

**Tacoma Community College
Board of Trustees Regular Meeting
October 21, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Bob Ryan, Chair
Gretchen Adams, Vice Chair
James Curtis
Don Dennis
Liz Dunbar

Administration/Faculty/Staff/Guests

Sheila Ruhland	Joan Rumsey
Alisa Ulferts	Rick Brady, AAG
Tod Treat	Nigeria Bell
Bill Ryberg	Dave Howard
Kelli Johnston	Ruth Lopes
Janine Mott	Emilee Coates-White
Tang Smith	Will Howard
Stephanie Thompson	Mandelin Carlson
Megan Arzola	Janice Stroh
Steffi Schrepfer	Anthony Robinson
Bruce Simonetti	Seth Hill
Judy Loveless Morris	Val Morgan Krick
Yvonne Unnold	Valerie Robertson
Krista Fox	Judy Colarusso
Jenna Jones	Xavier Unda
Julie Dunbar	Shema Hanebutte
Clay Krauss	Kim Ward
Cathie Bitz	Mike Flodin
Theresa Ramos	Rachel Payne
Greg Randall	Thomas Oliver
Natalie Wilkerson	
Robin Ross	
Kim Corzo	
Anna Cunningham	

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:

September 9 Regular Meeting

MOTION: Upon a motion by Board member **Dunbar**, the Board unanimously approved the minutes of the September 9 Regular Meeting.

C. Introductions

Sheila Ruhland introduced **Beth Brooks**. Beth has served as Director of Human Resources the past two and one-half years. Beth has been promoted to Vice President for Human Resources and Legal Affairs and is a member of the President's Cabinet.

Clay Krauss, Director of Information Technology introduced new employees:

Mandelin Carlsen, Network Technician and **Seth Hill**, Application Developer and TCC Portal Administrator.

Krista Fox, Dean for Health, Business and Professional Services introduced new employees:

Megan Arzola, Nursing Faculty

Tang Smith, Coordinator Administrative Operations

Stephanie Thompson, Coordinator for Health Sciences

Kim Ward, Dean for Communications and Transitional Studies introduced new employees:

Alisa Ulferts, Developmental Studies Faculty

Theresa Ramos, AESL Faculty

Emilee Coats-White, EAP Faculty

Yvonne Unnold, Dean for Arts, Humanities, and Social Studies introduced new employees:

Steffi Schrepfer, Psychology Faculty

Judy Loveless-Morris, Sociology Faculty

Mike Flodin, Dean for Mathematics, Science and Engineering introduced new employee:
Anna Cunningham, Biology Faculty

Shema Hanebutte, Dean for Counseling, Advising, Access & Career Services introduced new employee:
Nigeria Bell, Counselor

D. Correspondence

President Ruhland received the following correspondence:

- A letter from State of Washington, Department of Health, Nursing Care Quality Assurance Commission informing us that they had accepted the ACEN report for on-going accreditation for our Nursing Program.

E. Board Report

- Board Member **Adams** participated in the TCC Golf Tournament on September 11, attended the TCC Foundation Retreat on September 22, the ACCT Leadership Congress Conference in San Diego, California, October 12-16 and the Foundation Scholarship Recipient Luncheon on October 20. She participated in various community events including Rotary 8 weekly luncheon meetings and the MultiCare "Rock the Foundation" fundraising event.
- Board Member **Curtis** attended Professional Development Day on September 14, the groundbreaking ceremony for the addition to the Health & Wellness Center on September 29 and the ACCT Leadership Congress Conference in San Diego. He also participated in the TCC 50th Anniversary events on September 17 speaking at the Anniversary Dinner after having attended the "Come Visit Us" Open House earlier in the day. He attended the Hilltop Artist Luncheon and the Foundation Scholarship Recipient Luncheon.
- Board Member **Dunbar** attended the TCC 50th Anniversary Dinner where Board Member **Curtis** was one of the inspirational speakers. She also participated in the groundbreaking ceremony for the Health and Wellness Center. She also attended a number of community sponsored fund raising events over the past month.
- Board Member Dennis reported he has been limited to attending the TCC board meetings due to other commitments.
- Chair Ryan attended and spoke at Professional Development Day on September 14, attended and participated in the Health & Wellness Center groundbreaking event on September 29 and attended the ACCT Leadership Congress Conference in San Diego, October 12-16.

