

Tacoma Community College
Board of Trustees Regular Meeting
October 12, 2016, 4:00 p.m.
College Board Room #120, Building 12

MINUTES

Board Members

Bob Ryan, Chair
Don Dennis
James Curtis
Liz Dunbar

Administration/Faculty/Staff/Guests

Sheila Ruhland	Beth Brooks
Tim Gould	Tamyra Howser
Mary Fox	Yvonne Unnold
Mary Chikwinya	Rick Brady, AAG
Eric Corp	Shema Hanebutte
Bill Ryberg	Dave Howard
Janice Stroh	Daniella Ritter
Jared Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	Allison Muir
Sonja Morgan	Judy Colarusso
Joe Shannon	Will Howard
Debbie Olson	Victoria Ichungwa
Ken Fox	Jill Merritt
Mike Flodin	Char Gore
Bruce Simonetti	Shawn McRavin
Dolores Haugen	Mary Beth McCarthy
Suzanne Riley	Candice Watkins
Rebecca Jayasundara	Susan Donaldson
Kelly Maxfield	Jonathan Eastabrooks
Bianca Peralta	Natalie Wilkerson
Betsy Abts	Val Morgan-Krick
Greg Randall	Patti Green
Tamilla Hahn	Rebecca Sliger
Misty Hadfield	
Alisa Ulferts	

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 14 Regular Board Meeting

MOTION: Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the September 14 Regular Board Meeting.

C. Introductions

Dr. Ruhland introduced **Tim Gould, Vice President for Administrative Services**. Tim introduced two new employees who were not in attendance, **Ivy Brent, Business Systems Analyst, Information Technology** and **Kathy Disney-Kantner, Business Systems Analyst, Information Technology**.

D. Correspondence

Dr. Ruhland shared the following correspondence:

- Letter received from the United States Department of Education notifying TCC of the school's 2013 Fiscal Year 3-year cohort default rate based on Federal Family Education Loan Program (FFEL) and/or William D. Ford Federal Direct Loan Program. The cohort default rate is 15.9% which is lower than the previous 3-year cohort default rate which was 16.6%. We will have a report at the November Board meeting on the TCC Default rate.

E. Board Report

- Board Member **Dunbar** attended the September 14 Board Meeting and a number of fundraising events held in the community over the past month. Tacoma Community House hosted an event on September 21 entitled Immigrant & Refugee Youth Forum - a panel which included TCC student Marco Flores Garcia.
- Board Member **Curtis** attended the September Board Meeting. He participated in the ACCT Leadership Congress October 3-8 in New Orleans which included a day and a half symposium. He also participated in a presentation on the TCC Men of Distinction Program at the ACC Conference.
- Board Member **Dennis** attended the September 14 Board Meeting and participated in the ASTCC sponsored Civic Engagement Showcase held on October 7.
- Chair **Ryan** attended the September 14 Board Meeting, participated in the ACCT Leadership Congress and symposium and participated in a presentation on the partnership between TCC and Tacoma Housing Authority at the ACCT Conference.

III. PRESENTATION

Student Voice – Mary Chikwinya, Vice President for Student Services introduced **Director of Basic Skills, Rebecca Jayasundara**. Rebecca introduced student **Blanca Peralta** who started in TCC's English as a Second Language program in 2014. She progressed into and graduated from our HS 21+ Program. This high school diploma enabled her to access Washington State Financial Aid and she is now almost finished with her Human Services Degree. Blanca spoke about her educational journey and the challenges she has faced while pursuing her educational goals.

Blanca did not let being an undocumented student stand in her way of obtaining an education. Despite being told at another institution they could do nothing for her, she came to TCC and received an enormous amount of support from faculty, especially Allison Muir. She has never felt discriminated against at TCC and believes it is important that the community knows how TCC can help students gain an education. Blanca hopes to continue her education and is currently serving an internship at Centro Latino

IV. ACTION ITEMS

A. 2nd Read/Approve –Nursing Course Fees 2016-2017

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the Nursing Course Fees 2016-2017.

B. 2nd Read/Approve – Proposed 2016-2017 Operating Budget

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the Proposed 2016-2017 Operating Budget.

C. 2nd Read/Approve-Proposed Above Operating Reserve Expenditures 2016-2017

MOTION: Upon motion by Board member **Dunbar**, the Board unanimously approved the Proposed above Operating Reserve Expenditures 2016-2017.

D. 2nd Read/Approve – Request for Funding Above Operating Reserves – Capital Investments

MOTION: Upon motion by Board member **Dunbar**, the Board unanimously approved the Request for Funding above Operating Reserves – Capital Investments.

