

**Tacoma Community College
Board of Trustees Regular Meeting
October 22, 2012, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

Chad Wright, Chair
Don Dennis
Bob Ryan
Fred Whang

Administration/Faculty/Staff/Guests

Pamela Transue	Mary Chikwinya
Tim Stokes	Silvia Barajas
Pat Shuman	Anne Shaw
Evelyn Tompkins	Dave Howard
Mike Flodin	EJ Iglesias
Charlie Crawford	Shawn Jennison
David Endicott	Elizabeth Hyun
Clint Steele	Scott Marsh
Janine Mott	Kelley Cadman
Kim Ward	Jen Manley
Dolores Haugen	Mary Ann Brummond
Bill Ryberg	Erin Hoiland
Steve Ashpole	Nancy Novak
Jody Matthews	Tim Hummert
Sharon McCormack	Nancy Novak
Ryan Mummert	Nora Price
Will Howard	Janet Olejar
Kim Smith	Leanne Foster
Matthew Mburu	Jackie Gorman
Christopher Algeo	Terri Jones
Kristen Harrison	Shaun Henderson
Pattie Green	Bridgette Agpaoa-Ryder
Andrea Jarmon	Kenneth Pimpleton
Cathy Tatham	Valerie Robertson
Mae Stephenson	Leonard Treanton
Rochelle McGill	Allison Muir
Mark Linder	Theresa Harris
Mary Beth McCarthy	Jamie Compton
Jenae Ryan	Tamara Roberson
Nermalyn Edwards	Judy Colarusso
Marty Brown, SBCTC	Lisa Skari, Highline Community College
Cathie Bitz	

I. CALL TO ORDER

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

II. General Matters

A. Changes/Approval of Agenda

Board Chair **Wright** announced that the revision to WAC 132V-123, Final Course Grade Appeal Process, will be postponed for further review. This will also cancel the public hearing scheduled for November 14 at the Gig Harbor Campus.

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

B. Approval of Minutes for the September 12 Regular Meeting.

MOTION: Upon a motion by Board member **Dennis**, the board unanimously approved the minutes of the September 12 Regular Meeting.

C. Introductions

President Transue introduced **Marty Brown**, newly hired Executive Director of the State Board for Community & Technical Colleges. Trustees Ryan, Whang, Dennis and Wright each introduced themselves and then Mr. Brown responded to questions posed by the Board about the future and the

budget. Chair Wright asked if he predicts any changes in the system. Mr. Brown stated that he is unable to make predictions until after the election. He does believe that K-12 will be in the forefront. Trustee Ryan asked about the estimated budget for the coming year, and Mr. Brown responded that it is in the hole right now. That could change, but it will be a very difficult financial session for the Legislature. Trustee Dennis asked if education is considered a first priority. Mr. Brown said that it isn't; they have to look at the whole picture and stay as a total budget. Trustee Whang inquired about the efficiency study and asked Mr. Brown to keep us apprised of what is happening. Mr. Brown stated that the main focus of the efficiency study is on the business end as opposed to the governance end. No one has proved that consolidation of systems will help. They are looking at the business practices and considering ways to make them more centralized.

At this time, Chair Wright asked administrators to introduce faculty and staff who have been hired over the past year. **Mike Flodin**, Dean for Mathematics, Sciences and Engineering, introduced Biology instructors **Kristen Harrison**, **Shaun Henderson**, **Pattie Green**. He also announced the hiring of instructor **Jen Breckon** who was unable to attend the Board meeting. **Charlie Crawford**, Dean of Business and Workforce Education, introduced Accounting Instructor **Matthew Mburu**. Human Services Instructor **Barb Peterson** introduced Human Services faculty **Bridgette Agpaoa-Ryder** and **Ken Pimpleton**. **Janet Olejar**, Instructor and Paralegal Coordinator, introduced Paralegal instructor **Andrea Jarnon** and instructor **Cathy Tatham** of the Health Information Management Program. **Valerie Robertson**, Dean of Student Development, introduced **Mae Stephenson**, Supplemental Instruction Coordinator, and **Leonard Treanton**, MARC program assistant. **Steve Ashpole**, Director of Enrollment and Entry Services/Registrar, introduced **Ryan Mummert**, Gym Manager, and reintroduced **Nora Price** who is now in the Assessment Department. **Leanne Foster**, Human Resources Assistant Director of Operations, introduced **Mark Linder**, Payroll Coordinator. **David Endicott**, Dean of Arts, Sciences, and Social Sciences, introduced **Rochelle McGill** from Developmental Education and **Allison Muir** from Adult Basic Education. He announced new faculty members who were unable to attend the meeting: **Linda Turkelfield** from Developmental Studies, **Danielle Ritter** from Adult Basic Education, and **Mary Dewine** from Transitional Studies. **Nancy Novak**, Associate Dean of Nursing, announced the hiring of Nursing faculty member **Lisa Katon** who was unable to attend the meeting. **Terri Jones**, Director of Advising, introduced **Teresa Harris**, Advisor, **Mary Beth McCarthy**, Coordinator, **Jamie Compton**, Customer Service Representative, and **Jenae Ryan**, Front Desk staff member. Terri stated that **Rachel Sherman**, Advisor and Head Women's Volleyball Coach, was unable to attend the meeting. **Mary Ann Brummond**, Director of Accounting & Financial Services, introduced **Nermalyn Edwards**, Assistant Director of Financial Services.

