

**Tacoma Community College  
Board of Trustees Regular Meeting  
May 11, 2016, 4:00 p.m.  
College Board Room #120, Building 12**

**MINUTES**

**Board Members**

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

**Administration/Faculty/Staff/Guests**

Sheila Ruhland	Beth Brooks
Tim Gould	Tamyra Howser
Mary Fox	Yvonne Unnold
Mary Chikwinya	Rick Brady, AAG
Eric Corp	Jenna Jones
Bill Ryberg	Dave Howard
Pat Shuman	Julie Benson
Jared Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	James Newman
Sonja Morgan	Judy Colarusso
Mike Flodin	Will Howard
Christy Perotti	Victoria Ichungwa
Chris Soran	Kelly Sadler
Bob Draggoo	Bruce Simonetti
Kim Ward	Antonyo Gibson
Barbara Peterson	Grace Sullivan
Lisa Paige	Kim Harrington
Becky Ceselski	Thomas Oliver
Anthony Price	Patti Hermoso
Leif Hanson	Dan Houser

**I. CALL TO ORDER**

Chair **Ryan** called the meeting to order at 4:02 p.m.

**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:**

**April 13, 2016 Regular Meeting**

**MOTION:** Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the April 13, 2016 Regular Meeting.

**C. Introductions**

None

**D. Correspondence**

None

**E. Board Report**

- Board Member **Dennis** attended the April board meeting held at the Gig Harbor Campus and the special board meeting on May 5 for the Ellen Pinto Outstanding Student Award.
- Board Member **Adams** attended both the April board meeting and the special board meeting on May 5. She attended the Foundation board retreat on April 26 and the Tacoma Wine Classic on May 7. She traveled to Miami to participate in the ACCT Governance Leadership Institute April 27 – April 30.
- Board Member **Curtis** attended the April board meeting and the May 5 special board meeting. He attended the Awards & Recognition Event held during Professional Development Day on April 22 and was the keynote speaker at the Palmers Scholar's Luncheon on April 27.
- Board Member **Dunbar** attended the April board meeting and the special board meeting on May 5. She attended the Foundation Tacoma Wine Classic and the ACCT Governance Leadership Institute April 27 – April 30.
- Chair **Ryan** attended the April board meeting, the May 5 special board meeting, the Tacoma Wine Classic and the ACCT Governance Leadership Institute in Miami April 27 – April 30.

III. **PRESENTATION**

**Student Voice: Kim Harrington, Biology Professor** introduced students in Biol&222 **Antonio Gibson** and **Grace Sullivan** to discuss the COMGEN Project. The COMGEN project is funded by an NSF grant and is done in collaboration with a research group at WSU. They use data collected by our students in their research efforts. Students in the Biol&222 class spend their lab time working on a research project to develop the protocols and carry out the sequencing and analysis of a part of the genome of a bacteria important in fighting the wheat disease Take All.

**Grace Sullivan** shared her experiences learning through her research and analysis. She started at TCC as a pre-nursing student but since has become interested in research and would like to pursue her PhD in micro biology.

**Antonio Gibson** also shared his experiences with the project and indicated his notebook is full of mistakes with no successful protocols which mirrored real life research work. Antonio has learned a great deal through this class and is currently in pre-med classes with interests towards brain surgery and research.

IV. **ACTION ITEMS**

A. **1<sup>st</sup> Read – Elimination of Policy IV. ADSV 201-Appointments**

**Beth Brooks, Vice President for Human Resources & Legal Affairs** provided information on the elimination of the policy. With the revisions to Policy IV.ADSV 211 this policy is no longer applicable to our exempt employees. The annual one year contract previously provided to exempt employees will be replaced with the exempt employee appointment notice.

**MOTION:** Upon motion from Board member **Curtis** the board unanimously approved the 1<sup>st</sup> Read of the Elimination of Policy IV. ADSV 201-Appointments.

B. **1<sup>st</sup> Read – Elimination of Policy IV. ADSV 207 –Reassignment, Separation & Resignation**

**Beth Brooks, Vice President for Human Resources & Legal Affairs** provided information on the elimination of the policy. With the revisions to Policy IV.ADSV 211 this policy is no longer applicable to our exempt employees. The exempt employee appointment notice that will replace the annual exempt employee contract will contain notice provisions.

