

Board of Trustees
Bob Ryan – Chair
Gretchen Adams-Vice
Chair
James Curtis
Don Dennis
Liz Dunbar

President
Dr. Sheila K. Ruhland

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.*

AGENDA

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| <p>I. CALL TO ORDER</p> <p>Chad Wright Honorary Degree</p> <p>II. GENERAL MATTERS</p> <p>A. Changes/Approval of Agenda</p> <p>B. Approval of Minutes:
June 10 Regular Meeting
June 25 Retreat
August 18 Special Meeting</p> <p>C. Introductions</p> <p>D. Correspondence</p> <p>E. Board Report</p> <p>III. PRESENTATION</p> <p>Student Voice: Justin Francisco, CASA/MECA & Student Leadership Program</p> <p>IV. ACTION ITEMS</p> <p>None</p> <p>V. NON-ACTION ITEMS</p> <p>A. Pathway to Completion: Health & Wellness Center</p> <p>B. ctclink Update</p> <p>C. Year End Financial Report 2014-15</p> <p>D. Enrollment Report 2014-15</p> <p>VI. REPORTS</p> <p>A. Associated Students</p> <p>B. Foundation</p> <p>C. Faculty</p> <p>D. Classified Staff</p> <p>E. Legislative</p> <p>F. President</p> <p>VII. PUBLIC COMMENT/REMARKS</p> <p>VIII. EXECUTIVE SESSION</p> <p>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.</p> <p>IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION</p> <p>X. FUTURE MEETINGS (See attached)</p> <p>XI. ADJOURNMENT</p> <p>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 19th St., Tacoma WA 98466; Tel: 253/566-5136 or e-mail jcolarusso@tacomacc.edu.</p> | <p>Bob Ryan</p> <p>Sheila Ruhland</p> <p>Bob Ryan
Bob Ryan</p> <p>Sheila Ruhland
Sheila Ruhland
Bob Ryan</p> <p>Sonja Morgan</p> <p>Elizabeth Hyun
Andy Duckworth
Silvia Barajas
Betsy Abst</p> <p>Jenna Jones
Pat Shuman
Dave Howard</p> <p>Bill Ryberg
Sheila Ruhland</p> <p>Bob Ryan</p> <p>Bob Ryan</p> <p>Bob Ryan</p> <p>Bob Ryan</p> |
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**Tacoma Community College
Board of Trustees
Fall Dates to Note**

- September 14th Professional Development Day
Student Center Building
8:30 a.m. Breakfast
9-10:30 a.m. General Session
4:30-5:30 Reception hosted by Foundation, Japanese Garden
- September 17th 50th Celebration
Come Visit Us
3:00-6:00 p.m.
Foundation Dinner (Invitation Only)
5:30 p.m. Reception
- September 18th 13th Annual Juried Local Art Exhibit (September 14-October 23)
TCC Art Gallery
Reception
4:00 – 7:00 p.m.
- October 12-17 ACCT Leadership Congress
Manchester Grand Hyatt Hotel
San Diego, CA
- October 20 Foundation Donor Reception
11:30 a.m.

**Tacoma Community College
Board of Trustees Regular Meeting
June 10, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Sheila Ruhland	Silvia Barajas
Mary Chikwinya	Rick Brady, AAG
Tod Treat	Angela Wheeler
Bill Ryberg	Dave Howard
Andy Duckworth	Beau Jackson
Mike Flodin	Jaleel Brown
Sonja Morgan	Will Howard
Olga Webstad	Mecca Salahuddin
Beth Brooks	Janice Stroh
Dolores Haugen	Kelley Sadler
Bruce Simonetti	Elizabeth Hyun
Val Robertson	James Newman
Allison Muir	Debbi Olson
Ashlee Lewis	Chris Clifford
Jenna Jones	Chris Soran
Julie Dunbar	Kari Twogood
Char Gore	Judy Colarusso
Cathie Bitz	

I. CALL TO ORDER

Chair Dunbar called the meeting to order at 4:02 p.m.

II. General Matters

A. Changes/Approval of Agenda

The action item to approve the Stormwater Detention has been tabled for further discussion.

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved the Agenda as amended.

B. Approval of Minutes for the May 7 Special Meeting and the May 20 Regular Meeting

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved the minutes of the May 7 Special Meeting and the May 20 Regular Meeting.

C. Introductions

Mary Chikwinya introduced our new Director of Student Engagement **Sonja Morgan**.

Beau Jackson introduced 2016-17 ASTCC President **Jenna Jones**. Charles Woodard, Vice President of Legislation and Records, was unable to attend.

Chair Dunbar thanked Beau for his excellent service this past year.

D. Correspondence

None.

E. Board Report

- Trustee Curtis attended the Arts & Lecture series presentation by Eric Liu. He also attended the Retirees reception and the Multicultural Advisory Council (MAC) meeting.
- Trustee Ryan attended the Pierce County Coordinating Council (PCCC) meeting.
- Trustee Dennis attended MAC and PCCC.
- Chair Dunbar attended the Retirees reception, MAC and PCCC. She mentioned that she was impressed with the retirees and the legacy they have left behind.

III. PRESENTATION

Student Voice: Students in High School 21+

Allison Muir, ABE Instructor, introduced High School 21+ students **Chris Clifford** and **Ashlee Lewis**. HS21+ is an adult high school completion program introduced last spring. They currently have 60 enrollees. Chris and Ashlee shared brief information on their backgrounds and why this program is so important to

them. Chris received funds from the Trade Act to get his education and needs to obtain a Bachelor's Degree to pay back the funds. Ashlee needs to complete high school in order to be accepted into the Navy.

IV. ACTION ITEMS

A. Approve: 2015-16 Operating Budget Continuing Authority

WHEREAS, the Washington State Legislature is in the process of completing the 2015-2017 biennial budget; and

WHEREAS, the State Board for Community and Technical Colleges, delegated with the authority to allocate and disseminate the state budget to the community and technical colleges, will not be able to provide an allocation to Tacoma Community College for operating funds for 2015-2016 until a state budget is approved; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the President to proceed with normal operations of the college at a level not to exceed the same level as approved by the Board of Trustees in 2014-2015; and

BE IT FURTHER RESOLVED that this continuing resolution directs the President to exercise constraint on non-essential expenditures in order to maximize flexibility for the final budget consideration by the Board of Trustees; and

BE IT FURTHER RESOLVED that this continuing resolution authorizing the expenditure of funds is to be in effect until action is taken by the Board of Trustees authorizing the 2015-2016 operating budget.

APPROVED AND ADOPTED this 10th day of June 2015.

MOTION: Upon a motion by Board member **Dennis**, the board unanimously approved Resolution 2015-01 for the 2015-16 Operating Budget Continuing Authority.

B. Approve: ASTCC 2015-16 Budget

MOTION: Upon a motion by Board member **Adams**, the Board unanimously approved the ASTCC 2015-16 Budget.

C. Approve: 2015-16 Course Fees

MOTION: Upon a motion by Board member **Adams**, the Board unanimously approved the 2015-16 Course Fees.

D. Approve: Health Information Management Baccalaureate Degree

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved the Health Information Management Baccalaureate Degree.

E. Approve: Faculty Emeritus Appointment

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved Faculty Emeritus status for Ruth Ann Mikels.

F. Election of Board Officers for 2015-16

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved Bob Ryan as Board Chair and Gretchen Adams as Board Vice Chair for the term September 1, 2015 through August 31, 2016.

V. NON-ACTION ITEMS

A. Pathway to Completion: Graduation Data

Mary Chikwinya and **Tod Treat** provided a report on closing the achievement gap (attached) and the influence of Achieving the Dream. Tod stated that faculty and staff have done great work and the students have worked hard to close the achievement gap.

Highlights:

- There was a shift in the college in terms of how we are sharing and looking at data across the college. This has helped change the culture.
- The advising/HD101 model was restructured.
- There was a curriculum redesign (Transitional Studies, English & Reading).
- Statway was significant in offering pathways for students in Mathematics.

- This year we had over 50 students in our Men of Distinction program. (Mary complimented the efforts of Val Robertson and her staff.)

From the graphs that were provided, Mary pointed out that there has been a shift in the tide of students, particularly Hispanic students (we use the Student Achievement Initiative as our gage). She stated that we have lots of work to do, but we are seeing some movement with our men of color. She also pointed out the trends in gender. Over a two year timeframe, students have begun to experience success.

Chair Dunbar expressed her appreciation for work that has been done and asked what the next steps are. Mary stated that data is a critical piece to determine our impact. Drop-out retrieval with the Men of Distinction program has been successful with 43 students graduating from this program, six with their AA degree. We are looking at possibly adding a MOD 2.0 for the older students.

