

**Tacoma Community College
Board of Trustees Regular Meeting
November 18, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Joan Rumsey
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Andy Duckworth
Bill Ryberg	Dave Howard
Pat Shuman	Dick Hol
Janine Mott	Marco A Flore-Garcia
Julie Benson	Mike Flodin
James Newman	Valerie Robertson
Elizabeth Hyun	Janice Stroh
Rebecca Sliger	Judy Colarusso
Bruce Simonetti	Shema Hanebutte
Sonja Morgan	Rachel Payne
Tamyra Howser	Thomas Oliver
Samarri Williams	Clay Krauss
Jenna Jones	Cathie Bitz
Julie Dunbar	Jared Isaacson

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:

October 21 Regular Meeting

MOTION: Upon a motion by Board member **Curtis** the Board unanimously approved the minutes of the October 21 Regular Meeting.

C. Introductions

President Ruhland introduced **Dick Hol**, consultant for the ctcLink Project. With the resignation of ctcLink Project Director Andy Duckworth, Dick has been hired to assist in the short-term until a replacement is hired. Dick retired as the CIO/ctcLink Project Director for Community Colleges of Spokane last July. Dick will assist with the implementation of the project, help with the stabilization and business process improvement processes and recommend options for the replacement for the ctcLink Project Director. He is contracted to work on the TCC campus for three weeks through December 11 with additional services as needed through April 16.

D. Correspondence

President Ruhland received the following correspondence:

- Letter from Achieving the Dream (AtD) providing observations about TCC's progress to date toward achieving the student success and equity goals previously identified by the TCC AtD team.

Highlights from the letters:

- ✓ TCC has demonstrated faithful commitment to the AtD goals by its demonstrated commitment in the development and redevelopment of programs to increase student success and in the college's mission statement and strategic plan.
- ✓ TCC's focus on continuous improvement and a culture of "plan, do, study, act," is one of the college's foremost strengths in the pursuit of institutional improvement.
- ✓ We commend TCC's efforts to regularly and deeply engage a broad range of stakeholders-from the board to the faculty and staff- in its student success agenda.
- ✓ With the advent of new leadership at many levels, there is the opportunity to infuse new energy into the college, building on the foundation that has been laid, and to increase as well as sustain momentum.
- ✓ We appreciate the hard work, time, and resources the institution devotes to Achieving the Dream efforts.

E. Board Report

- Board Member **Adams** attended the Foundation Board meeting on October 27 and the Rotary 8 School Board Candidates Forum.
- Board Member **Curtis** will be attending the ACT Fall Conference on November 20 to be held in the Sea-Tac area and is looking forward to attending the TCC Holiday Luncheon next month.
- Board Member **Dennis** participated in the Gig Harbor Chamber of Commerce Retreat on October 30 and will attend the ACT Legislative Action Committee Meeting and Fall Conference on November 19 and 20.
- Chair **Ryan** is attending the ACT Fall Conference on November 20.

III. PRESENTATION

Student Voice: Val Robertson introduced **Marco A. Flore-Garcia**, a CASA and Men of Distinction Program student. Marco graduated from Lincoln High School and started in the Men of Distinction Program at TCC in 2014. He is working towards his transfer degree and plans to attend either Central Washington University or UW-Seattle to obtain his teaching degree in History. He hopes to teach History at the high school level. His goal is to help students to be prepared for college.

Marco shared that he has had a wonderful experience at TCC. It has been a very welcoming and supportive environment especially in the CASA/MECA offices. He has made strong bonds with other members in the Men of Distinction Program and will miss serving as a mentor in the program. He discussed the financial aid challenges for undocumented 1079 students. HB 1079 was signed into law in 2003 to allow undocumented students to pay in-state tuition. Marco discussed the Scholarship Club that he has been involved with that raises funds for 1079 student scholarships.

Marco is looking forward to becoming a teacher and sharing his passion for history and education with his future students.

IV. ACTION ITEMS

A. APPROVE: Resolution 2015-2: Revision to Board of Trustees Policy Manual

In referencing the Board of Trustees Policy Manual dated June 26, 2014 (revised), a clerical error was found in Chapter III Items 12 and 13 pertaining to Actions by Motion and Actions by Resolutions. The items requiring Actions by Motion and Actions by Resolution had been incorrectly switched. A review of the current Board of Trustees Policy Manual is scheduled for the Board of Trustees Retreat in June, 2016. In order to be in compliance with the Board of Trustees Policy Manual until such review is done, a revision to Chapter III Items 12 and 13 is needed. It was also recommended that if a resolution is passed that a subsequent motion be made for all motions previously passed, and all resolutions previously adopted, be ratified.

MOTION: Upon motion from Board member **Adams**, the board unanimously approved Resolution 2015-2: Revision to Board of Trustees Policy Manual - Chapter III Items 12 and 13 Actions by Motion and Actions by Resolution.

