

REVISED AGENDA

Board of Trustees
Bob Ryan – Chair
Gretchen Adams-Vice Chair
Lois Bernstein
James Curtis
Liz Dunbar

Co-Presidents
Mary Chikwinya
Bill Ryberg

TCC Mission Statement:
TCC creates meaningful and relevant learning, inspires greater equity, and celebrates success in our lives and our communities.

Board Mission and Vision:
The Board will govern with a style that emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership rather than administrative detail, clear distinction of Board and presidential roles, collective rather than individual decisions, future rather than past or present, and proactive rather than reactive.

- | | | |
|-------|--|---|
| I. | CALL TO ORDER | Bob Ryan |
| II. | GENERAL MATTERS | |
| | A. Changes/Approval of Agenda | Bob Ryan |
| | B. Approval of Minutes:
December 14 Special Board Meeting, December 14 Regular Board Meeting (pages 2-10) | Bob Ryan
Co-Presidents |
| | C. Introductions | Co-Presidents |
| | D. Correspondence | Co-Presidents |
| | E. Board Report | Bob Ryan |
| III. | PRESENTATION
Student Voice: <i>Tatyana "Jinx" Jones, Fresh Start</i> | Mary Chikwinya |
| IV. | ACTION ITEMS | |
| | A. Approve – Resolution Authorizing Investment of Tacoma Community College Monies in the Local Government Investment Pool – Attachment A | Co-Presidents |
| | B. Approve – 2018-19 Instructional Calendar (pages 11-14) | Tod Treat |
| | C. 1 st Read – Course Fees 2017-18 (pages 15-21) | Tod Treat |
| V. | NON-ACTION ITEMS | |
| | A. Pathway to Completion: Guided Pathways | Tod Treat |
| | B. Listening Circles Update | Maralise Quan Hood |
| | C. Emergency Operation Plan | Greg Randall |
| | D. INVISTA Performance Solutions | Don Sosnowski |
| VI. | REPORTS | |
| | A. Associated Students | Jared Isaacson |
| | B. Faculty | Dave Howard |
| | C. Classified Staff | Eric Corp |
| | D. Foundation/Legislative | Dianna Kielian/Bill Ryberg |
| | E. Co-Presidents (page 22) | Co-Presidents |
| VII. | PUBLIC COMMENT/REMARKS | Bob Ryan |
| VIII. | EXECUTIVE SESSION
Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations. | Bob Ryan |
| IX. | BOARD ACTION AS A RESULT OF EXECUTIVE SESSION | Bob Ryan |
| X. | ADJOURNMENT
Interpreters for people with hearing impairments and Braille or taped information for people with impairments can be provided. Please contact Judy Colarusso, Office of the President at 6501 South 19 th St., Tacoma WA 98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu. | Bob Ryan |

**Tacoma Community College
Board of Trustees Special Meeting
December 14, 2016 – 3:30 p.m.
Building 12 – Board Room**

MINUTES

Board Members

Bob Ryan
Don Dennis
Gretchen Adams
James Curtis
Liz Dunbar

Administrators/Staff

Rick Brady, AAG
Judy Colarusso
Bill Ryberg
Mary Chikwinya
Beth Brooks
Rachel Payne
Greg Randall
Melissa Santos
Janine Mott
Val Robertson
John Wilson
Tamyra Howser
Kelly Farr
Asha Bhaga
Loo Moy Call
Kim Ward
Krista Fox
Melissa Ziegler
Jill Merritt
Kari Twogood
Kelley Sadler
Victoria Ichungwa
Sonja Morgan
Katie Gulliford

Tod Treat
Joseph Shannon
Christie Fierro
Dolores Haugen
Jason Banks
Soyeon Bush
James Newman
Rick Schneider
Kim Smith
Bruce Simonetti
Patti Heroso
Leia Plaza
Chris Soran
Matt Higgins
Patti Green
Yvonne Unnold
Mike Mixdorf
Sarah Lewandowski
Debbi Olson
Shema Hanabutte
Kim Matison
Julie Dunbar
Nermalyn Edwards
Mary Chen Johnson

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 3:30 p.m.

II. EXECUTIVE SESSION

Chair **Ryan** announced the board would be going into an Executive Session for approximately twenty minutes to discuss and review the presidential contract.

III. RECONVENE INTO OPEN PUBLIC MEETING

At 3:50 p.m. the open board meeting reconvened.

Chair Ryan announced that board had received a letter of resignation from Dr. Ruhland dated December 12, 2016. In the executive session, the board discussed the presidential contract and Dr. Ruhland's letter of resignation. The board discussed Dr. Ruhland's tenure at TCC, the good work she has done for TCC and the students, and the faculties' concerns to the Board about Dr. Ruhland and her contract, and how it might be affected by her resignation, which

she requested become effective upon Board approval, and which included approval of a resignation agreement submitted with her letter.

No action was taken or decisions made while in executive session.

IV. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

The following action was taken by the board based on matters covered in Executive Session.

MOTION: Upon motion from Board member **Adams** and seconded by Board member **Dunbar**, the board unanimously accepted the resignation and terms of resignation submitted by Dr. Sheila Ruhland for her position of college president, and that such resignation become effective, and therefore Dr. Ruhland's contract being voided, upon Board Chair **Ryan** executing a written resignation agreement with Dr. Ruhland.

