

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

**MINUTES**

**Board Members**

Chad Wright, Chair  
Liz Dunbar, Vice 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	Rachel Payne
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	Annemarie Martin
Steve Ashpole	Nermalyn Edwards
Simba Change	Judy Colarusso
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 date for the Public Hearing on the revision of the Washington Administrative Code Chapter 132V-116, Parking and Traffic Rules and Revisions, has been changed from the November 14 Gig Harbor Campus meeting to the October 22 Board meeting at the Tacoma Campus.

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

**A. Approval of Minutes for the June 13 Regular Meeting, June 28 Retreat, and the August 23 Retreat.**

**MOTION:** Upon a motion by Board member **Dennis**, the board unanimously approved the minutes of the June 13 Regular Meeting, June 28 Retreat, and the August 23 Retreat.

**C. Introductions**

**Mary Chikwinya**, Vice President of Student Services, introduced **Shawn Jennison**, Director of Marketing. **Scott Marsh**, Director of Institutional Effectiveness, introduced **Kelley Cadman**, Program Director of Institutional Research. **Silvia Barajas**, Vice President of Administrative Services, introduced **Elizabeth Hyun**, Capital Projects Manager. President Transue introduced **Evelyn Tompkins**, Chair of the Classified Staff Council.

**D. Correspondence**

President Transue shared a letter from Achieving the Dream regarding the annual report we submitted. Overall, it was a very positive letter citing our areas of strength, but included some recommendations that we are already resolving.

**E. Board Report**

Trustees reported on their activities:

- Trustee Dunbar attended the September 6 Harned Center for Health Careers lunch and groundbreaking, the summer Board retreats in June and August, and the Pierce County Coordinating Council (PCCC) meeting.
- Trustee Ryan also attended the groundbreaking events, retreats, and PCCC.
- Trustee Dennis attended the retreats and has set up an October 15 campus meeting with President Transue and DSHS to discuss how DSHS can assist our students by having their staff on campus.
- Chair Wright attended the retreats and has been active with the Foundation Board.

### III. PRESENTATION

#### Harned Center for Health Careers Progress Report

Clint Steele and Elizabeth Hyun provided an update including a power point on the Harned Center for Health Careers. As reported earlier, the groundbreaking event was September 6. There are 150 geothermal wells being dug. We have relocated utilities, data communication lines, storm water vault, etc. We have also fixed the 19<sup>th</sup> Street entrance to campus as required by the City.

President Transue introduced Simba Change, 2012-13 Student Body Vice President for Finance, who is reporting today in place of EJ Iglesias, Student Body President.

### IV. ACTION ITEMS

#### A. Approve: Board of Trustees 2012-13 Committee Appointments

The following are the recommended 2012-13 Board of Trustees Committee appointments:

TACTC Legislative Action Committee:	Don Dennis primary, Bob Ryan secondary
TCC Legislative Task Force:	Don Dennis, Chair
TCC Foundation Board:	Chad Wright
Pierce County Coordinating Council:	Bob Ryan, Liz Dunbar
PCCC/UWT:	Fred Whang
ACCT Voting Delegate:	Fred Whang
TCC Art Committee:	Chad Wright
Multicultural Advisory Council:	All Trustees

**MOTION:** Upon a motion by Board member **Dennis**, the Board unanimously approved the Board of Trustees Committee appointments for 2012-13.

### V. NON-ACTION ITEMS

#### A. Pathway to Completion: Basic Skills Students: Acceleration Strategies

**Scott Marsh**, Director of Institutional Effectiveness, pointed out that the Pathway to Completion is the way we give ourselves a common framework and language in talking about the many ways we advance student success. The Pathway framework is similar to the framework of the Student Achievement Initiative. It measures different points along the continuum of students from entry to completion.

**Kim Ward**, Associate Dean of Transitional Studies, discussed the pre-college area and basic skills students. The goal now is to help our students develop a mindset that they are on that pathway and can develop milestones. The Basic Skills program has refocused the curriculum with the emphasis now on completion of college. We have worked with Developmental Math and English programs to create clear pathways, allowing students to bypass as much developmental work as possible. We have increased the rigor and expectations of students. Kim stated that many students don't see themselves as college material, and we are working hard to change that misconception. In the past few years, faculty members have participated in aligning their courses with this program and have worked to make sure the pathways are seamless. As an example of how Basic Skills is successful, Kim shared the story of Ani whose journey through Basic Skills is helping her get her high school degree in Fall 2012 and transferring to Evergreen State College in Winter/Spring 2013.

