIT 141	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
MO 151	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 176	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 175	Materials / Copying / Printing	0.00	15.00	EHR (Electronic Health Record) increases
MO 185	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 186	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 195	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 210	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 126	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 170	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 221	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 222	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 225	Materials / Copying / Printing	0.00	15.00	We use our EHR software in that course. The fee will support this function. New Course
HIT 175	Materials / Copying / Printing	0.00	15.00	new course/EHR Software
HIT 173	Materials / Copying / Printing	0.00	15.00	new course/EHR Software
HIT 279	Materials / Copying / Printing	0.00	15.00	new course/EHR Software
HIT 242	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 245	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 250	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 254	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 255	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
HIT 145	Materials / Copying / Printing	15.00	15.00	Reaffirming fee
EDP ECE	Materials / Copying / Printing	5.00	8.00	Increase will provide funding for initial electronic portfolio (\$35), a requirement of the program
EDP ECE	Materials / Copying / Printing	8.00	8.00	Reaffirming fee
EDP ECE	Materials / Copying / Printing	5.00	8.00	Increase will provide funding for initial electronic portfolio (\$35), a requirement of the program
EDP ECE	Materials / Copying / Printing	5.00	8.00	Increase will provide funding for initial electronic portfolio (\$35), a requirement of the program
EDP ECE	Materials / Copying / Printing	5.00	8.00	"
EDP ECE	Materials / Copying / Printing	5.00	8.00	"
EDP ECE	Materials / Copying / Printing	5.00	8.00	"
EDP ECE	Materials / Copying / Printing	5.00	8.00	"
EDP ECE	Materials / Copying / Printing	5.00	8.00	"
EDUC&	Materials / Copying / Printing	7.95	10.00	Increase for field experience packets

Tacoma Community College

Request for Funding – Above Required Reserves

Civitas Analytics Platform

January 13, 2016

BACKGROUND

Civitas Learning is a predictive analytics platform that will allow for the synthesis of TCC’s diverse data sources integrated with data science approaches. It provides TCC with the opportunity to leverage both our PeopleSoft and Canvas environments to impact the increase in student success outcomes, specifically student persistence and completion. The implementation of a predictive analytics platform at TCC is in support of our Pathway to Completion work. As we continue to focus on and improve student success efforts, Civitas Learning platform will allow faculty and staff to access meaningful, real-time data to enhance student completion and continued bridging of the achievement gap.

Civitas Learning has been evaluated across the state of Washington by a number of commissions and councils and has been adopted by several colleges to date (Spokane, Seattle, South Puget, Clark, and Pierce).

Based on assumptions of enhanced persistence and completion, Civitas Learning projects a significant return on investment for TCC through enhanced retention, persistence, and completion

Funding for Year 1 will be due in FY 2015-16. We are requesting to using Above Required Reserves in the amount of \$271,779. Funding for Year 2 and Year 3 will be taken out of Operational Plan dollars initially as the College evaluates the system’s efficacy.

Implementation	Canvas and PeopleSoft	\$40,000 one time fee	Annual Costs	
	Degree Map	\$30,000 one time fee		
Software	Illume Insights Platform	\$70,065/annually	Year 1	\$271,779
	Inspire Advisors	\$63,059/annually	Year 2	\$201,779
	Degree Map + Careers	\$68,655/annually	Year 3	\$201,779

Status of Reserve Fund: The 2015-2016 budget is built on an expected State allocation for TCC of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000. As per Board Policy, TCC is required to maintain a 15 percent reserve. For the 2015-16 budget, the reserve requirement is \$6,477,000.

The following table illustrates TCC's projected reserve balance at 11/18/15:

Reserve Balance at 6/30/15	\$15,717,299
Required Reserve for 2015-16	\$6,477,000
Prior Years' Strategic Plan Commitments	\$4,101,517
2015-16 Strategic Plan Commitments (approved 11/18/15)	\$2,783,492
Available Balance in Excess of Required Reserve	\$2,355,290

Per the Tacoma Community College policy, Operating Reserves, Expenditures in excess of \$50,000 will be submitted by the President to the Board of Trustees for approval prior to the use of such funds.

Board commitment by February 17, 2016 (2015 Partnership Options) will result in savings of \$145,416 as compared to 2016 Partnership Options.

RECOMMENDATION

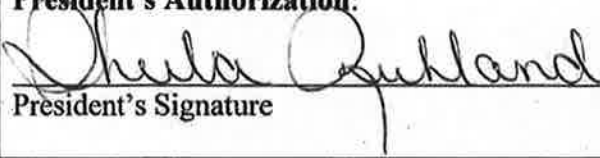
The President recommends that the Board of Trustees approve the 1st Read of Request for Funding – Above Required Reserves to fund Year 1 of the Civitas Learning contract for 2016-2019.