D. Correspondence

President Transue shared a letter from Phi Theta Kappa thanking TCC for supporting Dr. Tomas Ramos in his leadership role in Phi Theta Kappa.

E. Board Report

Trustees reported on their activities:

- Trustee Dennis joined President Transue and Mary Chikwinya in a meeting with DSHS Secretary Robin Williams, Assistant DSHS Secretary David Stillman, and Rep. Larry Seaquist to discuss a DSHS "opportunity center." (President Transue stated that this would provide many positive opportunities and help for students.) Trustee Dennis reported that he sees Rep. Seaquist regularly.
- Trustee Ryan reported that he attended the Primo Grill Art Auction fundraiser.
- Trustee Whang attended the ACCT Conference in Boston with President Transue and found the sessions to be very helpful.
- Trustee Wright has been attending Foundation Finance and Board meetings, as well as the Foundation retreat which he believes accomplished a lot, culminating in a good plan for the year.
- President Transue announced the passing of former Trustee and TCC advocate Marilyn Walton. It is a great loss to the community, but especially to the College.

**III. PRESENTATION
Student Voice**

Dolores Haugen, Director of K-12 Partnerships and Student Conduct, introduced Fresh Start student **Tim Hummert**. Tim is also a TCC paid peer mentor (the first one we have hired) and assists with orientations, book distribution, etc. Tim told a little bit about the Fresh Start program that he entered two years ago and said that had it not been for Fresh Start, he probably would not have continued his education. Once he gets his diploma, he plans to enroll in the Radiology program.

IV. PUBLIC HEARING

At 4:45 p.m., Board Chair **Wright** declared the Public Hearing open for public comments on the proposed revision to Washington Administrative Code revision 132V-116.

Adopt: WAC Chapter 132V-116 – Parking & Traffic Rules & Regulations

Will Howard, Security Sergeant, provided a brief overview and rationale for the proposed revisions to the Parking and Traffic Rules & Regulations. Proposed changes include the following:

- Updates the department name from Public Safety and Security to Public Safety.
- Changing all references to “dean of administrative services” to “Vice President for Administrative Services.”
- Corrects spelling errors.
- Updates language from “handicapped” to “disabled.”
- Adds motorcycle as a vehicle.
- Adds carpool as a designated parking space.
- Provides a mechanism to address unclaimed bicycles.
- Requires that the schedule of fines set by the board of trustees be published in the public safety website and the portal rather than the WAC. This provides a transparent delivery of information to students as well as a more efficient administrative process.
- Creates a parking appeals committee for the review of traffic fines and penalties.

Chair **Wright** asked if there were any public comments. There being none, the public hearing was declared closed at 4:50 p.m. and the regular meeting reopened for action on these items.

V. ACTION ITEMS

A. Approve: Washington Administrative Code Revision

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved the adoption of WAC Chapter 132V-116, Parking and Traffic Rules and Regulations.

B. Approve: Faculty Emeritus Appointment

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved Faculty Emeritus status for Mike Towey.

C. Approve: Holiday Variance 2013

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved the 2013 Holiday Variance which exchanges President’s Day, February 18, 2013 to Tuesday, December 24, 2013.

V. NON-ACTION ITEMS

A. Building TCC’s Alumni Base

Bill Ryberg, Director of Development and the TCC Foundation, introduced **Dr. Lisa Skari**, Vice President of Institutional Advancement at Highline Community College, who provided a power point presentation on Community College Alumni Programs.

Dr. Skari read a quotation: “Alumni are the single greatest resource on which an institution can depend. They offer the richest potential as resources for advocacy, advice, student recruitment and financial support.” (*Webb, 1991.*) She provided a historical perspective on two-year college alumni programs and stated that not many schools have gotten their program off the ground. Only one percent of the \$7.8 billion dollars received in donations from alumni go to two-year colleges. She stated just a few of the reasons community colleges give for not tapping into this source:

- We are too busy.
- Alumni have lower incomes.
- They transfer their allegiance to 4-year universities.
- We don’t have dorms and athletics.

