

**Tacoma Community College  
Board of Trustees Regular Meeting  
September 14, 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	Shema Hanebutte
Bill Ryberg	Dave Howard
Janice Stroh	Steven Simpson
Jared Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	James Newman
Sonja Morgan	Judy Colarusso
Jaleel Brown	Will Howard
Debbie Olson	Victoria Ichungwa
Clay Krauss	Kelly Sadler
Bob Draggoo	Jamie Traugott
Kim Ward	Colin McCann
Shawn Locke	Rose Metcalf
Jason Sandusky	Jill Merritt
Bruce Simonetti	Patti Hermoso
Dolores Haugen	Tracy Ushming
Sarah Sytsma	Alex Ushman
Julie Dunbar	Amber Mozeleski
Kelly Maxfield	Tim Knight
Julie Benson	Polly Robinson
Betsy Abts	Katrina Taylor
Greg Randall	Sheri Gietzen
Krista Fox	Ivan Ramirez
Staci Snyder	Ken Cushman
Emily Jones	Stephen Johns
Jennifer Snoek-Brown	Analea Brauburger
Sopang Men	Joseph Shannon
Frank Cervantes	Matt Anderson
Mary Knutson	Rose Metcalf
Damaris Hembry	Ndeye Penda Sow
Scott Davis	Jairus Carpenter
Sergio Hernandez	Michael Jones
Jon Hardy	Nika Miller
	Carlos Otero

**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 **Dennis** the Board unanimously approved the agenda as submitted.

**B. Approval of Minutes:**

**June 8 Regular Board Meeting**

**MOTION:** Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the June 8 Regular Board Meeting.

**June 17 Board Retreat**

**MOTION:** Upon a motion by Board member **Curtis** the Board unanimously approved the minutes of the June 17 Board Retreat.

**July 13 Special Meeting**

**MOTION:** Upon a motion by Board member **Dennis** the Board unanimously approved the minutes of the July 13 Special Meeting.

**C. Introductions**

Dr. Ruhland introduced **Dr. Tod Treat, Executive Vice President for Academic and Student Affairs.** Tod introduced:

- **Joe Shannon, Dean for Math, Sciences & Engineering**
- The following faculty members:
  - ✓ **Matthew Anderson, Math, Sciences & Engineering**
  - ✓ **Ken Cushman, Biology**
  - ✓ **Scott Davis, Math**
  - ✓ **Sheri Gietzen, English Comp.**
  - ✓ **Sergio Hernandez, Cybersecurity**
  - ✓ **Stephen Johns, Communication Studies**
  - ✓ **Sopang Men, English Comp.**
  - ✓ **Amber Mozeleski, Math**
  - ✓ **Ivan Ramirez, Physics**
  - ✓ **Polly Robinson, Communication Studies**
  - ✓ **Jennifer Snoek-Brown, Librarian**
  - ✓ **Katrina Taylor, Political Science**
  - ✓ **Steve Simpson, Cybersecurity**
  - ✓ **Analea Brauburger, Curriculum & Learning Outcomes**

Dr. Ruhland introduced **Mary Chikwinya, Vice President for Student Services.** Mary introduced **Emily Jones, Re-entry Navigator, Damaris Hembry, Program Assistant, Fresh Start, Mary Knutson, Credentials Evaluator and Ndeye Penda Sow, Assistant Director for Advising and Study Abroad.**

Dr. Ruhland introduced **Tim Gould, Vice President for Administrative Services.** Tim introduced: **Jon Hardy, Facilities & Grounds, Michael Jones, Custodial Services, Nika Miller Custodial Services, Carlos Otero, Information Technology** and **Tim Knight, Information Technology.** He also introduced **Rose Metcalf** who was promoted to **Custodian Supervisor.**

Dr. Ruhland introduced **Beth Brooks, Vice President for Human Resources & Legal Affairs.** Beth introduced **Frank Cervantes, Human Resources Consultant.**

Dr. Ruhland introduced **Judy Colarusso, Chief of Staff.** Judy introduced **Kelly Maxfield, Executive Office Assistant for the President's Office.**

**D. Correspondence**

Dr. Ruhland shared the following correspondence:

- Letter from Achieving the Dream outlining the progress of the program at TCC over the last year. Three accomplishments were mentioned:
  - Development of the guided pathways model to improve student completion rates.
  - The redesign of the developmental English program and curriculum and the use of the Reading Apprenticeship model.
  - The adoption of the Statway program and success of developmental math students completing college-level math requirements.

