

**Tacoma Community College  
Board of Trustees Regular Meeting  
November 9, 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
Mary Fox	Yvonne Unnold
Kelly Farr	Rick Brady, AAG
Eric Corp	Shema Hanebutte
Bill Ryberg	Dave Howard
Liz Fortenbery	Patti Hermoso
Jared (Red) Isaacson	Mecca Salahuddin
Kari Twogood	Rachel Payne
Mike Goncharuk	Valerie Robertson
Tod Treat	Thomas DiGiorgio
Sonja Morgan	Judy Colarusso
Joe Shannon	Will Howard
Jennifer Sorensen	Victoria Ichungwa
Ken Fox	Jill Merritt
Kim Ward	Kelley Sadler
Carol Avery	Shawn McRavin
Dolores Haugen	Mary Beth McCarthy
Jaleel Brown	Christopher Soran
Rebecca Jayasundara	Clay Krauss
Kelly Maxfield	Jeanette Smith-Perrone
Sylvia Summers	Emilie McCauley
Betsy Abts	Val Morgan-Krick
Greg Randall	Patti Green
Tamilla Hahn	Mary Chen Johnson
Barbara Peterson	Benjamin Feldbush
Matthew Henckel	Linda Van Doren
Leia Plaza	Deb Lewis
Monica Monk	Blaire Hunt
Ralph Hitz	Katie Gulliford
Kristen Harrison	Dianna Kielian
Don Ramage	Gavin Albright
Kim Matison	Matthew Mburu

**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:**

**October 12 Regular Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar**, the Board unanimously approved the minutes of the October 12 Regular Board Meeting.

**October 26 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar**, the Board unanimously approved the minutes of the October 26 Special Board Meeting.

**C. Introductions**

President Ruhland introduced **Campus Public Safety, Security Supervisor, Will Howard** who introduced **Leia Plaza, Program Assistant, Campus Public Safety**. Leia started in this position in August and has acclimated to the department very well. She holds a Bachelor's degree in Business Administration and earned her Associate's degree in Accounting.

**D. Correspondence**

President Ruhland shared the following correspondence:

- Mike Mixdorf, Chair for the Radiology Department emailed President Ruhland that 100% of the 2016 class of students passed their certification exams.
- Letter from NWCCU President Sandra Elman informing President Ruhland that TCC's Fall 2016 Special Report will be reviewed at the NWCCU January 2017 meeting.

**E. Board Report**

- Board Member **Adams** attended the September board meeting and the Convocation both held on September 14. She also attended the Welcome Reception held in the Japanese Garden on September 15. She was present at the Foundation Board meetings in September and October and participated in the Rotary 8 weekly luncheon meetings. Board Member Adams also attended the ACCT Conference in New Orleans in October and was part of the TCC presentation on the Men of Distinction Program.
- Board Member **Dunbar** attended the October 12 regular Board Meeting and the October 26 Special Board Meeting with the Tacoma Public Schools Board of Directors. She toured the Health & Wellness Center prior to the October 12 Board Meeting and attended a variety of community events including the Emergency Food Network Fundraiser. She also recently viewed the documentary to be aired on KBTC "Of Race & Reconciliation" about the Chinese expulsion.
- Board Member **Curtis** attended the October 12 regular Board Meeting and the October 26 Special Board meeting with the Tacoma Public Schools Board of Directors. James was very impressed with the work being done between TCC and TPS to adopt alternative assessment methods for incoming students.
- Board Member **Dennis** attended the October 12 Regular Board Meeting, the tour of the Health & Wellness Center prior to the board meeting and the Special Board Meeting on October 26 with the Tacoma Public Schools Board of Directors.
- Chair **Ryan** participated in the tour of the Health & Wellness Center on October 12, the regular Board Meeting that same day and the Special Board Meeting with the Tacoma Public Schools Board of Directors. He has also participated in a number of college meetings at TCC throughout the month of October.

**III. PRESENTATION**

**Student Voice – Jason Prenovost, Athletic Director** introduced student athlete, **Matthew Henckel**. Matthew is a left-handed starting pitcher on the TCC baseball team who grew up in Gig Harbor and transferred to TCC from the University of Oregon. This is his second year at TCC and Matthew holds a 3.7 GPA. He is currently uncommitted but is considering Gonzaga, University of Portland, Santa Clara and Nevada. Matthew expects to earn his Associates degree in Business and hopes to earn his Bachelor's at the next level. He has managed to balance his studies and baseball practice schedule by being proactive and disciplined.

**IV. ACTION ITEMS**

**A. 2<sup>nd</sup> Read/Approve-Request to Approve TCC Foundation/TCC Quid Pro Quo Agreement**

**MOTION:** Upon motion by Board member **Dennis**, the Board unanimously approved the Request to Approve the TCC Foundation/TCC Quid Pro Quo Agreement.

**B. 1<sup>st</sup> Read – Request to Approve Tuition & Fee Refunds Policy**

**Dean for Enrollment Manager Services and Registrar, Betsy Abts** provided information about the Tuition and Fee Refunds Policy. In order to align with changes as a result of the ctcLink conversion, the revised policy allows a refund of no less than 40% on or after the sixth day after classes have begun.