Dr. Skari said that we need to stop giving ourselves reasons not to tap into alumni. She listed key factors in order to be successful in this endeavor:

- Data. We need to keep track of alumni because we can’t engage if we don’t know where they are.

- It takes staff to engage them and work with them. Fifty-six percent of community colleges have less than .5 FTE to work on this, and that includes their work in other areas.
- It takes money. Eighty percent of community colleges have budgets less than \$25,000. There is a correlation between the money spent and the amount received.
- Help students on campus understand what it means to be an alumnus. Make them an important constituent group (only 10% of colleges have alumni referenced in strategic plans).
- Engage students while they are young. Socialize with them to become an alumnus.
- Communicate with students (social media, direct mail, etc.) to keep them familiar with what's going on.
- The number one reason alumni don't give is because we don't ask them.
- Add alumni to Foundation boards.
- A factor of success is patience. Research shows that it takes seven years to see a return on our investment.

Bill Ryberg stated that TCC's next steps are:

- Collecting data.
- Identifying those who want to play a role in finding TCC alumni. Bill has a goal to bring in 100 alumni this year. Ask people to be involved and support us.
- Develop meaningful activities.
- Stay in touch with alumni.
- Ask.

B. Pathway to Completion: Accelerated Developmental Education

Scott Marsh explained the efforts being taken to help students accelerate through their education. Students have momentum points instead of steps, focusing on progression.

We are interested in helping students go farther faster. Scott shared the old versus the new model of English and Reading classes (they have been condensed into two developmental education classes rather than three). Mike Flodin explained another example of acceleration in the Math area. We have focused most of our efforts on Algebra since students have the most difficulty in that class. The traditional math success rates have been about 66% of students passing Math 090 with at least a C- which would allow them to go on to the next course. In Math 85, 75% received a C- or better. That's very high, even nationally. A point of comparison is that when we pulled the completion rates for Statway Math Course 146 with 1,000 in the class, 83% passed with a C- or better which is excellent. The national program and goal is to move students to and through college level statistics class on shorter pathway with greater success. Following the national Statway model, we developed a two-quarter sequence as opposed to a three quarter sequence. Mike said the students are generally very excited about it, plus the Statway curriculum has made math more relevant.

C. Review 2012-13 Operational Plan

Scott Marsh went over the 2012-13 Operational plan and explained that the strategies were developed collaboratively with faculty and staff. He asked faculty and staff to explain some highlighted areas of the Plan:

- Create Learning: Priority #1, Strategy VI. Valerie Robertson explained that next summer we want to expand the Men of Distinction program with two additional cohorts including Hispanic males. A key piece is to be able to get funding to offer work study jobs for them.
- Create learning: Priority #4, Strategy II. Janine Mott, Executive Director of the Gig Harbor Campus, reported on redesigning and moving the Certification and Testing Center from Building 18 to Building 6. The Center provides proctoring for non TCC students. We hope to be able to serve the community in a large way and generate funds.
- Achieve Equity: Priority #2, Strategy VI. Mike Flodin reported on marketing the STEM program opportunities to female students and other underrepresented populations.
- Engage Community: Priority #5, Strategy III. Pat Shuman, President of the Foundation Board of Directors, shared the mission and initiatives that the Foundation Board developed at their retreat in September. It is important to the Foundation to work in conjunction with the College's Operational Plan to succeed in its mission. The Foundation plans to broaden its understanding of the College by having a close-knit relationship with faculty, staff, students, trustees, volunteers, retirees and alumni.

VI. REPORTS

1. Administrative Report

President Transue mentioned the following:

1. President Transue met with Mike Mirra, Executive Director of the Tacoma Housing Authority, to discuss a possible collaboration between TCC and THA for student housing at TCC. It is part of THA's Education Project which, by providing housing, seeks to assist students succeed in school.
2. President Transue attended the October ACCT conference in Boston with Trustee Whang. She also attended the TACTC GISS conference in October.
3. The Multicultural Advisory Council had a good meeting on September 19. An outcome of the meeting was that a subcommittee has been formed, led by MAC Chair Jayasri Ghosh, to discuss future MAC meetings, how we can make them more productive, and how we can better engage our community members.
4. On September 20 we held our Peace Monument dedication.
5. President Transue met with Ron Langrell, President of Bates Technical College, on September 21 for a discussion and a tour.
6. Denny Heck, who is running for US Representative of the 10th District, met with President Transue on September 24 to discuss educational issues.
7. In early October, President Transue made a presentation at COMBASE in Arkansas.
8. On Oct. 15, Trustee Dennis, Mary Chikwinya and President Transue met with DSHS Secretary Robin Williams, and Asst. Secretary David Stillman, as well as Rep. Larry Seaquist, to discuss a DSHS "opportunity center" program similar to one currently in place at North Seattle Community College. The Center would assist students with issues such as the food stamp program and counseling. Rep. Seaquist plans to submit legislation to propose establishing Opportunity Centers on every community and technical college campus beginning with TCC.
9. The Washington Center for Nursing has received \$300,000 for the Academic Progression in Nursing grant from the Robert Wood Johnson Foundation. Nancy Novak described what that means for nursing education in the state of Washington.
10. President Transue provided copies of several articles:
 - TCC Art Gallery Juried Local Art Exhibition.
 - *News Tribune* op ed piece that Trustee Dunbar wrote on immigrants, the difficulties they face, and how our laws need to change to address those issues.
 - An article in the *Business Examiner* on the Harned Center for Health Careers and the benefits it will bring to health education.
 - An article, in the *Tacoma Weekly* on the dedication of our Peace Pole. It has been heartening to see faculty bringing their classes to the Peace Pole and to see many students gathering there throughout the day.