**Tacoma Minimum Wage
Budget Impact Summary
Compensation Adjustment Projections**

Employee Type	FY 2015/16 Impact \$10.35	FY 2016/17 Impact \$10.35	FY 2017/18 Impact \$11.15	FY 2018/19 Impact \$12.00	Total
	2/1/16-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	
Classified	252.00	604.80	1,691.28	4,539.09	
Hourly	30,239.52	72,492.00	82,173.00	109,809.00	
Tutors	24,996.66	59,146.50	74,660.25	91,770.00	
Supplemental Instructors	14,147.40	33,915.00	32,235.00	36,592.50	
Work Study	-	-	14,414.40	80,180.10	
Total	69,635.58	166,158.30	205,173.93	322,890.69	763,858.50

TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Shared Governance

Section: I. CADM-141	President's Authorization:  President's Signature	Date 12/3/15
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Initial Adoption Date: Unknown Prior Revision Dates: 03/18/04, 02/10/12, 02/25/14 Last Revision Date: 12/1/15 Last Review Date: 12/1/15
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PURPOSE

Shared Governance provides a system of decision-making processes in which trustees, administrators, faculty, staff and students advance the mission, goals and values of the college through appropriate collaboration. Shared Governance requires open communication among stakeholders in an environment of mutual respect, collegiality, and accountability. (Shared Governance Flow Chart attached).

TO WHOM DOES THIS POLICY APPLY

All employees and students.

REFERENCES

Board of Trustees Policy Manual – Chapter I

DEFINITIONS

Shared Governance

A shared responsibility among the different components of institutional government that incorporates all stakeholders with areas of responsibilities to include board of trustees, administrators, faculty, staff and students.

Council

A council is an advisory group that meets regularly to discuss and advise or make recommendations to the President and/or President's Cabinet on matters affecting the general welfare of the College. Council responsibilities are specific to the council charge.

Committee

A committee is a recommending body to the appropriate council with specific responsibility to the committee charge.

Taskforce

A taskforce is a recommending body to the President, President's Cabinet, appropriate council or committee for a specific purpose. Taskforces often complete their tasks and meetings within one year or less.

POLICY

Tacoma Community College's Shared Governance process shall ensure:

- Opportunities to address concerns common to all constituencies as well as to issues unique to representative groups.
- Effective decision-making at the appropriate organizational level.
- Appropriate and timely communication of information to all representative groups.
- Efficient and effective management of resources.
- Decision-making that incorporates the views of those with relevant information, expertise and of those impacted by decisions.
- Accountability at all levels and in all phases of decision-making process.
- Annual review of Shared Governance Policy and Shared Governance Flow Chart.

Councils and committees will have a written purpose statement reviewed annually, member list, and meeting schedule posted on the TCC portal. The chair is responsible for posting current information and minutes of meetings and any other pertinent information on the TCC portal. Taskforces are identified as needed by the appropriate council or committee and provides recommendations based upon purpose.

