

**Tacoma Community College
Board of Trustees Retreat
3017 Ruston Way
Tacoma, WA**

MINUTES

Friday June 17, 2016

Present:

Bob Ryan, Chair	Mary Chikwinya, Vice President Student Services
Gretchen Adams, Vice Chair	Tim Gould, Vice President Administrative Services
James Curtis, Trustee	Beth Brooks, Vice President Human Resources & Legal Affairs
Don Dennis, Trustee	Clay Krauss, Director IT
Liz Dunbar, Trustee	Jason Sandusky, Manager IT
Sheila Ruhland, President	
Judy Colarusso, Chief of Staff	

Call to Order

Board Chair **Ryan** called the meeting to order at 8:30 a.m.

Executive Session

At 8:35 a.m., Board Chair **Ryan** announced the meeting would adjourn into executive session to discuss the President's evaluation. The executive session was expected to last approximately one hour. At 9:45 a.m. Chair **Ryan** announced more time was necessary. The Executive Session was expected to last an additional hour. At 10:45 Chair **Ryan** announced additional time was necessary and expected the Executive Session to last approximately one hour.

At 12:05 p.m. the Board reconvened to open public meeting. No action was taken as a result of the Executive Session.

Electronic Board Packets

Judy Colarusso, Chief of Staff, provided the Board with an introduction to the Electronic Board Packets Presentation by Clay Krauss, Director of IT and Jason Sandusky, IT Manager. Highlights:

- In June 2015 the board targeted September 2016 for the implementation of electronic board packets.
- A gradual shift from paper to electronic board packets has occurred over the last year.
- The goal and scope of adopting electronic board packets was to:
 - Centralized storage
 - Implement efficiency of resources/people
 - Provide "one-stop" shopping for board
 - Be environmentally efficient
- It was decided to build our own product internally, with the support of TCC IT Department.
- This demonstration will provide configured ipads for each board member to use.
- The trustees were asked to provide feedback and if acceptable, ipads will be ordered, configured and distributed to trustees prior to the September board meeting.

Clay and Jason went through the demonstration, answered questions and received feedback. Going forward:

- Ipads will be ordered and configured for the board of trustees to begin using for September board meeting.
- The TCC IT Department will deliver and assist trustees once ipads are ready for delivery.
- Trustees will use their TCC email addresses for all board related business effective July 1, 2016.

Board self-evaluation

Board Chair **Ryan** lead a discussion on the Board's self-evaluation based on the evaluation form filled out by each trustee. Based on the scores, it appears that the board is doing well but there is room for improvement. Areas where increased participation and effort are warranted included: Foundation, External Relations and Diversity. The board discussed strategies for each area. Areas where the board scored the highest were Ethics and Budgets. Board member **Dunbar** commended Chair **Ryan** for the excellent job he is doing as the Chair.

Assessment of Board Goals for 2015-16

The discussion of the Trustees 2015-16 goals was included in the board self-evaluation discussion.

Develop goals for 2016-17

The Board affirmed the goals for 2016-17, making the following additions and revisions:

1. STRATEGIC PLAN: The question was raised whether the board reviews the initiatives of the Strategic Plan on a rolling monthly basis. It was determined that the presentations at the board meeting, namely, Student Voice and Pathways to Completion are used to connect initiatives with the Strategic plan.

This next year the college will be undertaking the development of the 2018-24 Strategic Plan. The board requested the following item be added to the goal:

- The board will be engaged in the 2018-24 Strategic Plan planning process.

3. TCC BOARD PARTICPATION: The board revised the third item to read:

- Board members shall serve as active members of at least one college council, board or trustee organization.

The board eliminated the 8th item:

- The Board will be actively involved in planning, promoting, and participating in the 50th Anniversary activities and celebration.

4. EDUCATIONAL ADVOCACY: In two places, Legislative Task Force was changed to Legislative Council.

Item four was revised to read:

- Two Board members shall serve on the Pierce County Coordinating Council with at least one member in attendance of each meeting.

Item five was eliminated.

7. DIVERSITY: The Board revised the statement to read:

The Board shall promote diversity of TCC faculty, staff and students and the TCC curriculum.

The Board revised the first item to read:

- The Board will review recruitment strategies, selection process and retention efforts at the April or May Board meeting.

The Board eliminated the second item.

The Board added the following item:

- The Board will review semi-annually, the progress of the development of the college diversity plan.