An area for improvement was to clearly define where the pathways should ultimately lead.

Overall TCC was commended for another year of excellent work and progress toward the college's goals for student success.

- Letter from JRCERT (Joint Review Committee on Education in Radiologic Technology) requesting documentation regarding the nature of the Probation status that was placed on TCC by the NWCCU at their July 2016 meeting. Dr. Ruhland

indicated that a response was being prepared to advise them that the status was due to audited financial statements not being completed in time for the NWCCU July meeting and not a programmatic issue. All requested materials have been submitted to the NWCCU and a request for removal of status has been made.

Chair **Ryan** indicated that it is his intention to bring a proposal to the board to consider getting quotes and contracting with private CPA firm to provide the annual audit for the college in order to avoid delays that would jeopardize the college's accreditation status.

#### **E. Board Report**

- Board Member **Dunbar** attended the June regular board meeting, the board retreat and the special board meeting in July. She also participated in the TCC Commencement and PCCC meeting in June and was active in community events over the summer that included the UWT Summer Soiree, Sound Outreach and the Greater Tacoma Community Foundation Event.
- Board Member **Curtis** also attended the three board meetings and Commencement in June. He attended the Men of Distinction Graduation in August, the TCC Convocation held earlier today. He also shared that he attended a Stadium High School football game and had the opportunity to speak with the team prior to their victorious win.
- Board Member **Adams** reported she attended the June regular meeting and the board retreat along with the TCC Commencement. She was present at the June Foundation board meeting and the TCC Convocation. Her community activities included attending Rotary meetings participating in the Lupus Awareness Walk and the TCC Golf Tournament.
- Board Member **Dennis** attended the June regular board meeting, the board retreat and Commencement. He also participated in the WCCW and MCCW graduations held in June. He attended the June PCCC Meeting and the first TCC Convocation. Board Member **Dennis** also participated in an event in Gig Harbor called "Communities and Schools".
- Chair **Ryan** attended the three board meetings in June, TCC Commencement and the June and September PCCC meetings. Chair **Ryan** gave brief remarks at the TCC Convocation earlier in the day and traveled to Wenatchee in June with Dr. Ruhland to attend a SBCTC board meeting. He also attended the Greater Tacoma Community Foundation Event.

#### **III. PRESENTATION**

**Student Voice – Mary Chikwinya, Vice President for Student Services** introduced **Director of Student Engagement, Sonja Morgan**. Sonja introduced student **Benjamin Feldbush** the current ASTCC Vice President for Legislation and Records. He is the student representative to the Legislative Council and a member of the Student Senate.

Benjamin shared his story stating he had attended 7 elementary schools and never made it past the 9<sup>th</sup> grade. He did receive his GED after attending an alternative high school in Lakewood and has worked since he was 15 years old. He was tired of working 15 hours a day and after hearing about TCC from his cousin who was attending TCC he decided to enroll at TCC. Ben talked about his challenges with vocabulary and acknowledged John Sandin and James Mendoza for their support in helping him achieve success in his classes. Ben discussed the resources that TCC offers students including the Writing/Tutoring Center and the library. He has enjoyed his experience at TCC stating that the teachers and staff are very helpful and they don't make you feel like you are a burden.

Ben wants to continue his education and hopes to attend Evergreen and University of Washington Tacoma. He wants to be a role model for his children so that they will understand the importance

of education and how it can improve your life. The board thanked Ben for sharing his story and Board member **Curtis** encouraged Ben to share his story with others who, like him, did not believe they had the ability to learn and be successful in their educational pursuits.

**IV. ACTION ITEMS**

**A. 1st Read –Nursing Course Fees 2016-2017**

**Vice President for Academic & student Affairs, Dr. Tod Treat** provided information about the proposed nursing course fees for 2016-17. The course fees have changed with the new curriculum that has been adopted. The first and second quarter fees were previously brought to the board for approval. These are fees for the third and fifth quarters of the program.

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously approved the 1<sup>st</sup> Read – Nursing Course Fees 2016-2017.