VI. REPORTS

- A. Associated Students Report – Beau Jackson, ASTCC President reported:**
- Finals are taking place this week.
 - Students held their annual luau and staff appreciation event.
 - Students are getting ready for commencement.
 - Beau thanked the Board for all that he has learned from them. He and the students appreciate the Board's continued support.
- B. TCC Foundation Report – Bill Ryberg, Vice President of College Advancement, reported:**
- July 23 is the annual Alumni Night at Cheney Stadium. Bill provided flyers.
 - Invitations will be going out next month for the 50th anniversary celebration dinner/fundraiser.
- C. Faculty Report—Dave Howard, Faculty Union Representative, reported:**
- He is looking forward to celebrating commencement with the students.
 - He thanked Char Gore for her efforts on the Health Information Management Baccalaureate Degree.
 - He complimented Allison Muir and the students for their report on High School 21+.
 - He thanked Beau Jackson and Angela Wheeler for their work on the Board.
- D. Classified Staff Report— Angela Wheeler, Chair of the Classified Staff Council, reported:**
- This will be her last meeting and she has learned a great deal.
 - Classified staff are working on their 2015-16 elections.
- E. Administrative Report - President Ruhland:**
- President Ruhland asked Mary Chikwinya to provide updated information on the Health & Wellness Center. Mary stated that we plan to begin work this summer. She reported that the bids we received for the project came in much lower than expected. Pease & Sons won the bid which came in at just under \$1 million less than projected.
 - The ctcLink project has a GoLive date this summer. President Ruhland and the President of Spokane Community Colleges are writing a recommendation letter regarding issues of concern from the Chairs of both Boards to present to the State Board of Community & Technical Colleges. They hope to send it out by the end of the week. There are some concerns that the system is not ready to go live without key aspects being addressed and without adequate training for staff.
 - President Ruhland highlighted some of the meetings, conferences and events she attended this past month and stated that TCC will host the PCCC meetings in 2016.
 - President Ruhland reminded the Board about Commencement on June 13 and the Board retreat to be held on Thursday, June 25.

VII. PUBLIC COMMENT/REMARKS

Student Chris Clifford stated that he has observed food waste here on campus and would like to see TCC become a best-practice facility. He would like to recommend that we review our policies and procedures on disposal and consider recycling more. He also suggested possibly converting the old greenhouse into an area for composting and for teaching environmental safety.

VIII. EXECUTIVE SESSION

At 5:07 p.m., Chair Dunbar announced that the Board would adjourn into Executive Session for approximately 20 minutes for consultation with legal counsel regarding a real estate issue. Action may be taken as a result of the Executive Session.

At 5:30 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30 p.m.

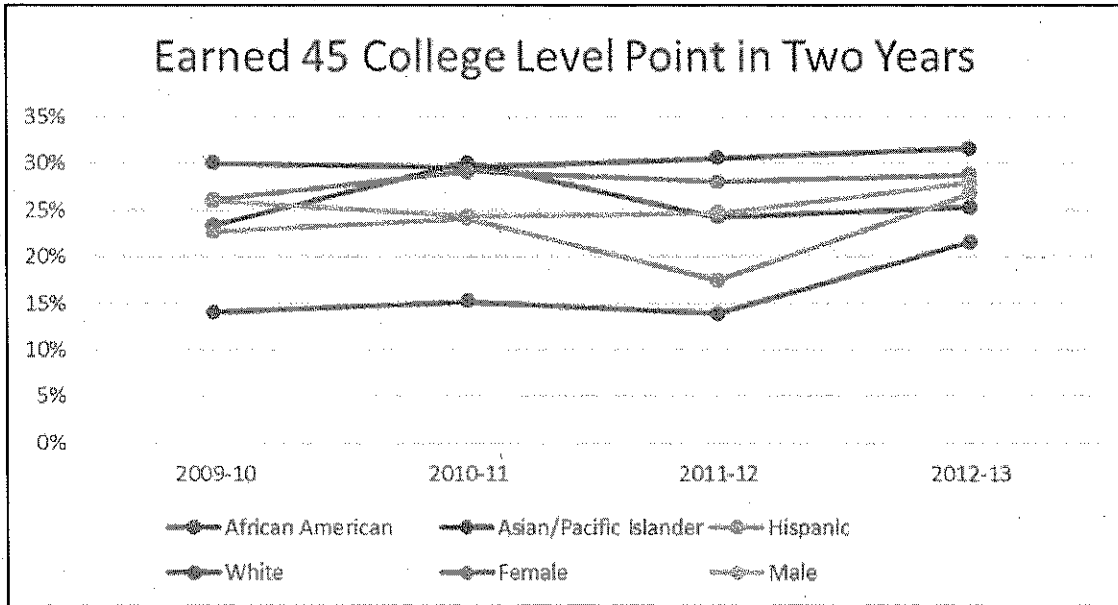
Liz Dunbar, Chair

Closing the Achievement Gap

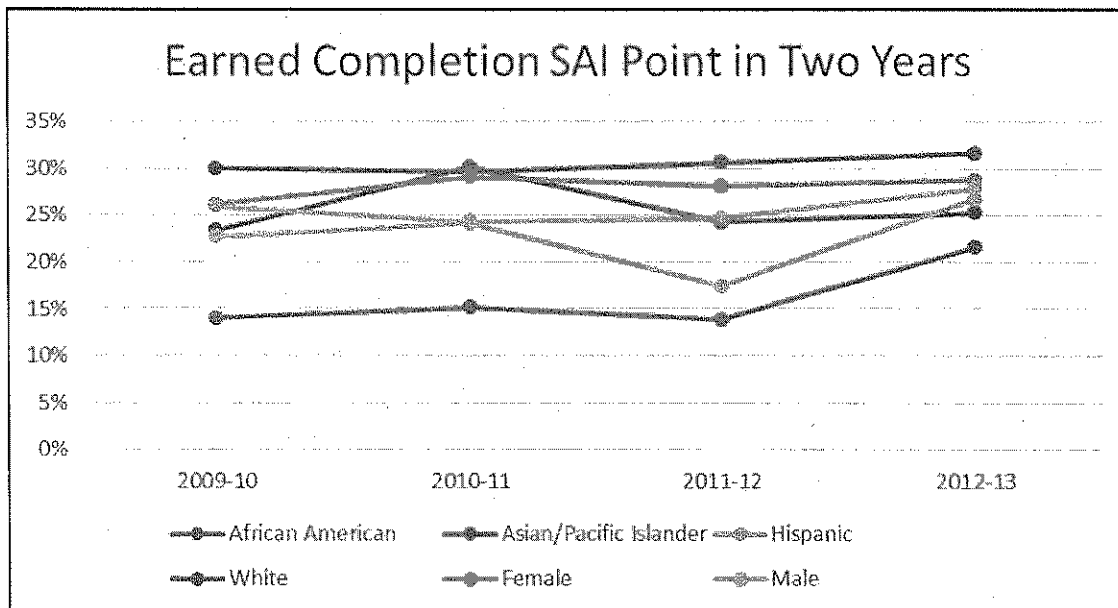
Achieving the Dream

- 2006 one of 58 colleges
- Increased information sharing
- Restructured advising/HD 101
- Curriculum redesign (English/Reading)
- Statway
- Men of Distinction