#### B. Year-End Financial Report

**Silvia Barajas**, Vice President of Administrative Services, provided the year-end financial report which ended June 30, 2012. Some of the highlights she pointed out were:

- TCC ended with 5.2% more than the adopted budget. The majority of the increase is due to the State Board giving us back money to pay for restricted fees.
- In local revenue, we exceeded projected revenue by 30%.
- Under expenses, we overspent by 9.6%, due in large part to hiring more adjunct faculty to accommodate excess enrollment.
- We ended the year with \$2.28M in operating income added to our reserves and have a healthy balance to address unexpected expenses.
- We did well for the year.

#### C. 2011-12 Operational Plan Outcomes

**Scott Marsh** reminded the Board that the Operational Plan directly supports the fulfillment of our mission. The Executive Staff and campus have worked together to establish annual priorities and strategies linked to each Core Theme (Create Learning, Achieve Equity, Engage Community). Scott

provided a copy of the final report of the 2011-12 Operational Plan. Brief examples of operational plan outcomes were provided as follows:

- Create Learning: **David Endicott**, Dean of Arts, Humanities and Social Services, explained the outcome of the third strategy (redesign developmental studies with new curricular model) of the second priority (invest in innovation and curricula designed to improve student achievement). We have completed our first year of redesign. Preliminary data indicates students are completing development sequence faster and are taking significantly fewer credits. Additionally, data indicates that completion rates in the developmental courses increased slightly during the first year, and student success rates in English 101 for students transitioning from developmental education are slightly better as well. **Kelley Cadman** provided statistics on successful completion rates. Fall quarter shows amazing success rates, but Spring quarter rates weren't as good. They are looking into why that is and why some students aren't as successful as others.
- Achieve Equity: **Kim Ward** explained the outcome of the third strategy (increase IBEST programs) of the second priority (increase access and completion rates for diverse populations in programs that lead to higher wage employment). We added a second level certificate to the developmental education IBEST pilot. Eight students from the first year pilot continued in the Medical Registration and Admissions Specialist Program.
- Engage Community: **Clint Steele**, Director of Facilities and Capital Projects, discussed the third priority (enhance attractive, accessible and easy-to-navigate physical and virtual environments) and reported on the signage improvements. He mentioned that it is hoped that kiosks will be in place by next spring.

#### D. Strategic Plan Investment Projects

Clint Steele and **Elizabeth Hyun** provided a power point presentation on the many projects that have occurred this past year. Clint remarked that Elizabeth has been a great help since arriving here two months ago.

## VI. REPORTS

### 1. Administrative Report

**President Transue** mentioned the following:

- The Governor reappointed Bob Ryan to the Board through June 30, 2017.
- On Sept. 6 we celebrated Joe Harned's 95<sup>th</sup> birthday with a luncheon that was attended by several of Joe's friends and family. The luncheon was followed by the Harned Center for Health Careers Groundbreaking, and there was a large turnout from the community and our faculty and staff. Speakers included Trustee Dunbar, Senator Derek Kilmer, Veronica Marohn, Governor Gregoire's South Puget Sound Representative, and Liz Jacks, Principal with the architectural firm, NBBJ. The President thanked Bill Ryberg, Shawn Jennison, Jody Matthews, and Foundation staff for doing such a spectacular job.
- The 15<sup>th</sup> annual Gig Harbor Garden Tour was a great success. This tour and auction support literacy efforts in the Gig Harbor and Key Peninsula communities, including Adult Basic Skills classes run through the Gig Harbor campus.
- Classified Staff generously purchased 250 messenger bags as a contribution to the incoming College Bound students this September as one of the many tools for success this program will provide to them. They also purchased ten additional sets of graduation caps and gowns. All these items came to a total of \$1,600 toward student success.
- The Athletics Golf Tournament was a success with a large turnout of about 21 foursomes and 15 sponsors. We were able to raise approximately \$7,500 for scholarships.
- We had a big jump in enrollment over the past week as we opened new sections in response to demand. Fall quarter enrollment is up 7.7% over last fall quarter. This comes at a time when other community colleges statewide are experiencing a decline in enrollment (only 2 of 34 are up).
- The August 31 edition of *The News Tribune* carried an article about TCC and the fact that our Math 85 textbook had a picture of the Space Needle on the cover. The reporter seemed to think that TCC was showing disrespect for Tacoma and trying to link itself with Seattle. This was an East Coast publishing company decision and we weren't aware of it until we received the books. Our other math books do have pictures of the Glass Museum.