Board Report Card

The Board reviewed the Board Report Card that compiled all of the activities of the board members for the 2015-16 year.

The board unanimously agreed the tool is very helpful for reporting activity at each board meeting and it was decided to continue the practice that was put into place this past year.

Board Policy Manual

The Board reviewed three proposed changes to the Board Policy Manual:

1. Chapter III – By-Laws of the Board of Trustees #5. Manner of Election & Term of Office
Request to change the month newly elected Chair and Vice Chair take office from September to July.
2. Chapter III – By-Laws of the Board of Trustees #12. Action by Motion and #13. Action by Resolution
Request to change all action taken by the board will be by motion and passed by a majority vote at a regular or special meeting.
3. Chapter IX – College Advisory Groups #1., #2., #4.
Request to replace purpose statements for #1. College Council, #2. Multicultural Advisory Council, and adopt #4. Equity and Diversity Council.

MOTION: Upon motion by Board member **James**, the board unanimously approved the three proposed changes to the Board Policy Manual.

Board Representation/Meetings

After discussion, it was agreed that attendance at conferences is tentatively scheduled as shown below.

Meeting	Date	Day	Location	Board Member(s)
ACCT Annual Congress	Oct. 4-8, 2016	Tuesday-Saturday	New Orleans	Bob Ryan James Curtis Gretchen Adams
Legislative Action Committee Retreat	November 2016	TBD	SeaTac Area	Don Dennis Gretchen Adams
ACT Fall Conference	November 2016	TBD	SeaTac Area	Don Dennis Bob Ryan
ACT New Trustee Orientation	January 2017	Sunday	Red Lion, Olympia	
ACT Winter Conference and Transforming Lives Award Dinner	January 2017	Sunday-Monday	Red Lion, Olympia	Bob Ryan Liz Dunbar Don Dennis
ACCT National Legislative Conference	February 13-16, 2017	Monday-Thursday	Washington, DC	James Curtis
ACT Spring Conference	May 2017	TBD	TBD	James Curtis

2017 Board Meeting Calendar

The 2017 proposed meeting dates were agreed upon except for April 12, 2017. Chair Ryan requested the April meeting be changed.

Month	Day	Time	Comments
January 11, 2017	Wednesday	4:00	Board meeting
January 20, 2017	Friday	8:00 – 5:00	Winter Board Retreat - Tentative
February 8, 2017	Wednesday	4:00	Board meeting
March 8, 2017	Wednesday	4:00	Board meeting,
March 15, 2017	Wednesday	1:00 – 5:15	Tenure Interviews
April 12, 2017****	Wednesday	4:00	Board meeting, Gig Harbor Campus
May 3, 2017	Wednesday	3:30 – 5:00	Ellen Pinto Interviews
May 10, 2017	Wednesday	4:00	Board meeting
June 14, 2017	Wednesday	4:00	Board meeting
June 23, 2017	Friday	8:00 – 5:00	Summer Board Retreat - Tentative
July 12, 2017	Wednesday	4:00	Board meeting - Tentative
August 9, 2017	Wednesday	4:00	Board meeting - Tentative
September 13, 2017	Wednesday	4:00	Board meeting
October 11, 2017	Wednesday	4:00	Board meeting
November 8, 2017	Wednesday	4:00	Board meeting
December 13, 2017	Wednesday	4:00	Board meeting

**** Request from Chair Ryan to change date

2016-17 Board Committee Assignments

ACT Legislative Action Committee: Don Dennis primary, James Curtis secondary
TCC Legislative Council: Don Dennis, Chair, Liz Dunbar
TCC Foundation Board: Gretchen Adams
Pierce County Coordinating Council: Liz Dunbar, Chair 2016, Bob Ryan
ACCT Voting Delegate: James Curtis
TCC Art Committee: Liz Dunbar, Gretchen Adams
Multicultural Advisory Council: All Trustees

MOTION: Upon motion by Board member **Dennis**, the Board unanimously approved the Board of Trustees Committee appointments for 2016-17.

2016 PACE Survey Executive Summary

President Ruhland briefly discussed the results of the 2016 PACE survey. She provided the board with copies of a summary sheet outlining past survey comments and her email sent to the TCC campus on May 31 informing the campus on the results of the survey, and plans for addressing the results and improving the campus climate.

Adjournment

There being no further business, the meeting was adjourned at 4:30 pm.



Robert Ryan, Board Chair