

**Tacoma Community College  
Board of Trustees Regular Meeting  
January 16, 2013, 4:00 p.m.  
Tacoma Community College  
Building 12 ~ College Room**

**MINUTES**

**Board Members**

Chad Wright  
Liz Dunbar  
Bob Ryan  
Fred Whang  
Don Dennis

**Administration/Faculty/Staff/Guests**

Pamela Transue	Mary Chikwinya
Tim Stokes	Silvia Barajas
Pat Shuman	Anne Shaw
Evelyn Tompkins	Dave Howard
Scott Marsh	EJ Iglesias
Jackie Gorman	David Endicott
Charlie Crawford	Kim Ward
Clint Steele	Elizabeth Hyun
Mike Flodin	James Newman
Steve Ashpole	Leanne Foster
Shawn Jennison	Nancy Novak
Janine Mott	Rachel Payne
Sharon Winters	Susan Englebrecht
Andrew Cho	Lisa Williams
Krista Fox	Gayle Pierce
Trisha Woods	Carrie Prudente-Holden
Ryan Lee	Mark Linder
Rich Woodard	Sarah LeCompte
Kelley Cadman	Sean VanDommelen
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**

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

**B. Approval of Minutes for the December 6, 2012 Regular Meeting.**

**MOTION:** Upon a motion by Board member **Dennis**, the board unanimously approved the minutes of the December 6 Regular Meeting.

**C. Introductions –**

**President Transue** announced that this would be Executive Vice President Tim Stokes' last meeting since he has accepted the position of President at South Puget Sound Community College. Scott Marsh will assume the position of Interim Vice President for Instruction. Chair **Wright** expressed his appreciation for the work Tim has done and the contributions he has made, and the other Trustees agreed. President Transue then introduced Krista Fox, Dean for Health, Business & Professional Services, and James Newman, Director for International Programs.

**D. Correspondence**

A letter was received from former faculty member Mike Towey expressing his appreciation for being granted Faculty Emeritus status. He also thanked the President, Trustees, and Dr. Stokes for their outstanding leadership.

**E. Board Report**

- Trustee Dennis, President Transue and Dan Small attended several meetings with legislators. He attended the December Pierce County Coordinating Council (PCCC) breakfast with legislators, and reported that meetings of the Legislative Task Force have begun. The legislative kickoff at the Gig Harbor Campus was very successful with 130 attendees, including many dignitaries. Next week he is meeting with Rep. Larry Seaquist and members from the Committee on Higher Education, as well as the Association of Washington Business. He will also be attending the TACTC conference in Olympia.

- Trustee Ryan chaired the PCCC legislative breakfast meeting which he reported was very effective, and he also attended the Holiday Luncheon.
- Vice Chair Dunbar attended the PCCC meeting and the Holiday Luncheon where she enjoyed giving out years of service awards. She has been meeting with legislators on a variety of topics including TCC's concerns. In February she will be attending the Association of Community College Trustees (ACCT) legislative conference in Washington, DC.
- Trustee Whang attended PCCC and will be attending the TACTC Conference in Olympia and the ACCT conference in Washington, DC.
- Chair Wright is on the Artists Selection Committee and they held a meeting to begin the process of selecting artists for the new Harned Center for Health Careers. He has attended Foundation Board meetings and everything is going well there. The Foundation is hosting its first annual fundraising luncheon on February 8 and Trustees Wright and Dunbar are each hosting a table. He is also attending the ACCT conference.

### III. PRESENTATION

#### Student Voice

**Annalee Rothenberg**, Program Chair and Instructor of Accounting Programs, introduced a panel of business leaders and the interns they hired from TCC:

- Rich Woodard, Department of Social and Health Services, with intern Lisa Williams
- Gayle Pierce, Woodstock Media, with intern Ryan Lee
- Carrie Prudente-Holden, Boys & Girls Club, with intern Trisha Woods
- TCC Intern Susan Engelbrecht and previous TCC intern Sarah LeCompte.