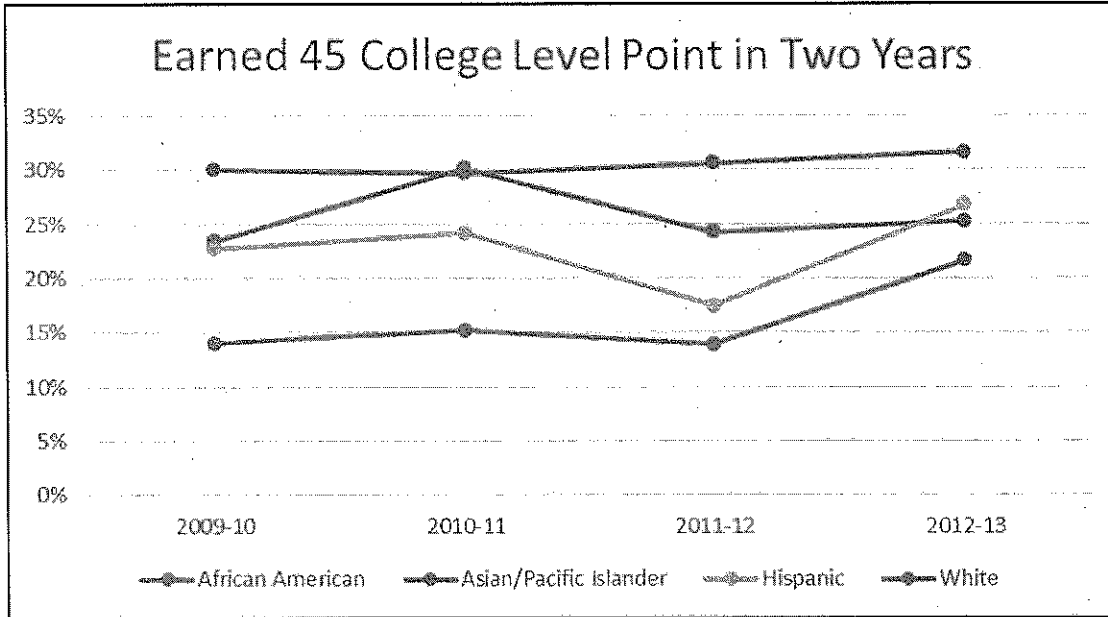
With Gender



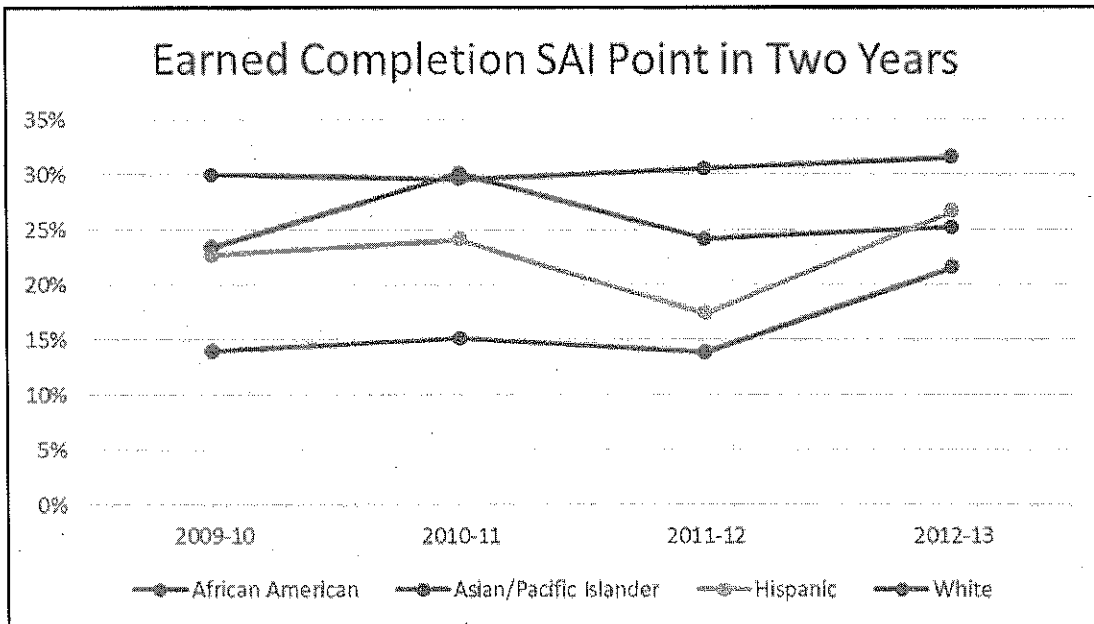
*2013-14 Has only one year of cohort time to earn the 45 point and/or completion point
 *Native Americans are excluded due to their small numbers which skews the percentages.



Without Gender



*2013-14 Has only one year of cohort time to earn the 45 point and/or completion point
*Native Americans are excluded due to their small numbers which skews the percentages.



**Tacoma Community College
Board of Trustees Retreat
3017 Ruston Way
Tacoma, WA**

MINUTES

Thursday, June 25, 2015

Present:

Liz Dunbar, Chair
Bob Ryan, Vice Chair
Don Dennis, Trustee
James Curtis, Trustee
Sheila Ruhland, President
Cathie Bitz, Special Assistant

Tod Treat, Executive Vice President Academic/Student Affairs
Silvia Barajas, Vice President for Administrative Services
Mary Chikwinya, Vice President for Student Services
Bill Ryberg, Vice President of College Advancement
Judy Colarusso, Executive Assistant

1. Call to Order

Board Chair Dunbar called the meeting to order at 8:15 a.m.

2. SBCTC Allocation Model

Silvia Barajas reported that this past year the SBCTC has been working on a system-wide allocation model. The purpose of this model is:

1. To increase funding for performance incentives. (TCC has done very well. We've either been number one or in the top five for student achievement.)
2. To account for differences in funding per FTES across the state system.
3. To find a funding model to look at different programs/missions areas.
4. To adjust district enrollment targets to more equitably distribute funding across the state system (this would benefit TCC).

The allocation problems identified for correction in the new model:

1. The current system doesn't put enough money into performance so the presidents asked if the allocation should be 5% or 10%. (Five percent was selected but it won't help us much.)
2. There is too much of a difference in funding per FTE across the system with no clear reasons for the differences. This was addressed.
3. There is no recognition of different costs for different programs/mission areas. This is being solved by looking at weighted FTEs for high demand programs. (For TCC, that is Allied Health.) This benefits some of the colleges with technical programs and those with high demand programs. The allocation model won't be implemented until July 2016. Once we see the different models, we will see the affect on the college.
4. Enrollment targets are not adjusted in any meaningful way which is very important to us. We are over enrolled and we receive no funds for that, and this model does address that.
5. There is not enough focus on setting enrollment targets using agreed-upon variables that result in a more equitable distribution of funding across the state. This allocation model addresses that.

New model should be:

1. Stable, predictable, understandable.
2. Consistent and impartial.
3. Do as little harm as possible to other colleges.
4. Allow local flexibility. (This is controversial because it depends on what is being weighted by the colleges in order to get more funds.)
5. Balance access/enrollment and performance/student outcomes.

Silvia went over the outline of the proposed 2016 model.

1. Calculate state allocation to be distributed (approximately \$31.4M).
2. Set aside 5% for performance funding (TCC does well on performance).
3. Set aside maintenance allocation.
4. Set enrollment targets.
5. Determine District's weighted enrollment.
6. District allocation will be #2 plus #3 above.

Board of Trustees Summer Retreat

June 25, 2015

Page 2

Silvia explained the two charts she provided and stated that TCC will do quite well with this model, receiving for four years about \$388,540 each year over base. Our enrollment last year was just under 6,000, the most overenrolled of all the colleges.

Silvia stated that she feels comfortable with this model. It acknowledges TCCs over-enrollment and will help us get excess enrollment and building fees.

5. Board Roles and responsibilities

Board self-evaluation

Board Chair Dunbar lead a discussion on the Board's self-evaluation based on the evaluation form filled out by the trustees. Each Trustee shared their individual thoughts on all the categories and after discussion, the board ranked themselves as follows (with the range being 1=needs improvement; 2=meets standards; 3= excellent). Overall, the consensus was:

- TCC Mission— Excellent
- Strategic Plan—Excellent
- Student Success--Excellent
- Educational Advocacy— Between “needs improvement and “excellent.” Trustee Ryan stated that we need to improve upon participation in ACCT and ACT. ACCT is a great opportunity to learn and the ACT conferences are well attended in January, but not in May. Discussion on the difficulty of attending conferences in Eastern Washington was held and it is hoped that the conferences might be moved to a closer location for Western Washington Trustees. Chair Dunbar remarked that all trustees need to become more engaged in legislative advocacy since Trustee Dennis has been carrying the load and he will be going off the Board next year. President Ruhland mentioned that we are looking at adding a tab on our website updating the campus on legislative issues.
- External Relations—For the most part the Trustees feel that they are excellent in this category, but there is room for improvement. If we have presentations at conferences, there should be more board representation.
- Foundation—Mostly “excellent.”
- Diversity—Excellent but want to make sure we continue this because it is important. President Ruhland announced that she has met with the President's Council on Equity & Diversity (PCED) Co-chairs and will be meeting again in September to redefine the council and its attendees. She stated there is a strong belief that TCC needs a Diversity Coordinator and she is researching this. There is also concern on campus (as well as statewide) about recruiting a diverse pool of faculty and staff. TCC is doing everything it can but people with qualifications aren't applying and we need to come up with strategies to encourage them to do so. Chair Dunbar remarked that having a discussion on a Diversity Coordinator is important. Having someone on point and working with various sectors of the college can have a positive impact. President Ruhland also mentioned that she has met with the chair of the Multicultural Advisory Council (MAC), Ron Asahara, and discussed the possibility of some partnering between MAC and PCED.
- Ethics— Excellent
- Budgets—Excellent. Budgets would be a good board retreat item to educate the Board so they can better understand financial statements, local funds, reserves, and how all these pieces play into the budget. Trustee Curtis mentioned that it would be helpful to have a presentation or class that gives the nuts and bolts of the budget and would help guide the board when approving and answering questions about the budget and how funds are/are not spent, addressing faculty and staff concerns. President Ruhland took this opportunity to mention that, with the upcoming retirement of Cathie Bitz, Judy Colarusso will be assisting the Board from now on. She also announced that the President's Office hopes to have an Executive Assistant hired by September and that Silvia Barajas and her Executive Assistant Thomas Oliver will be moving into the Building 12 administrative offices.
- Relationship with CEO—Excellent
- Board governing—Excellent
- Board participation—Excellent
- Board chair—Excellent
- Board education—Between “meets standards” and “excellent.” In the future the President's office will be sending the Board meeting materials electronically rather than sending hard copies in the mail. Possible

Board of Trustees Summer Retreat

June 25, 2015

Page 3

educational subjects for the Board could be how this electronic system will work and what would constitute public information.

Chair Dunbar shared with the Board a sample of a Board activity report that she is suggesting be kept up throughout the year. It's a way to hold the Trustees accountable for their participation in various meetings and events and will keep track of Trustee commitments for periodic review. The Trustees all agreed that this is a good idea and could be part of the monthly Board reports. The Trustees will send Judy Colarusso an email notifying her of the activities they participate in, and she will add to the activity report.

