

Tacoma Community College
Board of Trustees Retreat
Tacoma Community College
Building #9, Room 101
Tacoma, WA

MINUTES
Friday, January 29, 2016

Present:

Bob Ryan, Board Chair
Gretchen Adams, Board Vice Chair
Liz Dunbar, Trustee
Don Dennis, Trustee
James Curtis, Trustee
Sheila Ruhland, President
Judy Colarusso, Chief of Staff

Tod Treat, Executive Vice President Academic/Student Affairs
Tim Gould, Vice President for Administrative Services
Mary Chikwinya, Vice President for Student Services
Bill Ryberg, Vice President for College Advancement
Beth Brooks, Vice President for Human Resources & Legal Affairs

1. Call to Order

Board Chair **Ryan** called the meeting to order at 8:30 a.m.

2. Executive Session

At 8:35 Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 45 minutes for the purpose of performing a mid-year review of the President. No action was expected to be taken as a result of the session.

At 9:40 a.m. the Board reconvened to open public meeting. No board action was tasked as a result of the Executive Session.

3. Board Dialog

President **Ruhland** led the discussion on the following topics with the board:

- ACCT Governance Leadership Institute – Information was provided on a board development opportunity ACCT offers April 28-30, 2016. The draft agenda 3-day conference was distributed and discussed. Board members discussed the benefits and agreed it would be a beneficial development opportunity. Board members to provide their availability with Judy to follow up with information and scheduling.
- Board Meeting packets – Monthly board packets will be electronically sent to board members instead of being delivered beginning with the February board meeting. Binders with paper copies will be provided at the meeting. Judy will be working with IT to recommend an electronic board meeting platform, i.e., Board Books, College issued iPads, for demonstration and adoption at the June Board of Trustees Retreat.
- TCC Email accounts – TCC Email accounts will be provided to each of the board members.
- Board agenda items – President **Ruhland** reviewed the standing agenda items with the board and it was decided:
 - ✓ Continue with Student Voice and Pathways to Completion. Both items provide important information to the board.
 - ✓ Discontinue the President's Cabinet Reports. President Ruhland will provide information typically appearing in the reports as part of the President's Report. Items also normally found in the reports will be scheduled for presentations as non-action agenda items as is deemed appropriate.
- Seating at the Board Table – With the addition of two vice presidents to the President's Cabinet, the total number of individuals sitting at the board table has outgrown the board table. President **Ruhland** after consultation with President's Cabinet recommended to the board that the five vice presidents be relocated to the front row of the audience during the board meetings and move to the board table when making presentations. The board agreed to the recommendation.
- President **Ruhland** informed the board that the current Board Policy Manual is in need of review and revision. It is currently scheduled to be reviewed at the June Board of Trustees Retreat. President Ruhland will bring a recommendation to the board on next steps to accomplish this task.

4. Trustee Recognition

President **Ruhland** provided background on the recognition Trustees who have served two terms, (10 years or more), have received since 2001. As there is no formal policy on trustee recognition, the president and trustees discussed the process going forward. It was determined the college would continue special recognition of Trustees who have served two terms, (10 years or more), in a manner reflective of their contributions and work at Tacoma Community College.

5. President's Medal

President **Ruhland** shared information about the President's Medal awarded at Commencement along with the current criteria used to determine eligible students. After discussion with the Trustees, it was decided the process and criteria for awarding the President's Medal needs review and revision. The revised President's Medal criteria and process will be in place for the 2017 Commencement. The President also informed the board that there were no nominations for the TCC 2016 Honorary Degree. President **Ruhland** will be reviewing and revising criteria and process for awarding a TCC Honorary Degree.

6. New State Allocation Model 2015-2017

Executive Vice President for Academics & Student Affairs, **Tod Treat** provided an overview of the New State Allocation Model adopted by the SBCTC with full implementation beginning with fiscal year 2017.

- The Allocation of state appropriations will be based on:
 - ✓ Base allocation –Minimum Operating Allocation (MOA) - \$2.85M annually.
 - ✓ District's Enrollment Target – District Enrollment Allocation Base (DEAB) – 3 year rolling average.
 - ✓ Student Achievement Initiative (SAI) points
- Under the new allocation model not all FTE's are going to be counted equally. Incentive allocations for:
 - ✓ Basic Education for Adults (BEA)
 - ✓ Applied baccalaureate degrees designed to fill skill gaps
 - ✓ STEM courses
 - ✓ Programs that lead to certificates in high demand professions.TCC is low in BEA and STEM FTE's and needs to look at programs to increase in these areas.
- Dedicated 5% of the annual state appropriation will go to performance funding via the SAI. Currently, TCC does well on professional/technical completions, not as well on transfer completions.
- DEAB – **Tod** indicated he believes TCC will see an initial rise in enrollment targets and then a decrease.

7. International Student Tuition and Fees

Executive Vice President for Academics & Student Affairs, **Tod Treat** reviewed with the board the information in the board packet on International Student Tuition and Fees.

- ✓ International students have been coded as either state-funded or self -supported by the community and technical colleges in the state system. If stated funded, they counted toward district target attainment and some of the revenues from these students went towards fees and S&A accounts.
- ✓ In April 2015, WACTC presidents voted to limit the number of international students counted as state-funded to the lesser of 2% of the district enrollment target or the number of FTE needed to make 100% of the enrollment target. All other international students count as self-supported.
- ✓ Net impact on TCC will be negligible at outset. Could change as enrollment decreases.
- ✓ Plan to provide update on allocations to the board in the fall or early winter.

8. Electronic Tenure Dossier

Executive Vice President for Academics & Student Affairs, **Tod Treat** provided a brief demonstration of the Electronic Tenure Dossier that TCC is in the process of implementing and will be in place for the 2016-17 school year.

9. Federal Student Loan Cohort Default Rates (CDR)

Vice President for Student Services, **Mary Chikwinya** presented information on the Federal Student Loan Cohort Default Rate (CDR).

- ✓ CDR measures the percentage of an institution's borrowers who enter repayment and default on loans in a given year. It is based on a rolling 3-year average.
- ✓ Institutions that have a high default rate may experience sanctions. They can lose eligibility to participate in the Federal Direct Loan and PELL Grant Programs. Sanctions may occur if the rolling CDE is 30% or greater or 40% in a given year.

- ✓ TCC's Official 3-year CDR: 2012-16.6, 2011-13.3, 2010-16.4.
- ✓ TCC is addressing financial literacy awareness to students through new student information sessions, workshops on financial literacy, providing a unit on financial literacy in the HD 101 class, counseling through the Financial Aid office.
- ✓ CDR rates are released every September. A late fall or early winter report will be provided to the board.

10. Employment Letters

Vice President for Human Resources & Legal Affairs, **Beth Brooks**, presented information on appointment letters that are currently issued to exempt employees. Beth discussed the need to revise the appointment letters in order to correctly reflect the "at will" employment status of exempt employees. Beth provided a PowerPoint presentation outlining the changes and benefits of the revisions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:40 pm.


Robert Ryan, Board Chair