

**Tacoma Community College
Board of Trustees Regular Meeting
March 11, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Liz Dunbar, Chair
Bob Ryan, Vice Chair
Gretchen Adams
Don Dennis
Chad Wright

Administration/Faculty/Staff/Guests

Sheila Ruhland	Tod Treat
Mary Chikwinya	Rick Brady, AAG
Pat Shuman	Beau Jackson
Dave Howard	Angie Wheeler
Dolores Haugen	Janine Mott
James Newman	Shema Hanebutte
Bill Ryberg	Shawn Jennison
Charlie Crawford	Beth Brooks
Krista Fox	Mecca Salahuddin
Andy Duckworth	Rachel Payne
Bruce Simonetti	Kim Ward
Janice Stroh	Will Howard
Val Robertson	Laura Koval
Victoria Ichungwa	Val Morgan-Krick
Olga Webstad	Kelley Sadler
Julie Benson	Kari Twogood
Elizabeth Hyun	Debbi Olson
Anthony Culaeng	Brandon Jessen
Nicole Kauer	Kaitlin Dewhirst
Cathie Bitz	Judy Colarusso

I. CALL TO ORDER

Chair Dunbar called the meeting to order at 4:02 p.m. She introduced President Sheila Ruhland and shared information about President Ruhland's experience and background.

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 for the February 19, 2015 Regular Meeting.

MOTION: Upon a motion by Board member **Ryan**, the board unanimously approved the minutes of the February 19 Regular Meeting.

C. Introductions

Mary Chikwinya introduced the TCC All USA Academic Scholars Team **Kaitlin Dewhirst** and **Nicole Kauer**. Kaitlin explained her future plans and stated that she has had very positive experiences here at TCC, particularly the lessons she has learned about cultural differences. Nicole stated that she has overcome major challenges and coming to TCC turned her life around. She, too, has learned a lot, particularly from the student clubs she has participated in.

D. Correspondence

None.

E. Board Report

- Trustee Ryan has attended several functions off campus that have benefitted TCC, as well as the Trustee retirement dinner for Pamela Transue.
- Trustee Adams attended the TCC-hosted Chamber of Commerce breakfast here and Dr. Transue's retirement dinner.
- Trustee Wright also attended the retirement dinner.
- Trustee Dennis attended the Legislative Connection Committee, Multicultural Advisory Council (MAC), Pierce County Coordinating Council, and the retirement dinner.
- Chair Dunbar attended MAC and was impressed with the presentation by Mayor Strickland on equity and empowerment issues in the community. She mentioned the welcome receptions coming up for President Ruhland, and they will be attending a round-table meeting with Rep. Heck and other community college presidents and trustees this coming Friday.

III. PRESENTATION

Student Voice

Val Robertson introduced student **Brandon Jessen** who shared information on his background and explained his experiences in the Men of Distinction (MoD) Program. He is part of the 2012 cohort and will be graduating this spring, after which he will attend WSU. He stated that the most helpful aspect of MoD is all the available advisors and the one-on-one connection with counselors. The most difficult part for him is the hours of the classes since he works two jobs and finds scheduling difficult. His advice to future MoD students is for them to “put themselves out there and get to know people rather than remaining alone.”

IV. ACTION ITEMS

A. Board Confirmation: 2015 Honorary Degree Recipient

MOTION: Upon a motion by Board member **Dennis**, the Board confirmed Trustee Chad Wright as our 2015 Honorary Degree recipient. (Trustee Wright abstained from voting.)

B. Approve for Study: 2016-17 Instructional Calendar

Tod Treat explained the details of the Instructional Calendar, specifically citing the following:

- School will begin on Wednesday as opposed to Monday.
- Fall and Winter quarters will have 50 instructional days fall, and there will be 48 Spring quarter.
- The standard non-instructional days will remain typical.
- There will be three Professional Development Days in Fall Quarter, and 1 each in Winter and Spring Quarters.

Tod thanked Dave Howard for his collaboration, and Dave stated that he appreciates the work of the committee, particularly the efforts of Mike Flodin.

MOTION: Upon a motion by Board member **Ryan**, the board unanimously approved for study the 2016-17 Instructional Calendar.

V. NON-ACTION ITEMS

A. Pathway to Completion: Related Operational Plan Update

Tod Treat, Mary Chikwinya, Beth Brooks, Olga Webstad, Elizabeth Hyun, and Bill Ryberg provided a mid-year progress report on the 2014-15 Operational Plan and its core themes. Highlights:

