

**Tacoma Community College
Board of Trustees Regular Meeting
April 13, 2016, 4:00 p.m.
Gig Harbor Campus, 3993 Hunt Street, Gig Harbor, WA**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

| | |
|----------------|-------------------|
| Sheila Ruhland | Beth Brooks |
| Tim Gould | Tamyra Howser |
| Mary Fox | Quentin James |
| Mary Chikwinya | Rick Brady, AAG |
| Eric Corp | Jenna Jones |
| Bill Ryberg | Dave Howard |
| Pat Shuman | Shema Hanebutte |
| Janine Mott | Mecca Salahuddin |
| Jane Oliver | Rachel Payne |
| Greg Randall | Valerie Robertson |
| Tod Treat | Tanjagay Martin |
| Ben Pagenelli | Judy Colarusso |
| Alex Mosley | Will Howard |

I. CALL TO ORDER

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

March 9, 2016 Regular Meeting

MOTION: Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the March 9, 2016 Regular Meeting.

March 16, 2016 Special Meeting

MOTION: Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the March 16, 2016 Special Meeting.

C. Introductions

President Ruhland introduced **Mary Chikwinya, Vice President for Student Services**. **Mary** introduced **Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department**. **Janine** introduced new employee **Tanjagay Martin**, Customer Service Specialist at the Gig Harbor Campus. **Janine** also introduced **Alex Mosley**, the newly hired Program Assistant for Continuing Education.

D. Correspondence

President Ruhland received the following correspondence:

- ✓ Letter from the Northwest Commission on Colleges and Universities (NWCCU) regarding a substantive change proposal from TCC seeking approval to offer a Bachelor of Applied Science (BAS) degree program in Health Information Management (HIM) effective fall 2016. The NWCCU has reviewed and approved the proposal. The BAS degree program in HIM will be offered beginning fall 2016.

E. Board Report

- Board Member **Dennis** attended the March 9 regular board meeting, the March 16 special tenure meeting and the April 13 TCC Legislative Connections Council meeting.
- Board Member **Adams** attended the March 9 regular board meeting, the March 16 special tenure meeting and the TCC Foundation Board meeting held on March 22.
- Board Member **Curtis** attended both the March 9 regular board meeting and the March 16 special tenure meeting.
- Board Member **Dunbar** attended the March 9 regular board meeting, the March 16 special tenure meeting and the April 13 TCC Legislative Connections Council meeting. She also attended a number of community fundraising events including the Tacoma Community House Luncheon, the Emergency Food Network event and the Franciscan Health Palliative Care Luncheon.

- Chair **Ryan** attended the March 9 regular board meeting and the March 16 special tenure meeting. He also attended the Tacoma Community House Luncheon.

III. PRESENTATION

Student Voice: Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department introduced instructor, **Dr. Jane Olive** from the Harbor Institute. Dr. Olive shared some of her background and her experience teaching at the Institute. She enjoys sharing her knowledge and experiences with enthusiastic life-long learners and hopes the Institute will continue to expand. Janine also introduced student, **Quentin James**, from the Harbor Institute. James is currently enrolled in two classes and finds them academically challenging. He believes the Institute is a wonderful asset for the community and provides a "yearn to learn" service for many "experienced" life-long learners who have retired. He also indicated he hopes the Institute will continue to grow and offer more classes.

IV. ACTION ITEMS

A. APPROVE:– 2017 – 2018 Instructional Calendar

MOTION: Upon motion from Board member **Adams** the board unanimously approved the 2017-2018 Instructional Calendar.

B. APPROVE: Exceptional Faculty Awards

Dr. Tod Treat, Executive Vice President for Academics & Student Affairs provided information on the Exceptional Faculty Awards which are presented annually to recognize faculty who contribute in outstanding ways to student learning and the quality of TCC as an institute of higher education. There are two categories of Exceptional Faculty Awards:

Faculty Excellence Awards: (\$3,500 each)

Faculty Development Awards (\$3,000 each)

Prior to the Board meeting, six names were submitted to the Board for the Exceptional Faculty Awards. Although the names were not publicly announced at this meeting because there will be a surprise announcement at the April 22 Professional Development Days, the President recommended that each of the following six faculty members receive awards:

Faculty Excellence Awards (\$3,500 each):

John Sandin, developmental Education
Liz Fortenbery, Anthropology
Sylvia Summers, Accounting

Faculty Development Awards (\$3,000 each):

Ralph Hiltz, Earth Sciences
Rachelle McGill, Developmental Education
Allison Muir, Developmental Education

MOTION: Upon a motion by Board member **Dennis** the Board unanimously approved the Exceptional Faculty Award recipients and the award amounts

V. NON-ACTION ITEMS

A. Pathway to Completion: Harbor Institute-Connecting to Community

Mecca Salahuddin, Dean for Organizational Learning and Effectiveness introduced **Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department** who provided a brief PowerPoint presentation on the Harbor Institute. Highlights included:

- The Harbor Institute is operated through the Continuing Education Department in Gig Harbor.
- Classes offered cover a diverse range of topics and are geared towards the interests of community residents.
- The Institute offered its first classes in September 2014 and has continued to grow.
 - 22 classes in 2014-15, 39 classes in 2015-16
 - 11 instructors in 2014-15, 17 instructors 2015-16
 - 154 enrollments 2014-15, 205 enrollments 2015-16 through Winter
- Currently using online surveys to obtain feedback and suggestions for future classes.
- The experience and enthusiasm of the instructors is key to successful meaningful classes.
- The goal is to keep class size small to promote seminar type collaborative and dynamic discussions.

