

**Tacoma Community College  
Board of Trustees Regular Meeting  
April 16, 2014, 4:00 p.m.  
Tacoma Community College  
Building 12 ~ College Room**

**MINUTES**

**Board Members**

Chad Wright, Chair  
Gretchen Adams  
Don Dennis  
Bob Ryan

**Absent:**

Liz Dunbar, Vice Chair

**Administration/Faculty/Staff/Guests**

Pamela Transue	Sandra Reilley
Tod Treat	Anne Shaw, AAG
Silvia Barajas	Bill Ryberg
Angela Wheeler	Meg Estep Woolf
Mary Chikwinya	David Endicott
Dave Howard	Clint Steele
Jen Nagy	Kelley Sadler
Val Morgan-Krick	Dolores Haugen
Janine Mott	Chris Stancich
Kari Twogood	Rachel Payne
Steve Ashpole	Krista Fox
Olga Webstad	Victoria Ichungwa
Mary Ann Brummond	Jon Maes
Iulia Cheptea	Shema Hanebutte
Kim Matison	Rosemary Sterling
Beth Brooks	Elizabeth Hyun
Elizabeth Turnbow	Judy Colarusso
Cathie Bitz	

**I. CALL TO ORDER**

Chair **Wright** called the meeting to order at 4:00 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 March 12 Regular Meeting.**

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

**C. Introductions – none.**

**D. Correspondence** - A letter was received from the Washington Federation of State Employees requesting that Exempt Staff Union (representing 16 members) be allowed a standing report on the Board agendas. President Transue had discussed this subject with Board Chair Wright and it was agreed that the Board would discuss the request and the Union will be contacted about its decision.

**E. Board Report**

- Trustees Wright, Dennis and Dunbar attended the President's reception for Classified and Exempt Staff.
- Trustee Dennis has been in discussions with Rep. Larry Seaquist regarding signage in Gig Harbor. He has also been talking to Peninsula School District Superintendent Chuck Cuzzetto to reestablish meetings about our relationship.
- Trustees Dennis, Ryan and Dunbar were interviewed by the Accreditation Team.
- Trustee Wright attended the Foundation Board of Directors meeting. He is looking forward to the Wine Classic and urged Trustees to participate.

**III. PRESENTATIONS**

**Student Voice**

**Jon Maes**, Assistant Director of International Services, introduced student **Iulia Cheptea** and spoke of how highly she is thought of in his office. He mentioned the many ways she supports the students, including translating all their materials into Russian. Iulia shared briefly how she came to TCC and how it has helped her. She plans to transfer to UW-T.

**IV. ACTION ITEMS –**

**A. Approve: 2015-16 Instructional Calendar**

**MOTION:** Upon a motion by Board member **Ryan**, the board unanimously approved the 2015-16 Instructional Calendar.

**B. Approve for Study: 2014-15 ASTCC Budget**

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

Due to a scheduling conflict, **Jen Nagy**, Student Body President, provided her report at this time.

- The annual Pow Wow will be held this weekend.
- Students are moving forward with the pre design of the Health & Wellness Center.
- A Club Fair was held last week. There are currently 23 sanctioned clubs.
- They currently have 46 Senators with an additional seven attending training.
- The Diversity Film Festival is being held this week.
- During the first week of Spring quarter there was a good turnout for the Leader Involvement Fair.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Core Indicators**

**Tod Treat**, Executive Vice President of Academic and Student Services, explained that as the Board approves the Strategic Plan, there will be two other elements to think about and consider, and those are the core objectives and mission fulfillment targets. The Trustees will be asked to consider those when they hold their retreat in June. The Board will approve for study the 2014-18 Strategic Plan at the June 11 meeting with final approval at the retreat. The accrediting body wants to be sure that the Board is reviewing and affirming the core themes, specifically in accreditation criteria numbers 3 and 7 which speaks to the importance of Board affirmation.

