

**Tacoma Community College  
Board of Trustees Regular Meeting  
December 14, 2016, 4:00 p.m.  
College Board Room #120, Building 12**

**MINUTES**

**Board Members**

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

**Administration/Faculty/Staff/Guests**

|                      |                       |
|----------------------|-----------------------|
| Sheila Ruhland       | Jason Prenovost       |
| Asha Bhaga           | Tamyra Howser         |
| Loo Moy Call         | Yvonne Unnold         |
| Kelly Farr           | Rick Brady, AAG       |
| Eric Corp            | Shema Hanebutte       |
| Bill Ryberg          | Dave Howard           |
| Krista Fox           | Patti Hermoso         |
| Jared (Red) Isaacson | Elsa Trujillo         |
| Kari Twogood         | Rachel Payne          |
| Mike Goncharuk       | Valerie Robertson     |
| Tod Treat            | Robin Evans Agnew     |
| Sonja Morgan         | Judy Colarusso        |
| Joe Shannon          | Yvonne Unnold         |
| Janine Mott          | Victoria Ichungwa     |
| Melisa Ziegler       | Jill Merritt          |
| Kim Ward             | Kelley Sadler         |
| Dolores Haugen       | Mike Mixdorf          |
| Christie Fierro      | Christopher Soran     |
| Kelly Maxfield       | Clay Krauss           |
| Jashon Banks         | Sarah Lewandowski     |
| Greg Randall         | Wayne Mask            |
| Matthew Henckel      | Debbi Olson           |
| Leia Plaza           | Patti Green           |
| Soyeon Bush          | Mary Chen Johnson     |
| James Newman         | Sonja Morgan          |
| Rick Schneider       | Julie Dunbar          |
| Kim Smith            | Nermalyn Edwards      |
| Kim Matison          | Melissa Santos        |
| Bruce Simonetti      | Katie Gulliford       |
| Matt Higgins         | John Wilson           |
| Beth Brooks          | William Ico           |
| Mary Chikwinya       | TCC Men's Soccer Team |
| Beatrice Espinoza    | Jason Gjertsen        |
| Tanjagay Martin      | Karissa Benjamin      |
| Emily Roska          |                       |
| Monica Olsson        |                       |

**I. CALL TO ORDER**

Chair **Ryan** called the meeting to order at 4:01 p.m.

Before starting with the agenda items, Chair **Ryan** made the following statement:

"I want to announce that late Monday, December 12, Dr. Ruhland gave me a letter of resignation and proposed terms of separation. In a Special Board meeting prior to this regular Board Meeting, the Board went into executive session and discussed Dr. Ruhland's existing contract and related issues, and of course, her letter of resignation and the effect this may have on our contract discussion and her contract. No action was taken or decisions were made in executive session.

When the Board reconvened in open session, a motion was made and seconded that the Board of Trustees accept the resignation and terms of resignation submitted by Dr. Sheila Ruhland, and that such resignation become effective, and therefore Dr. Ruhland's contract being voided, upon Board Chair Ryan executing a written resignation agreement with Dr. Ruhland.

The motion passed, and I signed the resignation agreement, which voids and supersedes TCC's employment contract with Dr. Ruhland. Under the terms of the agreement, Dr. Ruhland is no longer TCC's president, and her employment with TCC ends on January 13, 2017.

My understanding is that some members of the TCC community came to this meeting prepared to make public comments to the board regarding Dr. Ruhland. I suspect that our acceptance of Dr. Ruhland's resignation makes many of these comments moot, and perhaps inappropriate. Actually, it is my hope some of you might join the board in wishing Dr. Ruhland well and thanking her for the many good things that she accomplished on behalf of TCC. And regardless of the subject matter of any remarks that are made, please keep in mind that TCC and your Board of Directors values civility and respect in all communications to and from members of the TCC community."

## 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 9 Regular Board Meeting

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

#### November 28 Special Board Meeting

**MOTION:** Upon a motion by Board member **Adams**, the Board unanimously approved the minutes of the November 28 Special Board Meeting.