III. PRESENTATION

Student Voice: Shema Hanebutte introduced **Robin Ross**, a student from the Human Services Program. Robin shared her background stating that Tacoma Community College changed her life. She is the first in her family to have attended college after struggling with addictions for a number of years. She came to TCC as a single parent having lived at Phoebe House. She enrolled in the Human Services Program where she received the support and guidance from the Human Services faculty and the CASA/MECA/TRIO Programs. She is transferring to Evergreen College with a 3.962 GPA to continue her education. Robin has also benefited from the Tacoma Housing Authority (THA) Program offered at TCC to help students with housing while they pursue their education. Robin expressed her gratitude to all who supported her at Tacoma Community College and did announce she intends to participate in Commencement in June.

IV. ACTION ITEMS

A. APPROVE: Committee Assignment-2015-16 Legislative Council

Upon motion from Board member **Curtis**, the board unanimously approved a second board representative to the TCC Legislative Council. Board member **Dunbar** volunteered and was named to serve in this position.

B. 1st Read-2015-2016 Operating Budget

The 2015-2016 budget has an expected State allocation to TCC of \$20,720,400 and Local Revenue of \$22,459,600 for a total operating budget of \$43,180,000.

Budget Highlights:

\$3.9M increase to Revenue includes:

- State Allocation adjustments - \$2.7M
 - ❖ \$.6M Support for cost of living increase in salaries by 3%
 - ❖ \$1M Increase in health care benefits. 29% increase or \$2,136 per employee
 - ❖ \$.1M Increase in retirement benefits due to 3% salary increases
 - ❖ \$.8M Support for revenue decrease due to 5% reduction in tuition operating fee
 - ❖ \$.2M Additional increase for facilities operation for the Harned Careers Center
 - ❖ \$.1M Increase for students of color and with disabilities
 - ❖ \$(-.1M) Reduction in Worker Retraining Variable funds

- Local Revenue adjustments - \$1.2M
 - ❖ \$1M Increase in Running Start revenue based on prior years' actual enrollment
 - ❖ \$.4M Increase in general fees based on previous years' actuals
 - ❖ \$(-.2M) Tuition revenue reduction due to reduction in tuition rate and anticipated reduction in enrollment

Increases to Expenses - \$3.9M

- \$1M Salary increases of 3%
- \$1.5M Increase in health care and retirement benefits
- \$.9M Increase due to new positions (includes 10 new faculty positions, 2 exempt positions, 1 classified position and increases in funding for 2 classified positions)
- \$.5M Increase in various costs including insurance, ctcLink, bad debt expense, etc.

\$682,428 is set side to implement the operational plan.

MOTION: Upon motion from Board member **Dennis**, the board unanimously approved the 1st read of the 2015-2016 Operating Budget.

1st Read-2015-2016 Strategic Plan Initiatives

The 2015-2016 budget is built on an expected State allocation 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 2015-2016 budget, the reserve requirement is \$6,477,000.

Projected reserve balance at 6/30/15:

Current Reserve balance:	\$15,717,299
Required Reserve for 2015-16:	\$ 6,477,000
Prior Years' Strategic Plan Commitments:	\$ 4,101,517
Balance in Excess of Required Reserve	\$ 5,138,782

President's Cabinet evaluated requests submitted last spring and summer by faculty and staff for one time funds to be used for strategic investments. President's Cabinet is recommending 28 projects for consideration using one time funds above the required reserves in the amount of \$2,783,492.

MOTION: Upon motion from Board member **Adams**, the board unanimously approved the 1st read of the 2015-2016 Strategic Plan Initiatives.