- Beth reported on professional development and the newly implemented Safe College.
- Olga discussed the importance of supporting parents. There are currently 84 families enrolled in the Early Learning Center (ELC). She explained the area that was created in the ELC specifically for parents as a study room with computers and a printer. It helps in that they no longer have to wait in the library and can study while still being close to their children. The ELC has remodeled its entire children's library to help children read and write. ELC received funds to purchase hundreds of books, stories, audio tapes, and learning and teaching tools for the children. Olga announced that reports indicate that children who leave our center and go on to school have been very successful. At a recent assembly where children were honored, all were from our ELC.
- Elizabeth reported on the building 9 renovation to create 5,000 sq. ft. of space. It will be a community engagement space, as well as a teaching and learning center. They are currently working on the audio visual and multimedia in that building.
- Mary explained that we are exploring the feasibility of a science lab addition and waterfront partnership opportunities at the Gig Harbor Campus.
- Mary then explained plans to develop and implement automatic awarding of degrees-reverse transfer. The first step was the elimination of the commencement fee.
- Two cohorts, Athletics and College Bound, have been established for all student populations participating in CASA. Staff is continuously working with student groups to increase persistence and success.
- Bill Ryberg stated that the Foundation has put together a strategic plan that dovetails with the college Strategic Plan. Scholarships are a focus to make college more affordable for students. There were 140-170 scholarships awarded totaling \$250,000-\$300,000. The Foundation Board has committed to raising \$50,000 this year as part of TCC's 50th anniversary. As of today, there is over \$150,000 committed. The Foundation is projecting 300 scholarships and over \$350,000 in scholarships this current year.

- The Foundation is developing strong relationships and partnerships in the community with local employers, including active program advisory committees. They are forecasting a year-end revenue of \$1.5-2.5M. He mentioned, and Pat Shuman agreed, that Asha Bhaga, Administrative Operations Coordinator, has been wearing many hats and has done a superb job with Foundation administrative matters, scholarship assistance for students, and community cultivation.

B. Accreditation Year One Report

Tod Treat provided a brief report (attached) on our year-one self-evaluation for accreditation.

- Concerns noted in our year seven year evaluation such as the regular review of indicators to ensure relevance and specificity were addressed at a Board meeting last year.
- The sustainable funding for the library was addressed in the 2014-15 budget by adding \$15,000 last year. It will be addressed this year, as well.
- The Operational Framework for Continuous Improvement has changed by linking between local area planning (divisions and departments), college planning, and budget prioritization.
- There will be two ad hoc reports submitted regarding our audit and faculty/staff workload capacity as recommended by the accreditors.

Trustee Ryan asked about the 2014 audit. Janice Stroh explained that this October we will be audited for last year. She has asked if we can be audited for two years at once to be more efficient, and the auditors are looking into that.

C. Legislative Report

Shawn Jennison provided the Trustees with the 2015 Session Bill Watch List. Some highlights:

- The Corrections education bill to provide college degree training programs at Corrections institutions will probably make it off the House floor.
- College in the High School: expanding eligibility to grade 9. This is a concern because we feel grade 9 is a bit young for the program.
- We support the Dual Credit Education Opportunities which provides funding for free or reduced lunches for students in the College in the High School program.
- We support the Campus Sexual Violence bill which guarantees student victims certain rights, but are concerned about ability to provide consistency to so many people.
- Regarding the State Need Grant, the bill would raise the gpa from 2.0 to 2.25. That's somewhat concerning because it's a barrier for many students, especially the first year. It does incrementally raise the standards, which is good.
- We support the two bills for Veterans.

Shawn provided copies of two articles, one on mental health and the doctor shortage at Western State, and the other about a Tacoma Public Schools teacher running for City Council.

Trustee Dunbar asked about restrictions on tuition, and Shawn responded that the bill is still in play but no decision has been made yet. It is heavily weighted toward four year institutions, but there could be some language about our system.

VI. REPORTS

A. Administrative Report - President Ruhland:

- President Ruhland expressed her appreciation for the warm welcome she received. She has met with many colleagues on campus and looks forward to meeting more at the all-campus, donor, and community receptions.
- She attended the Instructional Council meeting on March 9 and enjoyed sharing her passion for education.
- She met with Congressman and former Trustee Derek Kilmer who had asked for the informal meeting to get to know each other.
- President Ruhland attended the first Board meeting of the newly formed South Sound Together. She had the opportunity to meet many key leaders in Tacoma, she looks forward to continuing the work on this project, and she will continue to give the Board updates.