### C. Introductions

President Ruhland introduced **Vice President for Student Services, Mary Chikwinya** who introduced the following new employees:

- **Emily Roska, Scholarship Coordinator, Financial Aid** - Emily graduated from PLU with a degree emphasis in Public Relations and Advertising. Most recently she worked as a donor resource consultant at Cascade Regional Blood Services. Prior to that she was employed by PLU in their Development Office
- **Tanjagay Martin, Admissions, Lead Entry and Enrollment Services** -Tanjagay comes to us all the way from the TCC Gig Harbor Campus where she was Customer Service Specialist 1. She received her AA at Olympic College where she subsequently worked as a Retail Clerk 1 in the bookstore and also in their Career Center as a student worker.
- **Ashley Soyeon Bush, International Student Navigator, International Programs** - Ashley joins us from the University of Michigan where she earned her Master's in Higher Education. At Michigan, she developed a comprehensive study abroad guide for the entire university. She speaks Korean, German and English and is no stranger to the Washington State Community College System, having attended Bellevue College.
- **Monica Olsson, Access Services Manager** - Monica graduated from the University of Washington in 2011 with an emphasis in Disability Studies. Most recently Monica served as the Coordinator for Disability Support Services at DigiPen Institute of Technology where she helped launch the school's first student disability club and fostered a partnership with Microsoft's Autism Hiring Program.
- **Karissa Benjamin, Program Specialist 2, Athletics** - Karissa graduated from WSU in December 2014 with a B.A. in Sports Management. Most recently she worked as the Event Coordinator for the Lacey South Sound Chamber of Commerce. Previous to that, she worked as a Physical Therapy Tech and held an Internship at Seattle Sports Commission. Karissa was a member of the Sea Gals Cheer Squad 2011-2012 and 2015 and missed both Super Bowls because school came first.

President Ruhland then introduced the 2016 North West Athletic Conference (NWAC) Men's Soccer champions, the TCC Titans. They won the championship on November 13 by beating

the Spokane Sasquatch 2-1. President Ruhland invited **Athletic Director, Jason Prenovost** to come forward to introduce the coaches and the team.

Jason talked about the team unity and how they worked through the peaks and valleys of the season to be successful. He acknowledged the coaches, Jason Gjertsen, PJ Vargas and Jill Green for their commitment and work with the team. He thanked the President and Vice President for Student Services for their support and told the board that TCC is a great place to be and the supportive atmosphere for athletics is appreciated.

#### D. Correspondence

President Ruhland shared the following correspondence:

- Transforming Lives TCC Nominee winner, Ben Feldbush is one of five students chosen to receive the ACT's 6<sup>th</sup> Annual Transforming Lives Award. He will be honored at the ACT Transforming Lives dinner at the ACT Conference on Monday, January 23 in Olympia. He will have to opportunity to share his story which will be published with the other winners and nominees. Ben will also receive a \$500 cash award.
- 2017 Military Friendly Schools Designation. President Ruhland stated that TCC received notification that the school once again has earned the 2017 Military Friendly Schools Designation.

#### E. Board Report

- Board Member **Dunbar** attended the regular board meeting on November 9 and the special board meeting on November 28. She also attended the MAC Meeting on November 16, the PCCC Legislative Breakfast on December 8 and the Legislative Council meeting on December 13.
- Board Member **Curtis** attended the two November board meetings, the interview for Chief of Staff position on November 17 and the ACT Fall Conference at SEATAC on November 16.
- Board Member **Dennis** attended the November 9 regular board meeting and the November 28 special board meeting. He also attended the interview for Chief of Staff position on November 17, the Legislative Council on December 13 and the ACT Legislative Action Committee Retreat at SEATAC on November 15.
- Board Member **Adams** attended the Foundation Board Meeting in November and a meeting with Chair Ryan and Dr. Ruhland in November.
- Chair **Ryan** attended the November 9 regular board meeting and the November 28 special board meeting. He participated in the TCC Holiday luncheon on December 8 and the PCCC Legislative Breakfast earlier that same day. He has also attended various college business meetings on campus throughout the month.