Chair **Ryan** signed the resignation agreement, which voided and superseded TCC's employment contract with Dr. Ruhland. Chair **Ryan** stated that under the terms of the agreement, Dr. Ruhland is no longer TCC's president, and her employment with TCC ends on January 13, 2017.

Chair **Ryan** went on to indicate the board would consider the appointment of an acting president in the course of the regular board meeting which followed immediately after the special board meeting.

Chair **Ryan** stated appreciation for Dr. Ruhland's commitment to TCC and its students, and encouraged the audience to join the board in wishing Dr. Ruhland well.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:58 p.m.

Robert Ryan, Vice Chair

**Tacoma Community College
Board of Trustees Regular Meeting
December 14, 2016, 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Jason Prenovost
Asha Bhaga	Tamyra Howser
Loo Moy Call	Yvonne Unnold
Kelly Farr	Rick Brady, AAG
Eric Corp	Shema Hanebutte
Bill Ryberg	Dave Howard
Krista Fox	Patti Hermoso
Jared (Red) Isaacson	Elsa Trujillo
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	Robin Evans Agnew
Sonja Morgan	Judy Colarusso
Joe Shannon	Yvonne Unnold
Janine Mott	Victoria Ichungwa
Melisa Ziegler	Jill Merritt
Kim Ward	Kelley Sadler
Dolores Haugen	Mike Mixdorf
Christie Fierro	Christopher Soran
Kelly Maxfield	Clay Krauss
Jashon Banks	Sarah Lewandowski
Greg Randall	Wayne Mask
Matthew Henckel	Debbi Olson
Leia Plaza	Patti Green
Soyeon Bush	Mary Chen Johnson
James Newman	Sonja Morgan
Rick Schneider	Julie Dunbar
Kim Smith	Nermalyn Edwards
Kim Matison	Melissa Santos
Bruce Simonetti	Katie Gulliford
Matt Higgins	John Wilson
Beth Brooks	William Ico
Mary Chikwinya	TCC Men's Soccer Team
Beatrice Espinoza	Jason Gjertsen
Tanjagay Martin	Karissa Benjamin
Emily Roska	
Monica Olsson	

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:01 p.m.

Before starting with the agenda items, Chair **Ryan** made the following statement:

"I want to announce that late Monday, December 12, Dr. Ruhland gave me a letter of resignation and proposed terms of separation. In a Special Board meeting prior to this regular Board Meeting, the Board went into executive session and discussed Dr. Ruhland's existing contract and related issues, and of course, her letter of resignation and the effect this may have on our contract discussion and her contract. No action was taken or decisions were made in executive session.

When the Board reconvened in open session, a motion was made and seconded that the Board of Trustees accept the resignation and terms of resignation submitted by Dr. Sheila Ruhland, and that such resignation become effective, and therefore Dr. Ruhland's contract being voided, upon Board Chair Ryan executing a written resignation agreement with Dr. Ruhland.

The motion passed, and I signed the resignation agreement, which voids and supersedes TCC's employment contract with Dr. Ruhland. Under the terms of the agreement, Dr. Ruhland is no longer TCC's president, and her employment with TCC ends on January 13, 2017.

My understanding is that some members of the TCC community came to this meeting prepared to make public comments to the board regarding Dr. Ruhland. I suspect that our acceptance of Dr. Ruhland's resignation makes many of these comments moot, and perhaps inappropriate. Actually, it is my hope some of you might join the board in wishing Dr. Ruhland well and thanking her for the many good things that she accomplished on behalf of TCC. And regardless of the subject matter of any remarks that are made, please keep in mind that TCC and your Board of Directors values civility and respect in all communications to and from members of the TCC community."

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:

November 9 Regular Board Meeting

MOTION: Upon a motion by Board member **Dunbar**, the Board unanimously approved the minutes of the November 9 Regular Board Meeting.

November 28 Special Board Meeting

MOTION: Upon a motion by Board member **Adams**, the Board unanimously approved the minutes of the November 28 Special Board Meeting.

C. Introductions

President Ruhland introduced **Vice President for Student Services, Mary Chikwinya** who introduced the following new employees:

- **Emily Roska, Scholarship Coordinator, Financial Aid** - Emily graduated from PLU with a degree emphasis in Public Relations and Advertising. Most recently she worked as a donor resource consultant at Cascade Regional Blood Services. Prior to that she was employed by PLU in their Development Office
- **Tanjagay Martin, Admissions, LeadEntry and Enrollment Services** -Tanjagay comes to us all the way from the TCC Gig Harbor Campus where she was Customer Service Specialist 1. She received her AA at Olympic College where she subsequently worked as a Retail Clerk 1 in the bookstore and also in their Career Center as a student worker.
- **Ashley Soyeon Bush, International Student Navigator, International Programs** - Ashley joins us from the University of Michigan where she earned her Master's in Higher Education. At Michigan, she developed a comprehensive study abroad guide for the entire university. She speaks Korean, German and English and is no stranger to the Washington State Community College System, having attended Bellevue College.
- **Monica Olsson, Access Services Manager** - Monica graduated from the University of Washington in 2011 with an emphasis in Disability Studies. Most recently Monica served as the Coordinator for Disability Support Services at DigiPen Institute of Technology where she helped launch the school's first student disability club and fostered a partnership with Microsoft's Autism Hiring Program.
- **Karissa Benjamin, Program Specialist 2, Athletics** - Karissa graduated from WSU in December 2014 with a B.A. in Sports Management. Most recently she worked as the Event Coordinator for the Lacey South Sound Chamber of Commerce. Previous to that, she worked as a Physical Therapy Tech and held an Internship at Seattle Sports Commission. Karissa was a member of the Sea Gals Cheer Squad 2011-2012 and 2015 and missed both Super Bowls because school came first.