E. 1st Read-Request to Approve TCC Foundation/TCC Quid Pro Quo Agreement

Vice President for College Advancement, Bill Ryberg, presented the TCC Foundation/Tacoma Community College Quid Pro Quo Agreement which was approved by the TCC Foundation Board of Directors at the September 27, 2016 meeting. The Quid Pro Quo establishes the amount of salaries and expenses paid by the college in support of Foundation operations. As the fundraising arm of the community college, the foundation is a 503(c) with authority to accept gifts on behalf of the college. For these fundraising services the college provides office space, utilities, a portion of salaries, etc. An independent audit of the Foundation is done separate from the college.

MOTION: Upon motion by Board member **Dennis**, the Board unanimously approved the 1st Read - Request to Approve TCC Foundation/TCC Quid Pro Quo Agreement.

V. NON-ACTION ITEMS

A. Pathway to Completion: Reading Apprenticeship

Executive Vice President, Dr. Tod Treat introduced **Alisa Ulferts, Professor, Communications & Transitional Studies**. Highlights of her presentation:

- TCC faculty from across the campus are committed to a year-long exploration of Reading Apprenticeship, a research based, grant funded, reading program to help students develop and improve their reading and comprehension skills.
- Faculty pair up for a quarter-long, cross-disciplinary partnership.
- Faculty adopting Reading Apprenticeship work with Writing, Reading, Research Across Curriculum (WRRAC) and Organizational Learning & Effectiveness (OLE) to facilitate additional faculty experiences.
- Purpose is to help boost completion rates for our students and help them gain in literacy and discipline knowledge.
- Faculty across campus are embracing the program and will complete 6 weeks of on-line training this fall.
- Train the Trainer series is planned for 2017-18 in order to expand the number of faculty trained in this program.

B. Student Success TRIO Grant Update

Vice President for Student Services, Mary Chikwinya provided information on the TRIO Grant. Highlights of her report:

- TCC has been the recipient of two TRIO Grants in the past, the Educational Talent Search (ETS) Grant and the Student Services (SS) Grant.
- The ETS Grant was re-issued this past year for 5 years. The SS Grant was not re-issued.
- Applications for TRIO Grants are on a 4-year cycle. TCC will make application in 2018 for the SS Grant. Information and data is being collected for the application by Walter Chien, TCC grant writer and Dr. Val Robertson, Dean for Student Development. They have reviewed comments provided by grant reviewers, and have identified areas of the application they want to focus on in preparing the application for the next cycle.
- Services to students previously covered by TRIO Grant funds continues. Mary indicated that funds and resources have been shifted to assure that students continue to have the support and services that have previously been offered.

C. 2015-2016 Enrollment Report

Dean for Enrollment Management Services/Registrar, Betsy Abts provided the 2015-2016 Enrollment report.

- TCC remains at approximately 23% over its state allocation. For 2015-16 the state allocation FTE was 4585. The actual FTE for TCC was 5649.
- FTE did decline from FY 2015 to FY 2016 from 5971 to 5649.
- The actual headcount has increased indicating the number of part-time students has increased over full-time students.
- Running Start Students continue to increase.
- International Students have decreased and will not be included in the FTE count in the same manner starting next year with the new allocation model.

D. 2016 Annual Security & Fire Safety Report

Vice President for Administrative Services, Tim Gould provided the 2016 Annual Security & Fire Safety Report.

- January – December 2015 versus 2014:
 - Lower incidents on campus (10 versus 13)
 - Lower arrests on campus (1 versus 2)
 - Lower referrals on campus (6 versus 13)
 - Gig Harbor Campus all categories – 0
 - No hate crimes reported at either campus
- The Weapons Free Campus Policy was approved and adopted this year.

E. 2015-2016 Hiring Report

Vice President for Human Resources & Legal Affairs, Beth Brooks provided the 2015-2016 Hiring Report.

- For 2015-16 – 46.74% diversity based on 92 hires compared to 28.57% diversity based on 70 hires in 2014-15 and 40.35% on 57 hires in 2013-14.