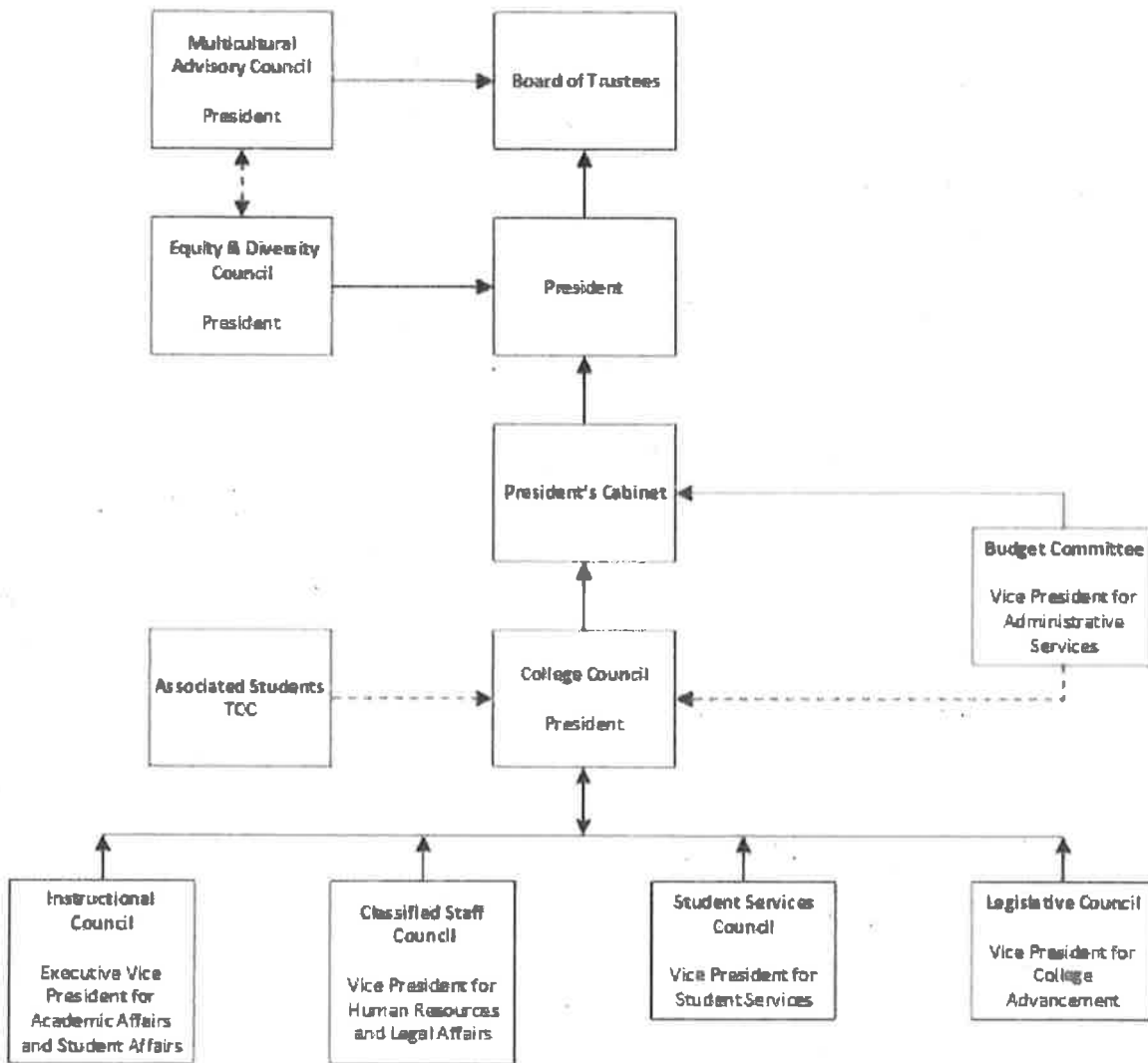
PROCEDURE

Councils, committees, and taskforces are established following the shared governance policy. College councils and committees serve as recommending bodies reflective of and accountable to relevant stakeholders to ensure appropriate representation. Councils and committees will have a written purpose statement reviewed annually, member list, and meeting schedule posted on the TCC portal. The chair is responsible for posting current information and minutes of meetings and any other pertinent information on the TCC portal. Taskforces are identified as needed by the appropriate council or committee and provides recommendations based upon purpose.

On an annual basis members from faculty, classified staff and students will be reviewed and seated per the guidelines of each group. Members from the administrative/exempt group (e.g., administrators, deans, directors, managers, supervisors) will be appointed by the President's Cabinet.

Members on councils, committees or taskforces have an obligation to ensure accurate and timely communication of information between the members of their groups during the discussion, review, and recommendation period and to provide feedback prior to approval by respective council or committee and recommendation to the President's Cabinet.

Tacoma Community College Shared Governance Flow Chart



**PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT
December 10, 2015 – January 13, 2016**

COLLEGE / DISTRICT	COMMUNITY	STATE/REGIONAL	NATIONAL
Dec. 11 – Meeting re: ctcLink status and concerns: Dick Hol, TCC ctcLink Consultant; Michael Scroggins, SBCTC Deputy Dir. Of IT; and Dennis Colgan, ctcLink Wave Project Coordinator	Dec. 16 – Meeting with University Place officials: Steve Sugg, City Manager; Mariza Craig, Asst. City Manager; David Swindale, Planning and Development Services Dir.; Jeff Boers, Principal Planner	Dec. 10-11 – WACTC meeting at Lake Washington Institute of Technology	Jan. 12 – NASDCTC Finance / Audit Committee conference call
Dec. 14 – Special Meeting of Invista Governing Body at Clover Park Technical College: Don Sosnowski, Exec. Dir. Of Invista Performance Solutions; Michele Johnson, Pierce College Chancellor; Lonnie Howard, Clover Park Technical College President	Dec. 16 – Meeting with Economic Development Board: Bruce Kendall, President / CEO	Dec. 15 – Legislative meeting: Bill Ryberg, Don Denis, Liz Dunbar, Kathryn Held, Dave Howard, Jenna Jones, Samarri Williams, Tod Treat, Beth Brooks, Tamyra Howser, Candace Watkins, Senator Steve Conway, Rep. Jake Fey, Rep. Laurie Jenkins, Rep. Christine Kilduff, Rep. Melanie Stambaugh, Rep. Hans Zeigler	
Dec. 21 – TCC Foundation Meeting: Pat Shuman and Bill Ryberg	Dec. 17 – Rotary luncheon meeting	Dec. 18 – Meeting with University of Washington, Tacoma Chancellor Mark Pagano	
Jan. 4 – Student Welcome, first day of winter quarter	Dec. 17 – Workforce Development Council Board Meeting	Jan. 6 – Pierce County Coordinating Council Meeting at Bates Technical College with College Presidents and Trustees followed by meeting with College Presidents	
Jan. 4 – Equity and Diversity Council leadership meeting re: Purpose Statement: Val Robertson, John Kellermeier, Thomas Oliver	Dec. 17 – Dinner with community leader Dawn Lucien and Bill Ryberg	Jan. 8 – Weekly WACTC Presidents Legislative Update phone conference call.	
Jan. 8 – Conference call with Dick Hol, TCC ctcLink Consultant	Dec. 21 – Research Interview with Brandman University Student	Jan. 12 – Conference call with Senator Steve Conway re: veteran's services	
Jan. 8 – Opening Reception at TCC Gallery for Barbara Lee Smith	Jan. 5 – Meeting with Workforce Development Council One Stop System Operators & Partners Committee		
Jan. 13 – Welcome and Orientation for new Vice President for Administrative Services, Tim Gould	Jan. 7 – Host breakfast for Pierce County Higher Education Presidents and Chancellors: Michele Johnson, Lonnie Howard, Ron Langrell, Mark Pagano, George Bridges, Ron Thomas		
Jan. 13 – Gallery reception for Barbara Lee Smith	Jan. 7 – Rotary luncheon meeting		
	Jan. 7 – Building and Art Dedication @ Bates Technical College		
	Jan. 8 – Gig Harbor Chamber of Commerce Legislative Send-Off		
	Jan. 9 – Attend Tacoma Community House Birthday Celebration		
	Jan. 11 – Pierce County K-12/College Collaboration Event @ University of Puget Sound		
	Jan. 12 – Meeting with Tacoma Housing Authority: Michael Mirra, Executive Director; Mary Chikwinya		
	Jan. 13 – Host South Sound Partnership Luncheon Meeting		

