

**Tacoma Community College
Board of Trustees Regular Meeting
December 13, 2017, 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Liz Dunbar
Lois Bernstein
Gretchen Adams

Administration/Faculty/Staff/Guests

Kelly Maxfield	Jill Merritt
Valerie Robertson	Christopher Soran
Bill Ryberg	Aaron Tran
Shannon Pressley	Julie Benson
Elmira Utz	Will Howard
Heather Urschel	Cliff Frederickson
Clay Krauss	Greg Randall
Mike Goncharuk	Jackie Gorman
Beth Brooks	Kim Ward
Claire Jordan	Matt Smith
Becca Montgomery	Mary Chikwinya
Victoria Ichungwa	Joe Shannon
Kerry Ramroop	Tod Treat
Vaibhav Nandha	Rosemarie Burke
Char Gore	

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 **Adams**, the Board unanimously approved the agenda as submitted.

B. Approval of Minutes: November 8th Board Meeting

MOTION: Upon a motion by Board member **Curtis**, the Board unanimously approved the minutes of the November 8, 2017 Board Meeting.

C. Introductions

Chair **Ryan** introduced **Beth Brooks**, Vice President for Human Resources & Legal Affairs, who introduced Becca Montgomery. Becca is a new Payroll Coordinator and comes with 18 years of experience using People Soft.

Chair **Ryan** introduced **Christopher Soran**, Director for eLearning, who introduced Aaron Tran. Aaron is new to the eLearning helpdesk, coming from Goodwill Industries' IT Department. His bachelors in IT is from UW Tacoma and he is currently completing his master's degree program at Seattle University.

D. Correspondence

The **Co-Presidents** had no correspondence this month.

E. Board Report

- F.** Chair **Ryan** attended the November 8th Board Meeting. He attended the ACT Board Meeting, Legislative Meeting, and Fall Conference on November 9th -10th at Sea-Tac Hilton. He attended the December 7th Pierce County Coordinating Council meeting at Clover Park Technical College and spoke with local legislators. On December 8th, he participated in the TCC Holiday Luncheon and Service Awards Ceremony.
- Board Member **Bernstein** attended the November 8th Board Meeting. She co-chaired the TCC Presidential Search Committee meeting on November 28th and attended the Legislative Council meeting on December 12th. She also attended the Tacoma Pierce County Chamber of Commerce Elected Officials Reception and the SSMP Elected Officials Breakfast.

- Board Member **Curtis** attended the November 8th Board Meeting. He co-chaired the TCC Presidential Search Committee meeting on November 28th and attended the TCC Holiday Luncheon and Service Awards Ceremony on December 8th. He participated in the Midnight Madness event in building 20 held by Regina Rogers, our new women's basketball coach. He attended the 6th Annual Tacoma Urban League Luau on December 1st.
- Board Member **Dunbar** attended the November 8th Board Meeting. She attended the ACT Legislative Meeting and Fall Conference on November 9th -10th at Sea-Tac Hilton. She spoke with local legislators at the December 7th Pierce County Coordinating Council meeting at Clover Park Technical College. On December 8, she participated in the TCC Holiday Luncheon and Service Awards Ceremony.
- Board Member **Adams** attended the November TCC Foundation Board Meeting. She met with Governor Inslee and legislators at the November 24th Governor's Recruitment Reception for a Workforce development discussion. She attended Rotary 8 Luncheon, the Red Tail Hawks Gala Dinner on December 2nd and the COMTO Gala and Dinner on November 14th.

III. PRESENTATION

Student Voice – Student Learning Centers: Helping students stay on their path.

The student learning centers include the Writing & Tutoring Center, Computer-Assisted Learning Lab, Cooperative Learning Center, Math Advising Resource Center, Business Education Center, Supplemental Instruction, and Dedicated Tutoring.

- 50% of TCC students use the Writing & Tutoring Center.
- 54% believe their success is due in part to accessing the Student Learning Centers.
- 90% of the staff are current or former TCC students.
- Staff include student work-study students, part-time hourly and full time employees.
- New staff training is provided and they hold weekly staff meetings.
- 95.7% of students report getting the help they needed on the exit surveys.
- The Learning Centers have close relationships with Instruction to ensure the assistance aligns with the curriculum.

IV. ACTION ITEMS

A. Approval of AAS-T Allied Health Degree.

Char Gore, Director of Health Information Technology, provided an overview of the new Associate of Applied Science in Allied Health Transfer Degree for the Trustees.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the new Associate of Applied Science in Allied Health Transfer Degree starting in winter 2018.

B. Approval of Study Abroad Course Fee to Include Stay Away.

Tod Treat, Executive Vice President for Academic & Student Affairs, provided an overview of the Broadening Study Abroad Course Fee to include Domestic Study Away.

MOTION: Upon motion by Board member **Dunbar**, the Board unanimously approved the Broadening Study Abroad Course Fee to include Domestic Study Away.

C. Approval of IT Security Policy.

Clay Krauss, Director of Information Technology, provided a first read of the IT Security Policy.

MOTION: Upon motion by Board member **Dunbar**, the Board unanimously approved the first read of the IT Security Policy.

V. NON-ACTION ITEMS

A. TCC Foundation Audit Presentation

Ed Ramos from Dwyer, Pemberton, & Coulson reviewed the results of the Tacoma Community College Foundation audit for 2016 and up to June 30, 2017. DP&C offered an unmodified opinion for this audit, as they have for all previous audits of the Foundation.