**MOTION:** Upon motion by Board member **Adams** the Board unanimously approved the 1<sup>st</sup> Read of the Elimination of Policy IV. ADSV 207- Reassignment, Separation & Resignation.

C. **1<sup>st</sup> Read - Revisions to Policy IV. ADSV 211 –Employment of Personnel**

**Beth Brooks, Vice President for Human Resources & Legal Affairs** provided information on the revisions to the policy. This policy applies to all exempt employees, classified and hourly employees. It affirms the President's delegated authority to determine the qualifications, appoint, manage, supervise, and discharge employees of the college, including determining salaries of exempt personnel, and the terms and conditions of an individual's employment. It affirms the delegation to the Executive VP of Academic & Student Affairs authority to hire, terminate and/or discipline part-time faculty. It changes the authority to hire, terminate, and/or discipline classified, part-time and hourly employee from VP of Administrative Services to the VP of Human Resources & Legal Affairs.

**MOTION:** Upon motion by Board member **Dunbar** the Board unanimously approved the 1<sup>st</sup> Read of the Revisions to Policy IV. ADSV 211 – Employment of Personnel.

D. **1<sup>st</sup> Read – Adoption of Policy – Service Animals on Campus**

**Mary Chikwinya, Vice President for Student Services**, provided information on the proposed policy. It governs the presence of service animals while affording the individuals with disabilities requiring the use of a service animal equal opportunity to access college facilities, courses, programs, and activities. Mary clarified a question on the definition of Therapy Animal and received a suggestion to include email addresses and phone numbers for the TCC Human Resources Office in the policy.

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously approved the 1<sup>st</sup> Read of the Adoption of Policy – Service Animals on Campus

E. **1<sup>st</sup> Read – Adoption of Policy – Running Start Program Fee Waiver**

**Mary Chikwinya, Vice President for Student Services**, provided information on the proposed policy. It provides low income Running Start students enrolled at TCC access to the Running Start program through a waiver of mandatory fees.

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously approved the 1<sup>st</sup> Read of the Adoption of Policy – Running Start Program Fee Waiver.

**F. 1<sup>st</sup> Read -2016-2017 ASTCC Budget**

**Mary Chikwinya, Vice President for Student Services**, introduced **Jared Isaacson, ASTCC Vice president of Finance**. Red provided a presentation on the proposed 2016-2017 ASTCC Budget and answered questions from the board on specific club and program expenses.

**MOTION:** Upon motion by Board member **Adams** the Board unanimously approved the 1<sup>st</sup> Read of the 2016-2017 ASTCC Budget.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Engage Community: Tired in Tacoma**

**Mecca Salahuddin, Dean for Organizational and Learning Effectiveness**, introduced **Barbara Peterson, Human Services Professor**. Barbara talked about a clothing drive for the homeless entitled Tired in Tacoma. TCC nursing students started collecting items and soon the Human Services Fall 2016 cohort took up the charge and collected 3,000 items. They then found out that the program was in the infancy stage and was not yet accepting clothing. The Human Services students donated the clothing to Nativity House which is a drop in center for the homeless on 13<sup>th</sup> & Yakima. Barbara introduced Human Services students: Lisa Paige, Tony Price Becky Ceselski, Dan Houser and Leif Hanson. They each shared their reasons for participating in the clothing drive and their connection to the homeless population in the area.

**B. Student Satisfaction Survey (SSI) Report**

**Victoria Ichungwa, Research Associate**, provided information on the most recent Student Satisfaction Survey (SSI) that was completed by TCC students during Fall 2015. Highlights of her report:

- 710 out of 800 student's participated in the survey.
- A seven point scale was used to measure importance and satisfaction.
- The survey combines the survey responses into 12 scales that provides an overview of what matters to our students.
- The survey compares the scores from Fall 2015 with Fall of 2012.
  - ✓ 2 scales were unchanged from 2012.
  - ✓ 4 scales improved from 2012.
  - ✓ 6 scales showed a decline from 2012.
- Implementation of ctcLink has affected the satisfaction scores.
- The college plans to use the data collected to help understand the student experiences and to implement a plan for improvement.
- Results and plans will be shared with faculty, staff and students at upcoming professional development days.

