

**Tacoma Community College
Board of Trustees Regular Meeting
September 9, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Silvia Barajas
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Angela Wheeler
Bill Ryberg	Dave Howard
Andy Duckworth	Kim Matison
Janine Mott	Matt Lane
Sonja Morgan	Will Howard
Olga Webstad	Matt Redman
K.C. Bitterman	Janice Stroh
Samarri Williams	Anthony Robinson
Bruce Simonetti	Elizabeth Hyun
Justin Francisco	James Newman
Edwina Fui	Debbi Olson
Krista Fox	Chuck Woodard
Jenna Jones	Chris Soran
Julie Dunbar	Kari Twogood
Clay Krauss	Judy Colarusso
Cathie Bitz	Stephanie Jimenez-Edwards
Betsy Abst	Xavier Unda
Greg Randall	Cindy Miller
Natalie Wilkerson	Shema Hanebutte
Chad Wright	Kim Ward
Tamyra Howser	Nermalyn Edwards
Namiko Bagirimvano	Ndeye Penda Sow
Kourtney Peyton-Pringle	Brenda Ortega
	Thomas Oliver

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:00 p.m.

Chair **Ryan** presented to former Trustee **Chad Wright** TCC's 2015 Honorary Degree. Chad was unable to attend Commencement in June to receive the Honorary Degree. During his presentation, Chair **Ryan** acknowledged Chad's service on the board, his commitment to education and his guidance and leadership that has contributed to the campus improvements and student success. Chad thanked the board for the acknowledgement and stated the college would continue to be a priority for him.

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 June 10 Regular Meeting, June 25 Board Retreat, and August 18 Special Meeting

MOTION: Upon a motion by Board member **Dunbar**, the Board unanimously approved the minutes of the June 10 Regular Meeting, June 25 Board Retreat, and August 18 Special Meeting.

C. Introductions

Staff hired since June 2015 were introduced to the board.

Sheila Ruhland introduced Executive Assistant to the President **Thomas Oliver**.

Bill Ryberg introduced Director of Marketing and Communication **Tamyra Howser**.

James Newman introduced **Namiko Bagirimvano**, Manager for International Housing and Short Term Programs and **Ndeye Penda Sow**, International Student Navigator.

Janine Mott introduced **KC Bitterman**, Continuing Education Department Manager.

Kim Matison introduced **Stephanie Jimenez-Edwards**, Scholarship Program Coordinator.
Shema Hanebutte introduced Advisor **Javier Unda** and Administrative Assistant **Kourtney Peyton-Pringle**.

Sonja Morgan introduced Student Life Program Assistant **Edwina Fui**.

Silvia Barajas introduced IT Director **Clay Krauss** and Director of Facilities and Capital Projects **Greg Randall**.

Janice Stroh introduced Financial Services Assistant Director **Nermalyn Edwards** and Budget Manager **Julie Dunbar**.

Olga Webstad introduced Early Childhood Specialist **Cindy Miller** and Child Care Specialist **Matt Redman**.

Will Howard introduced Public Safety Program Assistant **Brenda Ortega**.

D. Correspondence

President Ruhland reported receiving the following correspondence:

- A letter from Governor Inslee reappointing Trustee Dunbar to the Board until 2020.
- A letter from the Joint Review Committee on Education announcing that TCC's Radiologic Technology program has been accredited.
- A letter from the Northwest Commission on Colleges and Universities informing us that they have accepted our Spring 2015 Year One Mission and Core Themes report.

E. Board Report

- Board member **Dunbar** attended the board retreat in June and the PCCC meeting on September 3 which was attended by UW Chancellor Mark Pagano. Board member **Ryan** attended the board retreat in June, the PCCC meeting and the Foundation Board Meet & Greet at the home of Foundation President Pat Shuman. Board member **Ryan** also attended the CCID Conference in Hawaii where Dr. Ruhland and Vice President Treat were present. Board member **Dennis** attended the board retreat and PCCC meeting. Board member **Adams** attended the special board meeting on August 18 along with the other board members. She also attended the New CEO Tacoma Youth Foundation Reception and the Rotary 8 meeting attended by Representative Kilmer and Heck. Board member **Curtis** attended the board retreat, special board meeting, the Men of Distinction Celebration and the TCC Alumni event at Cheney Stadium.

