

**Tacoma Community College
Board of Trustees Regular Meeting
November 8, 2017 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Liz Dunbar
Lois Bernstein

Administration/Faculty/Staff/Guests

Kelly Maxfield	Joey Flood
Mike Goncharuk	Cliff Frederickson
Bill Ryberg	Mary Fox
Mitch Hansen	Julie Dunbar
Joe Shannon	Valerie Robertson
Rogue Daugharty	Sonja Morgan
KC Bitterman	James Newman
Regina Rogers-Wright	Debbi Olson
Jeanne Ernst-Williams	Sarah Lewandowski-Noble
Shannon Hight	Candice Watkins
Julie Dunbar	Mary Chen-Johnson
Paige Fichter	Jackie Gorman
Danah Haley	Greg Randall
Clay Krauss	Yvonne Unnold
Will Howard	Samantha Hutchison
Thomas DiGiorgio	Matt Smith
Dolores Haugen	Patti Hermoso
Chad Kinlow	Wendy Jackson

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 chair **Ryan**, he suggested to moving the Clark Nuber audit review to the General Matters section (F), in the interest of time and cost. The Board unanimously approved the motion.

B. Approval of Minutes:

October 11, 2017 Board Meeting

MOTION: Upon a motion by Board member **Curtis** the Board unanimously approved the minutes of the October 11, 2017 Board Meeting.

C. Introductions

Board Chair **Ryan** introduced **KC Bitterman**, Department Manager of Continuing Education Gig Harbor, who introduced Rogue Daugharty, the new Program Coordinator of Continuing Education in GH.

Board Chair **Ryan** introduced **Shema Hanebutte**, Dean of Counseling, Advising, Access, Career Center & Running Start, who introduced Regina Rogers, Advisor and Women's Basketball Coach, Samantha Hutchison, Women's Volleyball Coach, and Dana Haley, Advisor and Assistant Women's Basketball Coach.

Board Chair **Ryan** introduced **Will Howard**, Security Supervisor, who introduced new Security Officers Wendy Jackson and Chad Kinlow.

Board Chair **Ryan** introduced **Clay Krauss**, Director of Information Technology, who introduced Shannon Hight, IT Specialist 2.

Board Chair **Ryan** introduced **Greg Randall**, Director of Facilities & Capital Projects, who introduced Pat Mathews, Facilities Manager and Joey Flood, Custodian 3.

Board Chair **Ryan** introduced **Krista Fox**, Dean of Health, Business & Professional Services, who introduced Yolanda Williams and Linda Cuadra, both Business & Logistics Professors.

D. Correspondence

Co-President Mary Chikwinya shared a letter from "Achieving the Dream" approving TCC's participation in the program for another year. She also communicated that TCC and Pierce Transit have signed a contract that will reduce Orca passes for TCC students to \$5.00 per quarter. Mary thanked Sonja Morgan and Shema Hanebutte for their work on this project.

E. Board Report

- Chair **Ryan** attended the October 11, 2017 Board Meeting. He participated in the Clark Nuber exit conference and met with the representatives from AGB Search. Bob will attend the ACT Legislative & Fall Conference on November 9-10 at Sea-Tac Hilton.
- Board Member **Bernstein** attended the October 11, 2017 Board Meeting and met with the Vance and Tome from AGB Search when they visited campus. She attended the Men of Distinction program presented by Tacoma's Mayor Strickland, the Korean Women's Association Luncheon, and the Center for Dialog & Resolution Breakfast. She also attended Tacoma Public Schools' Cradle to Career event on October 24.
- Board Member **Curtis** attended the October 11, 2017 Board Meeting and met with the representatives from AGB Search on October 24, 2017. The first meeting of the Presidential Search Committee occurred on October 27, 2017. James spoke at the Graduate Tacoma: Cradle to Career event on October 24.
- Board Member **Dunbar** attended the October 11, 2017 Board Meeting and met with the representative from AGB Search when they visited campus. Liz attended the 45th anniversary luncheon for the Korean Women's Association, the Rally for Immigrants and the Holocaust Center events in Seattle, Emergency Food Network Abundance Dinner, and the Center for Dialog & Resolution Breakfast in Tacoma.

F. TCC 2015-16 Audit by Clark Nuber: Mitch Hansen of Clark Nuber thanked the TCC Finance Department for their assistance and attention to detail in assisting with the 2015-16 Financial Statement Audit. Mr. Hansen shared a handout with outcomes from the recently completed audit. An unmodified opinion was issued and no auditor proposed adjustments were needed. Two areas need strengthening, of which the Board and Finance Department were already aware, including control over the accounts payable and financial reporting process.

III. PRESENTATION

Student Voice – Mary Jane Oberhofer, Business & Logistics Programs Professor, introduced 2017 TCC graduates Maylonnai Harris and Ashley Ngo. Both students were required to do a project in Rob Olsen's class and opted to create a survey and feasibility study on a TCC Food Pantry for campus. One in three TCC students consider leaving college in order to provide food for their family via full time employment. Forty percent admitted to skipping meals during the month before the survey. Fifty-five percent of students on campus have two or less meals a day. Many students miss classes, do not purchase required textbooks, or drop a class due to food insecurity. Nearly twenty five percent of TCC students are not able to have a meal before attending class each day. The need is great on our campus and 90% of students surveyed support the creation of a food pantry. To view the student made video, visit <https://www.youtube.com/watch?v=O28np5WvX9M>.

IV. ACTION ITEMS

A. Second Read/Approval of 2017-18 Operating Budget:

Cliff Frederickson and Julie Dunbar reviewed the 2017-2018 operating budget with the Board of Trustees.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the 2017-18 operating budget.