- The week of September 17 is busy with the faculty retreat and Professional Development Days. The President will be giving her fall quarter remarks on Friday, Sept. 21 at 11:00 followed by an all campus luncheon.
- The ACCT Congress is coming up on October 8 in Boston and Trustee Whang is attending along with President Transue.
- We will be following up on suggestions made by Board members at the retreat. During presentations to the Board, we will try to ensure that the context for various reports is clearer by articulating the connection with our mission, strategic plan, and/or operational plan or with the accreditation process. In support of that effort, all agendas for Board meetings will include the TCC mission statement and the Board's mission and vision statement. We will also ask presenters to keep that in mind in planning their presentations.

The Board would also like more information on job placement and transfer for four-year programs. We will incorporate that information into our Pathway to Completion model and will include it in our June report. We are hoping that Trustee Dunbar may be able to help us with access to Employment Security Data for our graduates.

The Board also requested a presentation on future scenarios with regard to trends, demographics, finances, open learning, mobile learning, social media, self-paced learning, etc., so we will make that the key topic for our January 24 retreat.

Finally, the Board requested a presentation on "Building TCC's Alumni Base," and that has been scheduled for October.

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

- Dave acknowledged the hard work over the summer by executive leadership, support staff, and faculty.
- He is proud to be a part of such dedicated teachers.
- The faculty retreat on September 17 will be at Pt. Defiance Zoo.
- One of the professional development opportunities for faculty at Professional Development Days is enhancing critical thinking skills.
- There are 14 new faculty members.
- He is excited about the new developmental education model.

**3. Classified Staff Report— Evelyn Tompkins, Chair of the Classified Staff Council:**

- Classified Staff have held two meetings.
- May 17, 2013 is the date selected for the 2013 Classified Staff Breakaway at Pt. Defiance Zoo.
- Twelve Classified Staff members attended STTAACC.
- The Council is considering having more training this year.
- Next Thursday there will be a fall kickoff meeting in the Senate Room at 2:30 for Classified Staff to learn how to apply for professional development funds and to take a survey on what type of training opportunities they would like to see offered.

**4. Associated Students Report – Simba Change, Student Body Vice President of Finance, sat in for EJ Iglesias. He expressed his excitement to have the opportunity to be the student voice to the Board and Students.**

**5. TCC Foundation Report – Pat Shuman, President of the Foundation:**

- The Harned Center for Health Careers' groundbreaking was wonderful. Pat applauded the collaboration between the Foundation and the Marketing Division in putting on such a successful event.
- The Foundation has been recruiting potential board members and has added three: Mr. Theron Meier, Mr. Rob Lenza, and former Foundation Board member Dorothy Lewis is returning. The Board hopes to recruit additional members soon.
- The Board is holding a retreat on September 25. Working with facilitator Susan Howlett, members will work together to reaffirm the Board's mission and goals.
- The plans for this year include the continuance of house parties, some of which will be held on campus.
- The Foundation is hosting a reception for faculty on September 18. Other plans are being considered for inclusion of faculty and staff.
- There will be a fundraising luncheon on campus on Feb. 8. Pat invited everyone to host a table and invite people to this event where they plan to raise funds for scholarships.

- The Foundation is pleased to be included in TCC's Operational Plan this year which affirms that the Foundation is a vital partner in achieving success for the college.
- The Primo Grill art auction to raise scholarship funds for art students is being held on October 17.

**VII. PUBLIC COMMENTS/REMARKS**

None.

**VIII. EXECUTIVE SESSION**

At 5:50 p.m. Chair Wright announced that the Board would adjourn into Executive Session for approximately 1 hour for consultation with legal counsel regarding agency enforcement actions. No action was expected to be taken as a result of the Executive Session.

At 6:55 p.m. the Board reconvened to open public meeting.

**IX. REMARKS**

None.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:56 p.m.

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Chad Wright, Chair