Assessment of Board Goals for 2014-15

The discussion of the Trustees 2014-15 goals was included in their self-evaluation.

Develop goals for 2015-16

After reviewing the 2014-15 goals, the Board affirmed these goals for 2015-16 with changes to verbiage as follows:

TCC Board Participation: Trustee Ryan asked if the Board has actually developed a coordinated plan in the areas of legislation, community contacts and fundraising. Chair Dunbar stated that the staff develop these opportunities and notify the Trustees so they can participate. It was agreed that the goal should be changed to "actively participate" rather than "develop a coordinated plan." The Trustees want to make sure they are involved in these areas as much as possible and to have this participation shown on the Board activity reports. Change #5 to read: The Board shall actively participate in the areas of legislation, community contacts and fundraising.

Diversity: The Board would like an agenda item on recruitment with an annual review of recruitment efforts. Sometime between September and June there will be an agenda item added on curriculum and multicultural competencies. Change #3 to read: The Board fully supports the use of all available tools in the recruitment and retention of faculty, staff and students.

All references to TACTC will be changed to ACT.

MOTION: Upon a motion by Board member Ryan, the Board unanimously approved the 2015-16 goals as discussed.

6. Format for Board of Trustees Agenda Items and Reports to the Board

President Ruhland discussed with the Board the format for future board meetings. A discussion was also held on who should sit at the table, who should give reports, and how those reports should be given so that there is more efficiency and better communication between Trustees and the audience. A change in room configuration was also suggested. Some of the advantages of these changes would be that Board conversations would be directed to the audience as well as to each other and it would make it easier for the audience to hear what is being said. After discussion, the Trustees agreed they will consider these suggested changes.

7. Executive Session

At 11:09 a.m., Board Chair **Dunbar** announced that the meeting would adjourn into executive session to discuss the President's evaluation process. The executive session was expected to last approximately one and a half hours. No action was expected to be taken as a result of the Executive Session.

At 12:22 p.m. the Board reconvened to open public meeting and Chair Dunbar announced that more time was necessary and the Trustees would adjourn back into Executive Session some time after lunch.

Board of Trustees Summer Retreat

June 25, 2015

Page 4

8. Board Representation/Meetings

After discussion, it was agreed that attendance at conferences is tentatively scheduled as shown below.

Meeting	Date	Day	Location	Board Member(s)
ACCT Annual Congress	Oct. 14 – 17, 2015	Wednesday-Saturday	San Diego	Bob Ryan James Curtis Gretchen Adams
Legislative Action Committee Retreat	November 2015	TBD	SeaTac Area	Don Dennis
ACT Fall Conference	November 2015	TBD	SeaTac Area	Bob Ryan
ACT New Trustee Orientation	January 24, 2016	Sunday	Red Lion, Olympia	James Curtis
ACT Winter Conference/ Transforming Lives Award Dinner	January 24-25, 2016	Sunday-Monday	Red Lion, Olympia	Don Dennis Bob Ryan Liz Dunbar (tentative)
ACCT National Legislative Conference	February 8-11, 2016	Monday-Thursday	Washington, DC	Don Dennis (tentative) James Curtis
ACT Spring Conference	May 2016	TBD	Bellevue	Bob Ryan (Tentative)

2016 Board Meeting Calendar

The 2016 meetings suggested were agreed upon as follows:

Month	Day	Time	Comments
January 13, 2016	Wednesday	4:00	Board meeting
January 29, 2016	Friday	8:00-5:00	Winter Board retreat
February 17, 2016	Wednesday	4:00	Board meeting
March 9, 2016	Wednesday	4:00	Board meeting
March 16, 2016	Wednesday	1:00-5:15	Tenure Interviews
April 13, 2016	Wednesday	4:00	Board meeting, Gig Harbor Campus
May 5, 2016	Thursday	3:30-5:00	Ellen Pinto Interviews
May 11, 2016	Wednesday	4:00	Board meeting
June 8, 2016	Wednesday	4:00	Board meeting
June 17, 2016	Friday	8:00-5:00	Summer Board retreat
July 2016			No Board meeting
August 2016			No Board meeting
September 14, 2016	Wednesday	4:00	Board meeting
October 12, 2016	Wednesday	4:00	Board meeting
November 9, 2016	Wednesday	4:00	Board meeting
December 14, 2016	Wednesday	4:00	Board meeting

2015-16 Board Committee Assignments

ACT Legislative Action Committee: Don Dennis primary, James Curtis secondary
 TCC Legislative Connection Committee: Don Dennis, Chair
 TCC Foundation Board: Gretchen Adams (pending confirmation from Trustee Adams)
 Pierce County Coordinating Council: Liz Dunbar (will be Chair in 2016), Don Dennis, Bob Ryan
 ACCT Voting Delegate: James Curtis
 TCC Art Committee: Liz Dunbar, Gretchen Adams
 Multicultural Advisory Council: All Trustees

MOTION: Upon a motion by Board member Ryan, the Board unanimously approved the Board of Trustees Committee appointments for 2015-16 pending confirmation by Gretchen Adams.

9. TCC Strategic Plan 2014-18 Update

Tod Treat provided a report on TCC's 2014-18 Strategic Plan. He first explained how we created our strategic plan, our accountability to it, and how we plan to follow that in the future. The purpose of the Board report each year is to ensure that TCC's annual work moves us toward fulfillment of the 2014-18 Strategic Plan Priorities. At the same time, the Plan itself is intended to move us toward Mission Fulfillment. The NWCCU commended our approach to demonstrating mission fulfillment which includes clear planning, use of data (core indicators), and the use of vignettes (plan-do-study-act). An annual report can be an effective tool for doing this and has the advantages of dovetailing existing reports and focusing less on operational activity and more on strategic plan priority fulfillment. Tod presented a timeline on when and how best to provide reports to the Board. Mission Fulfillment will be covered in a report on core indicators in October or November. The four core themes of the Strategic Plan will be addressed at Board meetings. The Strategic Plan Priorities Fulfillment will be an annual report. Although we have never done so in the past, we will now bring to the Board a report on *how* strategic plan priorities are met. The Operational Plan Fulfillment report will be used for allocation only as part of the overall budget. The Accreditation Report will be streamlined by compiling annual reports. This will make a smoother process for the Board and more efficient for faculty and staff. Tod mentioned that when the accrediting body comes to visit, they want to know if the Board has been supervising two issues: our Mission and Core themes, and whether they approve the budget. The chart that Tod provided shows the standard by which we will be judged for accreditation.

Discussion was held on achievement numbers given the fact that they don't take into account students who only planned on being here for a short time or left for other reasons. This has been a problem. Tod said one opportunity will be the Clearing House which tracks all students regardless of how long they attended here. Right now there is no good mechanism to give us credit for students who leave and become successful through other schools or have successfully found employment in their fields. We need to make sure we are communicating with those students and that our data on them is precise.

President Ruhland stated that Tod's plan works well with the Board's goals.

10. Recommendation on Gig Harbor Campus Science Lab Feasibility Study

Mary Chikwinya shared the information on the feasibility study that was done to explore the possibility of adding science labs at the Gig Harbor Campus to support degree completion at that site. Tod mentioned that there was an intensive environmental scan that was done with several community groups to get their input on this endeavor. Mary explained the three options that were considered (one a minimalist approach that would cost approximately \$2.5M, the second option would cost about \$3.5M, and the third and largest option would cost approximately \$3.7M), each of which added at least one science lab, student gathering space, and shared work and office space. After much study of the costs and benefits, the recommendation is to not pursue a science lab at this time.

The next steps are to let the community know that the feasibility study has been completed and to be available to answer their questions. The Board would like to be kept posted on this.

Tobacco and Smoke Free Campus Policy

The issue of smoking on campus had become a focal point of concern and a polarizing issue among students and staff alike. Efforts had been made to limit smoking to a distance of 20 feet from building entrances, but this failed to reach the desired results. After much discussion, a plan was put into action. Signs were purchased and installed at every entrance, cigarette butt urns installed, requests from Security to respect the 20 foot distance rule from entrances. The plan did not work. At the June 2004 TCC Board of Trustees meeting, a new Restricted Smoking Policy was approved, effective Winter Quarter 2005.

Four smoking shelters were installed at the perimeter of campus to be used by students, staff and faculty. Information signs were posted at all entry points to campus. Students were notified of the new policy through the Student Programs website, the student newspaper and video monitors.

This plan has not been effective or safe either, and in order to reduce health risks and in support of a safe and healthy learning/working environment, TCC would like to establish a policy for a tobacco and smoke free campus.

Board of Trustees Summer Retreat

June 25, 2015

Page 6

MOTION: Upon a motion by Board member Ryan, the Board unanimously approved the Tobacco and Smoke Free Campus Policy.

11. Other

President Ruhland reported that the President's Cabinet has discussed and agreed that we will no longer put out a campus vote to trade President's Day with another holiday during the year. This will make staff consistent with faculty and students.

At 3:15, Chair Dunbar announced that the Board will adjourn back into executive session for about 30 minutes to continue discussion on the President's evaluation process.

At 3:49 p.m. the Board reconvened to open public meeting.

Adjournment

There being no further business, the meeting was adjourned at 3:50 pm.