III. PRESENTATION

Student Voice: Sonja Morgan introduced student **Justin Francisco** from the CASA/MECA and Student Leadership Programs. Justin shared his background and journey to Tacoma Community College. Justin overcame multiple challenges, to come to TCC and become a student leader. He came to this country from the Philippines as a young boy, not speaking English, and had to enter third grade at a sixth grade age. He now holds a 3.4 grade average at TCC. He aspires to return to the Philippines as a teacher and a leader to help those achieve their education dreams.

IV. ACTION ITEMS

None.

V. NON-ACTION ITEMS

A. Pathway to Completion: Health & Wellness Center

Elizabeth Hyun TCC Capital Projects Manager provided a brief overview of the Health & Wellness Center Project. This project began two years ago with a feasibility study to determine the expansion of the current athletic and fitness center. The ASTCC students voted to fund the project through a COP (Certificate of Participation) and have been involved in the planning and design of the expansion. The project broke ground late this summer and the contract was awarded to Pease and Sons. Elizabeth then introduced **Matt Lane** from McGranahan Architects who provided a PowerPoint presentation on the project. Highlights of the presentation:

- Additions to the facility include expansion of the gym, new athletic offices, a student lounge/activity space, a new classroom, a new building entry and expanded social space.
- Construction schedule: two phases
 - ✓ Phase One: expansion of the back of the building - July 2015 – July 2016.
 - ✓ Phase Two: expansion of the front of the building – September 14, 2016 – November 28, 2016
 - ✓ Activate date: April 2017

Elizabeth provided a budget summary:

- Estimated cost of construction project: \$16,230,000
- COP ASTCC supported \$10,000,000

A groundbreaking ceremony is scheduled for Tuesday, September 29, 2015 at 12:30 p.m. Vice President Tod Treat added that this project helps fulfill the strategic priority of engaging community by ensuring that TCC's physical environment is welcoming to students and the community.

B. ctcLink Update

ctcLink Project Manager **Andy Duckworth** provided an update on the ctcLink Project conversion which went live on August 24. He shared outstanding issues on a week by week basis that included:

- **Week One:** security credentials for staff and faculty needed adjustments, enrollments and class data dropped from the system and had to be manually entered, time reporting for staff needed immediate attention to run the September 10 payroll. Training for 115 people was provided which included assigning supervisors in order to approve time. Finance has had issues with general ledger data conversion. Cashiering has been dealing with numerous challenges and the ability to process credit card payments. Financial aid staff viewed the new system for the first time and were working to learn the process quickly in order to process applications.
- **Week Two:** Security credentials continued to be addressed, course and catalog clean-up work being done manually, enrollments dropping from system continue to be a concern and needed to be manually entered. Payroll was successfully processed. The general ledger and student accounts continued to be cleaned-up and the purchasing department was able to process thirty purchase orders.
- **Week Three:** General Ledger scheduled to be ready to process by end of week, additional resources are needed to help process financial aid applications and every-day processes are being reviewed for correctness.

C. Year-End Financial Report 2014-15

Vice President **Silvia Barajas** provided the 2014-15 year-end financial report. Highlights of her report:

- The total state allocation for 2014-15 was \$18,813,298, up \$829,340 from budget.
- Enrollment increases in general enrollments and Running Start resulted in an increase of \$2,728,141 in local revenue.
- Total revenue for 2014-2015 was up by \$3,557,481 or 9.1%
- Operating expenses were down by \$1,190,897 mostly due to vacant positions.
- Net revenues over expenses for the year totaled \$4,748,378.

Vice President **Barajas** reported on the Reserves and the four funds associated with Reserves. Reserves available at end of 2014-15 fiscal year total \$11,615,782. The required reserve at 15% of 2015-16 estimated budget is \$6,600,000. The percentage of reserves to estimated budget is currently 26.40%.