PRESIDENT'S CABINET REPORTS TO THE BOARD OF TRUSTEES

January 2016

Administrative Services Report

Instruction Report

Student Services Report

College Advancement Report

Human Resources & Legal Affairs



> Own Your Future

REPORT TO THE BOARD OF TRUSTEES

January 2016

ADMINISTRATIVE SERVICES

ctcLink – The business office and IT staff continue to work diligently toward stabilization of the ctcLink system. Each module: Accounts Payable, Travel Expenses, Accounts Receivable, Payroll, Student Financials, Billing, Revenue, Treasury, Project/Grants, Commitment Control, and Asset Management must have all the transactions since August, 2015 reviewed, journaled and then brought into the General Ledger. We are hopeful the process can be completed by the end of January so we can provide the system to the campus community.

On January 19th and 20th, representatives from SBCTC will be at TCC to comprehensively assess the status of ctcLink business processes.

Audited Financial Statement – The Northwest Commission on Community Colleges requires all Washington State community colleges have an audited financial statement. TCC was one of the first colleges to provide such a statement. Our first audit was completed in September, 2014 for the 2012-13 year. Due to the conversion with ctcLink we were able to postpone our audit until January, 2016. During January we will be audited for two years: fiscal years 2014 and 2015. The financial services staff have been working hard to prepare.

Harned Center for Health Careers – Great news! The building qualified for LEED gold.

Building 20 - Health & Wellness Center – The committee is working with the consultant to develop graphics for the building. Have begun FF&E (furniture, fixtures, & equipment) effort with furniture vendors and then with committee.

Building 7 ADA Ramp – The project is substantially complete. A with completion of few minor details and the ramp will be open for use.

Building 9 Phase II Multimedia – Coordinating with a state contracted AV vendor to formalize programming and costs. The goal is to equip the combinable rooms with multimedia by end of January 2016.

Convenience Store – In mid-December, Lancer Hospitality ceased food service operations at TCC. Effective December 19, ownership was transferred back to TCC. The Bookstore “Convenience Store” operations are moving to the food court area where food will be offered through winter, and possibly the spring quarter while the direction of food service on campus is determined.

Emergency Management – This Emergency Notification project is in its exploratory phase. The team is currently conducting additional research to make an informed decision. Campus staff met with vendors experienced in the implementation of mass notification systems on college campuses and are working with them to arrange a site visit to a nearby college campus with an integrated mass notification system.

Supervisor Howard attended an Emergency Management meeting on 12/18 at the Emergency operation center on 35th St. in Tacoma.

Public Safety staff are surveying and restocking Safety Emergency Procedures flip charts for all classrooms.

Equipment Purchases – Public Safety has added new radios and will issue megaphones to all safety officers during the winter quarter.

The installation of defibrillators in all buildings will be complete winter quarter.

Updated custodial equipment will be ordered in January.

Custodial Process Review – The review has been completed and staff have been provided with additional training to provide more efficient cleaning processes and procedures.

Winter Preparation – Facilities' annual chemical treatment checks have been substantially completed and backup boilers will be back in services in January.

Library Copiers – TCC IT arranged for the installation of two new copiers available for student printing in the vestibule of the library.

National Student Clearing House – The IT Department worked with Enrollment Services to provide TCC students with self-service access to the National Student Clearinghouse website. Using TCC system logon credentials, students are now able to verify enrollment and order transcripts without the aid of Enrollment Services.

IT Security Council – WACTC approved the formation of the IT Security Council under the IT Commission (ITC). The IT Security Council will advise the ITC regarding security topics for SBCTC member institutions.