B. Gig Harbor Campus Update

Janine Mott, Executive Director of the Gig Harbor Campus & Continuing Education Department provided the following update:

- Janine provided a Write in the Harbor bookmark for the board along with a one-page summary of the instructional, student services and community programs offered at the Gig Harbor campus.
- The 2016 Write in the Harbor Regional Writers Conference will be held on November 4 & 5. The keynote speaker will be author Jim Lynch.
- The artwork currently displayed in the Gig Harbor Campus Gallery was provided by the Peninsula Art League.
- Credit classes are down, non-credit classes are up.
- ctcLink has caused issues for the Continuing Education Department.
- The ABE program held at the Red Barn currently is working with twelve students.

C. State-wide Enrollment Report

Mary Chikwinya, Vice President for Student Services provided the following information:

- The state-wide enrollment from Fall 2015 to Fall 2016 is flat.
- TCC's enrollment Fall to Fall indicates no increase and has flattened out. This is according to data from the ctcLink that has not been finalized.
- Enrollment for Pierce District is down 2%, up 5% for Bates and up 1% for Clover Park.
- Running Start enrollment is up statewide.

D. SBCTC Campus Climate Assessment Survey

Tamyra Howser, Director of Marketing and Communications provided the following information:

- The Washington State Board for Community and Technical Colleges (SBCTC) will be conducting a Sexual Assault Campus Climate Survey May 2 – May 13, 2016 in order to comply with a mandate from the Washington State Legislature.
- This is in response to a 2014-15 Survey conducted by American University that indicated 11% of college students were victims of sexual assault on college campuses.
- The survey will be administered to staff and students though there will be some who will be exempted.

E. ctcLink Update

Tim Gould, Vice President for Administrative Services provided the following update:

- We are currently working through a number of items with ctcLink:
 - Customization
 - Getting live data
 - General ledger
 - Budget
 - Financial Aid
- Tim continues to work with State Board and Ciber to address issues and the 125 outstanding tickets.
- Important to have onsite help to solve issues.
- Right now working to load the 2015-16 budget into ctcLink in an effort establish a baseline in developing the 2016-17 budget. Tim's top priority.
- Dr. Ruhland indicated at the Presidents' March monthly meeting, compensation for the financial burden that has been placed on the two first link schools was discussed. Discussions to be continued at upcoming meeting.
- Dr. Ruhland also indicated that proposed operating budgets for 2016-17 will most likely be delayed beyond the traditional May-June approval timeline due to ctcLink issues. She proposed July and August special board meetings in order to have an approved budget prior to the start of fall quarter, 2016. Judy will contact board members for their availability during July and August.

VI. REPORTS

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

- The film Straight Outta Compton will be shown at the Grand Cinema April 14 as part of the Diversity Film Festival. Students are admitted free with their ID.
- The Annual Pow Wow will be held Saturday, April 16 in the Student Center.
- A tailgate party for Titan Baseball is scheduled for April 19.
- Plans continue for the Legislative Showcase, May 18, which will feature the former mayor of Auburn and a Tacoma City council member.

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

- All focus for the Foundation is on the Tacoma Wine Classic scheduled for May 7. Some great auction items have been solicited including the popular TOTE trip.

- The Foundation will be holding a spring retreat in a couple of weeks to begin planning for next year.

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

- Acknowledged the Gig Harbor Campus for the programs and services they provide to the community on the peninsula.
- Acknowledged the Harbor Institute faculty for their enthusiasm and commitment to their students.
- Acknowledged Bill Ryberg for his work on the Legislative Connections Council.
- Discussed the challenges with the ctcLink, the effect on employee morale.
- Offered suggestion for improved communication among departments on campus.

D. Classified Staff Report - Eric Corp, Classified Staff Representative

- Eric has replaced Sean VanDommelen as the Classified Staff Representative.
- Planning continues for the Breakaway which will be held at Pt. Defiance on June 10.
- The Classified Staff Council is working on guiding principles for the Classified Staff organization to review and adopt.
- Pat on the Back awards will be announced at the Awards and Recognition event this year.
- Eric also serves on the Staff Training for Technical and Community Colleges (STAAC) Board which is professional development organization for Classified Staff. Their annual workshop is in August and will be held this year at Lake Washington Institute.

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

- The Legislative Connections Council met yesterday. Arlin Harris, Director of Legislative Relations for the State Board was in attendance. Bill took him on a tour of the campus.
- The House Higher Education Committee will meet and tour the campus on June 14.

F. President's Report - President Ruhland:

- The President shared the following with the board members:
 - Copy of the All Washington Student Awards Program held at South Puget Sound Community College on March 24. The Governor named TCC student Tyler Thurber Washingtonian of the day.
 - Copy of the 2016 AACC Conference brochure. Dr. Ruhland, Mary Chikwinya, Tod Treat and other TCC staff presented at the conference.
- Collateral items provided by President Ruhland
 - ASTCC Spring Student Calendars
 - Copy of article from the Pierce County Lawyer magazine on the TCC Limited License Legal Technician (LLLT) Program.
- The President directed the board to page 17 of the board packet to the New Hire Report.
- The President directed the board to two items on the events calendar – October 2016 – ACCT Leadership Congress & Joint Board Meeting of TSB & TCC October 26 at TCC.
- Highlights from the President's Monthly Meeting/Activity Report:
 - Dr. Ruhland delivered tenure letters to faculty on March 17.
 - Dr. Ruhland met with Dona Ponepinto, CEO for United Way of Pierce County at TCC on March 22.
 - Dr. Ruhland met with TCC donors Clara Ladd and Janet Olejar.
 - Dr. Ruhland attended a meeting hosted by the Tacoma Housing Authority and attended by Senator Maria Cantwell.

VII. PUBLIC COMMENT/REMARKS

None

VIII. EXECUTIVE SESSION

None

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:40 p.m.


Robert Ryan, Chair