

**Tacoma Community College
Board of Trustees Regular Meeting
May 14, 2014, 4:00 p.m.
Tacoma Community College
Building 12 ~ College Room**

MINUTES

Board Members

Chad Wright, Chair
Liz Dunbar, Vice Chair
Gretchen Adams
Don Dennis
Bob Ryan

Administration/Faculty/Staff/Guests

Pamela Transue	Sandra Reilley
Tod Treat	Anne Shaw, AAG
Silvia Barajas	Bill Ryberg
Angela Wheeler	Mike Flodin
Mary Chikwinya	David Endicott
Dave Howard	Mecca Salahuddin
Jen Nagy	Kelley Sadler
Val Morgan-Krick	Dolores Haugen
Janine Mott	Charlie Crawford
Kim Ward	Rachel Payne
Steve Ashpole	Krista Fox
Julie Benson	Victoria Ichungwa
Mary Ann Brummond	Deborah Walker
Val Robertson	Shema Hanebutte
Jeff Kinstler	Rosemary Sterling
Beth Brooks	Elizabeth Hyun
Xavier Juda	Scott Seely
Marlin Moe	Kent Tesie
Jennifer Sorenson	Shawn Jennison
Andrea Jarmon	Rosie Ayola
Justin Tran	Alvarro Salavery
Cathie Bitz	Judy Colarusso

I. CALL TO ORDER

Chair **Wright** called the meeting to order at 4:02 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 presented.

B. Approval of Minutes for the April 16 Regular Meeting.

MOTION: Upon a motion by Board member **Ryan**, the board unanimously approved the minutes of the April 16 Regular Meeting.

C. Introductions – none.

D. Correspondence – none.

E. Board Report

- Trustee Dunbar has been unable to participate in any activities this month, but the upcoming month will be busy.
- Trustee Adams thanked those who attended the Women of Distinction luncheon. She attended the Classified Staff breakaway and was able to meet several staff members. President Transue remarked that Trustee Adams spoke very elegantly at the luncheon and TCC attendees were very proud.
- Trustee Ryan attended the salmon release and was MC for the Student Awards ceremony. He, too, will be busy with TCC activities in the upcoming month.
- Trustee Dennis also attended the salmon release. He stated that it was a great project and he admires those involved. Along with Mary Chikwinya and Janine Mott, he's been talking to Peninsula School Superintendent Chuck Cuzzetto to continue discussions on partnering.

- Board Chair Wright attended the salmon release and the morning session of the annual Pow Wow which went very well. He stated that it will be nice when we can hold the Pow Wow on lower campus when the Health & Wellness Center is built. He attended the Foundation Board meeting and is preparing for the Wine Classic.

III. PRESENTATIONS

Student Voice

Dolores Haugen, Director of K-12 Partnerships and Student Conduct, introduced new Educational Planner **Rosie Ayalla**. Rosie introduced students **Justin Tran** and **Alvaro Salavery**. The students shared their background and experiences at TCC.

IV. ACTION ITEMS –

A. Approve: Exceptional Faculty Awards

Prior to the Board meeting, four names were submitted to the Board for the Exceptional Faculty Awards. Although the names were not publicly announced at this meeting because there will be a surprise announcement at the May 16 Professional Development Days, the President recommended that each of the following three faculty members receive the Faculty Excellence Awards with a cash award of \$3,500 each, and one Faculty Development Award for \$3,000.

Faculty Excellence Awards:

Andrew Cho, Sociology
Ralph Hitz, Earth Sciences
Lee Sledd, Transitional Studies

Faculty Development Award:

Valerie Morgan-Krick, Mathematics

MOTION: Upon a motion by Board member **Dunbar**, the Board unanimously approved the Exceptional Faculty Award recipients and the award amounts.

B. Approve: 2014-15 ASTCC Budget

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved the 2014-15 ASTCC Budget.

C. Approve for Study: 2014-15 Fees

Since the last fee review (June 2013), the college has developed new courses and made curricular changes; other courses have changed and now require equipment and/or supplies. A list of these additions and changes was provided to the Board. These courses and fees remain consistent with similar courses already approved by the Board and were developed using the appropriate cost recovery model for establishing course fees. Specific changes in Nursing fees were specified in a memo that was provided to the Trustees. There is also the addition of an international student transfer cost recovery fee. All other course fees will remain at 2013-14 levels. Kim Ward explained some of the fees that were questioned.

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved for study the proposed 2014-15 fees.

D. Approve: Revision of Resolution 2010:02; Naming of Harned Center for Health Careers

Tacoma Community College may honor persons who have provided distinguished service to the college or who have made major financial contributions by naming a structure after them. At the September 16, 2010 Board meeting, the Trustees approved Resolution 2010:02 which states that upon construction, the new Health Careers Center at TCC would be named after Mr. Joe Harned and would be permanently known as the Harned Center for Health Careers. Recently Mr. Harned requested that the building name be changed to the “Joe Harned Center for Health Careers.”