- On Friday she and Chair Dunbar will attend a roundtable with Congressman Denny Heck and other local college presidents and trustees regarding current issues facing community and technical colleges. Dr. Ruhland looks forward to sharing the importance of community and technical colleges with other Legislators.
 - She was pleased that the two international students who gave her a tour of the campus when she was a candidate for president came to see her. The students intend to continue giving her tours, and she stated that this was a highlight of her arrival.
 - She will begin a President's blog that will highlight her interaction with students.
 - *Washington Monthly*, a magazine based in Washington DC, published a book-length college guide. In their guide, they ranked TCC among the top 50 best community colleges in the country, placing us 46th. Four other Washington community colleges were listed as well: Grays Harbor 15th, Cascadia 22nd, Green River 44th, and Highline 47th. An honor for the college and congratulations.
 - Tenure books were provided to the Trustees and the Special Meeting for tenure interviews will take place on March 19 at 1:00.
 - The President reminded the Board that the April 8 meeting will be held at the Gig Harbor Campus.
- B. Faculty Report—Dave Howard**, Faculty Union Representative, reported:
- Dave enjoys reports at the Board meetings that highlight our great programs.
 - He admires the work of people who have worked at the ELC for all these years. It is a fantastic resource for students.
 - He congratulated the faculty for successfully concluding winter quarter.
 - He appreciates that TCC was ranked as a Top 50 college by *Washington Monthly*.
 - He appreciates Dr. Ruhland mentioning the tenure process. The Board will have many great people to interview.
 - He welcomed Dr. Ruhland as President. The faculty are looking forward to working with her, as well.
- C. Classified Staff Report—Angela Wheeler**, Chair of the Classified Staff Council, reported:
- The co-chairs of the Classified Staff Council look forward to the opportunity to meet with President Ruhland and share information about the Council.
- D. Associated Students Report – Beau Jackson**, Student Body President, reported:
- Today was the first Senate meeting for the quarter.
 - During finals week, the Foundation, Students and Staff will be handing out free peanut butter and jam sandwiches for the "Food for Thought" program. Beau is also working on getting the Food Bank on campus as often as can be arranged if and until we can actually establish one on campus.
 - Open Education Resources (OER) was a task begun by the Student Senate in 2011 to help save students money on books. The goal was to save them about \$250,000, but they have far exceeded that with savings of \$1 million.
 - Shawn Jennison and Kathryn Held have assisted in putting together a legislative mentor program for students. There are four students involved so far and the hope is to have them go to Olympia to speak with legislators. Beau would like to invite them to a Board meeting to meet the Trustees.
 - Beau welcomed Dr. Ruhland and stated that the students are excited to have her here.
- E. TCC Foundation Report – Pat Shuman**, President of the Foundation, reported:
- The Foundation is hosting campus, donor and community welcome receptions for Dr. Ruhland, and Pat is looking forward to introducing her to the Foundation Board.
 - There is a local chapter of Soroptimists. Each year they award a scholarship to a woman and last year they selected a TCC student. This student went on to win the regional competition. The club wanted to know more about TCC and the Foundation made a presentation to them. In response to their question about how they can help TCC, Asha Bhaga explained that TCC was offering workshops for students to help them write strong essays for their scholarship applications. She invited them to attend, and five members have attended every workshop to work one-on-one with the students. Since then, they sponsored their own table at the Reach Higher Luncheon and wrote a large check to TCC. Bill Ryberg subsequently made a presentation to their Exchange Club, and

they in turn presented TCC with a check for \$5,000 which is earmarked for the Student Emergency Fund.

VII. PUBLIC COMMENT/REMARKS

None.

VIII. EXECUTIVE SESSION

At 5:32 p.m., Chair Dunbar announced that the Board would adjourn into Executive Session for approximately 10 minutes for consultation with legal counsel regarding employee performance. No action was expected to be taken as a result of the Executive Session.

At 5:42 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:43 p.m.

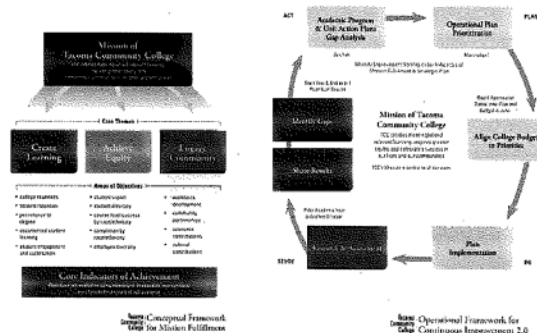
Liz Dunbar, Chair



**Year One Accreditation Report
Board of Trustees
March 2015**

TCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU), which follows a Seven Year Accreditation Cycle. In year one of the seven-year accreditation cycle, the institution conducts a thorough self-evaluation with respect to Standard One and Eligibility Requirements 2 and 3. Following the self-evaluation, it prepares a Year One Self-Evaluation Report for submission to the Commission office.

- **Authority.**
- **Mission and Core Themes.** Tacoma Community College's current mission statement was approved by the Board of Trustees in June 2008 and reaffirmed in June, 2014. Our mission is unchanged. **TCC's Mission Core Themes remain Create Learning, Achieve Equity, and Engage Community. We do this by Embracing Discovery.**



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Addressing Concerns Noted in March 2014, Year Seven Feedback –

- Regular review of indicators to ensure relevance and specificity. *Addressed through annual review by Board and college community.* New core objectives ensure we continue to meet our mission.
- Sustainable funding for library resources. *Addressed in budget process in 2014-2015.*
- Establish a more relevant linkage between local area planning, college planning, and budget prioritization. *Addressed in Operational Framework for Continuous Improvement 2.0*

Addressing Recommendations in the March, 2014, Year Seven Feedback –

- Complete an external audit annually that complies with NWCCU Standard 2.F.7 and Requirement for Eligibility 19. *Addressed in Spring, 2014 Audit. Ad Hoc Report Due Fall, 2015.*
- Staff workload capacity. *Addressed as TCC adds additional faculty and staff. Ad Hoc Report Due Spring, 2017.*