January 13, 2016

**Instructional Administrative Report
Tod Treat, Executive Vice President
Academic and Student Affairs**

Organizational Learning and Effectiveness – Mecca Salahuddin, Dean

Create Learning

Grants: Gottfried & Mary Fuchs Foundation grant for \$55,030 was awarded on 12/4 (one grant was for \$49,000 and another for \$6,030); Biella Foundation Community and Technical College Scholarship grant for \$10,000 was awarded on 12/9 for general scholarship support; and Allenmore Medical Foundation grant for \$32,000 was awarded on 12/14 for nursing scholarship support.

Achieve Equity

In early November, Jo Munroe, Coordinator of Organizational Learning represented **Professional Development** at the *40th Annual Professional and Organizational Developers (POD) Conference* themed around critical reflection and effective practice. Topics and tracks included adjunct professional development, administration, assessment, diversity, faculty professional development and organizational change. Engaging in the pre-conference workshop, *Assessing Our Work with Scholarly Rigor, inclusiveness and Integrity* inspired a unit action plan and a plan for strategically gathering evidence to help OLE critically examine the quality and inclusiveness of programming.

Engage Community

Institutional Research took part in the state board Evidence Based Practice Workgroup; continued engagement in the ctclink conversations and webinars on PS Query and data warehouse (one way of getting data out of ctclink); participation in TCC's ctclink pillar leads bimonthly meeting; and continued participation in the golden gate advisory committee with SBCTC to determine the direction for the reporting strategy.

January 13, 2016

**Instructional Administrative Report
Tod Treat, Executive Vice President
Academic and Student Affairs**

eLearning – Christopher Soran, Director

eLearning staff Presentations:

Title: How to Implement Accessible Lecture Capture

- Description: On December 3, 2015 **Christopher Soran**, eLearning Director, presented in a webinar with 500 registrants from local, national, and international colleges and universities. Christopher presented how TCC uses lecture capture, TCC's approach to accessibility for eLearning, and provided a demonstration of TCC's captioning workflow.
- Title: A unique story of Canvas adoption inspired by Open Educational Resources (OER) Creation
 - Description: At the NW eLearning Conference in October 2015, **Darlene Rompogren**, Program Chair of Communication & Transitional Studies (EAP) presented with **Christopher Soran**, eLearning Director. Darlene presented her story about how traditional publishers offered to purchase her Grammar resources. Instead, she generously decided to release the educational materials with a Creative Commons license so her students and many others would have free access to them. She shared her story of adopting Canvas in phases to distribute the materials to her students. Christopher presented on the eLearning course development pathway created to sustainably promote OER at TCC.
- Title: Microsoft Office is Accessible!
 - Description: At the NW eLearning Conference in October 2015, **Debbie Padden**, eLearning Support Specialist, and **Shannon Hight**, eLearning Help Desk Specialist, presented on how to faculty can create fully accessible instructional content in Microsoft Office so that documents, spreadsheets, and presentations can be seen, heard, and used easily by all students.
- Title: Multimedia and Faculty as Dance Partners: Taking instruction to the next level
 - Description: **Christie Fierro**, Instructional Designer & OER Coordinator, **Jonny Ristow**, eLearning Media Production Specialist, and **Igor Beschieru**, eLearning Media Production Specialist presented on how the TCC multimedia team supports teachers that want to create dynamic media instructional tools. They talked about how they were able to increase student success and retention due to the support of the multimedia team. Multimedia tools are often key to redesigning classes to incorporate Universal Design for Learning and Open Educational Resources. Students shared via video how multimedia projects helped them be more engaged and take learning to a deeper level.
- Title: It's so much more than saving students' money: Using Open Pedagogy to reduce the social learning barriers for students in the Global Discovery Program

January 13, 2016

**Instructional Administrative Report
Tod Treat, Executive Vice President
Academic and Student Affairs**

- Description: At the Open Education Conference in November 2015, **Christie Fierro**, eLearning Instructional Designer & OER Coordinator presented on an innovative use at TCC of Open Pedagogy. For the last 5 years, student groups have been coming over from the University of Kitakyushu (UKK) to spend 6 months studying at TCC. The students study at TCC for 2 quarters, earning 30 credits which transfer directly to the UKK. The partnership has been a success for both colleges. International student families frequently feel sticker shock due to the cost of traditional textbook prices in the United States. The Communication Department transitioned to OER to support student success, then dove into Open Pedagogy to support social learning. The courses are half filled with visiting students from the Global Discovery Program and half filled with mostly native English speaking students. A service learning project that involved students in the design of the project and the selection of the reading materials led to surprisingly advanced levels of social interaction and learning.

STUDENT SERVICES HIGHLIGHTS

January 2016

Submitted by Mary Chikwinya

Athletics

What an incredible fall quarter for TCC athletics!

Women's Soccer finished 3rd in the West Region and advanced to the playoffs for the first time since 2009.