MOTION: Upon further motion from Board member **Curtis**, the board unanimously approved that all motions previously passed, and all resolutions previously adopted, by the Board of Trustees are hereby ratified.

B. 2ndrd Read/Approve-2015-2016 Operating Budget

MOTION: Upon motion from Board member **Dennis** the board unanimously approved the the 2015-2016 Operating Budget.

C. 2ndrd Read/Approve-2015-2016 Strategic Plan Initiatives

MOTION: Upon motion from Board member **Dennis** the board unanimously approved the 2015-2016 Strategic Plan Initiatives.

D. 2nd Read/Approve-Nursing Reaccreditation & Curriculum Redesign: Course Fees

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

E. 1st Read – TCC 2015 Long Range Facilities Master Plan

Elizabeth Hyun, TCC Capital Projects Manager reported that as part of the Project Request Report (PRR), the college is required to submit an updated Long Range Facilities Master Plan. Minor edits to the 2014 Long Range Facilities Master Plan have been made to align with the PRR as program needs and the PRR scoring process have changed slightly since the 2014 Long Range Facilities Master Plan. Elizabeth then introduced **Joan Rumsey** with McGranahan Architects to present the 2015 Long Range Facilities Master Plan and PRR.

Revisions to the 2014 Long Range Facilities Master Plan:

- ✓ Removed replacing Bldg. #19 as part of 2015-17 PRR.
- ✓ Add replacing Bldg. #19 as part of 2019-2021 PRR.
- ✓ Capital Analysis Model (CAM) updated with June 2015 data.
- ✓ The cross campus connection was revised north of Building #10.
- ✓ Gig Harbor Campus Needs were updated to reference 2014 Feasibility Study.
- ✓ Facilities Condition Survey scores updated for 2015 data.
- ✓ Parking count chart was updated.
- ✓ Regional Stormwater Facility was removed from the short term plan and proposed in the mid-term plan.
- ✓ 2009 Space Utilization study was deleted. Currently being updated to be included in PRR.

MOTION: Upon motion from Board member **Adams** the board unanimously approved the 1st Read of the TCC 2015 Long Range Facilities Master Plan.

F. 1st Read Project Request Report (PRR) 2015-2017- Capital Funding Business & Humanities Center

Highlights of presentation on proposed Business and Humanities Center:

- ✓ Replace Buildings 10, F1 and F2 with the new Business and Humanities Center.
- ✓ Center will create a multi-disciplinary hub with technology rich, team based innovative learning environments.
- ✓ The proposal will be replacing 29,346 sq. ft. of old buildings and adding 33,719 sq. ft. of new building space for a total of 69,155 sq. ft.
- ✓ Program Growth – growth in Paralegal, Limited License Legal Technician (LLLT) and business is expected to add 40 FTE annually. New Humanities dedicated spaces and proposed new Associates of Fine Arts will increase FTE capacity by 45 FTE"s annually for a total expected growth of 85 FTE.
- ✓ The current Capital Analysis Model (CAM) projects 37% shortage of instructional space by 2024.
- ✓ Breakdown of building: 80% Instructional space, 15% faculty offices, 5% student area.
- ✓ Three floors are proposed for the new center at an estimated cost of \$36-\$37 million.
- ✓ Timeline:
 - PRR due to SBCTC January 2016
 - Selection of three projects – spring
 - Predesign July 2017
 - Design January 2018
 - Out to Bid May 2019
 - Construction begins July 2019
 - Building Occupancy January 2021
 - Demolition of F1 & F2 February 2021

MOTION: Upon motion from Board member **Curtis** the board unanimously approved the 1st Read of the Project Request Report (PRR) 2015-2017 – Capital Funding Business & Humanities Center.

G. Approve ACT Transforming Lives Award Recipient

MOTION: Upon motion from Board member **Curtis** the board unanimously approved the nomination of Justin Gil Francisco as the 2016 ACT Transforming Lives Nominee.

V. NON-ACTION ITEMS

A. Pathway to Completion: SBCTC Aerospace/Engineering Grant

Rebecca Sliger, Chair of the Engineering Science Program reported on the Aerospace Grant from the SBCTC. In discussing the grant she discussed the purpose, funding, how the grant has been used and the outcomes. Highlights from her report:

- ✓ Purpose was to providing funding to help reduce waitlists and time to graduation for students pursuing studies in engineering: mechanical, electrical, computer engineering, civil, industrial, aeronautical and material science, and computer science.

- ✓ Approximately \$200,000 was received in 2014-15 for 25 FTE in the engineering programs. The funding was issued again for 2015-16, and the SBCTC has indicated it intends the funding to be ongoing.
- ✓ Allocations have been used to fund two full time STEM faculty positions and a part time engineering mentor.
- ✓ Growth in Engineering, Physics and Computer Science has experienced a 164% enrollment growth since 2005. Annualized FTE's have grown from 72 to 190.

