

**Tacoma Community College
Board of Trustees Regular Meeting
February 17, 2016, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Bob Ryan, Chair
Gretchen Adams
Don Dennis
James Curtis

Administration/Faculty/Staff/Guests

Sheila Ruhland	Beth Brooks
Tim Gould	Ian Aithiri
Mary Fox	Kathryn Smith
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Bruce Simonetti
Bill Ryberg	Dave Howard
Pat Shuman	Clay Krauss
Janine Mott	Mecca Salahuddin
Krista Fox	Odette Allen
Greg Randall	Valerie Robertson
Yvonne Unnold	Betsy Abts
Victoria Ichungwa	Judy Colarusso
Kelley Sadler	Cielito Lane
Will Howard	Kim Matison
Lorena Saucedo	Thomas Oliver
Rachel Payne	Julie Benson
Jenna Jones	Cathie Bitz
Mike Goncharuk	Kari Twogood
Chris Soran	Samantha Saucedo
Andrew Cho	Sean VanDommelen
Blaine Hunter	James Newman
Kim Ward	Jamie Traugott
Shema Hanebutte	Mike Flodin

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:

January 13 Regular Meeting and January 29 Board Retreat

MOTION: Upon a motion by Board member **Curtis**, the Board unanimously approved the minutes of the January 13 Regular Meeting. Upon motion by Board member **Dennis**, the Board unanimously approved the minutes of the January 29 Board Retreat.

C. Introductions

President Ruhland introduced **Dr. Tod Treat, Executive Vice President for Academic and Student Affairs**. Tod introduced new archivist, **Odette Allen**. Odette received her graduate degree in Archives and Records Management from Western Washington University and an undergraduate degree in Painting and Printmaking from the Cornish College of the Arts. She has worked as an adjunct faculty member at Seattle Central College and has taught at Western Washington University.

President Ruhland introduced **Mary Chikwinya, Vice President for Student Services**. Mary introduced **Dean for Enrollment Services & Registrar, Betsy Abts**. Betsy introduced TCC's new **Associate Registrar, Cielito Lane**. Cielito has served in numerous roles at TCC since 2001 including Tutoring Center Coordinator, Admissions and Reception for the International Programs Department, Customer Services Specialist for the Counseling & Advising Center, and most recently as a Credentials Evaluator for Enrollment Services. Cielito graduated from Santa Clara University with a Bachelor of Science in Mechanical Engineering.

D. Correspondence

President Ruhland received the following correspondence:

- ✓ Letter from Phi Theta Kappa (PTK) Honor Society congratulating **Vice President for Student Services, Mary Chikwinya** as a recipient of PTK's prestigious Distinguished College Administrator Award. Mary will be honored at the PTK's 98th Annual Convention in April, 2016, in National Harbor, Maryland. Administrators are nominated by their PTK chapter and are selected for this international distinction based on outstanding support provided to PTK.

- ✓ Tacoma Community College has been listed as one of the nation's top 150 community colleges by the Aspen Institute which allows TCC to compete for the 2017 Aspen Prize for Community College Excellence. This is the first time TCC has received this national recognition by the Aspen Institute.

Dr. Tod Treat, Executive Vice President for Academic and Student Affairs provided an overview of how schools are selected. Schools are judged using publicly available data on student outcomes in three areas:

- Performance (retention, graduation rates, including transfers, and degrees and certificates)
- Improvement (awarded for steady improvement in each performance metric over time)
- Equity (evidence of strong completion outcomes for minority and low-income students).

Dr. Treat indicated TCC will delay competing for the 2017 Aspen Prize in order to improve TCC's overall completion rate over the next two years.

- ✓ As briefly mentioned at the last board meeting, TCC received notification from the U.S. Green Building Council that we achieved LEED gold certification for the H.C. Joe Harned Center for Health Careers project. **Chair Ryan** and **Dr. Ruhland** presented a framed certificate to **Krista Fox, Dean for Health, Business and Professional Services** to display in Building #13. Dr. Ruhland acknowledged the architect along with contractors, engineers and other vendors who contributed to the project. Former employees and current employees were also mentioned for their contributions.

E. Board Report

- Board Member **Curtis** attended the ACT New Trustee Orientation and Transforming Lives Dinner in Olympia on January 24 and the ACT Winter Conference on January 25. He also participated in the Board Retreat on January 29 held on the TCC campus, the TCC Foundation Reach Higher Luncheon on February 4 and two community events: Students of Color – Real Talk held at Stadium High School and the Men's Summit at Tacoma Community College. James also attended the ACCT National Legislative Summit in Washington DC February 8-11.
- Board Member **Adams** attended the TCC Foundation Board Meeting on January 26, the Board Retreat on January 29 and the TCC Foundation Reach Higher Luncheon on February 4.
- Board Member **Dennis** attended the ACT Winter Conference in Olympia on January 25, visited legislators in Olympia with President Ruhland and Bill Ryberg on January 26 and attended the TCC Legislative Council Meeting on January 27. Don also participated in the Board Retreat on January 29.
- Chair **Ryan** attended the ACT Winter Conference in Olympia on January 25, the Board Retreat on January 29 and attended the TCC Foundation Reach Higher Luncheon on February 4.

III. PRESENTATION

Student Voice: Kim Matison, Director of Financial Aid introduced student **Samantha Saucedo**. Samantha shared her story stating she grew up in the area having attended Curtis High School. She attended Western Washington University for one year with the intention of studying physical therapy. She returned to the area and enrolled at TCC and is currently taking nursing prerequisite classes. Samantha is active in the community participating in the Life Center Youth Center, enjoys learning cultural dance, and has formed her own non-profit organization which raises funds to help educate young girls living in Haiti.