Liz Dunbar, Board Chair

**Tacoma Community College
Board of Trustees Special Meeting
August 18, 2015 5:30 p.m.
Building 12 – Room 120**

MINUTES

Board Members

Liz Dunbar
Bob Ryan
Gretchen Adams
James Curtis
Don Dennis

Administrators/Staff/Others

Tod Treat	Silvia Barajas
Cathie Bitz	Rick Brady
Mary Chikwinya	Rachel Payne

I. Call to Order

Chair **Dunbar** called the meeting to order at 5:35 p.m.

II. Executive Session

At 5:36 p.m. Chair **Dunbar** announced that the Board would adjourn into Executive Session for approximately 30 minutes to discuss agency litigation and professional negotiations. Action was expected to be taken as a result of the executive session.

At 6:00 p.m., the Board announced that the executive session would be extended for approximately 45 minutes.

At 6:48 p.m. the Board reconvened into Open Public Session.

III. Board Action as a Result of Executive Session

Student Agreement

MOTION: Upon a motion by Board member **Curtis**, the Board unanimously approved the agreement arrived at on August 7, 2015 between Dr. Ruhland on behalf of the College and attorney James Schermer on behalf of a former TCC student.

Proposed Compensation Changes 2015-16

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved authorization for the College's chief negotiator to bargain for up to a 3% general salary increase for full and part-time faculty.

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved authorization for the College's chief negotiator to bargain up to value of the faculty unfunded increments.

MOTION: Upon a motion by Board member **Adams**, the Board unanimously approved authorization for the College's chief negotiator to bargain for up to a 3% general salary increase for represented exempt employees.

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved authorization for the President to provide a 3% general salary increase for non-represented exempt employees.

IV. President's Report

President Ruhland:

- Reported on activities coming up over the next few months and invited the Trustees to attend the all-campus Professional Development Day on Sept. 14.
- Provided the Board with invitations to the 50th anniversary celebration on Sept. 17.
- Reported that she sent thank you notes to legislators for their support on the budget.
- Reported on her campus walk-about to offer food and hold drawings for gifts for staff and faculty who have been working hard on the ctcLink project. She will be doing something similar with students the first week of fall quarter.

- We received a positive letter from the Accreditation Commission for Education in Nursing. They have removed the conditioned status on our program and have renewed our accreditation until 2020.
- We also received an Award for Accreditation for the Early Learning Center from the National Accreditation Commission for Early Care and Education Programs. The letter stated that this exemplifies the great work the ELC and staff have done.
- President Ruhland sent an email out to Gig Harbor and Key Peninsula Stakeholders advising them of TCC's decision not to go forward with the Gig Harbor science labs. She received responses back from Marty Thacker, Executive Director of the Gig Harbor Film Festival, and Rep. Michelle Caldier, thanking her for the update and explanation.

V. Public Comments/Remarks

None

VI. Adjournment

There being no further business, the meeting adjourned at 6:55.

Liz Dunbar, Board Chair

PRESIDENT'S CABINET REPORTS TO THE BOARD OF TRUSTEES
September 2015

President's Activity Report

Administrative Services Report

Instructional Report

Student Services Report

Foundation Report

PRESIDENT'S MONTHLY MEETING/ACTIVITY REPORT
August 1 – September 9, 2015

COLLEGE / DISTRICT	COMMUNITY	STATE/REGIONAL	NATIONAL
August 5 – President's Cabinet retreat with Tod Treat, Silvia Barajas, Mary Chikwinya, Bill Ryberg and Judy Colarusso	August 4 – WDC One-Stop Operators & Partners Committee meeting		August 6 – NASDTEC Board Meeting conference call.
August 17 – Meeting with WFSE and Bath Brooks	August 4 – City Club Gala with Bill Ryberg, Tod Treat		August 26 – NASDTEC Board Meeting conference call.
August 18 – Meeting with Don Sosnowski, Invista	August 7 – Lunch with Jim Walton		
August 18 – Special Board meeting	August 10 – Lunch and tour at Lincoln High School with Rosemarie Burke, Assistant Principal (and Foundation Director), and Erin Jones, Tacoma Public Schools Director of Advancement Via Individual Determination (program which helps middle school students prepare for and succeed in college).		
August 19 – Breakfast gathering at UWV with area college/university presidents	August 11 – South Sound Together meeting.		
August 19 – Invista Governing Board meeting	August 12 – Site visit at State Farm Tacoma Operations Office with Bill Ryberg, Mary Chikwinya, and Natalie Wilkerson, three TCC alumni.		
August 19 – Meeting with Lonnie Howard, President Clover Park Technical College	August 13 – Manufacturing-Industries – Maritime meeting with Krista Fox and Mary Jo Oberholzer		
August 20 – Meeting with Ron Asahara re September 9 MAC agenda	August 17 – Follow-up of meeting with TCC staff Elizabeth Hyun and Greg Randall, and Fircrest officials David Viafore, Rick Rosenblatt, and Lisa Keely, regarding traffic signal on 19 th Street.		
August 20 – Pizza lunch with Business Office	August 26 – Meeting with Ricardo Noguera and Martha Anderson regarding Town Center Development with James Newman		
August 20 – Budget meeting with President's Cabinet	August 26 – Meeting at Tacoma Public Schools Central Administration Building re planning for healthcare careers in high school in Tacoma School District. Attendees included Lois Bernstein (Multicare), Carla Santomo (TPS Superintendent), Josh Garcia (TPS Deputy Superintendent), Mark Pagano (Chancellor, UWV) and Thomas Kriese (President, PLU)		
August 24 – Meeting with Bob Ryan re September board agenda and meeting	August 27 – Noon Rotary meeting		
August 17-26 Campus walk-arounds delivering snacks and having drawings for gifts to staff working on cclink project.	August 31 – Lunch with Tanya Andrews, Executive Director of the Children's Museum		
August 25-27 – Daily meetings with Andy Duckworth and President's Cabinet for cclink debrief.	Sept. 2 – Lunch for Joe Harred's 98 th birthday celebration with Joe, Beverly Oppel, Bill Ryberg, and Paul Hartmann		
August 25 – Foundation Board social at home of Pat Shuman	Sept. 3 – Noon Rotary meeting		
August 27 – Welcome Student Engagement Team	Sept. 8 – South Sound Together meeting		
August 31 – Meeting with Taryya Houser, Director of Marketing & Communications			
August 31 – Meeting with Bob Ryan re September Board agenda			
Sept. 3 – Pierce County Coordinating Council meeting at Bates Technical College			
Sept. 8 – New faculty orientation			
Sept. 9 – Multicultural Advisory Council Meeting			



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REPORT TO THE BOARD OF TRUSTEES

September 2015

ADMINISTRATIVE SERVICES

CTCLink – Administrative Services has been deeply involved in training and validation activities leading up to the August 24 “Go Live!” culminating event. As we turn to fall we will continue validating and learning the capabilities of the PeopleSoft system. Employees have worked many long hours and should be commended for their perseverance and dedication to the College.

The Finance area has been working hard on the conversion to the Finance pillar and student financials portion of the Campus Solutions pillar. As of this report we are still struggling to ensure the converted financial data is correct, students are being billed accurately, cash in the bank appears in the new system, p-card information is uploaded, receivables are right, we can enter information to pay our vendors, cashiering is operational, we can create grants in the system to pay individuals with funding from the grants, the college’s fixed assets converted correctly, and Bookstore activities appear in the new system.

The Financial Services team reviewed all 1,258 departmental accounts in the old system to determine those to delete or make inactive before converting to the new ctcLink/PeopleSoft system. When the dust settled we had deleted 394 accounts and made inactive 388 accounts, resulting in retaining only 38% of our original departmental accounts.

Agnieszka Pederson has worked closely with Tara Keen from the CTCLink project staff to develop the faculty workload module in PeopleSoft and continues to work in refining the process which was completed just ahead of the Go Live! Date.

Payroll has been particularly involved in the conversion and in validating information in both systems to assure that Payroll will post and employees will receive their pay.

The entire IT team was mobilized in support of the ctcLink goLive August 24th and subsequent activities. Application developers are diligently working to reconcile changes to the legacy SBCTC systems with applications and supporting systems at TCC. Priority items for goLive week have included:

- Backfilling data from the staging area to local systems
- EMP/SID lookup tool & crosswalk table
- Student account creation
- Pharos (pay for print)
- Email
- Advisor dashboard
- TutorTrac

Staff have outfitted the ctcLink “Command Center” with PCs, networking, printing, and telephone equipment. PC support staff have installed temporary computers to support student online transactions. Staff are ready to support granting of permissions and roles in the new system.

3% Increase -- Human Resource Staff implemented a 3% pay increase for many of the College's employees. Classified staff received an increase that was negotiated with the WPEA and WFSE unions through the States Office of Financial Management. The legislature authorized a general increase of 3% for all exempt and faculty employees and was approved in a special meeting of the Board on August 18, 2015. Both classified and exempt staff wage adjustments were retroactive to July 1, 2015. Faculty will receive their 3% pay increase effective at the start of fall quarter.