B. Second Read/Approval of 2017-18 Proposed above Required Reserve Expenditures:
Cliff Frederickson and Julie Dunbar reviewed the 2017-2018 proposed budget above required reserves with the Board of Trustees.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the 2017-18 proposed budget above required reserves.

C. Approval of ACT Transforming Lives Award Nominee:

Co-Presidents Mary Chikwinya and Bill Ryberg recommended a student name confidentially as TCC's nominee for the Transforming Lives Award for 2018.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the Co-President's selection of name put forth for TCC's Transforming Lives Award nominee.

D. Approval of Accessible Technology & Content Policy:

Clay Krauss, Director of Information Technology, reviewed the Accessible Technology & Content Policy with the Board of Trustees.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the Accessible Technology & Content Policy.

E. Approval of IT Security Policy:

Clay Krauss, Director of Information Technology, provided an overview of the Information Technology Security Policy to the Board.

MOTION: Upon suggest by Board member **Ryan**, the Board will moved the approval of the IT Security Policy to the December board meeting pending further clarification from Clay Krauss.

F. Approval of Copyright Policy:

Candice Watkins, TCC Library Director, presented the updated Copyright Policy, which moves the Fair Use section to a research guide available in the Library. Fair Use is now a hyperlink that directs the user to the new research guide.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the updated Copyright Policy.

V. NON-ACTION ITEMS

A. ctcLink Update:

Clay Krauss, Director of Information Technology, gave an overview of the ctcLink Project status. We are 2.5 years into the project with SBCTC and Spokane Community Colleges. Ciber filed bankruptcy and a lawsuit against the State Board and State of Washington, opting to settle out of court. HTC from Europe purchased Ciber but our contract was not part of the deal. SBCTC has hired several former Ciber employees and is pursuing another vendor to continue the project and provide remediation per the tickets reported by TCC and Spokane. Other colleges will come onto the system in waves starting in 2019 but a major upgrade of the Peoplesoft program must occur first. All colleges are working together to create common

business practices with a meeting occurring last month here on campus. The project is adapting with improvements reported in student access, financial aid, and payment functions. A mobile application should be available to students this winter.

B. Update of Presidential Search and Committee:

James Curtis and Lois Bernstein, TCC Trustees, gave an update of the Presidential Search process and committee actions. AGB visited campus October 23-26 and held over forty meetings with faculty, staff, students, administrators, community members, and other stakeholders. James thanked Human Resources for their hard work in setting up meetings and assisting AGB with their visit. He also thanked Tamyra Howser and Rachel Payne in Marketing for creating a soon to be unveiled search web site and communicating with the campus. The first meeting of the search committee occurred on October 27 and several other meetings are scheduled from now until the end of February.

VI. REPORTS

A. Associated Students Report – Kerry Ramroop, ASTCC President:

- Two Art & Lecture Series were held with 100+ students attending.
- OSE held a luncheon mixer for staff, faculty, and students in Building 11.
- This Saturday is the last of a 4-Saturday Diversity Workshop.
- Titan Volleyball tailgate party occurred on October 25 in Building 20.
- On October 27, the Little Monsters and Fright Night events were held for Halloween.
- An intramural basketball event occurred on November 3 with 50+ players.
- Two new device-charging stations were installed on campus for student usage.
- OSE is busy filling spots on the various councils and committees on campus.
- The TCC Foundation luncheon was fabulous and well attended by students!

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

- Dave also applauded the TCC Foundation Scholarship lunch on October 24.
- Dave is attending the ACT Legislative Task Force on Friday, November 10.
- The Presidential Search Committee is off to a great start and faculty is excited.
- Congratulations to the Finance Department for their success in closing the 15-16 books.
- Kudos to the IT Department who recently assisted Dave with a new laptop and docking station. Every person in the department provided outstanding support.

C. Classified Staff Report - Jeanne Ernst-Williams, Classified Staff Representative:

- Members for the Breakaway Committee are being finalized and they are working on a date for the event.
- Office 365 training was moved to the November 29 agenda due to time constraints.
- Jeanne thanked James Curtis and Lois Bernstein for the classified meeting with AGB Search. There was a great turnout, detailed comments, and input to the process.

D. Foundation Report – Rosemarie Burke, TCC Foundation member:

- The Reach Higher Luncheon is scheduled for February 6, 2018. Save the date!
- The October 24 Foundation luncheon was attended by 300+ people. The foundation awarded 425K in scholarships to students.

E. Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:

- The Washington State Board for Community and Technical Colleges have set their 2018 Legislative agenda for the Supplemental Operating and Capital Budgets.
- The 45th district elections appear to be favoring the Democratic candidate.
- Bill is attending the Pierce County Coordinating Council breakfast in December. The meeting will be student focused.

F. Co-President's– Mary Chikwinya and Bill Ryberg:

- Bill has secured a 15k grant from the Key Bank Foundation to assist in supporting a TCC Food Pantry in a two-year pilot program. Ben Feldbush will lead the pilot phase.

- Mary shared that we have a BIAS Incident Team on campus led by Dolores Haugen.
- Mary and Michael Mirra of Tacoma Housing, presented at #Real College in Philadelphia regarding Housing and Food Insecurity on college campuses.
- Ben Feldbush had created a group called "Street Scholars" in an effort to reach out to special populations, such as Oakland High School and Remann Hall students.
- Pierce Transit and TCC have signed a contract to allow our students to purchase Quarterly passes for \$5 each.

VII. PUBLIC COMMENT/REMARKS

No public comments

VIII. EXECUTIVE SESSION

At 5:45 p.m., Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 5 minutes.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 5:58 p.m., the open board meeting reconvened. No action occurred as a result of the executive session.

X. ADJOURNMENT

There being no further business, the meeting adjourned at 6:01 p.m.



Robert M. Ryan, Chair