**MOTION:** Upon motion by Board member **Adams**, the Board unanimously approved the 1<sup>st</sup> Read – Request to Approve Tuition & Fee Refunds Policy.

**C. Approve-ACT Transforming Lives Recipient**

**President Ruhland** discussed the student nominee brought forth by the President's Cabinet for consideration for the ACT Transforming Lives Recipient. Ben Feldbush was the student voice at the September board meeting. Board Member **Curtis** applauded Ben for his commitment to sharing his story and encouraged him to continue to reach out to others as an example of what is possible if one works to improve themselves.

**MOTION:** Upon motion by Board member **Curtis**, the Board unanimously approved Ben Feldbush as the 2017 ACT Transforming Lives nominee representing Tacoma Community College.

**D. Approve – Request to hire Public Accounting Firm for 2015-2016 Financial Audit**

**President Ruhland** shared with the board information about the mid-cycle evaluation scheduled for April 2017 by the colleges accrediting agency, the NWCCU. It is important the school completes the 2015-16 financial audit before the April visit. In order to guarantee a completed audit, it is necessary to hire a public accounting firm to perform the audit instead of relying on the State Auditor's Office. Upon request, Troy Niemeyer, Deputy Director for the Washington State Auditor's Office has granted TCC permission to contract with a Public Accounting firm to perform the TCC financial audit for 2015-16.

**MOTION:** Upon motion by Board member **Adams**, the Board unanimously approved the Request to hire a Public Accounting Firm for the 2015-2016 Financial Audit.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Sustainability Distinction Pathway**

**Executive Vice President, Dr. Tod Treat** introduced **Kristen Harrison, Biology Professor** and **Ralph Hitz, Earth Sciences Professor**. Highlights of their presentation:

- ✓ The sustainability committee has been working the past three years to develop the sustainability distinction pathway which is a 20-credit program that will start winter, 2017. It is open to all TCC students, though it was designed with transfer students in mind as they will not need to take any extra courses to complete their degree.
- ✓ There are currently 20 -30 students interested in the sustainability pathway.
- ✓ Sustainability can be thought of in scientific, political and economic terms, depending upon a student's ultimate interest.
- ✓ Environmental sustainability academic content relates to TCC's college wide learning outcomes of critical thinking and responsibility and ethics.
- ✓ An important outcome for the students is to be able to demonstrate responsible citizenship in the pursuit of environmental sustainability by thinking critically about topics such as climate change, sustainable agriculture, pollution, energy use and health.
- ✓ Students must take one Tier 1 class and three additional classes, either Tier 1 or Tier 2. Students and their advisors will plan a course of study based on the class offerings and eligible classes.
- ✓ The goal is to expand the number of class offerings in the future.

**B. Student Default Rate Report**

**Director of Financial Aid, Kim Matison** provided information on the current Student Default Rate Report.

- ✓ The Cohort Default Rate (CDR) measures the percentage of an institution's borrowers who enter repayment and default on loans in a given year. The CDR is based on a rolling three-year average.
- ✓ The Official three-year CDR for TCC for 2013 is 15.9 which is down from 16.6 from the previous year. The lower the rate, the better. The Washington State average for 2013 was 10.4%. The National average for 2013 was 11.3.
- ✓ Compared to the other Pierce County CTC's, TCC is the second lowest.
- ✓ TCC implemented SALT, a financial literacy program, one year ago to help educate our students on debt and repayment. We hope it will help lower the CDR rate over time. It will take two to three years for the school to see results of the program.
- ✓ It is important for the school to keep the CDR rate low. Federal funding can be denied a school if the CDR rate is too high.

### C. ctcLink Update

**Director of Information Technology, Clay Krauss** provided an update on the ctcLink Project.

#### Current Project Challenges:

- ✓ The FY 2015-16 Financial Books remain open.
- ✓ Unable to close books on monthly basis for 2016-17.
- ✓ Unable to provide IPEDs data.
- ✓ Challenges continue with the data quality.

#### Current Project Successes:

- ✓ Hiring of two business analysts at TCC has been helpful.
- ✓ Wave I has been placed on hold which will provide more resources for the first link schools.
- ✓ Payroll processes have improved.

#### Other items:

- ✓ There is still quite a bit of work to be done. FLSA regulations and DOE requirements will necessitate adjustments to the system.
- ✓ The State Board is awaiting the Gartner Report, an evaluation of the project to date with recommendations for future implementation.
- ✓ There is concern over what the impact will be on the system when other schools come online.
- ✓ There are still outstanding critical tickets to be dealt with before system stabilization.

### D. PACE Listening Circles Update

President Ruhland provided an update on the PACE Listening Circles being facilitated by the Center for Dialog and Resolution. President Ruhland introduced **Maralise Hood Quan, Executive Director of the Center** who discussed the Listening Circles and plans for distilling information. The facilitators have met with groups of employees to gather information that will be used to develop common themes in an effort to develop work plans that will improve the campus climate and communications. Maralise expressed her appreciation for the time that the employees have given the facilitators and for their trust and honesty.