1st Read-Nursing Reaccreditation & Curriculum Redesign: Course Fees

In the 2012 Nursing Self-study the curriculum was identified as an area needing development. In the summer of 2014 a subcommittee determined a concept-based curriculum would be beneficial to the nursing program and new curriculum has been developed and approved by the SBCTC and Washington Center for Nursing. The concept-based curriculum is scheduled for winter, 2016.

A comparison of 2014-2015 course fees and 2015-2016 course fees for quarter 1 and quarter 2 indicates a saving of \$199 to the nursing students in course fees using the concept-based curriculum.

MOTION: Upon motion from Board member **Curtis**, the board unanimously approved the 1st read of the Nursing Reaccreditation & Curriculum Redesign: Course Fees

V. NON-ACTION ITEMS

A. Pathway to Completion: "Use the Force" Workforce Development

Kelli Johnston, Director of Workforce Development provided a PowerPoint presentation on Workforce Education at Tacoma Community College which provides funding and support services for professional technical students. Highlights of her presentation included:

- Workforce consists of four funding sources:
 - ❖ Worker Retraining

- ❖ WorkFirst
- ❖ Opportunity Grant
- ❖ Basic Food Employment and Training – BFET
- Workforce students include
 - ❖ Dislocated workers
 - ❖ Veterans
 - ❖ Displaced homemakers
 - ❖ TANF and food benefit recipients
 - ❖ Under-employed workers
 - ❖ Low income-under-skilled
- Creation of the Workforce Service Department to:
 - ❖ Streamline processes- One application for four programs
 - ❖ Cross-training staff & shared staffing structures
 - ❖ Increase co-enrollment of students - Start Next Quarter (SNQ) screening survey
 - ❖ Expand student retention tools – Integrated Instruction – HD101 & Communication
 - ❖ Strengthen community connections – partner with agencies: Employment Security, DSHS, WDC Partners
- “Use the Force” - branding the Workforce Education Program.

B. Project Request Report (PRR) – Capital Funding Business and Humanities Center

Greg Randall, Director of Facilities reported on the Project Request Report (PRR) for the proposed Business and Humanities Center. The proposal is for a 69,000 square foot building that will accommodate the growth in Business and Humanities Divisions and create spaces for synergistic learning and opportunities for cross disciplinary collaboration.

The PRR is the first step in the request for funds process implemented by the SBCTC. TCC is one of ten schools in the Community and Technical College System allowed to submit requests for the next round of capital funding. Three projects will be funded for pre-design for the 2017-19 biennium.

Joan Rumsey, representing McGranahan Architects discussed how projects are evaluated. Current buildings are ranked based on their condition. Our project will replace three of the most poorly scored buildings on campus: Bldg. 10, F1 and F2. These buildings received high scores (indicating poor conditions) on the last Facility Condition Survey. The site for the new Business and Humanities Center will be at the Building 10 location.

1st Read for the Project Request Report – Capital Funding Business and Humanities Center and Updated Master Facilities Plan will come to the Board at the November meeting with final approval at the December meeting.

C. 2015 Annual Security & Fire Safety Report

Will Howard, Campus Public Safety and Security Supervisor distributed the 2015 Annual Security & Fire Safety Report. This annual report is a requirement of the Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act (The Clery Act).

Will Howard provided historical information about the Act and its purpose. All campuses must provide a three year report of crime and fire statistics, campus security policies and procedures and information regarding programs available to educate the campus community on safety and crime prevention.

VI. REPORTS

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

- In celebration of Hispanic Heritage month, Las Cafeteras, a musical group performed in the Auditorium on October 8.
- A panel was held on October 16 entitled “Contemplating Charleston: Religious Traditions Responding to Racial Justice” in the Student Center.
- Disabilities advocate Lydia Brown is scheduled to speak on disability rights and social justice.
- The creation of a Veteran’s Wall is being discussed by Veteran’s Club.
- One of the student ASTCC vice-presidents has resigned.