Year-End Closing -- Financial Services personnel closed the College's financial books for 2014-2015 without a mishap. This was especially challenging because of the fourteen Financial Services personnel, six are new since last year and one has been promoted into a new position. This has proven to be an interesting challenge in our attempt to learn the legacy system, the new ctLink system and generally how things are done at TCC. We are very fortunate to have a strong group of people who have, as a team, worked to accomplish the various tasks at hand.

Staffing Changes: -- Recruitment and Personnel staff have also been busy. Human Resources processed the following:

New employees – 28

- Exempt – 9
- Faculty – 13
- Classified – 6

Separated employees – 23

- Exempt – 7
- Faculty – 10
- Classified – 6

Current Recruitments – 27

- Exempt – 8
- Faculty – 5
- Classified – 14

Project Request Report (PRR) – Data collection for this report has begun. This report is due to the SBCTC December 2015 and is required to compete for major capital project funds. The project aligns with the revision of the campus facilities master plan, and replacement of several old buildings with one new building for the business and liberal arts programs. The building request for the Humanities, Social Science and Business Building.

Access Control – New access control standards are being developed. This effort will streamline processes, save money, and provide a safer campus.

Harned Center for Health Careers – LEED certification and commissioning processes are nearing completion. Facilities is currently working with the campus architect for signage. A contractor has begun miscellaneous construction work to make final adjustments to the building. The work is slated for completion by start of fall quarter.

Building 20 - Health & Wellness Center – All permits have been secured for this project. The awarded contractor is Pease & Sons. Notice to Proceed was issued on 7/20/15 followed by contractor mobilization. We are working with a consultant to develop graphics for the building. This fall plans for furniture, fixtures, and equipment will be developed.

Replacement of Water Valves and Miscellaneous Concrete Work – This project was successfully completed over the summer.

Building 6 Asbestos Abatement & Carpet Replacement – This work is currently underway. Staff has been relocated to Building 9 temporarily. Completion is slated for the end of August.

Building 7 ADA Ramp – Due to various unforeseen conditions encountered (i.e., additional tree removal, interference with underground utilities), there has been a delay in construction. The ramp will not be completed for fall quarter as originally anticipated. Our contractor is developing an updated schedule.

Building 9 Phase II Multimedia – Facilities is currently working with IT and Purchasing to determine the method of procurement and project execution.

Emergency Notification – Campus staff met initially to review a proposal from Alertus, a vendor experienced in the implementation of mass notification systems on campuses throughout the country, including multiple community and technical colleges within WA. Additional research and a comparative study need to be conducted to make an informed decision.

Smoking Policy Implementation – Plans are underway for the new smoking policy implementation for fall quarter start. Tasks for Facilities include the replacement of existing smoking signs, additional new signs, and replacement of existing smoking shelters with bike racks.

Completed Projects – The following projects were completed over the summer:

- Building 20 Gas Line and HVAC Replacement
- Electrical Metering/LED lighting Retrofit
- Building 7 Library Remodel
- Building 7 South Entrance Vestibule
- Bookstore stockroom remodel
- Bookstore display area renovation (slatwall replacement)

Equipment Acquisition – equipment deficiencies were identified in the areas of Custodial, Grounds and Facilities and funding has been approved. The departments will be working with Purchasing to purchase the equipment this fall and winter.

PC Replacement Program -- In July, we received a shipment of 347 computers as part of our 5 to 6 year PC replacement cycle. We have begun deployment of the computers and are expecting to finish within 6-months.

PC Resale Program -- Approximately 200 of an expected 320 used PCs from the College's PC Replacement Program have been tested, provided with a fresh copy of Windows, and otherwise prepared for resale to students and staff. Although these units are not state-of-the art, they are expected to remain serviceable for basic tasks such as word processing and Internet access for some time. At a sale price of \$50, the program will help students and staff to acquire computer access that might otherwise have been unaffordable.

K-20 Internet Service -- State of Washington K-20 recently changed TCC over to their new contracted internet service provider. Line capacity is expected to increase, but K-20 is still working out minor connection issues.

Course Materials Summit -- On August 4th TCC hosted a Course Materials Summit presented by the Northwest College Bookstore Association. The daylong event was open for NCBA members and covered a wide range of topics including methods for lowering the cost of course materials, dynamic pricing, rental programs, textbook buyback strategies, faculty relations, and marketing.

Tacoma Community College
 Recruitment/Employment Actions
 September 2015
 Report to the Board of Trustees

Activity	Employee Name	Gender & Ethnicity	Veteran Status	Position Title	Department	Position Type	Recruitment Status/Date of Hire
Recruitment				Administrative Assistant 3	CASA/MECA	Classified	Anticipated
Recruitment				Administrative Assistant 3	Communication and Transitional Services	Classified	Anticipated
Recruitment				Administrative Assistant 3	Human Resources	Classified	Selection Pending
Recruitment				Administrative Assistant 3	Invista	Classified	Anticipated
Recruitment				Administrative Operations Coordinator	Health, Business, Professional Services	Exempt	Selection Pending
Recruitment				Advising Manager	Counseling, Advising, WRT & Career Services	Exempt	Screening
Recruitment				Application Developer	Information Systems	Exempt	Recruiting
Recruitment				Assistant Director for International Student Recruitment	International Student Programs	Exempt	Anticipated
Recruitment				Communication Studies Professor	Communication and Transitional Studies	Faculty	Anticipated
Recruitment				Computer Science Professor	Math, Science and Engineering	Faculty	Anticipated
Recruitment				Corrections Professor	WCCW/MCCOW	Faculty	Anticipated
Recruitment				Custodian 1 (2 Positions)	Custodial Services	Classified	Selection Pending
Recruitment				Customer Service Specialist	Financial Aid	Classified	Recruiting
Recruitment				Director for K12 Partnerships and Student Conduct	Student Services	Exempt	Anticipated
Recruitment				Early Childhood Program Spec 3	Early Learning Center	Classified	Recruiting
Recruitment				Engineering Professor	Math, Science and Engineering	Faculty	Anticipated
Recruitment				Fiscal Analyst 3	Financial Services	Classified	Recruiting
Recruitment				Grants Manager	Organizational Learning and Effectiveness	Exempt	Interviewing
Recruitment				Grounds and Nursery Specialist 2	Facilities and Grounds	Classified	Screening
Recruitment				Health Sciences Coordinator	Health, Business, Professional Services	Exempt	Selection Pending
Recruitment				Payroll and Benefits Manager	Human Resources	Exempt	Recruiting
Recruitment				Information Technician 3	Information Systems	Classified	Interviewing
Recruitment				Paralegal Professor	Health, Science and Professional Services	Faculty	Anticipated
Recruitment				Program Assistant	Communication and Transitional Studies	Classified	Anticipated
Recruitment				Program Assistant	Fresh Start	Classified	Anticipated
Recruitment				Program Specialist 2	Enrollment Services	Classified	Recruiting
Recruitment				Secretary Supervisor	Health, Business, Professional Services	Classified	Interviewing
New Hire	Arzola, Megan	F5		Professor - Nursing	Instruction	Faculty	9/1/2015
New Hire	Beginimvano, Namiko	F1		Manager - International Housing and Short Term Programs	International Student Programs	Exempt	08/03/15
New Hire	Barnwell, Candace	F5		Fiscal Technician 3	Invista	Classified	05/18/15
New Hire	Barretta, Michael	M5		Custodian	Facilities and Grounds	Classified	07/13/15
New Hire	Bell, Nigeria	F2		Counselor	Instruction	Faculty	08/17/15
New Hire	Bitteman, Karen	F5		Manager - Continuing Education Department	Gig Harbor Center	Exempt	07/15/15
New Hire	Coates-White, Emille	F5		Professor - English for Academic Purposes	Instruction	Faculty	09/01/15
New Hire	Cunningham, Anna	F5		Professor - Biology	Instruction	Faculty	09/01/15
New Hire	Endicott, David	M5		Professor - English for Academic Purposes	Instruction	Faculty	08/30/15
New Hire	Howser, Tamyra	F1		Director - Marketing and Communications	Marketing	Exempt	08/31/15
New Hire	Kaiser, Jonathan	M5		Professor - Paralegal (Temporary)	Instruction	Faculty	09/01/15
New Hire	Kinifling, Cassandra	F5		Specialist - Assessment	Access Services	Exempt	06/01/15
New Hire	Krauss, Clayton	M5		Director - Information Technology Systems	Information Systems	Exempt	07/13/15
New Hire	Loveless-Morris, Judy	F5		Professor - Sociology	Instruction	Faculty	09/01/15
New Hire	Miller, Cindy	F5		Early Childhood Program Specialist 1	Early Learning Center	Classified	08/03/15
New Hire	Morgan, Sonja	F5		Director - Student Engagement	Student Services	Exempt	06/01/15
New Hire	Olsen, Robert	M5		Professor - Business and Logistic Professor	Instruction	Faculty	09/01/15
New Hire	Ortega, Brenda	F2		Program Assistant	Campus Public Safety	Classified	06/15/15
New Hire	Payton Pringle, Kourtney	F5		Administrative Assistant 3	Counseling, Advising, WRT & Career Services	Classified	06/08/15
New Hire	Randall, Gregory	M5		Director - Facilities and Capital Projects	Facilities and Grounds	Exempt	07/01/15
New Hire	Reid, LaToya	F2		Professor - Developmental Studies	Instruction	Faculty	09/01/15
New Hire	Schrepfer, Steffi	F5		Professor - Psychology	Instruction	Faculty	09/01/15
New Hire	Sledd, Lee	M5		Professor - English for Academic Purposes	Instruction	Faculty	09/01/15
New Hire	Sow, Ndeye P.	F2		Navigator - International Student	International Student Programs	Exempt	06/16/15
New Hire	Ulferts, Alisa	F5		Professor - Developmental Studies	Instruction	Faculty	09/01/15
New Hire	Unda, Xavier	M5		Advisor	Counseling, Advising, WRT & Career Services	Exempt	07/22/15
New Hire	Ward, Janet	F5		Payroll Coordinator	Human Resources	Classified	08/15/15
New Hire	Watkins, Candice	F5		Director - Library	Library	Exempt	07/06/15
New Hire	Wright, Joshua	M5		Professor - EMS	Instruction	Faculty	09/01/15
Staff Changes	Colarusso, Judy	F5		Chief of Staff	President's Office	Exempt	07/01/15
Separation	Allason, Mary	F5		Navigator - Career	WCCW/MCCOW	Exempt	08/31/15
Separation	Basham, Eric	M5		Professor - Engineering	Instruction	Faculty	08/31/15
Separation	Broadenax, Jerrion	M2		Program Assistant	Fresh Start	Classified	06/27/15
Separation	Conti, Robin	F5		Professor - Nursing	Instruction	Faculty	08/12/15
Separation	Crawford, Charles	M5		Dean - Academic Services	Instruction	Exempt	06/30/15
Separation	Dewine, Mary	F5		Professor - Developmental Studies	Instruction	Faculty	06/12/15
Separation	Griffith, Missy	F5		Professor - EMS	Instruction	Faculty	06/12/15
Separation	Fountain, Rebecca	F2		Developer - Application	Information Systems	Exempt	07/15/15
Separation	Gambrell, Nathaniel	M2		Grounds & Nursery Specialist 2	Facilities and Grounds	Classified	06/07/15
Separation	Grizzle, Valaree	F5		Custodian 1	Facilities and Grounds	Classified	06/30/15
Separation	Haugen, Dolores	F5		Director - K12 Partnerships and Student Conduct	Student Services	Exempt	08/13/15
Separation	Hayes, Leda	F5		Program Assistant	Communication and Transitional Studies	Classified	08/06/15
Separation	Holland, Erin	F5		Manager - Grants	Institutional Effectiveness	Exempt	06/19/15
Separation	Jarmon, Andrea	F2		Professor - Paralegal	Instruction	Faculty	08/30/15
Separation	Kirkland, D'Ann	F5		Fiscal Analyst 3	Financial Services	Classified	07/02/15
Separation	Kuaca, Lita	F2		Interim Assistant Director - Enrollment Management	Enrollment Services	Exempt	06/30/15
Separation	LaBelle, Jocina	F1		Early Childhood Program Specialist 3	Early Learning Center	Classified	08/09/15
Separation	Lofin, Matthew Sam	M5		Program Director - Advising	Counseling, Advising, WRT & Career Services	Exempt	06/05/15
Separation	Schneider, Susan	F5		Professor - Business Application Programs	Instruction	Faculty	06/12/15
Separation	Smith, Kevin	M5		Professor - Interactive Media Instructor	WCCW/MCCOW	Faculty	06/30/15
Separation	Townsend, Rebekah	F5		Professor - ABE	Instruction	Faculty	06/12/15
Separation	Turbyfill, Linda	F5		Professor - Developmental Studies	Instruction	Faculty	06/12/15
Separation	Watters, Gail	F5		Professor - English for Academic Purposes	Instruction	Faculty	06/12/15
Staff Profile					Ethnicity Key:		
Administrative	33				1=Asian		
FT Classified	143				2=Black/African American		
PT Hourly	249				3=Native American		
FT Faculty	135				4=Hispanic		
PT Faculty	283				5=Caucasian		
Professional	87	Includes FT/PT Temporary					
Total	930						