Annalee explained the process of the internship program and then introduced Leanne Foster, Assistant Director of Operations in Human Resources and Intern Supervisor. There are two tracks a student can follow: 1) transfer, or 2) Professional/Technical. There are certain mandates from the State of Washington and one is that we have advisory committees that design our curriculum. In the Accounting Program, we must have an internship program for students because it provides not just an education, but work experience as well. The program is also valuable because internships offer a transition period.

The employers on the panel discussed the attributes of each of their interns:

- Gayle Pierce remarked that Ryan is a valuable asset to their organization. His skills are impressive, he is a quick learner and multitasks well, and his coming from TCC made his resume stand out from others.
- Carrie Holden stated that Trisha wears many hats. She exemplifies having a solid handle on accounting skills and can transfer what she has learned into the operations side. She also has a commitment to their mission and has brought focus and dedication.
- Rich Woodard said that Lisa just started her internship but he is confident she will do well. He brought in two interns last March and put them into positions where they could learn and understand the basics of each aspect of accounting. An intern he hired in August is being promoted because of the skills he learned at TCC. He is pleased with the TCC internship program and believes it to be a valuable asset to DSHS and the community. He hopes to hire one of our interns into a permanent position.

The students were then asked what skills benefitted them the most. Their responses were:

- All of the TCC classes were applicable.
- Overall knowledge base and extreme computer skills.
- Payroll class.
- Computer skills.
- The overall experience and the daily work with accounting.

Discussion was held on placement opportunities and Annalee stated that we are always seeking new employers and are working with the Career Center to grow the internship program.

Board Chair Wright thanked the panel, Annalee and Leanne for attending and providing us with this positive report on our internship program.

#### Trip To Myanmar/Burma

**Andrew Cho**, Sociology Instructor, had the opportunity to go to Burma for a basketball clinic and shared with the Board pictures of his trip. He briefly mentioned issues such as a small reduction of the military dictatorship, prices that have gone up there due to the influx of tourists, and sociological movements. He mentioned how what he did there is also pertinent to his classes here.

**Board retreat**

The Board reviewed the agenda for the Board Retreat and had no changes.

**IV. ACTION ITEMS**

**A. Approve for Study: Washington Administrative Code Revision Adopt: Chapter 132V-123 – Final Course Grade Appeal Process**

In 2011-12, Deans Pat Brown and David Endicott, as well as several representatives from Instructional Council and Student Services Council, reviewed and revised WAC Chapter 132V-123 pertaining to Final Course Grade Appeal. No significant changes were made beyond making the process more manageable and navigable for students. The steps and timelines were clarified, as well as who should be included in the conversations and informed of the decisions at each step of the process.

- The process is reorganized into well-defined sections which make clear to students, TCC faculty and staff what the steps are and the timelines for each step.
- Definitions of terms precedes the process, adding clarity to the process elements.
- Clarifies appeal time period for spring quarter grades.
- Emphasizes the student's obligation to attempt to resolve at the course faculty level.
- Provides identification of next responsible faculty/staff member when other than the program/department Chair or appropriate Dean.
- Delineates specific actions by the hearing committee, if convened, and states there will be Findings of Fact.

Trustee **Whang** asked that clarification be provided in timing for WAC 132V-123-020, Informal Resolution 1(a). Scott Marsh will follow up on this with Assistant Attorney General Anne Shaw.

**MOTION:** Upon a motion by Board member **Ryan**, the board unanimously approved for study the revisions of WAC 132V-123, Final Course Grade Appeal Process. There is a public hearing scheduled for February 20, 2013, at the Tacoma Community College Campus.

**B. Approve: Operational Plan Implementation: Rebuild Elevator, Building 16**

**MOTION:** Upon a motion by Board member **Dennis**, the board unanimously approved the operational plan implementation and expenditure of up to \$150,000 from above the required reserve to rebuild the elevator in Building 16.

