

**Tacoma Community College
Board of Trustees Regular Meeting
January 13, 2016, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Beth Brooks
Tim Gould	Jason Prenovost
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Bruce Simonetti
Bill Ryberg	Dave Howard
Pat Shuman	Kirby Bendonie
Janine Mott	Mecca Salahuddin
Krista Fox	Sherry Cmiel
Greg Randall	Valerie Robertson
Elizabeth Hyun	Janice Stroh
Victoria Ichungwa	Judy Colarusso
Kelley Sadler	Heather Gillanders
Will Howard	Candice Watkins
Tamyra Howser	Thomas Oliver
Rachel Payne	Julie Benson
Jenna Jones	Cathie Bitz
Mike Goncharuk	Kari Twogood
Alicia Ortiz	Adrian Correa
Harrison Bragg	Christy Telling
Lenaya Grabowski	James Newman
Hospitality Ward	Debbie Olson

I. CALL TO ORDER

Chair Ryan called the meeting to order at 4:02 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:

December 9 Regular Meeting

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

C. Introductions

President Ruhland introduced **Beth Brooks, Vice President for Human Resources and Legal Affairs**. Beth introduced **Christy Telling, Human Resources Manager for Payroll & Benefits**. Christy previously worked for the Pierce County Library System and at the University of Washington.

President Ruhland introduced **Janice Stroh, Director of Financial Services**. Janice introduced the new **Accountant** in the Business Department, **Kirby Bedonie**.

President Ruhland introduced the new TCC **Vice President for Administrative Services, Tim Gould**. Tim comes to TCC from Seattle University where he served as the Chief Financial Officer to the Associate Vice President of Facilities Services since 2010. Areas of responsibility have included Business and Finance, Payroll and Human Resources, Internal Controls and Reporting Systems Development and Capital Project processing. Tim has also worked for World Vision and Fox Sports Net. He teaches online classes for University of Phoenix. He graduated from University of Puget Sound with a degree in Business Administration and received an MBA from Seattle University. He is a member of the Institute of Management Accounts and is currently completing coursework for his Certified Managerial Account certification.

D. Correspondence

President Ruhland received the following correspondence:

- ✓ Thank you notes from two retired faculty acknowledging the receipt of copies of TCC's The Open Door: a History of Tacoma Community College.
- ✓ An email response from SBCTC board chair Shaunta Hyde acknowledging Dr. Ruhland's December 17, 2015 letter. Ms. Hyde referred to the two day on-site assessment of business

processes scheduled for January 19 and 20 and also indicated that additional contract and staff resources were being allocated to the the ctLink project.

- ✓ Letter from the Commission on Accreditation for Respiratory Care (CoARC) stating the TCC Respiratory Program has met or exceeded all requirements and is in compliance with accreditation standards, policies and procedures. The letter was sent to Program Director Greg Carter and Dean Krista Fox.
- ✓ TCC received notification that the H.C. Joe Harned Center for Health Careers has been officially certified as a LEED Gold building. We hope to receive the official certification for the February board meeting.

E. Board Report

- Board Member **Dunbar** attended the PCCC breakfast meeting held at Bates on January 6 with other Pierce County trustees and presidents. She also attended the legislative breakfast hosted at TCC on December 15.
- Board Member **Curtis** attended the TCC Holiday Luncheon on December 10.
- Board Member **Adams** attended the Rotary 8 luncheon and the Tacoma Community House Birthday Celebration on January 9.
- Board Member **Dennis** attended the PCCC breakfast meeting on January 6 and the TCC Holiday Luncheon on December 10. He also attended the TCC hosted legislative breakfast on December 15.
- Chair **Ryan** attended the Holiday Luncheon on December 10 and met with former state legislator Larry Seaquist.

III. PRESENTATION

Student Voice: Jason Prenovost, Director of Athletics, introduced Harrison Bragg, Baseball student athlete, Adrian Correa, Men's Soccer student athlete, Lenaya Grabowski, Women's Soccer student athlete and Arlicia Ortiz, Volleyball student athlete.