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved a revision to Resolution 2010:02 that the Harned Center for Health Careers be named and permanently known as the “Joe Harned Center for Health Careers.”

V. NON-ACTION ITEMS

A. High School 21+ Initiative

Kim Ward, Associate Dean of Transitional Studies, explained the High School 21+ Initiative (HS21+) which is an alternative path to adult high school completion. It is for adults 21 or over without a GED or high school diploma. It is a competency-based program and incorporates contextualized coursework and awards credit for prior learning. Faculty members have embraced this pilot project in order to completely revise the curriculum that revamps GED and still allows students to get their high school diploma. HS21+ is better aligned with college coursework, encouraging transition. It is more affordable, is a more efficient pathway to college, and students have access to federal financial aid. TCC originally planned on five students signing up, but there have been 67 registrations. We already have eight students from our first cohort that are ready to graduate this spring. Trustee Dennis asked if this would be a good option for our correctional institutions, and Kim replied that it would be and we are currently working with them on it.

B. Limited License Legal Technician (LLLT)

Krista Fox, Dean of Health, Business and Professional Services, explained the LLLT. Krista introduced Jennifer Sorenson who will act as Program Chair. The LLLT license will allow holders to provide limited family law legal advice directly to clients. There has been an unmet need in Washington State for lower income people to be able to receive legal assistance, and the state Supreme Court endorsed the license in 2012, making Washington the first and currently only state that authorizes this profession. LLLTs are not lawyers, but they can provide limited advice and assistance directly to clients on legal matters related to family law. This includes routine cases of divorce, child residential placement, child support, and other family matters. If the legal issue requires work beyond the LLLT scope of practice, the LLLT must advise clients to see the advice of an attorney. The LLLTs may:

- Select and complete forms.
- Inform clients of procedures and timelines.
- Review and explain pleadings.
- Identify additional documents that may be needed.

Family law is the only practice area approved to date, but the state Supreme Court may add other areas in the future such as landlord tenant law, elder law, and immigration law. The admission and education component of this license was explained to the Board. Trustee Dennis asked what attorneys think about this, and she explained that it is getting mixed reviews. Jeff Kinstler, a former law enforcement officer, shared his experiences and explained why this program is important. He has been doing paralegal work and knows firsthand why a program such as this is important to low income people, and how it also alleviates some of the liability for attorneys. LLLTs can work in law offices or can open up their own offices, but they will have to carry liability insurance. Highline, Spokane, and Edmonds Community Colleges are also offering this program.

C. Community Partnerships for Student Success

Mary Chikwinya, Vice President of Student Services, and **Shema Hanebutte**, Dean of Counseling, Advising, Worker Retraining and Career Services, with the assistance of **Scott Seeley** and **Xavier Juda**, discussed four partnerships TCC has to help students navigate through college.

1. SPRUCE (Space Available to Respond to the Unemployed through College Education)
 - In partnership with the City of Tacoma.
 - Focused on the long-term unemployed who have exhausted unemployment.
 - Based on space available.
 - We received a \$10,000 grant from the Kilworth Foundation.
2. College Housing Assistance Program
 - In partnership with the Tacoma Housing Authority.
 - Designed for current TCC students who are struggling with housing. Rental assistance will be provided by way of vouchers that will help the students who enroll for at least 12 credits pay rent on an apartment or house.
 - Designed as a Move to Work organization; this designation allows THA flexibility with their housing funds.
 - Applications for homeless or almost homeless opened in February. We have received 116 applications and 88 were qualified.
 - 3-year pilot project with \$150,000 per year. Twenty potential students will receive vouchers.
 - Provides up to 3 years support, active case management, access to a variety of different workshops and access to other partnerships in the community.

- Hope to have vouchers distributed in June.
 - We will be tracking the success of students.
3. Educational Opportunity Center (EOC) partnership.
Scott Seeley explained:
- EOC is a federally funded program focused on low income students.
 - They receive counseling.
 - It serves about 100 students a month.
4. Education to Employment Project
Xavier Juda explained:
- In partnership with Metropolitan Development Council.
 - This program reaches out to families who are homeless or near homeless.
 - Xavier will help any students who come through the door. His role is to guide them through a system for resources here on campus or off.
 - Provides a series of workshops for students and families.

Mary said we are finding that we really need to take a case load/case work approach. We don't want to see so many that we reduce the assistance to those that need it.

D. 2013-14 Budget Status Report

Silvia Barajas, Vice President for Administrative Services, went over the third quarter financial report. We will end up 16.4% higher in revenue than budgeted.

We are overextended in salaries and benefits. This is for adjunct faculty, employees, etc. needed to address over-enrollment as we continue to serve about 1,400 more students than we were allocated for.