President Ruhland then introduced the 2016 North West Athletic Conference (NWAC) Men's Soccer champions, the TCC Titans. They won the championship on November 13 by beating

the Spokane Sasquatch 2-1. President Ruhland invited **Athletic Director, Jason Prenovost** to come forward to introduce the coaches and the team.

Jason talked about the team unity and how they worked through the peaks and valleys of the season to be successful. He acknowledged the coaches, Jason Gjertsen, PJ Vargas and Jill Green for their commitment and work with the team. He thanked the President and Vice President for Student Services for their support and told the board that TCC is a great place to be and the supportive atmosphere for athletics is appreciated.

D. Correspondence

President Ruhland shared the following correspondence:

- Transforming Lives TCC Nominee winner, Ben Feldbush is one of five students chosen to receive the ACT's 6th Annual Transforming Lives Award. He will be honored at the ACT Transforming Lives dinner at the ACT Conference on Monday, January 23 in Olympia. He will have to opportunity to share his story which will be published with the other winners and nominees. Ben will also receive a \$500 cash award.
- 2017 Military Friendly Schools Designation. President Ruhland stated that TCC received notification that the school once again has earned the 2017 Military Friendly Schools Designation.

E. Board Report

- Board Member **Dunbar** attended the regular board meeting on November 9 and the special board meeting on November 28. She also attended the MAC Meeting on November 16, the PCCC Legislative Breakfast on December 8 and the Legislative Council meeting on December 13.
- Board Member **Curtis** attended the two November board meetings, the interview for Chief of Staff position on November 17 and the ACT Fall Conference at SEATAC on November 16.
- Board Member **Dennis** attended the November 9 regular board meeting and the November 28 special board meeting. He also attended the interview for Chief of Staff position on November 17, the Legislative Council on December 13 and the ACT Legislative Action Committee Retreat at SEATAC on November 15.
- Board Member **Adams** attended the Foundation Board Meeting in November and a meeting with Chair Ryan and Dr. Ruhland in November.
- Chair **Ryan** attended the November 9 regular board meeting and the November 28 special board meeting. He participated in the TCC Holiday luncheon on December 8 and the PCCC Legislative Breakfast earlier that same day. He has also attended various college business meetings on campus throughout the month.

Dr. Ruhland asked Board member **Dennis** to stand. She announced that this was the last board meeting for Board member **Dennis** and she recognized him for the work that he has done for the college. While she only worked with him for a short period of time she appreciated his commitment to the college and the students.

Board Chair **Ryan** then recognized Board Member **Dennis** for his ten years of service as a TCC Trustee. He read a letter from the Governor addressed to Board Member **Dennis** thanking him for his years of service. Chair Ryan presented Board Member **Dennis** with an engraved TCC Trustee medallion.

III. PRESENTATION

Student Voice – Val Robertson, Dean for Student Development introduced CASA/TRIO student, **William Ico**. He is also in the TCC Men of Distinction Program.

William is in his final quarters as a student at TCC where he is in the Networking & Cyber Security Program. He began in the ABE and Fresh Start Program after attending Clover Park High School. He enrolled in TCC because it had a variety of classes and was much more diverse than other schools he considered. He had a very good advisor who helped him in the Fresh Start Program along with the Men of Distinction Program and the support of Demetrius Story.

William hopes to continue his education in Computer Science at either University of Washington – Tacoma or Western Governors University (WGU). He has been offered a full scholarship to both schools. He hopes to stay in the area and continue to live with his foster mother.

IV. ACTION ITEMS

A. Approve – Request to Approve Tuition & Fee Refunds Policy

MOTION: Upon motion by Board member **Adams**, the Board unanimously approved the Request to Approve Tuition & Fee Refunds Policy.

B. 1st Read – 2018 19 Instructional Calendar

Executive Vice President for Academic & Student Affairs, Dr. Tod Treat provided information on the 2018-19 Instructional Calendar. The taskforce consisting of faculty and student services representatives develop the instructional calendar and recommend to the Executive Vice president for Academic and Student Affairs. The recommendation is in line with requirements of the faculty negotiated contract and provides for 50 classroom days in fall and winter quarters and 48 in spring quarter. Summer quarter consists of 31 classroom days.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the 1st Read – 2018-19 Instructional Calendar.