- Regional MVP: Emily Wilkins.
- 2 sophomore All-NWAC Academic Winners: Lenaye Grabowski and Brenda Ochoa.
- 3 All Stars Recognitions: Brenda Ochoa, Emily Wilkins and Melyssa Smith.
- 3 All-Region Awards: Heidi Brankline, Megan Chambers and Anna Gentile.

Men's Soccer finished 2nd in the West Region, advanced to the Final Four for the first time since 2002, and placed 3rd overall in the NWAC Championships.

- Jason Gjertsen was voted Regional Coach of the Year.
- 2 Sophomore All NWAC Academic Winners: Austin Hammer and Michael Knight.
- 2 All Stars Recognitions: Adrian Correa and Cody Crook.
- 3 All-Region Awards: Connor Desmond, Edwin Brown and Evan Munn.

Volleyball finished 1st in the West Region, won back-to-back Regional Championships, and placed 4th overall in the NWAC Championships.

- Rachael Messerli was voted Regional Coach of the Year.
- Regional MVP: Sojournah Channel.
- 2 sophomore All NWAC Academic Winners: Savanna Cappa and Arlicia Ortiz.
- 4 All Stars Recognitions: Arlicia Ortiz, Braylie Jeffers, Savanna Cappa and Sojournah Channel.
- 3 All League Recognitions: Savanna Cappa, First Team; Braylie Jeffers, Second Team; and Kaycee Shaffer, Second Team.
- Sojournah Channel was 1 of 6 NWAC recipients named American Coaches Volleyball Association (AVCA) All American.

International

Namiko Bagirimvano, Manager for International Housing and Short-term Programs, started a new homestay recognition program: "TCC Host of the Quarter. The purpose of the award is to recognize outstanding hosts, secretly nominated by their student(s), who have done an exceptional job making the student(s) feel welcome and part of their family. The hope is that this type of recognition, along with an engraved trophy, will encourage other hosts to provide a great environment for their students as well. The host of the fall quarter is Heather Straub, and this is her response:

Thank you so much for selecting Alex and me for this honor. I am so touched to hear that our students nominated us. Both Yohanes and Yerzhan are really wonderful students, and I feel like Alex and I are very fortunate to have such great young men to share our home. We have really enjoyed being a host family for this program and look forward to more great experiences. It really is fun for us too—in fact, I think I'm looking forward to taking Yohanes up to the mountains to see his first snow more than just about anything else this Christmas. Hope you have a very happy holiday, and thanks for all you do working with host families and students.

Student Engagement

The Office of Student Engagement (OSE) finished off a strong fall quarter with a full student leadership team of 19. By the end of fall 2015 this team had implemented over 30 events/programs. The OSE leadership team spent December 14 at an all-day retreat evaluating fall quarter and setting goals for winter quarter. They have also put together a comprehensive winter quarter calendar offering a variety of formats to engage diverse student populations. These upcoming activities include on and off-campus educational conferences and workshops, a special Teaching Artist Residency, and a new Alternative Spring Break program.

Student Government continues to work diligently to build the Student Senate and currently has 32 members, most of whom also serve on clubs and various college committees. Student government has also sanctioned 25 clubs so far this year with another 7 awaiting final approval.

On December 1-3, OSE served students through TCC's first ever Thrift Shop, Gift Shop event. This event collected over 2,000 items that were distributed to students for free or low cost. Items included professional clothing, books, toys and more. Many students reported that this opportunity made a positive impact on their holiday season. Staff and faculty also appreciated an opportunity to help out.

The second year of the PB&J partnership between the Foundation and OSE to feed students during finals week was also very successful giving out 550 peanut butter and jelly sandwiches along with fruit, water, juice, and other snacks to nourish students for their exams.

The OSE student leaders planned a fun and engaging Welcome Week for the first week of winter quarter. Students staffed resource tables for the first two days of winter quarter welcoming students, helping them get connected to campus happenings, and handing out free food and school supplies.

TACOMA COMMUNITY COLLEGE
TACOMA COMMUNITY COLLEGE FOUNDATION

BOARD OF TRUSTEES REPORT

COLLEGE ADVANCEMENT

Development & TCC Foundation

Legislative

Marketing & Communications

Alumni Relations

January 2016

(Report covering the period of December 2015)

6501 S. 19TH STREET
TACOMA, WA 98466



DEVELOPMENT & TCC FOUNDATION

Compiled by: Bill Ryberg, Vice President for College Advancement

- The Foundation hosted the annual TCC Holiday Luncheon to a sell-out crowd of nearly 250 people in December. The Foundation underwriting enables the ticket price for the event to be held at \$5 per person. The TCC Choir under the direction of Dr. Anne Lyman provided seasonal music for the event.
- Invitations for the 4th annual Reach Higher luncheon have been distributed for the February 4, 2016 event. Foundation board members are each hosting a table as part of their commitment to their individual board work plans. The Reach Higher luncheon begins at 12 noon and will take place in the Opgaard Student Center.
- The Foundation will be hosting a special TCC Art Gallery reception honoring the work of local artist Barbara Smith from 4-7 p.m on Friday, January 8, 2016. Barbara Smith, who has numerous works of art displayed at TCC, will be present at the reception.
- Planning for the Tacoma Wine Classic continues. The Foundation board is actively working on procuring unique auction items (trips, dinners, etc.) as well as filling out tables with their guests. Save the date - May 7, 2016!
- The annual TCC Alumni Night at Cheney Stadium is back – Wednesday, July 20, 2016 at 7:00 p.m. This event is sure to be a sell-out again this year. Mark the date down now!