**B. 1st Read – Proposed 2016-2017 Operating Budget**

**Vice President for Administrative Services, Tim Gould** provided information about the proposed operating budget for 2016-2017. Highlights of the proposed budget:

- Total Operating Budget is \$45,155,865
- Increase of \$1.975M
- Additional expenses:
  - ✓ State wage increase (COLA) \$495k
  - ✓ Federal increase (FLSA) \$30k
  - ✓ Fringe Benefit increase \$664k
  - ✓ Adjusted Goods & Services to actual decrease \$746
  - ✓ Adjusted equipment/leases to actual increase \$560

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

**C. 1st Read-Proposed Above Operating Reserve Expenditures 2016-2017**

**Vice President for Administrative Services, Tim Gould** provided information about the proposed above operating reserve expenditures for 2016-2017. The Reserve requirement based on 15% of total operating budget is \$6,773,380. The beginning Reserve balance as of July 1, 2016 is \$15,514,919. After HCA vs. Moore Payment of \$696,340 and the reserve requirement of \$6,773,380 the remaining balance in Reserves is \$8,045,199. The Proposed Above Operating Reserve Expenditure is \$1,315,000.

**MOTION:** Upon motion by Board member **Curtis** the Board unanimously approved the 1<sup>st</sup> Read – Proposed above Operating Reserve Expenditures 2016-2017.

**D. 1st Read – Request for Funding Above Operating Reserves – Capital Investments**

**Vice President for Administrative Services, Tim Gould** provided information about the request for funding above operating reserves – capital investments. The Proposed Capital Investments are:

- Capital Projects Fund \$1,000,000
- Capital Equip. Replace. \$ 500,000
- Capital Campaign Fund \$4,000,000
- Web Redesign & Implement. \$ 225,000

Total request \$5,725,000

**MOTION:** Upon motion by Board member **Dennis** the Board unanimously approved the 1<sup>st</sup> Read – Request for Funding above Operating Reserves – Capital Investments.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Pathways from Prison**

**Executive Vice President, Dr. Tod Treat** introduced **Director for Corrections Education Washington Corrections Center for Women, Sarah Sytsma** who provided information on

programs to help those incarcerated receive educational opportunities to help advance their opportunities to be successful upon release from prison. Sarah introduced two new WCCW faculty **Tracy Ushming** and **Alex Ushman**. Highlights of the presentation:

- The HS21+ program has been a transformative program for the students.
  - ✓ The attitudes have changed and a high school diploma has become more meaningful to the students and they want to be in class. They awarded seven high school diplomas at the 2016 graduation and 12 GED's.
  - ✓ The HS21+ program will begin at Mission Creek next quarter.
- Second Chance Pell – TCC is one of three colleges in Washington selected to participate. It allows approximately 25 students to earn 10 credits per quarter beginning winter quarter.
  - ✓ This will create a pathway to campuses for students who are not able to complete the full two year degree while in prison.
  - ✓ Corrections education will hopefully help ensure released inmates do not return to prison but instead have a better chance to become successful community members.
- Uplooping Programming enables students released from prison to train for over 2,000 open software development jobs in Washington State.
  - ✓ TCC and Unloop collaborate to provide professional software development classes in WCCW and connect students with mentorship, professional development, and employment opportunities post-release.
  - ✓ Summer was the first quarter with 29 enrollments.
- Horticulture/floriculture program is popular one-year program.
  - ✓ Program has gardens that produce close to 15,000 pounds of vegetables each year that serve the inmates.
  - ✓ 9 credits of the program are floriculture where students learn floral design and commercial floral practices. Arrangements are sold in the community and will be sold at TCC. The program has decorated the Governor's mansion and arrangements have been entered in the Puyallup Fair.
  - ✓ 23 graduates of the program this year. Some work at Mother Earth Farm which has been working with Emergency Food Network to provide food to local food banks and shelters in Pierce County.
- Business Program Alignment has allowed the Business Technology that has been offered at WCCW and MCCCW to align with TCC's business programs.
  - ✓ Aligning the program will provide pathways for students who would like to continue their studies in business when they are released.
  - ✓ 15 students currently enrolled and are excited for the chance to work on their AAS degree.