V. NON-ACTION ITEMS

A. Pathway to Completion: Mujeres Latinas

Executive Vice President, Dr. Tod Treat introduced **Dr. Robin Evans-Agnew, Elsa Trujillo and Beatrice Espinoza**

Highlights of their presentation:

- ✓ Dr. Robin Evans-Agnew is the Assistant Professor of Nursing and Healthcare Leadership at the University of Washington Tacoma and been leading the group called Mujeres Latinas (Latino Mothers) who have been working the last three years to advocate and create awareness of childhood asthma among Mexican Americans. They have been working in their communities to educate parents on how to prevent childhood asthma.
- ✓ Beatrice Espinoza shared her experience of attending the TCC Madison Family Literacy program and participated in the ESL and GED programs and graduated in 2015. She has been working to help other parents learn how to take care of their children. She has worked with the Pierce County Health Department to provide translated materials and training for the Hispanic population. They hope to expand the program and reach greater audiences by developing community partnerships.

B. FY 2015-16 Financial Report

Nermalyn Edwards, Assistant Director of Financial Services, provided a report on the FY 2015-16 Financials. She stated the books have not yet been closed due to the ongoing issues with ctcLink. The information being provided had a margin of error of 5-10%.

Highlights of the report:

- ✓ Revenue: the actual state allocation was 4% higher than budgeted and the actual local revenue was 7% higher than budgeted mainly because of the increase in the number of Running Start students. Total actual operating resources was 6% higher than budgeted.
- ✓ Expenses: Total actual expenses were lower than budgeted by 1%. Instruction and Academic Support expenses were up by 3% but Institutional Support offset the increase by a decrease of 16%. WR Financial Aid was up by 12%.
- ✓ Net revenue over expenses is estimated at \$2,792,772.
- ✓ The beginning Reserves as of 7/1/15 was \$8,832,290 and the ending balance at 6/30/16 is estimated to be \$13,969,783.

C. ctcLink Pilot Implementation Assessment

Director of Information Technology, Clay Krauss provided the following report:

- ✓ The SBCTC retained the Gartner Group to perform an assessment of the ctcLink project.

- ✓ Assessment Objectives were to determine if the pilot program was finished and could the next waves begin, review the project schedule for subsequent waves, identify lessons learned and determine if lesson are being implemented in subsequent waves.
- ✓ Findings: the 34 colleges operate independently with no single executive and different policies and procedures, the base strategy for ctclink was reasonable, the implementation of the pilot schools is incomplete, business processes continue to be disrupted at TCC and CCS and additional improvements to governance, project management, system configuration, resource estimates, and security is needed before proceeding with additional deployments.
- ✓ Recommendations: establish a clear governance process and improved project controls, identify gaps at the pilot schools and remediate to address operational issues at the pilots, validate business requirements, audit the system configuration and remediate all functional gaps, and finally, flesh out project plans then move forward with implementing the balance of the schools.
- ✓ Estimated timeline for the remediation plan is through June 2017.
- ✓ Next steps: SBCTC is designating a status for the 2,488 business and technical requirements and creating a plan/framework to remediate based on the gaps.

D. Core Indicators of Mission Fulfillment

Executive Vice President for Academic & Student Affairs, Dr. Tod Treat provided a report on the Core Indicators of Mission Fulfillment. He provided a brief summary of the purpose of core themes and the responsibility of the governing board to ensure that institution's mission and core themes are being achieved. Highlights of his report:

- ✓ Core themes are mission-based institutional goals. TCC measures its effectiveness toward reaching these goals by assessing indicators organized under strategic objectives. These measurements are TCC's core indicators and reflect the core values of the college mission.
- ✓ Core indicators are a four year commitment to institutional objectives and are foundational to TCC's continuous improvement planning activities.
- ✓ Dr. Treat pointed out four specific core indicators of concern and plans for review:
 - ❖ 1.A.1 – A focus report on TCC's Adult Basic Education program will be provided to the Board in spring, 2016 in demonstration of mission fulfillment. Plans for review and research to be done.
 - ❖ 1.D – TCC faculty are currently engaged in a review of Program Level Assessment and are revising the model. Modifications and monitoring to be complete.
 - ❖ Theme 2 – Diversity – ctclink coding changes have impacted TCC's reporting of student diversity. The 2015-16 data for these items will be corrected but we believe up to 2000 new students are miscoded.
 - ❖ 2.G.1 – Diversity of TCC employees – the college continues to focus on recruiting and hiring highly, qualified, new employees of differing backgrounds.
 - ❖ 4.B – Funding operational plan items – emphasis on funding fewer projects with great investment and return on investment. Need to be able to accurately assess return on investment.

VI. REPORTS

A. Associated Students Report – Jared (Red) Isaacson, ASTCC President:

- The number of student senators has increased to 41. The Senate meetings are now held in the Student Center in order to accommodate the increased participation.
- Ben Feldbush, ASTCC VP for Legislation attended Legislative Academy and received training on meeting with legislators.
- Free Food for Finals went well with the help of the Foundation. 1800 students were able to receive food during finals.
- Student Engagement is working on welcome week for winter quarter.
- Trustee Liz Dunbar has agreed to participate in the Civic Engagement Showcase next quarter. This is an opportunity for leaders in the community to dialog with students.
- The Thrift Shop – Gift Shop was successful with over 2335 items donated and sold to students for \$.25 per item.