LEGISLATIVE

- TCC's Legislative Council hosted a breakfast on December 15, 2015 which was attended by six area state legislators. There was a good exchange of ideas and extensive conversation about how TCC students benefit from many actions taking place in Olympia. Continued conversations and follow up are in the planning stages, to include TCC student interaction with legislators in Olympia.
- TCC Gig Harbor campus will be hosting the annual legislative Send-off, sponsored by the GHC Chamber of Commerce. The event will occur on Friday, January 8, 2016 from 5:30 p.m. – 7:00 p.m.

MARKETING & COMMUNICATIONS

- Wrote, pitched and/or contributed to several stories for the media including legislative breakfast, LEED Gold Designation, Sound Transit proposal and new Vice President of Administration.
- Produced updates regarding the ctcLink integration, which continues to be a daily focus for marketing and communications team. This included writing letters to the state board, updating talking points for the media and providing updates for students.
- Refreshed publications for college departments/programs, including Financial Aid, Outreach, Job Fair, Workforce, Foundation, Men of Distinction and Fresh Start.

- Produced TCC Athletics basketball schedule cards; Barbara Lee Smith exhibition deliverables; and Student Engagement quarterly calendar.
- December is a slow month for social media and web traffic. It's traditionally our third slowest month after July and August:
 - Twitter: Our TCC tweets have generated more than 26K impressions (the number of times our content appeared in someone's social feed).
 - Facebook: 42,576 total reach (The number of people who were served any activity from our page)
 - TCC website:
 - 72,1309 users (the number of people who visited the website during the month)
 - 180,742 sessions (a single visit to the website, which could include multiple pages)
 - 460,987 pageviews (the total number of pages viewed - repeated views of a single page are counted)
- Internal Communications: Supported College Update. Posted 14 stories to The Bulletin, TCC's internal news site for staff and faculty. The most-read story had 1,065 views and 11 comments (TCC changes food vendor).

REPORT TO THE BOARD OF TRUSTEES
January 2016
HUMAN RESOURCES and LEGAL AFFAIRS

Human Resources and Legal Affairs

Happy New Year 2016 from your Human Resources Team. We are looking forward to continued success in implementing PeopleSoft and working with the other colleges as they come on-line.

Christy Telling will join our team on January 11, 2016, as the Human Resources Manager for Payroll and Benefits. Christy joins us from the Pierce County Library System where she was the payroll supervisor/administrator for the Library system. Prior to the Library she worked for Burkhardt Dental Supply as payroll/personnel representative, as well as the UW Tacoma as a fiscal specialist/payroll coordinator. Please join us in welcoming Christy!

Human Resources remains diligent in their efforts to implement PeopleSoft and is improving daily in our understanding and ability to work within the system. We continue to have significant issues which prevent the College from having a successful payroll closing in a timely manner. It seems that each payroll closing brings forth a new systems issue which seemed to work during previous payrolls. For our 6th payroll closing on December 16, 2015 we found that we had to run the PSHUP file twice in order to push through 87 missing pay lines. Prior to doing so, TCC staff had to re-calculate all of the impacted faculty appointments to make the pay lines visible. According to the CTC Link project, a fix was made in Campus Solutions (CS) which was linked to faculty workload and the fix caused a problem in another area. TCC staff was not aware of this until running the pay line extract within the faculty workload.

The HR staff members continue to work through the issues as they arise to ensure that all employees are paid correctly and on time. We recently acquired a new check printer which allows us to quickly produce checks for those individuals where PeopleSoft does not process pay accurately.

HR personnel staff are working to recruit the 15 new positions approved as part of the budget process. HR is utilizing a new evaluative tool as part of the hiring process. This new software allows candidates skills to be tested using an on-line application. This has been particularly useful in evaluating applicant's skills in the use of the Microsoft Office Suite products.

HR has also been working on the impact of Tacoma Initiative 1B raising the minimum wage incrementally from the State rate of \$9.43 to \$10.35 per hour effective February 1, 2016. The wage increases to \$11.15 on January 1, 2017 and \$12.00 on January 1, 2018. The increase in 2016 will primarily impact classified and hourly employees, tutors and supplemental instructors in the classroom. Estimates for non-budgeted impact are approximately \$70,000.00 during the remainder of the 2015/2016 budget year.