Vice President Barajas reported that we had a successful financial year and acknowledged the staff for their hard work during a very difficult time dealing with the ctcLink conversion.

D. Enrollment Report 2014-15

Dean of Enrollment Services and Registrar **Betsy Abst** gave the enrollment report for 2014-15.

Highlights of her report:

- Enrollment Allocation for the year was 4,556. Actual enrollment was 5,971. Though down from previous year, TCC remains at approximately 31% over its allocation.
- International and Running Start enrollments continue to increase.
- International enrollments increased from 406.9 FTE to 467.1.
- Running Start enrollments increased from 604.6 FTE to 667.2

VI. REPORTS

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

- Students in the Office of Student Engagement have undergone team training for the last month which included a retreat.
- Plans for Welcome Week include a pizza party and possible "Pizza & Politics" and "Pancakes & Politics" events.
- Issues discussed at student retreat included textbooks and Open Education Resources, (OER), and postsecondary education for inmates.
- ASTCC is developing goals for student government for the year.

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

- Foundation scholarships awarded for fall total \$374,000. Pat urged everyone to communicate to students there are scholarships available through the Foundation office.

- The 50th Anniversary Donor Dinner is scheduled for September 17. Past scholarship recipients will be speaking at the event. "Come Visit Us" will occur during the afternoon and is open to all faculty and staff and the community.
- The Foundation Retreat will be held on September 22 to work on finalizing Foundation goals for the year.
- May 7th is the date for the Tacoma Wine Classic.

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

- Acknowledgement of the work done over the summer by staff on the ctcLink conversion. Andy Duckworth has done an outstanding job as the project manager.
- Dave attended the Foundation sponsored alumni night at Cheney Stadium and thanked the Foundation for their work on the event.
- Acknowledgement of the salary increases and payment of faculty PAU's.

D. Classified Staff Report—Angela Wheeler, Classified Staff Representative reported:

- Classified Staff are finishing up their committee elections for the 2015-16 year.
- Acknowledgement of the commitment from the college for Classified Staff training.

E. Legislative Report – Bill Ryberg, Vice President College Advancement:
No Report

F. President's Report - President Ruhland:

- The President provided to the Board the following:
 - ✓ The annual Conflict of Interest statement to be signed by the Board.
 - ✓ 50th anniversary flyer
 - ✓ List of events coming up – Work on finalizing the form that will provide information on events of interest to the board.
 - ✓ TCC Organization charts – The intent is to provide the board with updated organizational charts on an annual basis.
 - ✓ Legislative Session report
- The President reported that she has been walking around campus delivering treats to TCC staff who have worked so hard on the ctcLink conversion. She also had drawings for gifts and gift certificates that they all seemed to enjoy.
- The President reported on photo opportunities she has had with students throughout the summer on campus and stated one of the photos was used in the South Sound Partnership campaign.
- Dr. Ruhland reported she will be attending the faculty retreat and the golf tournament on Friday, September 11.
- September 17 is the official 50th anniversary celebration and President Ruhland encouraged the Trustees to attend the community event from 3:00 – 6:00 and a scholarship fundraising dinner that evening hosted by the Foundation. Dr. Ruhland also commented on the "Come Visit Us" ads that have appeared in the newspaper.
- The President will be attending the ACCT symposium and conference in San Diego this October with Trustees Ryan, Adams, and Curtis.
- The President invited the Trustees to attend the morning General Session of Professional Development Week on September 14 so she can introduce Board members.
- The monthly President's activity report is provided to the board outlining meetings and events attended by the President.

VII. PUBLIC COMMENT/REMARKS
None

VIII. EXECUTIVE SESSION

At 5:40 p.m., Chair Ryan announced that the Board would adjourn into Executive Session for approximately ten minutes for consultation with legal counsel regarding the performance a public employee. No action was expected to be taken as a result of the Executive Session.

At 5:50 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:52 p.m.

Bob Ryan, Chair