

**Tacoma Community College  
Board of Trustees Regular Meeting  
May 20, 2015, 4:00 p.m.  
Building 12 ~ College Room**

**MINUTES**

**Board Members**

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

**Administration/Faculty/Staff/Guests**

Sheila Ruhland	Silvia Barajas
Mary Chikwinya	Rick Brady, AAG
Pat Shuman	Dylan O'Connor
Dave Howard	Angie Wheeler
Bill Ryberg	Kim Ward
Ken Fox	Gavin Albright
Mike Flodin	Jaleel Brown
Olga Webstad	Will Howard
Beth Brooks	Mecca Salahuddin
Dolores Haugen	Rachel Payne
Bruce Simonetti	Janice Stroh
Victoria Ichungwa	Kelley Sadler
Val Robertson	Elizabeth Hyun
Beau Jackson	James Newman
Val Morgan-Krick	Laura Koval
Julie Dunbar	Chris Soran
Yvonne Unnold	Kari Twogood
Char Gore	Julie Benson
Patrice Bunge	Adrian Brown
Jacy Jeffrey-Howe	Michelle Jorgenson
Angela Peiffer	Mike Slevin, City of Tacoma
Lorna Murran, City of Tacoma	Matt Lane, McGranahan Architects
Dorene Gavin, AHBL	Judy Colarusso
Cathie Bitz	

**I. CALL TO ORDER**

Chair Dunbar called the meeting to order at 4:02 p.m. and welcomed newly appointed Trustee James Curtis.

**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 April 8 Regular Meeting**

**MOTION:** Upon a motion by Board member **Ryan**, the Board unanimously approved the minutes of the April 8 Regular Meeting.

**C. Introductions**

**James Newman** reintroduced **Laura Koval** and explained her promotion to Assistant Director for International Programs-Support Services. **President Ruhland** introduced Fall 2014 Tahoma Award recipients Angela Peiffer, Char Gore, and Patrice Bunge.

**D. Correspondence**

We received a letter announcing that we have received continuing accreditation for the Emergency Technician-Paramedic Program. President Ruhland complimented the efforts of Krista Fox and the staff involved.

**E. Board Report**

- Chair Dunbar has been out of the country and unable to attend college meetings and events.
- Trustee Ryan attended the Ellen Pinto interviews and was emcee at the Student Awards Ceremony.
- Trustee Adams attended the Ellen Pinto interviews, the first annual Cultural Showcase in the Student Center, and the surgical demonstrations. She attended the Foundation orientation for new Foundation Directors and had a tour of the college.
- Trustee Curtis attended the Ellen Pinto interviews and enjoyed being part of the process.
- Trustee Dennis attended the meet and greet for President Ruhland at the Gig Harbor Campus, the Ellen Pinto interviews, and a special legislative update meeting at the State Board with Bill Ryberg.

**III. PRESENTATION**

**Student Voice: Students in Biology 280: Human Cadaver Prosection**

**Mike Flodin** stated that TCC has been fortunate to offer this Human Cadaver program since not many other colleges are able to use actual cadavers. Each spring the special Biology 280 course offers this to a limited number of high level students. Gavin Albright is the instructor who assisted the students in preparing cadavers for use in other areas and in preparing them for the surgical demonstrations held this month. There were just under 450 people attending from high schools, colleges, and TCC.

Gavin explained the Biology 280 course which is designed to be experiential. Surgeons from Madigan trained a limited number of students on specific procedures. He introduced Biology students Jacy Jeffrey-Howe, Adrian Brown, and Michelle Jorgenson who shared their experiences in the cadaver prosection class which has 15 students. They stated that it was an honor to be selected for the course.

**IV. ACTION ITEMS**

**A. 1<sup>st</sup> Read: 2015-16 Operating Budget Continuing Authority**

**MOTION:** Upon a motion by Board member **Dennis**, the board unanimously approved for first read Resolution 2015-01 for the 2015-16 Operating Budget Continuing Authority.