Dr. Ruhland asked Board member **Dennis** to stand. She announced that this was the last board meeting for Board member **Dennis** and she recognized him for the work that he has done for the college. While she only worked with him for a short period of time she appreciated his commitment to the college and the students.

Board Chair **Ryan** than recognized Board Member **Dennis** for his ten years of service as a TCC Trustee. He read a letter from the Governor addressed to Board Member **Dennis** thanking him for his years of service. Chair Ryan presented Board Member **Dennis** with an engraved TCC Trustee medallion.

### III. PRESENTATION

**Student Voice – Val Robertson, Dean for Student Development** introduced CASA/TRIO student, **William Ico**. He is also in the TCC Men of Distinction Program.

William is in his final quarters as a student at TCC where he is in the Networking & Cyber Security Program. He began in the ABE and Fresh Start Program after attending Clover Park High School. He enrolled in TCC because it had a variety of classes and was much more diverse than other schools he considered. He had a very good advisor who helped him in the Fresh Start Program along with the Men of Distinction Program and the support of Demetrius Story.

William hopes to continue his education in Computer Science at either University of Washington – Tacoma or Western Governors University (WGU). He has been offered a full scholarship to both schools. He hopes to stay in the area and continue to live with his foster mother.

#### IV. ACTION ITEMS

##### A. Approve – Request to Approve Tuition & Fee Refunds Policy

**MOTION:** Upon motion by Board member **Adams**, the Board unanimously approved the Request to Approve Tuition & Fee Refunds Policy.

##### B. 1<sup>st</sup> Read – 2018 19 Instructional Calendar

**Executive Vice President for Academic & Student Affairs, Dr. Tod Treat** provided information on the 2018-19 Instructional Calendar. The taskforce consisting of faculty and student services representatives develop the instructional calendar and recommend to the Executive Vice president for Academic and Student Affairs. The recommendation is in line with requirements of the faculty negotiated contract and provides for 50 classroom days in fall and winter quarters and 48 in spring quarter. Summer quarter consists of 31 classroom days.

**MOTION:** Upon motion by Board member **Curtis**, the Board unanimously approved the 1<sup>st</sup> Read – 2018-19 Instructional Calendar.

#### V. NON-ACTION ITEMS

##### A. Pathway to Completion: Mujeres Latinas

**Executive Vice President, Dr. Tod Treat** introduced **Dr. Robin Evans-Agnew, Elsa Trujillo and Beatrice Espinoza**

Highlights of their presentation:

- ✓ Dr. Robin Evans-Agnew is the Assistant Professor of Nursing and Healthcare Leadership at the University of Washington Tacoma and been leading the group called Mujeres Latinas (Latino Mothers) who have been working the last three years to advocate and create awareness of childhood asthma among Mexican Americans. They have been working in their communities to educate parents on how to prevent childhood asthma.
- ✓ Beatrice Espinoza shared her experience of attending the TCC Madison Family Literacy program and participated in the ESL and GED programs and graduated in 2015. She has been working to help other parents learn how to take care of their children. She has worked with the Pierce County Health Department to provide translated materials and training for the Hispanic population. They hope to expand the program and reach greater audiences by developing community partnerships.

##### B. FY 2015-16 Financial Report

**Nermalyn Edwards, Assistant Director of Financial Services**, provided a report on the FY 2015-16 Financials. She stated the books have not yet been closed due to the ongoing issues with ctcLink. The information being provided had a margin of error of 5-10%.

Highlights of the report:

- ✓ Revenue: the actual state allocation was 4% higher than budgeted and the actual local revenue was 7% higher than budgeted mainly because of the increase in the number of Running Start students. Total actual operating resources was 6% higher than budgeted.
- ✓ Expenses: Total actual expenses were lower than budgeted by 1%. Instruction and Academic Support expenses were up by 3% but Institutional Support offset the increase by a decrease of 16%. WR Financial Aid was up by 12%.
- ✓ Net revenue over expenses is estimated at \$2,792,772.
- ✓ The beginning Reserves as of 7/1/15 was \$8,832,290 and the ending balance at 6/30/16 is estimated to be \$13,969,783.

