

**Tacoma Community College
Board of Trustees Regular Meeting
January 14, 2015, 4:00 p.m.
Building 12 ~ College Room**

MINUTES

Board Members

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

Administration/Faculty/Staff/Guests

Pamela Transue	Tod Treat
Silvia Barajas	Rick Brady, AAG
Pat Shuman	Beau Jackson
Steve Ashpole	Angie Wheeler
Dolores Haugen	Shaun Henderson
James Newman	Shema Hanebutte
Natalie Wilkerson	Shawn Jennison
Charlie Crawford	Beth Brooks
Krista Fox	Jaleel Brown
Mecca Salahuddin	Scott Seely
Elizabeth Hyun	Rachel Payne
Julie Benson	Kim Ward
Val Robertson	Jim Lampman
Victoria Ichungwa	Tory Larsen
Xavier Unda	Emi Tauanuu
Bruce Simonetti	Judy Colarusso
Cathie Bitz	

I. CALL TO ORDER

Vice Chair Ryan 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 submitted.

B. Approval of Minutes for the December 2, 3, 4, 5, 12 and 17 Special Meetings, and the December 10 Regular Meeting.

MOTION: Upon a motion by Board member **Ryan**, the board unanimously approved the minutes of the December 2, 3, 4, 5, 12 and 17 Special Meetings, and the December 10 Regular Meeting.

C. Introductions

Vice President **Silvia Barajas** introduced **Bruce Simonetti**, newly hired Facilities Manager. Val Robertson introduced Tory Larsen, Americorps Representative and Veterans Peer Coordinator.

D. Correspondence

None.

E. Board Report

- Chair Dunbar announced that the February 6 Board Retreat has been cancelled. The Trustees will wait until the June retreat to address issues when the new president and trustee are here. She also mentioned that at last year's summer retreat, the Trustees requested that a mid-year evaluation of their goals be conducted. Cathie Bitz will be sending them a survey to fill out on our successes and areas that need improvement and the Trustees are to return them to her so she can compile the responses for discussion.
- All Trustees attended the retirement reception for President Transue and stated that it was a great event.
- Trustee Dennis and Janine Mott put together a successful legislative sendoff session at the Gig Harbor Campus. Trustee Ryan attended.

III. PRESENTATION

Student Voice

Shema Hanebutte introduced SPRUCE student Emi Tauanuu who shared information on his background and told about the wonderful experiences he has had at TCC. Shema also introduced Scott Seeley from Metropolitan Development Council and Xaviar Unda who is assisting with the Education to Employment Navigator Project.

IV. ACTION ITEMS

A. Approve: Elimination of Commencement fee

MOTION: Upon a motion by Board member **Dennis**, the Board unanimously approved the elimination of the \$10.50 commencement fee.

B. Approve for Study: Stormwater Retention

The Campus Master Plan includes a comprehensive campus-wide approach to stormwater management. The area identified for the regional stormwater facility is the eastern side of the campus. TCC's contribution to the regional detention system would be an easement to the city for construction and maintenance of a regional system. In return for this easement, the college would receive a credit for stormwater detention for future buildings. If the regional stormwater detention is built, savings to the college will be about \$160,000 to \$375,000 per project. The current projects identified in the master plan would result in a total savings of \$1,800,000.

During the winter, geotechnical studies will be conducted on the site to ensure that the area can sustain a regional stormwater facility. Once the studies are concluded, the following will be agreed to:

1. Design of the water retention site which will include input from the college, with the college giving final approval of the design.
2. The city will be responsible for the maintenance of the water retention facility and any associated future liability including contamination.
3. Faculty will have access to the site to conduct teaching.

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved for study the following:

1. Authorizing the college to work with the City of Tacoma to draft language for an easement that includes:
 - Design of the water retention site which will include input from the college, with the college giving final approval of the design;
 - The city will be responsible for the maintenance of the water retention facility and any associated future liability including contamination.
 - Faculty will have access to the site to conduct teaching.
2. Establishment of a campus committee composed of faculty and staff, the Capital Projects Manager, the Director of Facilities and Capital Projects, and the Vice President for Administrative Services to work with the City of Tacoma on a proposed design for consideration by the Board of Trustees in the May/June 2015 timeframe.

V. NON-ACTION ITEMS

A. Pathway to Completion: Career Coach

Shema Hanebutte explained that the Career Center is located in Building 7 and is centrally located next to advising, counseling, and other student services. She announced that this program is so good that it is being replicated across the college system.

We really want to focus on entry services for students and work with them as soon as they come in the door to make certain they are on their correct career pathways. We researched what we have and found ways to improve the program, and it now dovetails well with our Pathway to Completion.

Shema introduced **Natalie Wilkerson**, Career Center Coordinator. Natalie stated that we have interwoven the Pathway to Completion with our career center which is now in its second year. We want to be proactive in our entry services to ensure our students are successful on their pathway.