**B. 1<sup>st</sup> Read: Storm water Detention**

**Silvia Barajas** introduced Matt Lane of McGranahan Architects and Mike Slevin from the City of Tacoma and Dorene Gavin from AHBL Engineers who provided a power point presentation on the background and history of the storm water detention project, providing the short and long-term advantages of proceeding with this. The Trustees revisited the discussion on safety and liability. Mike explained that the City would be owning, operating and maintaining the pond and is discussing ways to address the concerns of safety and liability. He does not yet have answers for the Trustees, but he doesn't think the issues are insurmountable. Rick Brady stated that he and Silvia Barajas have talked about this and that the MOU contains liability placeholders. It is something they are very cognizant of and will be exploring further. Answers to address the Trustee concerns about legal issues will be provided at the June meeting, although the answers might impact Board approval.

**MOTION:** Upon a motion by Board member **Adams**, the Board unanimously approved for first read the Storm Water Detention easement.

**C. 1<sup>st</sup> Read: ASTCC 2015-16 Budget**

ASTCC President **Beau Jackson** went over the ASTCC 2015-16 budget and answered Board questions.

**MOTION:** Upon a motion by Board member **Ryan**, the Board unanimously approved for first read the ASTCC 2015-16 Budget.

**D. 1<sup>st</sup> Read: 2015-16 Course Fees**

Mary Chikwinya provided a background on the current course fee changes that affect our transition to the PeopleSoft environment as part of the ctcLink project, and explained that the College is adopting a new timeline for fee approvals so they will be reflected in the college catalogue. New fees will be brought to the Board in December for first read with final approval at the January meeting and quarterly thereafter for new programs.

**MOTION:** Upon a motion by Board member **Dennis**, the Board unanimously approved for first read the 2015-16 Course Fees.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Nursing Program Update**

**Julie Benson** provided the following information on the Nursing Program:

**Background:**

- Program expanded starting in 2004 and doubled in size by 2012
- Implemented lottery, which resulted in increased diversity
- Financial downturn led to inadequate faculty – student ratio
- Limited opportunity for curricular updates
- NCLEX passage rates began to decrease
- 2012 accreditation site visit Identified areas for improvement

**College/Program Goal:**

- Continue to meet workforce demands
- Maintain quality and reputation using evidence for decision making
- Work towards Centers of Excellence in Nursing Education

**Progress:**

- Intensive program review identified the following areas for growth: student preparedness, full-time faculty to student ratio, status of students in the program (full-time vs. part-time); program support; Improved assessment of student readiness for national test (NCLEX) and curriculum content saturation
- Update to a weighted lottery for admission effective fall of 2014. (ATI-TEAS V. Additional weight was given for credits taken at TCC, healthcare experience, military experience, and higher grades in the biology courses.)
- Adjustment of full-time faculty to student ratio:
  - 1:33 in 2012 to 1:19 current
  - Added two full-time tenure positions and one full-time temporary position.
- Revision of admission status:
  - Focus on full-time student admissions
- Adjustments to Program Support
  - Supported hiring program specialist position and additional instructional support
- Implemented Assessment Technology Institute (ATI) to support assessment of student readiness
- Curriculum content saturation

The program recognizes that the total effect of the changes will not be fully realized until the entry cohort of fall 2014 takes their NCLEX exam in spring 2016. Table 1 below indicates the TCC nursing program NCLEX-RN first-time pass rates by academic year.

	<b>Ye ar</b>	<b># Candidates</b>	<b># Pass</b>	<b># Fail</b>	<b>TCC Pass Rate</b>	<b>National Pass Rate</b>
o	2011	109	91	83	83.5%	88%
m	2012	105	86	19	82%	89%
a	2013	98	66	32	67%	81%
C	2014	128	92	36	72%	81%

Tacoma Community College and the Nursing program faculty are fully committed to promoting student success. The TCC Nursing Program has been diligently working to improve student success on the first-time pass rates and has an excellent plan in place to realize full compliance with state and national accrediting bodies.