- The new gym in the Health & Wellness Center will open on January 3, 2017 for its first basketball game.
- Winter quarter calendars will be distributed at the next board meeting.

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

- Extended best wishes to Dr. Ruhland for her future.
- Acknowledged Don Dennis for his tireless work as a trustee for the past 10 years. Talked about his work with the legislators, his commitment to the Gig Harbor campus and his reputation as an outstanding communicator and advocate for TCC. Dave called Don a class act and suggested his name be placed on the building at the Gig Harbor campus.
- Wished everyone a happy holiday.

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

- Wished Dr. Ruhland well and thanked her for all she has done for the students and the Classified Staff.
- Money Management Educators have provided financial consultations to 27 employees.
- Working on the spring Breakaway – looking for new location.
- Looking forward to spring Professional Development Day and providing training for the Classified Staff.
- Elections will be held in the spring for new Classified Staff Council.
- Looking to offer speed reading to staff in 2017 offered by John Sandin.

D. Foundation/Legislative Report:

Foundation Report – Bill Ryberg, Vice President for College Advancement:

- Dianna Kielian unable to attend but wanted to wish everyone a happy holiday season and remind them to make their tax free contributions before the end of the year.

Legislative Report – Bill Ryberg, Vice President for College Advancement:

- The PCCC Legislative Breakfast and Legislative Council were both successful events held this past week.
- The Governor's budget was released yesterday and is in the process of being dissected.

E. President's Report - President Ruhland:

- President Ruhland provided the following collateral to the board:
 - ✓ TCC Highlights Pocket Guide – Additional copies for Trustees to distribute.
 - ✓ Handout – Washington Competes – a joint communication from Council of Presidents, SBCTC and Independent Colleges of Washington. A sector-wide agenda for Higher Education Growth and Completion.
 - ✓ The TCC Annual Report – First Annual Report that includes student stories, financial report and the TCC Foundation Report. Will also be available electronically.
- Reminded Board members to review the trustee calendar that was emailed to them with any changes highlighted in yellow.
- Referenced the New Hire Report which provides the list of new employee who have started working in the last month. Page 37 in the board packet.
- Dr. Ruhland discussed The Fair Labor Standards Act (FLSA) and reminded the board that the salary increases the regulations had required to begin on December 1 had been included in the 2016-17 budget. Despite the injunction placed on the new regulations by a federal judge in Texas, the college has gone ahead with implementing the salary increase which had been communicated to the staff.
- Highlights from the President's Monthly Meeting/Activity Report:
 - ✓ MAC Meeting on November 16 – Guest speaker Greg Mowat of the Tacoma Pierce County Chamber of Commerce. Veteran and Business Specialist. He addressed veteran transition from military to civilian employment. Dr. Ruhland was unable to attend because of the ACT meeting in Seattle.

- ✓ Meetings with University Place School District and Peninsula School District on November 11.
- ✓ Meeting with Tacoma Housing Authority and Department of Corrections to discuss housing opportunities.

President Ruhland took a moment to thank the Board of Trustees for the opportunity to work with them over the past two years. She indicated she would miss the students of TCC and they are what brought her to the college. She hopes TCC will continue to be the college of choice for students and wished the board and the college all the best.

VII. PUBLIC COMMENT/REMARKS

None

VIII. EXECUTIVE SESSION

At 5:35 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 20 minutes to discuss public employee performance and who might serve as acting president to lead the college.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 6:00 p.m. the open board meeting reconvened. Board Chair Ryan indicated that that various matters were discussed in executive session relating to the performance and evaluation of TCC employees, including the discussion of who will lead TCC. No action was taken or decisions were made in executive session.

MOTION: Upon motion by Board Member **Adams**, the board unanimously approved that **Mary Chikwinya, Vice President for Student Services** and **Bill Ryberg, Vice President for College Advancement** be asked to serve as acting co-presidents of TCC, until such time as an Interim President may be appointed and a national search for the next permanent President be undertaken.

Mary Chikwinya, Vice President for Student Services accepted the appointment as TCC co-president.

Bill Ryberg, Vice President for College Advancement accepted the appointment as TCC co-president.

Both Mary and Bill indicated they are looking forward to helping to move the college forward and working with the board as co-presidents.

Chair **Ryan** thanked Mary and Bill for agreeing to serve, stated the students are the number one priority of the college and that we will move forward to make TCC a positive place.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:04 p.m.

Robert Ryan, Chair

TACOMA COMMUNITY COLLEGE

2018 – 19 Instructional Calendar

January 11, 2017

BACKGROUND

College policy requires that two (2) years prior to the calendar under consideration, a task force be formed and convened by the Executive Vice President for Academic and Student Affairs to develop a recommended instructional calendar. The task force for the development of the 2018-19 instructional calendar included the following individuals:

Facilitator	Mike Flodin, Special Assistant to the Executive Vice President for Academic & Student Affairs
Faculty Representatives	Greg Ferencko, Math Pam Lee, Radiologic Science Monica Monk, English for Academic Purposes
Student Services Representatives	Betsy Abts, Enrollment Services & Registrar Carroll Ferguson for Tod Treat, Exec. Vice President for Academic & Student Affairs

STATUS

The calendar is in accordance with the contract year definitions as specified in the faculty negotiated agreement.