##### C. ctcLink Pilot Implementation Assessment

**Director of Information Technology, Clay Krauss** provided the following report:

- ✓ The SBCTC retained the Gartner Group to perform an assessment of the ctcLink project.

- ✓ Assessment Objectives were to determine if the pilot program was finished and could the next waves begin, review the project schedule for subsequent waves, identify lessons learned and determine if lessons are being implemented in subsequent waves.
- ✓ Findings: the 34 colleges operate independently with no single executive and different policies and procedures, the base strategy for ctcLink was reasonable, the implementation of the pilot schools is incomplete, business processes continue to be disrupted at TCC and CCS and additional improvements to governance, project management, system configuration, resource estimates, and security is needed before proceeding with additional deployments.
- ✓ Recommendations: establish a clear governance process and improved project controls, identify gaps at the pilot schools and remediate to address operational issues at the pilots, validate business requirements, audit the system configuration and remediate all functional gaps, and finally, flesh out project plans then move forward with implementing the balance of the schools.
- ✓ Estimated timeline for the remediation plan is through June 2017.
- ✓ Next steps: SBCTC is designating a status for the 2,488 business and technical requirements and creating a plan/framework to remediate based on the gaps.

#### **D. Core Indicators of Mission Fulfillment**

**Executive Vice President for Academic & Student Affairs, Dr. Tod Treat** provided a report on the Core Indicators of Mission Fulfillment. He provided a brief summary of the purpose of core themes and the responsibility of the governing board to ensure that institution's mission and core themes are being achieved. Highlights of his report:

- ✓ Core themes are mission-based institutional goals. TCC measures its effectiveness toward reaching these goals by assessing indicators organized under strategic objectives. These measurements are TCC's core indicators and reflect the core values of the college mission.
- ✓ Core indicators are a four year commitment to institutional objectives and are foundational to TCC's continuous improvement planning activities.
- ✓ Dr. Treat pointed out four specific core indicators of concern and plans for review:
  - ❖ 1.A.1 – A focus report on TCC's Adult Basic Education program will be provided to the Board in spring, 2016 in demonstration of mission fulfillment. Plans for review and research to be done.
  - ❖ 1.D – TCC faculty are currently engaged in a review of Program Level Assessment and are revising the model. Modifications and monitoring to be complete.
  - ❖ Theme 2 – Diversity – ctcLink coding changes have impacted TCC's reporting of student diversity. The 2015-16 data for these items will be corrected but we believe up to 2000 new students are miscoded.
  - ❖ 2.G.1 – Diversity of TCC employees – the college continues to focus on recruiting and hiring highly, qualified, new employees of differing backgrounds.
  - ❖ 4.B – Funding operational plan items – emphasis on funding fewer projects with great investment and return on investment. Need to be able to accurately assess return on investment.

## **VI. REPORTS**

### **A. Associated Students Report – Jared (Red) Isaacson, ASTCC President:**

- The number of student senators has increased to 41. The Senate meetings are now held in the Student Center in order to accommodate the increased participation.
- Ben Feldbush, ASTCC VP for Legislation attended Legislative Academy and received training on meeting with legislators.
- Free Food for Finals went well with the help of the Foundation. 1800 students were able to receive food during finals.
- Student Engagement is working on welcome week for winter quarter.
- Trustee Liz Dunbar has agreed to participate in the Civic Engagement Showcase next quarter. This is an opportunity for leaders in the community to dialog with students.
- The Thrift Shop – Gift Shop was successful with over 2335 items donated and sold to students for \$.25 per item.

- The new gym in the Health & Wellness Center will open on January 3, 2017 for its first basketball game.
- Winter quarter calendars will be distributed at the next board meeting.

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

- Extended best wishes to Dr. Ruhland for her future.
- Acknowledged Don Dennis for his tireless work as a trustee for the past 10 years. Talked about his work with the legislators, his commitment to the Gig Harbor campus and his reputation as an outstanding communicator and advocate for TCC. Dave called Don a class act and suggested his name be placed on the building at the Gig Harbor campus.
- Wished everyone a happy holiday.