**C. Approve: Trustee Plaza Construction Design Funding**

**MOTION:** Upon a motion by Board member **Ryan**, the board unanimously approved the expenditure of \$70,920 from above the required reserve for the funding of the Trustee Plaza construction design.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Quantitative Points and New Student Achievement Initiative Measures**  
**Scott Marsh**, Director of Institutional Effectiveness, and **Kelley Cadman**, Program Director of Institutional Research, provided a powerpoint presentation on Quantitative Points and the new Student Achievement Measures.

**Mike Flodin**, Dean for Math, Science and Engineering, provided a brief background on quantitative points and provided data specific to TCC. In conjunction with the Student Achievement project, one of the important points is that students earn a momentum point when they meet their math requirement toward their Associates Degree, so it is a quantitative point rather than a math requirement. Why do we have quantitative skills points but no points in other disciplines? It's basically because students have a difficult time with math and it creates a major barrier to success. Completing math is a large factor in determining if students move through to get a degree.

The data shows that TCC has done very well with the total points we've earned. We continue to go up (although it leveled off somewhat last year). Our total points are closely tied to enrollment. SBCTC is about to make a major change to the Student Achievement Initiative to go to a hybrid system where they also look at points per student so students can successfully move through faster and better.

**B. Accreditation: NLNAC Nursing Accreditation**

**Tim Stokes**, Executive Vice President of Academic and Students Services, reported that we recently had a visit by the National League for Nursing Accreditation Commission (NLNAC). The Commission

commented that TCC has a well-respected nursing program and they were very impressed with the program and Nancy Novak. They did have two recommendations. Tim explained one recommendation:

- Since our program has doubled in size, we do not have a good student/faculty ratio or enough support staff to support program outcomes, two of our faculty members do not have a Masters in Nursing, and Nancy has a much heavier workload.

Nancy and Scott have come up with a comprehensive plan to address the recommendations and have forwarded to Executive Staff for consideration.

### C. Legislative Report

**President Transue** reported that:

- The legislature began its 105 day session on January 14. Key items will be to develop and approve the 2013-15 state operating and capital budgets. They will start with about a \$2 billion shortfall – nearly \$1 billion short in revenue and another \$1 billion is required to meet the Supreme Court mandate to provide full funding of K-12 education through the recent McCleary decision.
- Trustee Dennis organized a very successful “send-off” event for Gig Harbor area legislators on January 11.
- Rep. Larry Seaquist continues his role on the House Higher Education Committee which we hope will be beneficial to us. TCC students and Dan Small met with Rep. Seaquist to talk about community college issues.
- We believe tuition maybe an important issue.
- Trustee Dennis, Dan Small and President Transue have been meeting with legislators to discuss major priorities for the year, one of which is to discontinue the 3% classified staff salary reduction and to improve salaries for all faculty and staff, although that will be an uphill battle.
- The Legislative Task Force continues to meet and members are sharing information with the campus, encouraging them to get involved.

### D. Harned Center for Health Careers Update

**Silvia Barajas**, Vice President for Administrative Services, said great progress is being made on the Harned Center for Health Careers. The Art Selection Committee has met and hopes to select an artist in February. They’ve narrowed down the list from 100 artists to four and hope to bring artwork to the June Board meeting. Clint Steele, Capital Projects Manager, gave a power point presentation on the timeline and progress of the construction and mentioned that there is a lot of behind-the-scenes work such as furniture selection. The project is scheduled to be completed in August 2014, but we hope to have it done a month or two earlier.