The attached calendar for the 2018-19 academic year reflects the recommendation of the task force to the President (also attached).

RECOMMENDATION

The Co-Presidents recommend the Board of Trustees approve the Instructional Calendar for 2018-19.

To: Sheila Ruhland, President
Dave Howard, TCCFT President

From: Calendar Task Force
Mike Flodin, facilitator, Monica Monk, Betsy Abts, Pam Lee, Carroll Ferguson, Greg Ferencko

Date: 10/25/16

Re: Recommendation regarding 2018-19 academic calendar

Please accept the recommendations of the calendar task force, as outlined in section 7.10 of the Faculty Negotiated Agreement for the 2018-19 academic year for your consideration.

Summer 2018 (31 class days + 0 final exam days = 31 Instructional days)
Summer quarter classes begin on June 25
July 4 holiday occurs on Wednesday, July 4
Last Day of classes is Aug 16
Summer quarter has no official final exam period

Fall 2018 (50 class days + 4 final exam days = 54 Instructional days)
4 Professional Development Days, Mon. Sept. 17 through Thur. Sept. 20
Fall quarter classes begin Mon. Sept. 24
Educational Planning Day on Tue., Oct. 23
Veteran's Day Holiday on Mon. Nov. 12
Thanksgiving Holiday Nov. 21-23 (Wed. not a state holiday)
Final Exams Mon., Dec. 10 through Thurs. Dec. 13

Winter 2019 (50 class days + 4 final exam days = 54 Instructional days)
Winter quarter classes begin Wed., Jan. 2
MLK Holiday Jan. 21
Educational Planning Day Thur. Feb. 7
President's Day Holiday Feb. 18
No Winter Professional Development Day
Final Exams Mon, Mar. 18 through Thu. March 21

Spring 2019 (48 class days + 4 final exam days = 52 Instructional days)

Spring quarter classes start on Mon., Apr. 1

Educational Planning Day Wed., May 1

Professional Development Day Friday, Apr. 26

Memorial Day May 27

Classes held Mon. June 10

Final Exams Tues. June 11 through Fri. June 14

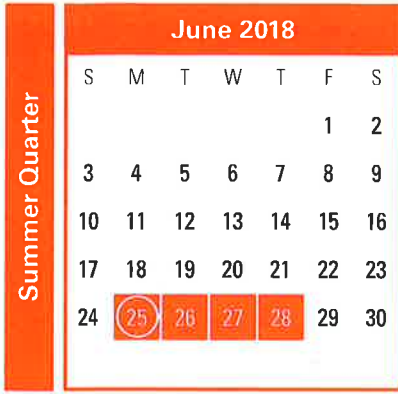
Background:

This proposal provides for 50 classroom days in fall, 50 in winter, and 48 in spring. There would be 8 days that faculty would self-schedule as non-instructional contract days, on the low end of the typical range of 7-10 such days. This calendar has 48 classroom teaching days in spring quarter, which has been a topic of concern in some past years (but is fairly typical).

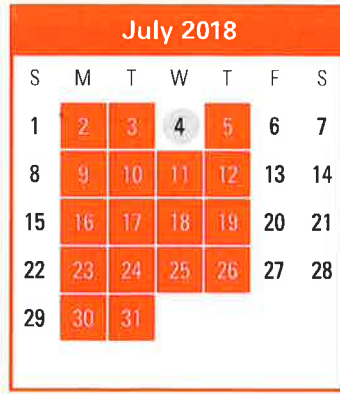
It has come to the attention of the committee facilitator that SBCTC has been informally surveying colleges as to their calendars and instructional days and reporting this information back out to the system. The vast majority of system colleges are reporting final exam days as being instructional days. TCC should report similarly to be consistent with other colleges.