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

- Wished Dr. Ruhland well and thanked her for all she has done for the students and the Classified Staff.
- Money Management Educators have provided financial consultations to 27 employees.
- Working on the spring Breakaway – looking for new location.
- Looking forward to spring Professional Development Day and providing training for the Classified Staff.
- Elections will be held in the spring for new Classified Staff Council.
- Looking to offer speed reading to staff in 2017 offered by John Sandin.

**D. Foundation/Legislative Report:**

**Foundation Report – Bill Ryberg, Vice President for College Advancement:**

- Dianna Kielian unable to attend but wanted to wish everyone a happy holiday season and remind them to make their tax free contributions before the end of the year.

**Legislative Report – Bill Ryberg, Vice President for College Advancement:**

- The PCCC Legislative Breakfast and Legislative Council were both successful events held this past week.
- The Governor's budget was released yesterday and is in the process of being dissected.

**E. President's Report - President Ruhland:**

- President Ruhland provided the following collateral to the board:
  - ✓ TCC Highlights Pocket Guide – Additional copies for Trustees to distribute.
  - ✓ Handout – Washington Competes – a joint communication from Council of Presidents, SBCTC and Independent Colleges of Washington. A sector-wide agenda for Higher Education Growth and Completion.
  - ✓ The TCC Annual Report – First Annual Report that includes student stories, financial report and the TCC Foundation Report. Will also be available electronically.
- Reminded Board members to review the trustee calendar that was emailed to them with any changes highlighted in yellow.
- Referenced the New Hire Report which provides the list of new employee who have started working in the last month. Page 37 in the board packet.
- Dr. Ruhland discussed The Fair Labor Standards Act (FLSA) and reminded the board that the salary increases the regulations had required to begin on December 1 had been included in the 2016-17 budget. Despite the injunction placed on the new regulations by a federal judge in Texas, the college has gone ahead with implementing the salary increase which had been communicated to the staff.
- Highlights from the President's Monthly Meeting/Activity Report:
  - ✓ MAC Meeting on November 16 – Guest speaker Greg Mowat of the Tacoma Pierce County Chamber of Commerce. Veteran and Business Specialist. He addressed veteran transition from military to civilian employment. Dr. Ruhland was unable to attend because of the ACT meeting in Seattle.

- ✓ Meetings with University Place School District and Peninsula School District on November 11.
- ✓ Meeting with Tacoma Housing Authority and Department of Corrections to discuss housing opportunities.

President Ruhland took a moment to thank the Board of Trustees for the opportunity to work with them over the past two years. She indicated she would miss the students of TCC and they are what brought her to the college. She hopes TCC will continue to be the college of choice for students and wished the board and the college all the best.

**VII. PUBLIC COMMENT/REMARKS**

None

**VIII. EXECUTIVE SESSION**

At 5:35 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 20 minutes to discuss public employee performance and who might serve as acting president to lead the college.

**IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION**

At 6:00 p.m. the open board meeting reconvened. Board Chair Ryan indicated that that various matters were discussed in executive session relating to the performance and evaluation of TCC employees, including the discussion of who will lead TCC. No action was taken or decisions were made in executive session.

**MOTION:** Upon motion by Board Member **Adams**, the board unanimously approved that **Mary Chikwinya, Vice President for Student Services** and **Bill Ryberg, Vice President for College Advancement** be asked to serve as acting co-presidents of TCC, until such time as an Interim President may be appointed and a national search for the next permanent President be undertaken.

**Mary Chikwinya, Vice President for Student Services** accepted the appointment as TCC co-president.

**Bill Ryberg, Vice President for College Advancement** accepted the appointment as TCC co-president.

Both Mary and Bill indicated they are looking forward to helping to move the college forward and working with the board as co-presidents.

Chair **Ryan** thanked Mary and Bill for agreeing to serve, stated the students are the number one priority of the college and that we will move forward to make TCC a positive place.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:04 p.m.

  
\_\_\_\_\_  
Robert Ryan, Chair