B. TCC Foundation Report – Bill Ryberg, Vice President College Advancement, reported on the Student Scholarship/Donor Luncheon held on October 20. It was well attended by students and donors.

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

- Acknowledged Beth Brooks for her promotion to Vice President for Human Resources & Legal Affairs.
- Acknowledged Will Howard for his work on the Behavioral Intervention Team (BIT).
- Acknowledged the hard work of staff during the ctLink conversion.
- Acknowledged Mary Fox, TCC faculty, for procuring and distributing food to students on campus.
- Shared story as a Running Start parent.

D. Classified Staff Report

No Report

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

No Report

F. President's Report - President Ruhland:

- The President provided the Board the following:
 - ✓ TCC Hat and Flyer from the "Come Visit Us" Event on September 17.
 - ✓ Information on Health & Wellness Center Groundbreaking held on September 29.
- On September 22 the President participated in an MOU signing at Joint Base Lewis McChord for the VIE-25 program which stands for Veterans Industry Education. The number 25 refers to community and technical colleges within 25 miles of JBLM. It connects service members with career credentials during the last six months of military service so they qualify for in-demand jobs right away. It's a collaboration between the community and technical college system, state agencies and the armed forces and is thought to be one of the first of its kind in the nation. Initial training is aimed at programs that take six months or less to complete and lead to jobs with growth potential. Examples include homeland security and emergency management, emergency medical technicians, IT technical support and other programs.
- The President provided an update on the Community Garden reporting there will be a meeting on October 29th to discuss a formal agreement to address safety, liability and land usage. The President thanked Tamyra Howser, Director of Marketing and Communications for taking the lead to inquire about community gardens and Greg Randall Director of Facilities who is coordinating next steps.
- The President directed the board to the President's Cabinet reports on pages 26-42 and referenced the summary of recruitment and employment for the past month located on page 31.
- The Vice President for Administrative Services position was posted on October 5 and will close on October 30. The Screening committee has been formed with cross representation from all units in the college. The first set of interviews are scheduled for November 19 and 20 with finalist interviews on December 1 and 2. The President hopes to make an offer by December 18 with a start date for the new vice president at or around January 19, 2016.
- Key college events are listed on page 2 of the board packets. Outlook meeting invites will be forthcoming to the board members. Accept, decline or tentative responses will be helpful for planning. This will be a more efficient method to update the board on event time changes/cancellations/ or room changes. Events that have a "formal" invitation will also be mailed to the board. This is a work in progress so if the board has any input they are asked to contact the president or Judy.
- The President reported on the ctLink Project. A handout was distributed to the board. It included a copy of a letter to the A.G.'s office expressing concerns with the Project. Copies of emails that were sent to TCC students and TCC staff from the President were also included. The President reported that she is responding to student and staff emails encouraging them to not give up on the project and assuring them that she will continue to keep students/staff informed and will continue to work to assure success. The President and Chair Ryan participated in a conference call on October 19 with Marty Brown, SBCTC Executive Director, Ciber representatives, SBCTC staff and staff of Community Colleges of Spokane to discuss outstanding conversion issues.

VII. PUBLIC COMMENT/REMARKS

New employee Mandelin Carlsen expressed her appreciation for the warm and welcoming atmosphere that she has experienced since her arrival at Tacoma Community College.

VIII. EXECUTIVE SESSION

At 6:18 p.m., Chair Ryan announced that the Board would adjourn into Executive Session for approximately twenty minutes for consultation with legal counsel regarding potential agency litigation. No action was expected to be taken as a result of the Executive Session.

At 6:40 p.m. the Board reconvened to open public meeting.

ctcLink Project

There were follow up discussions to the report given by the President on the ctcLink Project held earlier in the meeting. The board and president discussed possible actions to help communicate to the members of the State Board the challenges TCC is experiencing with the ctcLink conversion. No actions were taken.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 p.m.

Robert Ryan, Chair