- Breakdown of Staff Diversity by ethnicity:

African American	50-FT Staff	12%
American Indian/Alaska Native	5 FT Staff	1%
Asian, Native Hawaiian/Pac. Island.	46 FT Staff	11%
Hispanic/Latino	17 FT Staff	4%
White	295 FT Staff	71%

- Comparison of Staff Diversity to students and Pierce County

	Staff	Students	Pierce County
African American	12%	8%	7%
Am. Indian/Alaska Native	1%	1%	2%
Asian, Nat. Haw/Pac.Island.	11%	11%	8%
Hispanic/Latino	4%	5%	10%
White	71%	41%	76%

VI. REPORTS

A. Associated Students Report – Jared Isaccson, ASTCC President:

- The Web Café is being renamed The Collaboratory. Voted on by the students.
- The Health & Wellness Center is coming along. Students have been involved in choosing interiors and furniture.
- Students recently hosted the Civic Engagement Showcase – Rick Talbert, Larry Seaquist and Trustee Don Dennis attended.
- The Student Senate held its second meeting.
- Additional Clubs have been approved including From Inside/Out – a club for former incarcerated students.

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

- Acknowledged the Apprenticeship Reading Program and the faculty that are involved.
- Acknowledged the student voice presentation and how TCC works to support students.
- Likened TCC to a family where love, trust and communication must exist in order to succeed.
- Reported that faculty are holding meetings with faculty and staff to gather information on faculty and staff concerns. This effort is being spearheaded by May Fox and Pattie Green who are collecting information that will be shared with campus community.
- Acknowledged Mary Chikwinya and Tod Treat for their work on campus.
- Shared concern that blame and “throwing people under the bus” is unacceptable to the family culture of TCC and that is not how we should respond.

C. Classified Staff Report - Eric Corp, Classified Staff Representative:

- Classified Staff is filling requests for various committee memberships.
- Classified Staff meeting scheduled for October 26.

- Working on campus calendar for Classified Staff in effort to be more visible and active on campus.
- Planning June 2017 Classified Staff Breakaway.
- Looking to host Financial Workshops geared towards money management for all staff sometime in the future.

D. Foundation/Legislative Report – Bill Ryberg, Vice President for Advancement:

- Legislative – Recently attended City Club events where legislative candidates have been featured speakers.
- The schedule for Legislative Council meetings for the year will be coming out in the next few days.
- Foundation – shared the 2016-17 Work plan that outlines Objectives, Priorities and Actions of the Foundation. They hope to host 3-5 house parties, re-brand the President's Circle, sponsor the Reach Higher Luncheon and Tacoma Wine Classic, increase scholarship funds and continue to develop a strong and active board.

E. President's Report - President Ruhland:

- President Ruhland referred to two items the board received:
 - ✓ Letter to NWCCU regarding request to have Probation Status removed at NWCCU Executive Committee Meeting.
 - ✓ Agenda for the upcoming Joint TCC/TPS Board Meeting to be held on October 26.
- The President directed the board to page 34 of the board packet to the New Hire Report.
- Highlights from the President's Monthly Meeting/Activity Report:
 - ✓ Participated in "Meet & Greet" for TCC students on the first day of classes September 19.
 - ✓ Met with International Business School from Denmark visitors on September 27.
 - ✓ Attended the MAC and Equity & Diversity Council meetings on September 28.
 - ✓ Presented at the Board of Director's Meeting for the Economic Development Board of Tacoma Pierce County held at Pierce College, Fort Steilacoom on September 16.
 - ✓ Attended the Multicare Community Leaders Luncheon on October 11.
 - ✓ Attended the ACCT Leadership Congress in New Orleans with Trustees Bob Ryan, Gretchen Adams and James Curtis. TCC had two presentations at the conference: Men of Distinction and the THA/TCC Housing Project. Dr. Val Robertson, Dean for Student Development, the Trustees, and Michael Mirra from THA presented along with Dr. Ruhland.
- President Ruhland shared with the board information about the PACE project. TCC has contracted with the Center for Dialog and Resolution to facilitate Listening Circles on campus to gather college information from faculty staff in an effort to improve campus climate. They will distill the information, develop a work plan and report to the board in January.

VII. PUBLIC COMMENT/REMARKS

Professor Mary Fox, co-chair of Faculty Instructional Council stated she was speaking on behalf of the faculty leadership and informed the board of the faculty's support of Dr. Tod Treat and that she would be available to answer any questions.

Chair Bob Ryan thanked Professor Fox for her comment.

VIII. EXECUTIVE SESSION

At 6:00 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 40 minutes to discuss the performance of a public employee.

At 6:40 p.m. Chair **Ryan** adjourned the executive session and reconvened the Board meeting. No action was taken by the board based on matters covered in Executive Session. No persons attending the open board meeting were present outside the board room. The Chair announced that the Board would go back into Executive Session for approximately one hour.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 7:45 p.m., the open board meeting reconvened. No action was taken by the board based on matters covered in Executive Session. No persons attending the open board meeting were present outside the board room

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:46 p.m.



Robert Ryan, Chair