Samantha's goal is to complete her degree in nursing and practice nursing in other countries and hopefully someday be able to teach nursing abroad. She has enjoyed all of her teachers at TCC and has learned a great deal from a culturally diverse student population. Samantha also acknowledged her mother, Lorena Saucedo, Assistant Financial Aid Director at TCC, who was present at the meeting.

IV. ACTION ITEMS

A. APPROVE: Proposed Student Course Fees 2016-2017

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

B. APPROVE: Request for Funding – Above Required Reserves - Civitas Learning

MOTION: Upon motion from Board member Curtis, the board unanimously approved the Request for Funding – Above Required Reserves –Civitas Learning.

V. NON-ACTION ITEMS

A. Pathway to Completion: Achieve Equity and Create Learning through a Coordinated Studies Course.

Mecca Salahuddin, Dean for Organizational Learning and Effectiveness introduced **Sociology Professor Dr. Andrew Cho** and **English Professor Blaine Hunt**. Professors Cho and Hunt shared their experience successfully teaching a cohort of 20 students Sociology 101 and English 101/094. They have integrated concepts like social structure and culture, as well as racial and ethnic inequality with college reading and writing skills. The students have been able to apply learned content to real-life situations and to current events in their lives and environment.

Two members of the cohort, Kathryn Smith and Ian Aithiri shared their class experiences. Kathryn stated it was the “best ever” class. She enjoyed the real and rich conversations about social injustices. Ian claimed he had never passed an English class before and received an A in the class. He learned a lot about life and wants to have an impact on others. He learned about others experiences and backgrounds and wants to take more classes that bring different classes of people together to discuss social issues.

B. Employee Demographic Report

Beth Brooks, Vice President for Human Resources & Legal Affairs provided a report that compared three years of new employee hires at TCC broken down by employee classification and by ethnicity. Highlights of her report:

- ✓ 2013-14 – 57 total new hires - 33.33% diversity, 7.02% veterans & disabled
- ✓ 2014-15 – 70 total new hires – 27.14% diversity, 1.43% veterans & disabled
- ✓ 2015-16 through February, 2016 – 58 new hires – 29.31% diversity, 0% veterans & disabled
- ✓ Current staff diversity through February, 2016 – 426 employees 27.23% diversity, 7.28% veterans & disabled.
- ✓ Recruiting efforts especially for faculty diversity continue to be a priority. Beth indicated that the competition is extreme especially along the I-5 corridor between community colleges and 4-year universities.

C. ctcLink – on site assessment

Clay Krauss, Director of IT and **Tim Gould, Vice President for Administrative Services** provided updates on the ctcLink project. Highlights of their reports:

- ✓ The working relationship along with the communications between Ciber, the State Board, Spokane District and TCC have improved.
- ✓ Business processes are being addressed. At the two day assessment meeting in January, 244 processes were reviewed.
- ✓ List of critical issues has been reduced. 124 open tickets, 1 urgent, 1 critical.
- ✓ We continue to work on the general ledger. We are getting closer with the general ledger and the 2015 budget has been loaded into the system but is not yet accessible.
- ✓ Janice Stroh, TCC Director of Financial Services, continues to work on the chart of accounts.
- ✓ We are about a month away on a workable general ledger with report capabilities.

VI. REPORTS

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

- Writing & poetry workshop coming up.
- Latin @ Summit Highline Community College March 24.
- March is Women’s History Month. Special films are scheduled for March 1 & 2.
- Filharmonic Performance – March 3.
- Legislative Council – continues working on higher education issues

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

- Reach Higher Luncheon was very successful. Exceeded the \$60,000 goal by \$50,000.
- Tacoma Wine Classic is May 7.
- Encouraged everyone to attend the event and donate auction items.

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

- Acknowledged the employee demographic information and continued efforts to recruit diverse faculty.

- Dave's Running Start son was able to register for classes. Dave is encouraged that ctcLink might actually work.
- Acknowledged payroll staff employee, Janet Ward for her customer service to employees.
- Shared a growing concern among faculty organizations in the increase in student debt.

D. Classified Staff Report – Sean VanDommelen, Classified Staff Representative:

- Classified Staff Council is coming together with new membership.
- The Breakaway will be at Pt. Defiance Zoon this year. The committee is working on the program for the day.
- All the committee positions have been filled.
- A Classified Staff Meeting is scheduled for February 24 in the Senate Room at 10:30 a.m.

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

- The State Revenue Report was just released with a reduction in revenue of \$78 million.
- The Corrections Education Bill has made it out of the House. No other higher education bills have moved on.

F. President's Report - President Ruhland:

- The President provided the board with the following:
 - ✓ A list of upcoming presentations by TCC employees at the 96th AACC Annual Conference this April
 - ✓ SBCTC Overview and Legislative Session Guide
 - ✓ SBCTC Field Guide.
- Other highlights from President's Report:
 - ✓ New Hire Report. New format broken down by employee classification. Report will be provided each month.
 - ✓ Dr. Ruhland provided highlights from her activity report for the month.

VII. PUBLIC COMMENT/REMARKS

Dean for Arts, Humanities and Social Sciences, Yvonne Unnold distributed postcards to the board with information about the current exhibition in the TCC Gallery. "Sugar & Spice" opens today. She invited the board to stop by for the reception being held until 6:00 p.m.

VIII. EXECUTIVE SESSION

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

At 5:52 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:52 p.m.


Robert Ryan, Chair