**B. 2014-15 Third Quarter Financial Assessment**

**Silvia Barajas** reported that there are not a lot of changes from the mid-year report. Under the small State allocation, we now have 2.3% more than budgeted. Under local revenue we are coming in higher in our Running Start program. We originally budgeted \$2M and are forecasting to come in at \$3M. Between operating revenue and local revenue we will be 5.9% above our adopted budget, most of which is coming from Running Start. There are no changes in our operating expenses and we are still on target. She pointed out that we are up on our salary and benefits in excess of \$1.6M because of the remaining vacant positions. Projecting through third quarter, we will end with a surplus of \$3.9M. We are still on target to serve about 5,900 students and our allocation from the state is 4,576 students. Financially we are looking good.

**C. Legislative Update**

**Bill Ryberg** stated that there is not much to report on the legislature. He commented that his transition with Shawn Jennison's position is nearly complete.

**VI. REPORTS****A. Classified Staff Report— Angela Wheeler, Chair of the Classified Staff Council, reported:**

- The Breakaway went well where everyone enjoyed the sessions, information on retirement, and mingling with colleagues.
- Classified Staff Council volunteers have been dwindling and Silvia Barajas has offered to help to get more people involved and teaching them how to run Classified Staff board meetings.

- Classified staff are working on getting nominations for the different committees on campus.
- Classified staff are pleased that Dr. Ruhland will have Classified Staff representation at commencement.

**B. Associated Students Report – Beau Jackson, ASTCC President reported:**

- The Student Awards ceremony was held on May 19 and he was pleased with the excellent choices of the Ellen Pinto nominees.
- Monday and Tuesday the students had a blood drive. It was a great success with good student turnout.
- Dylan O'Connor and Beau went to Vancouver for the Washington Community & Technical College Students Association Academy at which all 34 Washington colleges met to discuss legislative issues for the upcoming year.
- Interviews have been taking place and elections will be held in two weeks for the 2015-16 ASTCC officers.
- He provided information on the Artist & Lecture Series.
- The student Environmental Club has started a Sunday work party to clean up the back 40 of TCC.

**C. TCC Foundation Report – Pat Shuman, President of the Foundation, reported:**

The Foundation has welcomed two new Board members, Brandon Ervin and Timothy Flood. They received an orientation along with Trustee Adams and President Ruhland.

**D. Administrative Report - President Ruhland:**

- Dr. Ruhland shared collateral pieces that were provided to the Board, including the Reach Higher publication, an updated TCC fact sheet, a map of where new and consistent Highway 16 signage will be for the Gig Harbor Campus. There was also a detailed document with resources for faculty and staff to help students in distress.
- President Ruhland is now including in board packets a monthly recap of the meetings, conferences and events she has attended and welcomes Board feedback on this document. She highlighted several of these meetings and events that relate to the College, District, Community, State and National areas.

**E. Faculty Report—Dave Howard, Faculty Union Representative, reported:**

- He appreciated the report from the Biology students.
- He complimented the efforts of Prof. Char Gore and congratulated her for receiving the Tahoma Award.
- He applauded the efforts of Organizational Learning & Development for the sessions trainings that have been provided this year as part of a Professional Development MOU.
- He welcomed James Curtis to the Board.
- He offered thanks to the Board for their continued collaboration. He stated that the quality of teaching is a key factor, and he appreciates the Board supporting those who teach with the legislature.

**VII. PUBLIC COMMENT/REMARKS**

None.

**VIII. EXECUTIVE SESSION**

At 5:58 p.m., Chair Dunbar announced that the Board would adjourn into Executive Session for approximately 15 minutes for consultation with legal counsel regarding personnel issues. No action was expected to be taken as a result of the Executive Session.

At 6:15 p.m. the Board reconvened to open public meeting and then adjourned again into Executive Session for approximately 30 more minutes.

At 6:47 p.m. the Board reconvened to open public meeting.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:47 p.m.

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Liz Dunbar, Chair