2018-2019 Instructional Calendar

PROPOSED
November 2016



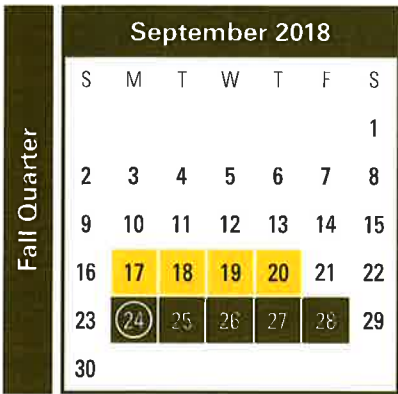
June 25 Classes begin



July 4 Independence Day



Aug. 16 Last day of classes/final exams if administered



Sept. 17-20 Professional Development Days
Sept. 24 Classes begin



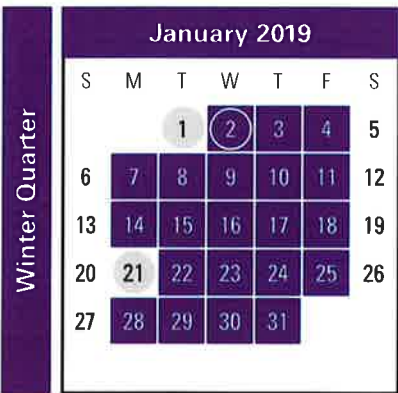
Oct. 23 Educational Planning Day*



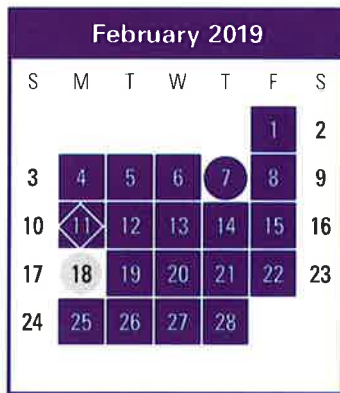
Nov. 6 Registration Opens**
Nov. 12 Veterans' Day Nov. 21-23 Thanksgiving



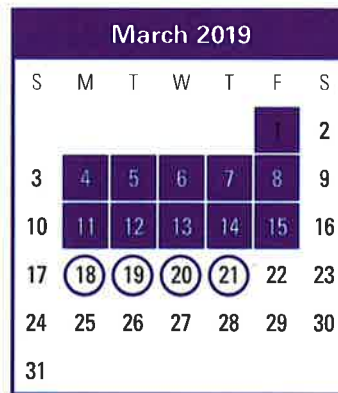
Dec. 10-13 Final Exams
Dec. 13 Last day of the quarter



Jan. 2 Classes begin
Jan. 21 MLK Day

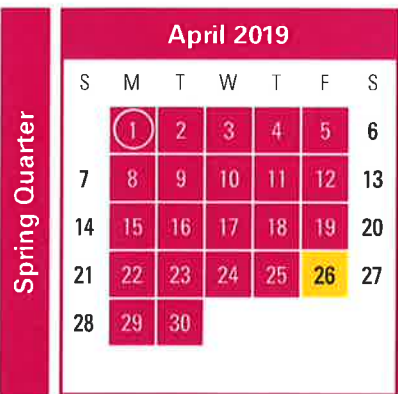


Feb. 6 Educ. Plng. Day* Feb. 11 Regist. Opens**
Feb. 18 Presidents' Day



Mar. 18-21 Final Exams
Mar. 21 Last day of the quarter

	Fall	Winter	Spring
Classroom Days	50	50	48
Final Exams/Grading	4	4	4
Professional Development Days	5		
Mid-quarter, non-Instructional Educational Planning Days	3		
Non-instructional Faculty Contract Days	8		
Total Contract Days	176		



Apr. 1 Classes begin
Apr. 26 Spring PDD



May 1 Educational Planning Day*
May 13 Registration Opens**
May 27 Memorial Day



June 11 Last Day of Classes
June 11-14 Final Exams
June 14 Last day of the quarter

① Day/Evening Classes Begin
◇ Registration Opens**

1 Holiday (no class)
1 Educational Planning Day*

① Final Exams and Grading
1 Prof. Development Day (PDD)

* Classes starting at 3pm or later will be conducted on Educational Planning Days
** Registration opens for currently enrolled students

TACOMA COMMUNITY COLLEGE
January 11, 2017
COURSE FEES 2017 - 18

BACKGROUND

The Board of Trustees regularly approves changes in the course fee schedule. Course fees on state supported courses are fees attached to individual courses to recover costs associated with consumable equipment and supplies used by students. Course fees on self-support classes are attached to recover all costs associated with that course. The Board Approved fees are maintained through the Office of the Executive Vice President.

STATUS

- A. A list of requested additions and changes is attached. These courses remain consistent with similar courses already approved by the Board and developed using the appropriate cost recovery model for establishing course fees. All other course fees will remain at prior year levels.
- B. Program fees associated with private lessons for the new Associates in Music provide resources to recover enhanced costs. These costs are comparable to costs levied for similar instruction in other 2 and 4 year music programs.
- C. As TCC moves toward accessible, affordable, faculty-led study abroad a special fee associated with cost recovery for travel and in-country cost will be associated with the specific courses offered. Because this fee will vary, TCC is requesting approval to incorporate variable fees up to a maximum of \$4000 to cover airfare, room and board, ground transportation, and group incidentals. A summary report of each study abroad including specification of costs will be provided to the Board each year.

RECOMMENDATION

The Co-Presidents recommend that the Board of Trustees approve the 1st read of the proposed course fees for 2017-18.

Proposed Student Course Fees for 2017-18

Course	Supply/Equipment /Printing	Current Fee 2016-17	Proposed Fee	Explanation
MATH 94	Supplies/Equipment/Printing		11.00/credit	New Course
MUSC 175	Supplies/Equipment/Printing	7.95	5.00	Decreasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC 260	Supplies/Equipment/Printing	7.95	5.00	Decreasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 141	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 142	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 143	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 241	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 242	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
MUSC& 243	Supplies/Equipment/Printing	0.00	5.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
SOC 240	Supplies/Equipment/Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
SOC 252	Supplies/Equipment/Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
PSYC 165	Supplies/Equipment/Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
PSYC 170	Supplies/Equipment/Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services