Events/Training attended in December:

Pierce County Lunch n' Learn on Tacoma's new Minimum Wage and Paid Leave

December Hires in Neogov:

Part-time Faculty	2
Part-time Hourly	19
Admn and Professional	2
Classified	6
<u>Faculty</u>	<u>0</u>
	29 Total Hires

New job postings for December:

Full time Faculty:	2
Part time Faculty:	0
Administrative and Professional:	3
Classified:	5
<u>Part time hourly:</u>	<u>4</u>
	14 New job postings

Total number of job openings on TCC Website: 101

Total number of applications received in December: 665

Currently we are working on the following issues:

- WFSE Grievance -1
- Director's review of a reclassification -1
- Disciplinary Action pending -4
- FMLA requests pending- 22
- ADA request pending-1
- Accommodation request-4
- EEOC and Tort complaint -1
- Tort Complaint – 1

**Tacoma Community College
Recruitment/Employment Actions
January 2016
Report to the Board of Trustees**

Activity	Position Title	Department	Position Type	Recruitment Status			
New Positions	Access Services Manager						
	Application Developer						
	Biology Professor						
	Customer Services Coordinator (Gig Harbor Campus)						
	Education Transfer Professor						
	HR Consultant						
	International Admissions Coordinator						
	IT Professor						
	Librarian						
	Math Professor						
	Physical Science/Engineering Professor						
	Social Sciences Professor						
	Written Communications Professors (3 positions)						
Vacancies	Administrative Assistant 3	Invista	Classified	Anticipated			
	Administrative Assistant 3	Health, Business, Professional Services	Classified	Selecting			
	Assistant Director	International Student Programs	Exempt	Recruiting			
	Associate Registrar	Enrollment Services	Exempt	Recruiting			
	Computer Science/Engineering Professor	Math, Science and Engineering	Faculty	Recruiting			
	Customer Service Specialist	Gig Harbor Campus	Classified	Recruiting			
	Customer Service Specialist	Financial Aid	Classified	Anticipated			
	Cybersecurity and Networking Professor	Health, Business, Professional Services	Faculty	Recruiting			
	Database Administrator	Information Systems	Exempt	Recruiting			
	Director of Conduct, Compliance and Partnerships	Student Services	Exempt	Recruiting			
	Director of Entry Services	Outreach and Recruitment	Exempt	Anticipated			
	Executive Assistant	Administrative Services	Exempt	Recruiting			
	Family Literacy Coordinator	Communication and Transitional Studies	Exempt	Anticipated			
	General Ledger Accountant	Financial Services	Classified	Selecting			
	IT Specialist 3	Information Systems	Classified	Recruiting			
	Maintenance Mechanic 4	Facilities and Grounds	Classified	Recruiting			
	Nursing Professor	Nursing	Faculty	Recruiting			
	Paralegal Professor	Health, Science and Professional Services	Faculty	Anticipated			
	Program Assistant	Communication and Transitional Studies	Classified	Recruiting			
	Program Assistant	Fresh Start	Classified	Interviewing			
	Program Coordinator	Financial Services	Classified	Recruiting			
	Program Specialist 2	Enrollment Services	Classified	Recruiting			
	Re Entry Program Navigator	Counseling, Advising, WRT & Career Services	Exempt	Recruiting			
	Transitional Studies Pre-College Math Professor	Communication and Transitional Studies	Faculty	Interviewing			
	Web Developer Professor	WCCW/MCCW	Faculty	Recruiting			
Activity	Employee Name	Gender & Ethnicity	Veteran Status	Position Title	Department	Position Type	Date of Hire
New Hire	Banfield, Elena	F5		Early Childhood Program Specialist 1	Early Learning Center	Classified	12/7/2015
New Hire	Chien, Walter	M1		Grants Manager	Institutional Effectiveness	Exempt	12/7/2015
New Hire	Christensen, Vicki	F5		Custodian 1	Custodial Services	Classified	12/21/2015
New Hire	Golen Johnson, Elizabeth	F5		Assistant Manager	Early Learning Center	Exempt	12/14/2015
New Hire	Skinner, Floyd	M2		Custodian 1	Custodial Services	Classified	12/7/2015
New Hire	Southard Hood, Allison	F5		Early Childhood Program Specialist 1	Early Learning Center	Classified	12/1/2015
Separation	Bordeaux, Shell	F5		Family Literacy Coordinator	Communication and Transitional Studies	Exempt	12/31/2015
Separation	Ortega, Brenda	F1		Program Assistant	Campus Public Safety	Classified	11/25/2015
* Status Change	Dear, Jacque	F5		Administrative Assistant 3	Communication and Transitional Studies	Classified	12/1/2015
* Status Change	Fritz, Rufina	F1		Administrative Assistant 3	CASA MECA	Classified	12/1/2015
* - Promotion							
Staff Profile					Ethnicity Key:		
Administrative	32				1=Asian		
FT Classified	144				2=Black/African American		
PT Hourly	315				3=Native American		
FT Faculty	136				4=Hispanic		
PT Faculty	301				5=Caucasian		
Professional	88	Includes FT/PT Temporary					
Total	1016						