VI. REPORTS

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

- Introduced ASTCC officers: Jared Isaacson – ASTCC VP of Finance and Samarri Williams – ASTCC VP of Legislation and Records.
- Educator and student advocate, Keith Wheeler will provide a workshop for students on November 19.
- International Education Week is this week. Cultural dances and a variety of foods from different countries have been featured in the Student Center.

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

- The Donor/Student Recognition Luncheon held on October 20 was a success. Plans are to continue the event as a luncheon on a non-class day to accommodate students.
- The Foundation is preparing the year-end letter. Highlights include \$100,000 in new scholarships, \$60,000 raised at the 50th Anniversary Dinner and a successful anniversary celebration on campus on September 17 wherein 500 people visited the campus.
- Upcoming events:
 - ✓ Holiday Luncheon – December 10
 - ✓ Reach Higher Luncheon – February 4
 - ✓ Tacoma Wine Classic – May 7

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

- Acknowledgement of Rebecca Sliger and her work with engineering students.
- Appreciation for update and information on the 2015 Long Range Master Plan and PRR.
- TCC Federation of Teachers elections – Ken Pimpleton – Secretary; Dave Howard – President
- Acknowledgement of the Classified Staff for the hard work they have put in especially with the ctLink project.

D. Classified Staff Report

No report

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

- Legislative session is a short one this year – begins January 11 and is scheduled to end on March 16.
- TCC is planning to hold an event for legislators on campus on December 15.
- PCCC is planning a lunch in Olympia for legislators in early February.

F. President's Report - President Ruhland:

- The President reported that Beth Brooks, Vice President for Human Resources and Legal Affairs has been working with the Classified Staff to hold elections. The goal is to have a representative from the Classified Staff at the December board meeting.
- The President provided the Board with copies of a flyer produced by SBCTC entitled "Training for 21st Century Jobs".
- The President referred to the updated 2015-16 Event Dates. Outlook meeting invites have been sent to the board for all events italicized. Board members can accept, decline or tentatively accept the invites and updates if changes in location or times will be sent as they occur.
- Highlights from Activity Report:
 - ✓ Interviews for the VP for Administrative Services will be conducted tomorrow and Friday with the goal of inviting finalists back to campus on December 1 and 2 for final interviews. Open forums will be scheduled and the board will be notified of time and location should they elect to attend.

- ✓ Presentations at the Gig Harbor Rotary and the Kiwanis Club in October allowed the president to share information about TCC. One Kiwanis member shared he was a former TCC cheerleader and offered to donate the megaphone he has to the TCC archives.
- Marketing is working on a Holiday card to be mailed in early December. The card will include the names of the Trustees and President.
- With the assistance of AG Rick Brady, Dr. Ruhland plans to retain an outside consultant to review and conduct a fiscal analysis of various aspects of the current TCC strategic plan. The cost estimate is around \$10,000 and reserve funds from the above required reserve amount will be used to undertake the first steps in the analysis process. Initial recommendations are expected by the end of March 2016.
- ctcLink update – The President called on Dick Hol and Andy Duckworth to provide the update. Highlights of update:
 - ✓ Current challenges are finance, student accounts & balances, and financial aid.
 - ✓ Ongoing data clean-up is required due to a bad data conversion.
 - ✓ Posting to the General Ledger has begun and should continue over the next few weeks.
 - ✓ Payroll is functional.
 - ✓ Reporting and data access has been slow and training has not been provided.
 - ✓ Additional training is needed in all areas. There are no resources assigned to either campus.
 - ✓ There are 38 open critical tickets, 102 tickets have been closed since resources were pulled from campuses and combined in Bellevue and Olympia.
 - ✓ Stabilization will be extended as necessary – stakeholders are currently working on a definition of stabilization acceptable to all groups.
 - ✓ Dick will continue to work to implement the system and prepare for business process implementation and transition plan.
- Chair Ryan acknowledged Andy Duckworth for his contributions to the ctcLink Project and to TCC and wished him well in his new role at the SBCTC.

VII. PUBLIC COMMENT/REMARKS
None

VIII. EXECUTIVE SESSION

At 5:55 p.m., Chair Ryan announced that the Board would adjourn into Executive Session for approximately twenty minutes for consultation with legal counsel on a personnel matter and potential agency litigation.

At 6:15 p.m. the Board reconvened to open public meeting.

MOTION: Upon motion from Board member **Adams** the board unanimously approved that Dr. Ruhland work with Lancer Hospitality to modify the College's food services contract with Lancer Hospitality so that the contract terminates earlier than August 31, 2016.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:17 p.m.


Robert Ryan, Chair