Proposed Student Course Fees for 2017-18

Course	Supply/Equipment /Printing	Current Fee 2016-17	Proposed Fee	Explanation
PSYC 299	Supplies/Equipment/Printing	5.00	8.00	Increasing fee for consistency across discipline course as needed for materials, copying, printing and learner support services
NURS 191	The clinical placement fee is going from 75\$ annually to 100 in fall 2017- This would be 33.33/qtr (was 25\$/yr + 5 \$ printing)		38.00	(Note was calculated at 25 instead of 30 on first approval)
NURS 192	The clinical placement fee is going from 75\$ annually to 100 in fall 2017- This would be 33.33/qtr (was 25\$/yr + 5 \$ printing)		38.00	(Note was calculated at 25 instead of 30 on first approval)
NURS 193	The clinical placement fee is going from 75\$ annually to 100 in fall 2017- This would be 33.33/qtr (was 25\$/yr + 5 \$ printing)		38.00	
NURS 294	The clinical placement fee is going from 75\$ annually to 100 in fall 2017- This would be 33.33/qtr (was 25\$/yr + 5 \$ printing)		38.00	
NURS 295	The clinical placement fee is going from 75\$ annually to 100 in fall 2017- This would be 33.33/qtr (was 25\$/yr + 5 \$ printing)		38.00	
NURS 296			33.00	clinical placement 33,
NURS 228			39.00	5\$ printing; 34\$ lab supplies
NURS 234			5.00	5\$ printing
NURS 244			85.00	5\$ printing, 80\$ NLN testing.
NURS 286			5.00	5\$ printing
NURS 177			25.00	10\$ printing, 10\$ lab supplies, 5\$ NLN testing.
NURS 156			10.00	5\$ printing, 5\$ lab supplies
NURS 184			10.00	10\$ printing,
NURS 117			125.00	5\$ printing, 120\$ lab supplies
NURS 125			89.00	5\$ printing, 51\$ lab supplies, & clinical placement 33\$
PE 100	Supplies/Equipment	21.85	21.95	increased costs
PE 200	Supplies/Equipment	0.00	21.95	increased costs
PE 140	Supplies/Equipment	21.80	21.95	increased costs
PE 201	Supplies/Equipment	0.00	21.95	increased costs
EMC 110	Supplies/Equipment	838.00	1500.00	Self-support program. Increase fee to actual operational cost
IT 210	Supplies/Equipment	19.50	20.75	increased costs
IT 246	Supplies/Equipment	0.00	20.75	increased costs
IT 247	Supplies/Equipment	19.50	20.75	increased costs
IT 249	Supplies/Equipment	19.50	20.75	increased costs
IT 275	Supplies/Equipment	19.50	20.75	increased costs
IT 278	Supplies/Equipment	19.50	20.75	increased costs
IT 281	Supplies/Equipment	19.50	20.75	increased costs
IT 282	Supplies/Equipment	0.00	20.75	increased costs

Proposed Mandatory Music Operating Fees for 2017-18

Course	Mandatory Music Operating fee	Current Fee 2016-17	Proposed Fee 2017-2018	Explanation
MUSC 130	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 131	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 132	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 133	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 134	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 135	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 136	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.

MUSC 230	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Mandatory operating fee; financial aid eligible. Fee covers differential between tuition revenue and instructor costs.
MUSC 231	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 232	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 233	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 234	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 235	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.
MUSC 236	Mandatory operating fee in addition to tuition; financial aid eligible. Fee is required for the completion of the degree and is included in the 'cost of attendance.' Class is state-funded. Class is NOT Self-Support.	0.00	1000.00	Fee covers differential between tuition revenue and instructor costs.

Sample Cost for Faculty Led Study Abroad*

Item	Sample Costs	Maximum	Explanation
Airfare	\$500-\$1500	\$ 1,500	Seattle to local Airport. Group Rate, purchased by College.
Room and Board	\$50-\$150/day	\$ 1,700	Assumption of 14 nights at maximum rate.
Group Meals	\$100-\$400	\$ 400	Does not include individual meals, but group outings paid by TCC.
Tours and Ground Transportation	\$100-\$200	\$ 200	Museums, buses and ground transportation, and in country group activities.
Miscellaneous	\$0-\$200	\$ 200	Cost recovery for other expenses.
Total		\$ 4,000	

* Tuition, general course fees, insurance, passport, immunization, and other costs not included.

New Hire Report / January 2017

Prepared by: Beth Brooks, Vice President for Human Resources and Legal Affairs

Classification	Employee Name	Position Title	Department	Start Date
Academic				
Classified				
	Camp, Justin	Program Coordinator	Instructional Administration	12/12/2016
	McBride, Sharon	Program Coordinator - Work Study	Financial Aid	12/21/2016
	Marcotte, Sydney	Program Coordinator - WorkFirst	Financial Aid	12/19/2016
	Gaeta, Angelica	Customer Service Specialist 1	Gig Harbor Campus	12/21/2016
Exempt				
	Newman, Nicholas	Retention Specialist (Temporary)	Fresh Start	12/1/2016
	Palmason, Brent	Capital Projects Manager	Facilities Administration	12/1/2016
	Ziegler, Melissa	Coordinator for Organizational Learning	Institutional Effectiveness	12/5/2016

-22-