2. Faculty Report- Dave Howard, Faculty Union Representative:

- Thanked President Transue for her kind comments about Marilyn Walton.
- Announced that adjunct faculty member Anna Gorman passed away.
- Expressed appreciation for the sensitivity of Shawn Jennison when he sent out the all campus email about Marilyn Walton.
- A faculty retreat was held at the Pt. Defiance Zoo and it was a great event that everyone enjoyed. He thanked executive staff who attended.
- He thanked the Foundation for the faculty reception they put on in the Japanese Garden and stated that it was well received.
- He thanked Kim Ward and Val Robertson for their use and acknowledgement of HD101 as a key component in their projects.
- There was an article in the *News Tribune* regarding retention of students and success. He remarked that TCC has quality counselors and faculty that help in this effort.
- Dave asked the Board to consider keeping funding for Professional Activity Units in order to recruit and retain excellent faculty.

3. **Classified Staff Report— Evelyn Tompkins**, Chair of the Classified Staff Council:
 - CSO had a successful fall kickoff with 48 people. **Have been talking about speakers for the breakaway.**
 - Evelyn read a letter from Angie Simpson, WFSE representative, who thanked President Transue and Executive Staff for mitigating the 3% wage reduction by finding creative ways to offer the opportunity of further training, and for restoring some Classified Staff positions.
4. **Associated Students Report – EJ Iglesias**, Student Body President:
 - There are many new members on the Student Life team.
 - He attended a conference in Wenatchee and had the opportunity to network with other students.
 - He reported on different events that have been held on campus.
 - Student Government has planned the theater grand “re-opening” event and they will be sending out information on it.
 - They have been working on voter registration. Tonight they are holding “pizza and politics” where they will show the Presidential debate and then hold a discussion on it.
 - The students held a blood drive. They now have blood drive vans located in different locations on campus.

Trustee Whang suggested that Fright Night would be good event to which to invite alumni and their children.

5. **TCC Foundation Report – Pat Shuman**, President of the Foundation:
 - The Foundation held a Board retreat in September, and Pat shared the Foundation's new mission statement: The Tacoma Community College Foundation inspires investment in student success.
 - Bill Ryberg and Pat have met with all Foundation Board members and each one has committed to meeting Foundation goals.
 - The Primo Grill auction event was very successful, raising \$22,000 for art scholarships (twice as much as last year).
 - Nov. 6 is the Scholarship Recipient and Donor dinner.
 - The Foundation is holding its first annual fundraising luncheon in the Student Center on February 8. Pat encouraged everyone to invite people to attend.

VII. PUBLIC COMMENTS/REMARKS
None.

VIII. EXECUTIVE SESSION

At 6:30 p.m. Chair Wright announced that the Board would adjourn into Executive Session for approximately one hour for consultation with legal counsel regarding agency enforcement actions and employee performance. Action was expected to be taken as a result of the Executive Session.

At 7:12 p.m. the Board reconvened to open public meeting.

Action Item:

This past summer 2012, Dr. Pamela Transue brought to the Board's attention her intention to retire. In the interest of retaining Dr. Transue, the Board would like to grant her a salary increase of \$10,000 for the year 2012-2013, which will be deferred and payable on June 30, 2013. Dr. Transue would receive a second salary increase of \$10,000 for the year 2013-2014, which will be deferred and payable on June 30, 2014.

MOTION: Upon a motion by Board member **Whang**, the Board unanimously approved granting Dr. Transue a salary increase of \$10,000 for the year 2012-2013, which will be deferred and payable on June 30, 2013, and giving Dr. Transue a second salary increase of \$10,000 for the year 2013-2014, which will be deferred and payable on June 30, 2014.

IX. REMARKS
None.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:17 p.m.

Chad Wright, Chair