## VI. REPORTS

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

- There are currently 15 sanctioned clubs with another six or seven clubs to be approved.
- Twenty students currently make up the Student Senate with five more to join.
- The students held a successful “Fright Night” on Halloween with 350 people in attendance.
- Students also held an election night party.
- There will be a student legislative academy later this month in Olympia that Red and Ben Feldbush will attend.
- With the help of the Foundation, the students will again provide food for finals to students. Goal is to increase from 1,200 to 2,000 food items to be distributed.

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

- Dave shared how proud he is for having served the past five years as the President of the TCC Federation of Teachers Union.
- Dave shared how lucky he has been to have worked with wonderful people; students, fellow faculty and employees throughout the campus and have had the opportunity to be part of so many student’s success.
- Dave expressed his gratitude to the board for the important work they do, including granting tenure to faculty and for listening to him.
- Dave indicated that he would be requesting more time of the board.

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

- The Classified Staff have been participating in the listening circles on campus, and have shared their concerns as a part of the campus community. The Classified Staff support the campus common goal of student success.

- 15 employees have utilized professional development funds to date compared to 13 employees for the entire previous year.
- The STAAC Conference will be held at Skagit College August 10 & 11.
- Classified staff will sponsor a financial workshop on November 1.
- Classified staff are serving on 14 campus committees.

**D. Foundation/Legislative Report:**

**Foundation Report - Dianna Kielian, TCC Foundation President:**

- The Primo Grill Art Auction raised \$12,000 for scholarships.
- February 9, 2017 is the Reach Higher Luncheon which raises funds for TCC students.
- The Foundation is planning 3-5 house parties this year as "friend raising" efforts increase.
- Dianna thanked the trustees for their leadership and commitment to the college.
- The Wine Classic is scheduled for May 20, 2017.

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

- Bill provided copies of the SBCTC produced 2017-19 Biennium Operating and Capital Budget requests for the Washington State Community and Technical Colleges.
- The Legislative Council will begin monthly meetings in December.
- The PCCC Legislative Breakfast is scheduled for December 8 at TCC.
- All of the incumbents within the TCC districts won their elections.

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

- President Ruhland provided the following collateral to the board:
  - ✓ TCC Highlights Pocket Guide – Produced by Marketing & Communications. Information about TCC and the TCC Foundation.
  - ✓ Program from the TCC Foundation Scholarship Donor/Student Recognition Luncheon held on October 18.
  - ✓ Information flyers about Winter 2017 Learning Communities.
- Highlights from the President's Monthly Meeting/Activity Report:
  - ✓ Participated in two meetings concerning housing options for students. One of the meetings included discussions about housing options for students previously incarcerated.
  - ✓ Met with representatives from the Boys & Girls Club of South Puget Sound. Discussed possible partnerships that would be beneficial to TCC and the Boys & Girls Club.
  - ✓ Attended the Asia Pacific Cultural Center 20<sup>th</sup> Anniversary Celebration held on November 3.
  - ✓ Attended INVISTA's 5<sup>th</sup> year anniversary reception held at Clover Park Technical College.
  - ✓ Attended Rotary 8 luncheon meeting where Trustee Liz Dunbar gave a wonderful presentation.
- President Ruhland stated that the faculty contract will expire on June 30, 2017. Negotiations will begin soon and the negotiating team representing management will be:
  - Vice President for Human Resources and Legal Affairs
  - Executive Vice President for Academic & Student Affairs
  - Dean of Mathematics, Sciences and Engineering
  - Dean for Health, Business & Professional Services

**VII. PUBLIC COMMENT/REMARKS**

Patty Green, Biology Professor, representing the Faculty Forum, Dave Howard, TCC Counselor and TCC faculty union president, and Mary Fox, Communications Professor and Instructional Council Co-chair provided following comments.

- 35 colleagues (faculty) organized and held meetings on campus to gather information on the climate, culture and direction of the campus. Approximately 100 employees, from all of the different employee groups, attended and a fair amount of information

was gathered and distilled. The information is contained in letters that have been prepared for each of the board members. Though this has been a very difficult thing to do, the decision was made to do so for the good of the college.

- It was stated that in their view things are not going well and the leadership is not a good fit for the college. They believe the evidence is contained in the letter and 52 faculty have signed a copy of the letter in support.
- It was also stated they are bothered by the direction the school is going, and the trustees were directed to the audience where individuals were standing in support of the letter.
- Individual letters were then handed to each of the five trustees.

**VIII. EXECUTIVE SESSION**

At 5:40 p.m. Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 30 minutes to discuss agency litigation and performance of a public employee.

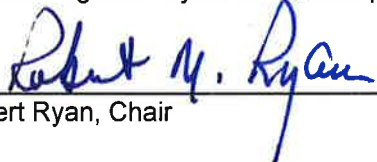
At 6:10 p.m. the open board meeting reconvened. No action was taken by the board based on matters covered in Executive Session. The Chair announced that the Board would go back into Executive Session for approximately 15 minutes.

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

At 6:25 p.m., the open board meeting reconvened. No action was taken by the board based on matters covered in Executive Session.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:26 p.m.

  
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Robert Ryan, Chair