- ✓ Harrison Bragg will be transferring to Mississippi State to continue his baseball career.
- ✓ Adrian Correa has interests in physical therapy and Business.
- ✓ Arlicia Ortiz hopes to transfer to a 4-year school if she can obtain financial assistance.
- ✓ Lenaya Grabowski is in the engineering program (civil engineering) and hopes to transfer to 4-year school.
- ✓ The students talked about time management challenges in order to balance school, studying and participating in sports. All have enjoyed their time at TCC and have formed strong relationships with their coaches and teammates.
- ✓ The students athletes provided the board with the TCC pocket basketball schedules.

PUBLIC HEARING

At 4:15 p.m., Board Chair **Ryan** declared the Public Hearing open for public comments on the proposed repeal of Washington Administrative Code revision Chapter 132V-300-Grievance Procedure Sexual Harassment Sex Discrimination and Disability Discrimination and Adoption of Chapter 132V-305-Nondiscrimination and Harassment Policy and Grievance Procedure.

Approve 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 provided a brief overview and rationale for the repeal of Chapter 132V-300 Grievance Procedure Sexual Harassment, Sex Discrimination and Disability Discrimination and the adoption of Chapter 132V-305- Nondiscrimination and Harassment Policy and Grievance Procedure. Chapter 132V-305-Nondiscrimination and Harassment Policy and Grievance Procedure updates definitions and brings the college into compliance with Title IX. Mary also indicated that the new policy has been vetted with the various campus councils and employee groups and reviewed by the Attorney General's office.

Chair **Ryan** asked if there were any public comments. Ms. Hospitality Ward, a former TCC student provided her statement on her perceived lack of disability accommodations provided her while she was a student at TCC. Chair Ryan thanked Ms. Ward for her comments. There being no further comments, the public hearing was declared closed at 4:25 p.m. and the regular meeting reopened for action on this item.

IV. ACTION ITEMS

- A. **Approve 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

MOTION: Upon motion from Board member **Adams**, the board unanimously approved the Repeal of Chapter 132V-300 – Grievance Procedure Sexual Harassment Sex Discrimination and Disability Discrimination and the adoption of Chapter 132V-305 –Nondiscrimination and Harassment Policy and Grievance Procedure.

B. APPROVE: City of Tacoma Covenant and Easement

Director of Facilities, Greg Randall reported that as part of the expansion of Building 20, the City of Tacoma permitting process requires TCC to construct a new private stormwater drainage collection system. These systems require routine maintenance and the City of Tacoma requires an easement to inspect the private storm drainage collection system. The State Board for Community and Technical Colleges is the legal owner of all of Tacoma Community College property and thus has the authority to grant the easement.

MOTION: Upon motion from Board member **Dennis**, the board unanimously approved the City of Tacoma Covenant and Easement and recommendation to the State Board for Community and Technical Colleges to grant the easement to the City of Tacoma.

C. 1st Read-Proposed Student Course Fees 2016-2017

Executive Vice President for Academic and Student Affairs, Dr. Tod Treat provided a list of proposed student course fees for the 2016-2017 academic year. The course fees remain consistent with similar course fees already approved by the Board. Dr. Treat provided additional information on specific courses, specifically self-support classes where the fee is the tuition.

MOTION: Upon motion from Board member **Dunbar**, the board unanimously approved the 1st Read: Proposed Student Course Fees 2016-2017.

D. 1st Read-Request for Funding – Above Required Reserves - Civitas Learning

Executive Vice President for Academic and Student Affairs, Dr. Tod Treat provided information on the Civitas Learning analytics platform that will allow data collection that will be integrated with our PeopleSoft and Canvas environments to support our Pathway to Completion work in our effort to increase student success outcomes. Dr. Treat shared a brief video about the Illume Insight's Platform one of the three products the college is purchasing.

MOTION: Upon motion from Board member **Adams**, the board unanimously approved the 1st Read of the Request for Funding – Above Required Reserves –Civitas Learning.