## VI. REPORTS

### A. Administrative Report

**President Transue** mentioned the following:

1. We are back now and gearing up for 2013. Changes such as the building of the Harned Center for Health Careers and the continued improvements in our programs and campus are all things to be optimistic about. President Transue mentioned that Trustee Whang’s tenure on the board will be up in September. She stated, and all agreed, that he will be very missed and very difficult to replace.
2. On January 11 President Transue took Joe Harned to lunch at Joeseppi’s to thank him for his second \$1 million pledge payment toward the Health Center. Bill Ryberg, Paul Hartman, and David Sarno were there as well. Joe was presented with pictures of the construction progress of the Health Center and he was amazed at how fast it is going.
3. We are currently checking references of candidates for the Director of Human Resources position.
4. Financial aid processed 2,434 checks (\$4.6 million) by the last week of December which provided students the opportunity to purchase books and take care of other needs before the winter quarter began. The President acknowledged the Financial Aid division for their excellent work.

### B. Faculty Report- Dave Howard, Faculty Union Representative:

- Dave remarked on the shootings in New Town, Connecticut, and stated that the American Federation of Teachers has responded by sending counselors there at no charge. They are also supporting legislation to limit accessibility of guns.
- Dave has participated in many hiring committees and has enjoyed the experience. He is very grateful for the efforts of Silvia Barajas and Human Resources.

- He thanked the Foundation for the reception in the Art Gallery in December and for attending Instructional Council to share information about the Foundation. The faculty is very much behind the efforts of the Foundation.
- Dave mentioned the departure of Tim Stokes and stated that Tim brought many excellent ideas for our students and greatly increased participation in the faculty union meetings.

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

- A Classified Staff “suggestion box” meeting was held on December 19. Turnout was low but those that attended submitted some good suggestions.
- A January meeting is scheduled to continue plans for the Breakaway. They will create subcommittees to work on the various aspects of the retreat.

**D. Associated Students Report – EJ Iglesias, Student Body President:**

- EJ also complimented the Financial Aid staff for their efforts in getting out the checks to students in time for them to purchase necessities.
- He thanked Trustee Dennis for setting up the meeting with Rep. Seaquist and the student leadership team. Trustee Dennis will assist in setting up another meeting with Rep. Seaquist. It was suggested that, in order to raise awareness of students on legislative topics, they connect with legislators, the public, and local businesses. Social media, marketing and outreach will also help in that effort.
- Internships are a good way talk to businesses about hiring.
- A student rally is planned for February 1.
- A TCC student that worked on Senator Kilmer’s campaign was invited to attend the Presidential Inauguration.
- Student body officers are working on the budget.

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

- The reception in the Art Gallery for faculty, staff and donors was a good one with over 60 people in attendance.
- The end-of-year letter was sent out and this year’s results were stronger than last year’s. Pat attributes that to the year-long “fundraising.”
- To date, the fundraising luncheon has received sponsorship commitments totaling \$25,500. Bill Ryberg has been working very hard on this event. Pat thanked Trustees Dunbar and Wright for being table captains and filling their tables. We currently have approximately 200 guests attending but hope to get more. Pierce County Sheriff’s Spokesman Ed Troyer and District Attorney Mark Lindquist will lead the program.
- On January 14 Pat and Bill attended the Instructional Council meeting to talk about what the Foundation is doing and how the Foundation and faculty can form a partnership to work together.
- Rotary 8 is holding an auction in the spring. Each year they select one organization from those that submit proposals to be the beneficiary of their Raise the Paddle auction event. This year they selected TCC’s Harned Center for Health Careers. Trustee Dennis suggested we consider something similar with the Narrows Rotary.
- Trustee Dennis thanked Pat and Bill for attending the legislative reception in Gig Harbor.

**VII. PUBLIC COMMENTS/REMARKS**

None.

**VIII. EXECUTIVE SESSION**

At 5:55 p.m. Chair **Wright** announced that the Board would adjourn into Executive Session for approximately 15 minutes for consultation with legal counsel regarding agency enforcement actions. No action was expected to be taken as a result of the session.

At 6:12 p.m., the Board reconvened for open public meeting.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:13 p.m.

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Chad Wright, Vice Chair