

**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 ctLink 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