V. NON-ACTION ITEMS

A. Pathway to Completion: LS101 Assessment: Creating Learning in the Library through the Study-Act-Plan-Do Approach

Dr. Tod Treat, Executive Vice President for Academic and Student Affairs, introduced **Library Director, Candice Watkins**. Candice then introduced **Faculty Librarian, Heather Marie Gillanders**. Heather reported on an assessment project for Library Science (LS) 101 – Introduction to Research that was conducted by the library in fall of 2014. A handout was provided detailing the project, goal, method, results, discussion and changes implemented. Highlights of report:

- ✓ The goal was to measure how well students are meeting the course learning outcomes (CLOs), identify areas for improvement, and determine if any CLOs needed to be refined/changed.
- ✓ Using Survey/Monkey at the beginning of the quarter and the end of the quarter questions were developed to address all 7 CLOs which were also mapped to the program learning outcomes (PLO's).
- ✓ They were able to identify two CLO's that were inappropriate for a 100-level introduction course. Another CLO that was problematic for the students proved to have more to do with approach to teaching then concept.
- ✓ Revisions were made to the CLO's which were approved by the Curriculum Committee in November 2015.
- ✓ This project help through the use of data to evaluate and make changes to courses to improve the CLO's and improve learning for our students.

B. Fall Enrollment - Preliminary

Mary Chikwinya, Vice President for Student Affairs provided the preliminary Fall Report.

Highlights of her report:

- ✓ Report provides a three year fall-to-fall report on enrollment.

- ✓ While there has been an increase in headcount, there has been a decrease in full-time equivalent (FTE).
- ✓ TCC enrollment still remains 40% over the state allocation.
- ✓ There are more part-time students, than full-time students attending TCC.

C. City of Tacoma – Minimum Wage

Beth Brooks, Vice President for Human Resources and Legal Affairs reported on the City of Tacoma Minimum Wage Law effective February 1, 2016. Highlights of her report:

- ✓ All businesses within the City of Tacoma are required to follow the new law.
- ✓ TCC will include the Gig Harbor campus in following the City of Tacoma Minimum Wage Law.
- ✓ Mostly part-time hourly employees will be immediately affected.
- ✓ Beth provided financial impact for the college over the next three years as the minimum wage increases to \$12.00 by July 1, 2018.

D. Policy & Procedure Revision: Shared Governance

President Ruhland discussed the revised policy & procedure for Shared Governance. Highlights of her presentation:

- ✓ Policy was revised to include definitions of various entities on campus that provide stakeholders to have a voice in the decision-making processes on campus.
- ✓ The Shared Governance chart has been revised and includes Associated Students and the Board of Trustees.

VI. REPORTS

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

- Attended the Legislative Breakfast on December 15.
- Attended the Legislative sendoff at the Gig Harbor Campus.
- Announced that Aisha Fukushima will be on campus on January 28 as part of the Arts & Lecture Series.

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

- TCC hosted a reception for the opening of the Barbara Lee Smith Exhibit in the Gallery on January 8.
- Another reception was held earlier in the day with Barbara Lee Smith talking about her works displayed in the Gallery.
- The Reach Higher Luncheon is February 4 in the Student Center.

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

- Dave attended the Legislative Breakfast and thanked Bill Ryberg and Don Dennis for their work.
- Dave acknowledged the “thank you” lunch provided by the college for all employees.

D. Classified Staff Report – Sean VanDommelen, Classified Staff Representative:
No Report.

E.

Legislative Report – Bill Ryberg, Vice President College Advancement:

- The Legislative Breakfast was a success with a good turnout of college representatives and state representatives.
- This is a short legislative session this year. 90 days instead of 120.

F. President’s Report - President Ruhland:

- The President provided the board with the following:
 - ✓ Student calendar for Winter Quarter.
- Other highlights from President’s Report:
 - ✓ The dates of the May ACT Conference are May 12 & 13. The Conference will be held in Bellevue this year.
 - ✓ To show that the 34 state community and technical colleges stands together against harassment and prejudice, the Board of Presidents of all the colleges signed a letter of commitment on December 11. A link to the letter was included in an all staff email sent by the president on January 4.
 - ✓ Dr. Ruhland provided highlights from her activity report for the month.

VII. PUBLIC COMMENT/REMARKS

None

VIII. EXECUTIVE SESSION

At 5:40 p.m., Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately twenty minutes for consultation with legal counsel on personnel matters.

At 6:08 p.m. the Board reconvened to open public meeting.

MOTION: Upon motion from Board member **Curtis** the board unanimously approved a Tenure Purchase and Resignation Agreement.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:11 p.m.



Robert Ryan, Chair