#### B. CtcLink Update

**Vice President for Administrative Services, Tim Gould** provided the following update on ctcLink:

- The original year-end close date was scheduled for July 31, 2016. It finally closed on August 25, 2016.
- Still working on 14<sup>th</sup> month cleanup of financials.
- Progress has been made in the student financial system. The big test is going to be fall quarter. We believe that we will not have the problems that we encountered last fall.
- Tim is targeting 2015-16 financial statements for review at the November Board of Trustees meeting.
- The Gartner Consulting Group held interviews at TCC and Spokane at the request of SBCTC and OCIO to:
  - ✓ Validate that the implementation met defined objectives
  - ✓ Identify pilot school objectives and progress against the objectives
  - ✓ Identify lessons learned from pilot schools and determine if lessons being implemented for subsequent waves
- There are five critical/urgent tickets remaining for both Spokane and TCC.
- Both Tim and Chair **Ryan** commended the work of **Janice Stroh, Director of Financial Services** and her staff for all of their hard work over the past year.

## VI. REPORTS

### A. Associated Students Report – Jared Isaccson, ASTCC President:

- Provided the board with copies of the student Fall Quarter Events Calendar.
- Student Leadership Team has been engaged in leadership training the past month.
- Student government is planning a voter registration drive.

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

- Acknowledged Commencement as a wonderful culminating event.
- Welcomed everyone back for another year and hopes progress has been made in ctcLink. Dave shared his concern that TCC's reputation has been damaged due to problems we have had with ctcLink implementation.
- Reported that his son is continuing at TCC this fall.

### C. Classified Staff Report - Eric Corp, Classified Staff Representative:

- The Classified Staff held a meeting earlier in the day and welcomed new employees.
- 77 employees attended the Breakaway held last spring at Pt. Defiance.
- 9 TCC employees attended the STACC conference in August at Lake Washington Technical Institute.
- All Classified Staff appointments to committees have been made.
- Guiding Principles for the Classified Staff have been approved and sent to the President.
- Classified Staff hope to have more campus-wide activities this year and be more visible. They also want to start a mentoring program for new employees.

### D. Foundation/Legislative Report – Bill Ryberg, Vice President for Advancement:

- The Foundation Alumni Night at the Rainier Game on July 20 was very successful.
- Diana Kielian is the new Foundation President.
- October 18 will be the Donor & Student Recognition Lunch.
- The President and Bill have meet with legislators over the summer.
- The SBCTC is finalizing the legislative priorities for the upcoming session.
- TCC will host the PCCC Legislative Breakfast in December.
- Meetings with legislators are scheduled in Olympia in January, February and March.

### E. President's Report - President Ruhland:

- Collateral items provided by President Ruhland
  - 2 photos from Commencement 2016
  - 2016-17 TCC Calendar produced by Human Resources
- President Ruhland provided a copy of a thank you note sent to all of the Fircrest Council members.
- President Ruhland provided Information on the University of Washington Tacoma Advisory Board. At a recent PCCC meeting Chancellor Mark Pagano invited the PCCC to appoint a trustee to serve on the Advisory Board. Both Chair **Ryan** and Board member **Dunbar** indicated conflicts with their schedules.
- The President directed the board to page 28 of the board packet to the New Hire Report.
- Highlights from the President's Monthly Meeting/Activity Report:
  - Attended Men of Distinction graduation at TCC.
  - Attended Nursing Pinning Ceremony at TCC.
  - Enjoyed lunch with the new student leaders.
  - Met with state representative candidate Larry Seaquist.
  - Provided a presentation on TCC to the Rotary 8 Club.
  - Met with Tacoma Housing Authority (THA) Exec. Director, Michael Mirra and working on meeting with other Pierce County schools about possible partnerships with THA.
  - Welcomed new UPS President Dr. Isaiah Crawford to the area with lunch and tour of TCC. Discussed possible articulation agreement.
  - Met with state representative Dick Muri.

- President Ruhland informed the board she will serve on the WACTC Legislative & Public Information Committee and agreed to chair the Corrections Education Committee this year.

**VII. PUBLIC COMMENT/REMARKS**

None

**VIII. EXECUTIVE SESSION**

At 5:45 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 15 minutes to consult with legal counsel regarding potential agency litigation.

At 6:00 p.m. Chair **Ryan** adjourned the executive session and reconvened the Board meeting.

**IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION**

None

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:00 p.m.

  
Robert Ryan, Chair