B. Diversity Hiring Report

Beth Brooks, Vice President for Human Resources & Legal Affairs, presented the Diversity Hiring Report for July 1, 2016 to November 27, 2017. We are making progress in some areas but still have a lot of work to do. Our veteran recruitment is bolstered by Frank Cervantes' relationship with JBLM. Adjunct faculty diversity continues to show low numbers. There are several vacant positions, which gives HR an opportunity to recruit diverse applicants.

C. Pathways to Completion: CCSSE and CCFSE

Victoria Ichungwa, OLE Research Analyst, summarized the Winter/Spring 2017 CCSSE and CCFSE reports. Over 700 students' (87% response rate) and 190 faculty members (75% response rate) responded. The survey occurs every three years. This is the first year the faculty has participated.

- Five benchmark areas: Active & Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners.
- Across the five-benchmark scores, TCC meets or exceeds the national average for a medium size school in student engagement.
- The faculty CCFSE survey inspired great conversations of similarities and differences between the student outcomes and those of the faculty.
- Similarities included class presentation, working with other students during & outside of class, and talking about career plans with the instructor/advisor.
- Examples of differences included peer/other tutoring, importance of skills lab, and transfer advising/planning.
- Next steps are to place the outcomes on the portal, present the data to committees and councils, distribute focused newsletters to campus, schedule campus data-inspired discussions, and invite staff/faculty to dig deeper into the outcomes.

D. PRR Presentation for new campus building

Greg Randall, Director for Facilities & Capital Projects, communicated the updated process of submitting capital projects to the state board for consideration. The most significant change in the scoring is the weighting toward the SBCTC's objective to better equalize space allocation for all colleges within the CTC system based on future utilization. The 2016 analysis for TCC indicated an overage of classrooms versus lab space on campus. TCC revised our PRR submittal to include new labs and other spaces while excluding new classrooms. This will help maximize our score based on the new criteria. Our submittal for the 2019-21 biennium is the Business & Humanities Center that would replace building ten.

E. Presidential Search Committee Status

James Curtis, Board Co-Chair and Search Committee Co-Chair, gave an update on the progress of the search committee's work. The web page is "live" and the link is available from the home page of the TCC web site. He commended the Marketing Team for the great web page. He thanked Human Resources for their hard work and the support of the campus community. The committee meets again at the end of January to review applicants.

VI. REPORTS

- **Associated Students Report – Kerry Ramroop**, ASTCC President:
 - Student Senate members attended the Legislative Conference with all community college student government members on November 17th & 18th in Olympia.
 - The three Arts & Lecture Series events drew 195 attendees in November and December.
 - The dodgeball intermural event drew 60 participants and 25 spectators.

- Student Wellness held two events in November. 80 students went roller-skating on November 18th and 50 students attended the November 28th Yoga class.
- On December 12th, OSE provided 500 sandwiches for students during finals week. They handed out snacks and notes of encouragement on the 13th.
- **Faculty Report—Dave Howard, Faculty Union Representative:**
 - Congratulations to Char Gore for her hard work on the new Associate of Applied Science in Allied Health Transfer Degree.
 - Thank you to all his colleagues for working hard during fall quarter.
 - He noted that TCC still had a lot of work to do to hire diverse faculty and staff.
 - He attended the ACT Fall Conference and enjoyed presenting along with Bill Ryberg, Liz Dunbar, and Ben Feldbush.
 - The Presidential search is going well and he is impressed with AGB's organized process.
 - Union election results are final. Dave will serve as President and Ken Pimpleton will serve as Secretary for the next two years.
- **Classified Staff Report - Jeannie Ernst-Williams, Classified Staff Representative:**
 - Nothing to report.
- **Foundation Report – Rosemarie Burke, Foundation Director:**
 - The TCC Holiday Luncheon was held December 8th and was well attended.
 - The Reach Higher Luncheon is scheduled for February 6th.
 - The Foundation has received an endowment for \$180k from the family of Mel & Jerry Shaw. The monies are earmarked for a student emergency fund.
- **Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**
 - Bill presented at the ACT Legislative Conference on November 9th & 10th along with Liz Dunbar, Dave Howard, and Ben Feldbush.
 - The first TCC Legislative Council meeting occurred on December 12th. Arlen Harris was present and is confident a capital budget will be approved the first week of the January Legislative session. He also believes the Hirst ruling will be settled soon. The session should finish on time.
 - Bill will be contacting Trustees, Faculty, and Students to schedule face-to-face visits with our legislators in late January and early February.
- **Co-Presidents - Mary Chikwinya and Bill Ryberg:**
 - Mary updated the ctcLink project status for the Trustees and meeting attendees.
 - An increased contribution by each college to the Innovation Fund will address the 45 million dollar shortfall. The current 3% contribution is now 4%. The timeline for completion moves to 2022.
 - The Co-Presidents signed the TCC remediation agreement. The state board will provide TCC on-site ctcLink staff and has assured us a financial trial balance by February. Finance will have the month of February to prepare for the audit starting in March.
 - Bill congratulated Mary on her negotiating skills in finalizing the remediation agreement. She worked very hard to get our issues included in the final version.
 - Bill presented Lois Bernstein and Gretchen Adams a glass bowl and certificate to thank them for service as Trustees. They were unable to attend the Holiday Luncheon on December 8th.

VII. PUBLIC COMMENT/REMARKS

Chair **Ryan** wished everyone Happy Holidays and thanked the faculty and staff for their hard work the past year. We have come a long ways as a community during 2017.

VIII. EXECUTIVE SESSION

Chair **Ryan** announced that there would be no Executive Session.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

No action needed.

X. ADJOURNMENT

There being no further business, the meeting adjourned at 5:54 p.m.



Robert Ryan, Chair