**Instructional Administrative Report
Tod Treat, Executive Vice President
September 9, 2015**

Organizational Learning & Effectiveness: Dean Mecca Salahuddin

Create Learning

Victoria Ichungwa from **Institutional Research (IR)** has been accepted as a presenter at the national Tableau Conference 2015 which will be held in Las Vegas from October 19-23.

IR shared with the college the recent summer 2015 Measures that Matter newsletter. The edition shares information and data on the student achievement initiative (SAI) and college level credits earned by students.

Engage Community

IR participated in the state board Evidence Based Practice Workgroup; continued engagement in the ctcLink conversations and weekly webinars; and started participation in the golden gate advisory committee with SBCTC. **IR** has also completed many college data requests; completed the unit level record gainful employment submission; and completed the institutional characteristics for 2015-16 Integrated Postsecondary Education Data System (IPEDS) collection.

The **On-Campus Professional Development** ended in Spring 2015. Overall, 195 faculty and staff participated in 61 (duplicated) sessions during the 2014-15 academic year. Overall, 64.6% of attendees (N=100) indicated the sessions were "Very Good" to "Excellent" in meeting their needs, 25.3% indicated "Good" and 10.1% indicated "Poor" to "Fair". Also, overall, 80.4% of attendees rated the overall content of the sessions as "Very Good" to "Excellent", 14.4% indicated "Good" and 5.2% indicated the content was "Poor" or "Fair".

The **professional development** sessions' strengths included: dialogue and camaraderie among colleagues; variety of offerings (workshops, series, online, face-to-face, hybrid); knowledge-sharing among colleagues; collaboration among colleagues; ability to identify those sessions that had a greater number of participants; and OLE staff coordination and communication of activities.

Embrace Discovery

IR has begun preparation for the Student Satisfaction survey (administration in the fall); will participate in the Fall Research and Planning Commission (RPC) meeting in October; and will also participate in the planning for the Pacific Northwest Association for Institutional Research and Planning (PNAIRP) Fall Conference in November.

eLearning – Chris Soran, Interim Director

Corrections

- Sarah Sytsma and her staff at Mission Creek Corrections Center and Washington Corrections Center for Women are in the final stages of getting an offline version of the Canvas Learning Management System up and running to use with instruction at both facilities. Christopher Soran and the eLearning support team are collaborating with Sarah's team and will be providing training on best practices and usage of Canvas. It is critical for our students who are incarcerated to be able to use and understand current technology; working with Canvas is just the beginning.

Advising/Counseling

- Shema Hanebutte's team of advisors is collaborating with the eLearning support team, media production team, and instructional designer to update and improve the online New Student Advising Orientation (NSAO). Increasing schedule flexibility of this orientation is a priority for our team. This flexibility will allow us to better serve students that are unable to come to campus or who are taking full online and hybrid courses. This collaboration will ensure that we have a robust online NSAO that parallels the experience that our face to face students receive.

ctcLink

- The eLearning support staff have been supporting students with ctcLink. We have been helping students activate their accounts, register, access the learning management system Canvas, and apply to the college. If you are walking around campus and spot someone wearing a bright yellow shirt, that is one of our staff that is ready to help students with ctcLink questions.

Arts, Humanities, and Social Sciences: Dean Yvonne Unnold

Two new professors of Psychology and Sociology in AHSS

Dr. Steffi Schrepfer starts Fall 2015 as Professor of Psychology, tenure track. Dr. Schrepfer received her Ph.D. in Experimental Psychology from a university in Germany circa 1992, with a research focus on sleep and sleep disorders. She emigrated to the United States and has taught extensively in California and Washington, both face-to-face and online. Her Experimental degree dovetailed nicely with the needs of the psychology department, as she can teach *Biopsychology* and *Research Methods*; both courses are prerequisites for admission to the psychology major at University of Washington-Seattle. She also has extensive experience teaching *General Psychology* and *Lifespan Psychology*. She was an adjunct of long standing at Bellevue College, where she had a multi-quarter contract. She impressed the search committee by having the best teaching demonstration; she uses modern pedagogical methods which utilize active learning in small groups within the classroom.

Dr. Judy Loveless-Morris starts Fall 2015 as Professor of Sociology, tenure track. Dr. Judy Loveless-Morris recently received her Ph.D. from the University of Washington in Sociology, and she has taught at UW, Pacific Lutheran University, and at Clover Park Technical College (she is a resident of University Place). For us she will be teaching *Introduction to Sociology*, *Deviance & Social Control*, *Sociology of African Americans*, and *Social Problems*. She has done some focus group research for TCC as well as worked on a grant from the United States military (specifically Southern Command) which required a recent trip to Alaska for data collection. She was the unanimous first choice of the hiring committee.