The first step is to assist undecided students in making well thought out and educated career choices (providing orientation and getting students connected to Career choices and the WOIS/Career Information System). Natalie gave a demonstration of the TCC Career Coach website. This is a great

marketing tool and is accessible from the portal and different areas of study (there have been 3,000 hits so far). The Career Center also works with pre-college students, ABE, and the Madison Center. Information is also embedded in the HD101 and HD105 classes. Another important pathway is the Gateway courses such as the Health Careers programs.

The Center helps develop interview skills, resume workshops, job search skills, internship opportunities, and application assistance. For completion, they do mock interviews, business etiquette lunch, LinkedIn, and a Career Coach Job Search. Natalie mentioned that the *Seattle Times* did an article about this program.

B. IPEDS Data Report

Victoria Ichungwa, Research Associate, explained the Integrated Postsecondary Education Data System (IPEDS) report recently received. IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. It collects data on student enrollment, graduation rates, program completions, faculty and staff, finances, institutional prices, and student financial aid.

This is the first report that reflects the cohort that TCC chose itself (29 institutions, nine of which are in Washington). We will now be able to look at facts compared to equal peer groups and we can see where there are gaps. This report shows how we compare to these peers on a national level in various areas.

The IPEDS Cohort does not account for all our students. It accounts for only full-time, first-time degree/certificate-seeking students, so students like those who began part-time or who already attended another postsecondary institution are excluded. TCC has a lower total unduplicated headcount and part-time fall enrollment than peers' median, but higher total FTE and full-time fall enrollment. One explanation for a higher total FTE enrollment than the full-time enrollment is that our full-time students are taking more than a full-time load. Tod mentioned that less than one in five of our students are counted, and that is not unusual. They are beginning to recognize some of our part-time students in the data, and we have to pay attention to that.

Victoria showed where the report is posted on the portal under external reports and links. We want to be transparent so all can see the reports for the last three years.

C. 50th Anniversary Update

Shawn Jennison passed out the 50th anniversary events timeline. On display was a large replica of a 50th anniversary cake that will be positioned in different departments and community events over the next year, and Shawn provided a copy of the "cake schedule." He provided a list of all the events planned and mentioned what has been accomplished to date (banners, birthday cake, TCC narrative, etc.). Promotional items have been designed, and we are promoting our anniversary in the Bulletin and on the website. A documentary is close to being completed. A subcommittee chaired by Foundation President Pat Shuman has been formed to produce a community event in the fall, the goal of which is to bring people to campus and showcase some of our programs and facilities, and to create fun activities. We have submitted an application to the Washington History Museum to have a display of TCC historical items, provide opportunities for people who attend to share their stories about TCC, and to host small receptions. The Art Gallery is displaying art by our faculty, and the Foundation is launching a "50 for 50" campaign. Dale Coleman wrote "The Open Door: A History of Tacoma Community College," and there will be an eBook launch party on Jan. 22 from 12:30-1:30 in the Senate Room of Building 11. The eBook will also be available in multiple formats on the 50th anniversary website.

VI. REPORTS

A. Classified Staff Report—

No report.

B. Associated Students Report – Beau Jackson, Student Body President:

- Beau announced that we have hired Edwina Fui as the new Student Life and Activities Program assistant.
- On January 8 students had a winter quarter kickoff with activities, food and music.
- On January 15 the Artists & Lectures series will present Barry Scott who will be giving a presentation on Martin Luther King.
- The new student VP of Finance is Vichita Muny.
- Beau Mentioned that Tory Larsen is a great hire and is constantly working with our students.

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

- The Reach Higher Luncheon is Feb. 5 and we already have about 135 confirmed guests (the goal is 200). Dr. Sheila Ruhland, incoming TCC President, will be the keynote speaker.
- The Foundation Board has set a goal this year of raising \$50,000 in new money for scholarships. The Directors have each committed to bringing in one new donor to assist in this effort.
- Thanks to the efforts of Jennifer Olson-Rudenko, we were able to procure wonderful art from artist Ron Hinson who is closing his studio and wanted to donate some of his art. We received four beautiful pieces that have been installed in the Harned Center.

D. Administrative Report - President Transue:

- President Transue thanked Trustee Dennis and Janine Mott for putting together the successful Gig Harbor legislative sendoff.
- She thanked to Foundation President Shuman and Jennifer Olson-Rudenko for their efforts in procuring and installing the artwork for the Harned Center. We've received several comments about the beauty of the art and how well it fits in the center.
- The House Democratic Caucus voted to appoint Derek Kilmer to the House Appropriations committee.
- A copy of the latest "Archive News" was provided to the Board that includes old articles from the campus newspaper which years ago was called "Campus Reporter."
- We were able to raise the 12th man flag for the Seahawks playoffs and had an excellent turnout of faculty, staff, and children from our Early Learning Center.

E. Faculty Report—

None.

VII. PUBLIC COMMENT/REMARKS

None.

VIII. EXECUTIVE SESSION

At 5:11 p.m. Chair Dunbar announced that the Board would adjourn into Executive Session for approximately 15 minutes for consultation with legal counsel regarding employee performance. No action was expected to be taken as a result of the Executive Session.

At 5:23 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:24 p.m.

Liz Dunbar, Chair