VI. REPORTS

- **Faculty Report- Dave Howard**, Faculty Union President, reported:
 - The Faculty just held a union meeting.
 - The Union voted to fund backpacks for the ELC again this year.
 - They are still in contract negotiations.
 - **Classified Staff Report— Angie Wheeler**, Classified Staff President, reported:
 - The Classified Staff Breakaway received good reviews. It provided good community-building. There was lower attendance than anticipated.
 - They hope to start performing more community work on campus and inviting all staff to different activities to build relationships amongst the different divisions.
 - **Associated Students Report - Jen Nagy**, Student Body President, reported:
 - The Student Awards ceremony will be held on May 20.
 - The Student Senate approved most of the budget but they are still working on some details.
 - The annual Luau will be the first week in June at the Campus Commons.
- A. TCC Foundation Report – Sandra Reilley**, Vice President of the Foundation, reported:
- Foundation President Shuman is at a conference in Phoenix and a topic will include the TCC early learning model.
 - The Tacoma Wine Classic will be May 17 and they are expecting about 200 people. She thanked those who donated and plan to attend.
 - Alumni Night at Cheney Stadium is June 7.
- B. Administrative Report**
President Transue reported on the following:
- We received a grant request from the Bill and Melinda Gates Foundation for \$50,000 to expand support services designed to ease the transition to college with an emphasis on low-income, first generation, and underrepresented students.
 - President Transue explained an opportunity TCC has to advance our efforts for students in the area of international education. We have been invited to consider a board membership in Community Colleges for International Development. CCID is a Presidents' organization consisting of about 25 board colleges and focused on providing services that help institutions enhance their international work, including significant grant work that benefits member colleges. The Board

colleges are expected to help guide the direction of the organization and model principles of higher performing colleges in the area of internationalization. The active engagement and support of these activities by the Board of Trustees is an expectation for CCID Board Colleges. TCC has benefited by the presence of nearly 500 international students each year who relocate to Pierce County, paying international rates to earn a TCC degree. Our local community benefits significantly from these students and our domestic students benefit from interacting with individuals from places like China, Korea, Japan, Europe, sub-Saharan Africa, and central and South America. In our new strategic plan, TCC recognizes an opportunity to move towards comprehensive internationalization. Tod Treat explained his enthusiasm for this opportunity.

- President Transue reported that we have our first cohort of students studying abroad. Seven TCC students have been accepted to the University of Kitakyushu. Over the next few weeks they will be receiving instructions from our International Department on how to apply for their student visas at the Japanese Consulate in Seattle and in getting their passports.
- On April 17 we hosted the Kent School District Kinder to College program with about 80 kindergarteners, their teachers and parents. They gathered in the student center where they were welcomed by Mary Chikwinya and then taught what a community college is. They were taken on a tour of the campus, took the Kinder to College Pledge, had a group photo taken, and then lunch.
- Library Director Sharon Winters was recently recognized by the City's Landmarks Preservation Commission for Leadership in Historic Preservation. Sharon has been instrumental in historic preservation in Tacoma since joining the Landmarks Commission in 1999. In 2005, as chair of the Commission, she oversaw the first major overhaul of the historic preservation codes since the 1980s. She then founded Historic Tacoma and served on the non-profit board through 2013.
- The Board was provided a copy of a fascinating article that ran in the *News Tribune* about Jason Padgett, a man who was beaten so severely that his brain changed and he developed a form of synesthesia and acquired savant syndrome. After several years of being homophobic, he decided he wanted to understand his new ability to see shapes in geometrical terms, so he came to TCC to take a developmental math course.
- Vice President Barajas announced the retirement of Mary Ann Brummond, Director of Financial Services, at the end of September. Mary Ann has worked at TCC for over 30 years. President Transue stated that Mary Ann has been a blessing and has been someone the President could always count on.
- President Transue then announced that Assistant Attorney General Anne Shaw, who came to TCC in 1996, will be retiring the middle of June. Anne stated that TCC has been one of the best institutions she has worked with.
- Events coming up:
 - Professional Development Day is this Friday and all Board members are invited.
 - The Student Awards ceremony is taking place on May 20 and Trustee Ryan will be the MC.
 - The Distinguished Alumni/Honorary Degree dinner will be on Thursday, May 22 to honor James Curtis and Chris Anderson as 2014 Distinguished Alumni, and Fred Whang as 2014 Honorary Degree recipient. We are having a bench dedication for Fred at 5:00 in honor of his service to the Board.
 - On May 31 at 6:00 we are holding an Athletics Banquet in the student center to honor our athletes.
 - Commencement is June 14 and Trustees will be receiving their information on the event.

VII. **PUBLIC COMMENTS/REMARKS**

Representatives from AFSCME brought a sign to support the contract negotiations of the exempt staff which has been going on for over 2 years. They have agreed on 20 articles so far. They have scheduled meeting dates through the summer and would like the contract to be finalized soon. They asked for the Trustees support

VIII. EXECUTIVE SESSION

At 5:47 p.m. Chair Wright announced that the Board would adjourn into Executive Session for approximately 20 minutes for consultation with legal counsel regarding agency enforcement actions. No action was expected to be taken as a result of the Executive Session.

At 6:06 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:07 p.m.

Chad Wright, Chair