**C. TCC Community Garden Celebration**

**Tamyra Howser, Director of Marketing and Communications** provided the following update on the TCC Community Garden Celebration:

- A gathering to celebrate the TCC Community Garden is scheduled for June 1 from Noon to 1:00 p.m. near the garden.
- A formal partnership has been created with appropriate rules and regulations to operate the community garden in an equitable and legal manner.
- There are 25-30 plots in the garden. As plots become available they are assigned to individuals on a waiting list.
- A group of individuals from the college, Harvest Pierce County and representatives for the gardeners have worked cooperatively to develop the MOU that will guide the operations of the garden.

**VI. REPORTS**

**A. Associated Students Report – Jenna Jones, ASTCC President:**

- The Legislative Showcase is scheduled for Wednesday, May 18 from 12:30 – 2:30 p.m.
- Student Voice Academy – working on agenda for next year.
- Safe is Sexy program is tomorrow in the Student Center.
- Drag Show sponsored by the Gay Pride & Allies is Friday night.

**B. TCC Foundation Report – Pat Shuman, Foundation Board President:**

- Tacoma Wine Classic was successful raising \$179K.
- Two recent gifts to announce:
  - ✓ KLQ Foundation matched \$36K for Raise-the-paddle at the Wine Classic.
  - ✓ State Farm awarded \$40K grant request for scholarships & emergency needs.

**C. Faculty Report—Dave Howard, Faculty Union Representative:**

- Dave acknowledged the Foundation for its' fundraising efforts.
- Dave acknowledged the Professional Development Committee, Dr. Ruhland and Tod Treat and Mecca Salahuddin for a successful Professional Development Day program.
- Dave acknowledged the tenure celebration sponsored by the faculty union, Foundation office, along with the work of Tod Treat and Mary Fox.
- Dave acknowledged faculty Kim Harrington and Barbara Peterson for their great work with students.
- Dave reported on their recent faculty union meeting that had a large turnout of members.

**D. Classified Staff Report - Eric Corp, Classified Staff Representative**

- June 10 is the Classified Staff Breakaway at Pt. Defiance.
- They are collecting donations for door prizes.
- Classified Staff Council elections for co-chair, secretary and treasurer will be held.
- Ice cream social for public service appreciation was held last week.
- STTAC annual conference will be held August 11-12 at Lake Washington Institute of Technology.

**E. Legislative Report – Bill Ryberg, Vice President College Advancement:**

- June 1<sup>st</sup> TCC will host the House Higher Education Committee Meeting work session and provide a tour to the participants.

**F. President's Report - President Ruhland:**

- Collateral items provided by President Ruhland
  - TCC logo items from TCC Human Resource Department.
- The President directed the board to page 31 of the board packet to the New Hire Report.
- The President directed the board to two items on the events calendar – July 13 Tentative Board Meeting and August 10 Tentative Board Meeting.
- Highlights from the President's Monthly Meeting/Activity Report:
  - April 15 the President's Cabinet held a retreat off campus.
  - The President met with the Achieving the Dream AtD Coaches on April 20.
  - The President stopped in at the TCC Job Fair on April 21.
  - On two separate occasions the President met with students as part of their class projects.
  - The President attended the Northwest Seaport Alliance breakfast on April 14.
  - On April 19 the President visited Bellarmine Prep and met with President, Robert Modarelli about partnership opportunities.
  - Earlier in the day, the President participated in a phone interview to receive a State Guided Pathways grant which would be \$100K/year for 5 years.
  - The President accompanied three of the board members to the ACCT Governance Leadership Institute in Miami, April 27-30.

**VII. PUBLIC COMMENT/REMARKS**

TCC staff Patti Hermosa informed the board of the WFSE negotiations taking place May 19 & 20.

**VIII. EXECUTIVE SESSION**

At 5:50p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately thirty minutes for consultation with legal counsel on personnel matters.

At 6:20 p.m. Chair **Ryan** adjourned the executive session, reconvened the Board meeting, and announced that the Board would go back into executive session for another 30 minutes. At 6:50 p.m., the Board meeting was reconvened. No action was taken.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:50 p.m.

  
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Robert Ryan, Chair