New Chair Appointments in AHSS

In May 2015, the faculty voted to elect chairs for 2015-2016. Whereas in the previous year, Dr. John Falskow and Dr. Liz Fortenbery chaired the division's disciplines as just a team of two, for 2015-2016, the division's chair team has been increased to five:

Dr. John Falskow will continue to chair Music, Humanities and English Literature
Mr. Bruno Arzola serves as new chair for World Languages
Ms. Marit Berg serves as new chair for Art
Dr. Elizabeth Fortenbery will continue to chair Anthropology, Political Science, and History
Dr. Craig Cowden serves as new chair for Psychology and Sociology

Highlights in Music from Summer 2015

John Falskow:

- conducted concert with TCC Summer Festival Orchestra (8/1/15)
- interviewed as a finalist for the music director position with the Seattle Wind Symphony (8/19)
- conducting Puget Brass in a fundraiser concert for the Vaughan Fire Department (9/5)

Cindy Renander:

- performed clarinet with the Astoria Music Festival orchestra (6/24-28)
- helped host Second City Chamber Series concerts (6/18, and 7/16)
- helped host Second City Chamber Series fundraiser event (7/26)

Jeff Lund:

- has been named Affiliate Artist, Percussion at University of Puget Sound

- is a finalist for the Music Director position with the Rainier Symphony
- is now endorsed by Marimba One
- performed with the orchestra at the Lake Chelan Bach Festival
- served as faculty for the Evergreen Music Festival

Anne Lyman:

- Directed the second annual Tacoma Early Music Workshop at Christ Church (8/22-23)

Highlights in Anthropology

TCC Anthropology faculty members and students spent two fieldtrips visiting Olympic College's archaeology field school. Students learned hands-on how archaeology is done in the field and in the lab. Olympic College is undertaking a 3-year archaeology project at the Yama village site on Bainbridge Island. Yama was settled by Japanese immigrants in the 1880s and was abandoned in the 1920s. The OC archaeology field school's partners on the project include the Bainbridge Island Japanese American Community, Bainbridge Island Historical Society, and the Burke Museum of Anthropology at UW. TCC's Anthropology faculty are looking forward to two more summers of having our students get their hands dirty at OC! TCC adjunct faculty member Floyd Aranyosi (who also teaches at OC) is a field supervisor on the project.

STUDENT SERVICES HIGHLIGHTS

September 2015

Submitted by Mary Chikwinya

Student Engagement

Sixteen new student leaders have been selected and completed summer training which included a three-day retreat that offered a high ropes course and the annual statewide CTC leadership institute.

International

Dr. Sheila Ruhland and James Newman, Director of International Programs, visited Beijing, China, where we signed an MOU with Beijing Youth Politics College. Dr. Ruhland met with BJYPC's president and discussed future cooperation and areas of interest to include: student and faculty exchanges

Student Learning Centers

In July the student learning centers held their first three-part leadership workshop for head staff members of the Writing & Tutoring Center, Supplemental Instruction, Math Advising Resource Center, and Business Education Center. Twenty hourly staff members completed the training which was led by Mae Stephenson, SI Coordinator, and Heather Urschel, WTC Director. Staff members explored different leadership models, discussed the challenges of leadership in student support programs, worked through case studies, developed their own leadership models, and started on goal setting for the coming year in their leadership roles and planning professional development activities.

Fresh Start

Fresh Start has been working with Gateway to College and College Spark to participate in a pilot curriculum called School to Jobs which will be implemented in Fresh Start 100 Courses beginning this fall. The curriculum focuses on identity-based motivation.

Fresh Start along with TRIO Educational Talent Search will host an open house on September 15. Faculty and staff are encouraged to check out our new space!

Men of Distinction

As summer quarter drew to an end, we had much to celebrate with the Men of Distinction (MOD) program. Cohort 5 began the summer with 30 young men and of those, 29 (97%) will be returning for fall. Cohort 4 has 16 out of 20 returning for their second fall quarter, an 80% year-to-year retention rate. We also officially have our first five graduates off to universities, and our first Bachelor's degree recipient, Julian Jones, who earned a B.S. in Engineering from St. Martin's.

The MOD Rites of Passage celebration was held on August 13. Students were joined by many family members and community support people in addition to TCC participants James Curtis (keynote), Mary Chikwinya, Tod Treat, Silvia Barajas, Kim Ward, Kim Matison, Andrew Cho, and many other faculty and staff who served as departmental representatives. The theme for the celebration was "It Takes a Village," and such diverse representation was a testament to just how many people work together to offer the program and are invested in the academic success of our students.

In preparation for fall quarter, Men of Distinction were invited to participate in a math boot camp August 31 and September 1. Participating students had the opportunity to attend an ACCUPLACER prep course, seek assistance from tutors, attend a workshop on math anxiety, and to re-test in the math portion of the ACCUPLACER.

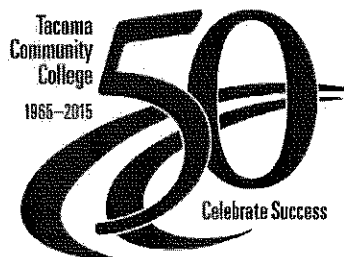
TACOMA COMMUNITY COLLEGE
TACOMA COMMUNITY COLLEGE FOUNDATION

BOARD OF TRUSTEES REPORT

DEVELOPMENT & ALUMNI RELATIONS,
TCC FOUNDATION, AND GRANTS

September 2015

(Report covering the period of June through August 2015)



Fostering a spirit of collaboration across departments for the benefit of the institution

6501 S. 19TH STREET
TACOMA, WA 98466



TCC FOUNDATION, DEVELOPMENT & ALUMNI RELATIONS

Compiled by: Bill Ryberg, Vice President for College Advancement

- A sell out group of 250 guests came to Cheney Stadium to enjoy the 3rd annual TCC Alumni night! Attendance doubled over the prior year's event, with families enjoying food, fun, and a loss by the Rainiers. A great time was had by all.
- Planning for TCC's 50th anniversary special day of September 17th continues. Invitations for the 50th annual fundraising dinner have been mailed to 400 households. A new approach in fundraising has been deployed in asking for a donation to support TCC foundation scholarship in advance of the event. The goal is to raise \$50,000 on the evening of the 17th.
- The TCC Foundation board approved its 2015/16 budget. Included in the year's plan will be the return of the Tacoma Wine Classic in May 2016.
- The Foundation board is holding their annual planning retreat in September 2015. Goals for individual board members are developed, and strategic direction for the Foundation's work in the coming year will take place.

GRANTS (for period: June through August 2015)

Compiled by: Dr. Mecca Salahuddin, Dean of Organizational Learning & Effectiveness

TCC Grant Activity

- **New Grant Awards to TCC:** 07/14/15 National Science Foundation awards TCC a \$599,790 grant for support of the "Expanding Capacity to Train Cyber Security Professionals" project that is geared towards increasing the capacity of TCC's Networking and Cyber associate degree programs designed to prepare students for the workforce and/or sit for nationally recognized industry certifications to address the unprecedented need for cybersecurity professional. Principal Investigator for the grant is Jeannette Smith-Perrone, Faculty in the Networking and Cyber Security program.
- **New Proposals Submitted by TCC:** The U.S. Department of Education FIPSE First in the World (FITW) "From Access to Agency: Redefining Teaching and Learning for the Precollege Student Experience". The grant, if awarded, will help to empower students to charge of their educational pathway by placing them at the center of a student/faculty team-based approach to learning while building and leveraging student advocacy and agency as students link their knowledge and capacity to create connections between community and on-campus support systems.
- **New Reports Submitted by TCC:**
 - College Spark "Core to College" report submitted July 15, 2015.
 - WA SBCTC "Aerospace 1000 FTEs grant submitted July 31, 2015
- **Updates to Pending Proposals:** No Pending Proposals
- **Current Projects In Process by TCC this period (arranged in order of due dates):**

Reports:

 - Report due to the Puyallup Tribe of Indians due August 2015
 - Report due to the Gottfried & Mary Fuchs Foundation due September 2015

TCC Foundation Grant Activity

- **New Grant Awards to the TCC Foundation:**
- Grant received from KeyBank to sponsor the 50th Anniversary Dinner
- **New Proposals Submitted by the TCC Foundation:**
 - Proposal to the Puyallup Tribe of Indians in support of the Health & Wellness Center.
 - Proposal to the Allenmore Medical Foundation in support of scholarships.
 - Proposal to the Florence Kilworth Foundation in support SPRUCE Program.
 - Proposal to the William Kilworth Foundation in support SPRUCE Program.
- **New Reports Submitted by the TCC Foundation:**

- Report to the Names Family Foundation for existing Health & Wellness Center grant June 2015

➤ **Current Projects In Process by the TCC Foundation this period (arranged in order of due dates):**

Reports:

- Report to the Puyallup Tribe of Indians for existing scholarship grant. To be submitted by Aug. 2015.
- Report to the Gottfried & Mary Fuchs Foundation for existing scholarship grant. Due 9/30/15
- Report to the GTCF Ruth Murphy Evans Charitable Trust for existing scholarship grant. Due 9/30/15
- Report to the Allenmore Medical Foundation for existing scholarship grant. Due 10/1/15
- Report to the Florence Kilworth Foundation for existing SPRUCE grant. Due 10/1/15
- Report to the William Kilworth Foundation for existing SPRUCE grant. Due 10/30/15