**Tacoma Community College  
Core Indicators Update**

	<b>April Board Meeting</b>	<b>May</b>	<b>June 1, 2014</b>	<b>June Board Meeting</b>	<b>June Board Retreat</b>
<b>Environmental Scan</b>	Received				
<b>Strategic Plan</b>		Campus Dialogue and Endorsements	Received	Approved for Study	Approval Vote
<b>Objectives and Mission Fulfillment Targets</b>			Campus Dialogue and Endorsements	Received	Approval Vote

**Core themes** are mission-based institutional goals. TCC measures its effectiveness toward reaching these goals by assessing indicators organized under strategic objectives. These measurements are **TCC’s core indicators** and reflect the core values of our institutional mission.

**Mission fulfillment targets** for the core indicators are derived from four-year data trends and reflect the institution’s aspirations toward meeting its goals. Mission fulfillment targets are established for each indicator by TCC’s executive staff and are monitored annually.

**Criteria #3. Mission and Core Themes**

The institution’s mission and core themes are clearly defined and adopted by its governing board(s) consistent with its legal authorization, and are appropriate to a degree-granting institution of higher education.




**Criteria #7. Governing Board**

The institution has a functioning governing board responsible for the quality and integrity of the institution and for each unit within a multiple-unit institution to ensure that the institution’s mission and core themes are being achieved.

The annual core indicator report and the annual operational plan provide the College community with data to monitor and advance TCC’s performance relative to its stated mission. The core indicators are a four-year (2014/15 – 2017/18) commitment to institutional objectives and are foundational to TCC’s continuous improvement planning activities and its iterative cycle of institutional assessment-planning-action-assessment.

Another brief modification to the core indicators is that we have moved from a simple thumbs up/thumbs down method to red/yellow/green indicators so we can differentiate between those areas we are concerned about and those that we really stop and differentiate. We will be getting updated core indicators annually in October or November.

**KEY**

Status	Description
	At or above 50% of mission fulfillment target
	Meets mission fulfillment but is below 50% of target
	Falls below mission fulfillment target

**B. Spring Enrollment Report**

**Steve Ashpole**, Director of Enrollment Services, provided the Spring 2014 enrollment report. We had a small bump up for fall and winter, but based on the tenth day report, we will have a bump down for spring. We’ve basically remained pretty level, up about a half of a percent. We have good, strong enrollment. Compared to other colleges in the state, we are the furthest above our allocation (34%). Most colleges are trending down now.

Steve provided data on our Associate Degree growth. There has been a large growth in degrees awarded in the past four years (50%). It compares with our enrollment growth which is 41% growth for the same cohort. We are making progress in how we serve our students.

There is a growth of 144% in certificates awarded and high school diplomas have grown by 136% (with Fresh Start and GEDs).

We are reaching out to students who have completed their degrees but have never applied for them. Those students increase our completion numbers. We found 34 such students in 2012-13 and so far in 2013-15 we’ve located 12 students.

Trustee Ryan asked what kind of completion rates we are looking at now for students in the year 2012-13, how the state colleges are doing in completion rates, and how TCC compares to them. He stated that it’s important information to relay to legislators. Steve will get that information.

**C. Environmental Scan Final Report**

Tod Treat provided a copy of the final Environmental Scan report for the Board to review. He briefly went over the Executive Summary which listed strengths, weaknesses, threats, and opportunities (SWOTS) as identified by groups from the Tacoma and Peninsula communities and campus constituents. The next step is to incorporate the critical elements of those SWOTS into the 2014-18 Strategic Plan.

**VI. REPORTS**

**A. Classified Staff Report— Angie Wheeler**, Classified Staff President, reported on the following:

- They are ready for the Classified Staff breakaway on May 2 at Cheney Stadium. Angie invited the Trustees to attend.
- They are doing great with getting staff funding for professional trainings.

- They met with Athletic Director Jason Prenovost to discuss how they can achieve more community building on campus through different activities.
- Classified staff members are making good progress this year.

**B. TCC Foundation Report – Sandra Reilley, Vice President of the Foundation, reported:**

- a. The Tacoma Wine Classic is being held on May 17 and will have an Argentinian theme. Sandra encouraged everyone to come and/or offer auction items. The format will be different this year with no formal sit-down dinner; tapas will be served. There are some great auction items and wines.
- b. TCC Alumni night at Cheney Stadium will take place on June 7 at 5:00.
- c. The May Foundation Board meeting will be held at the Gig Harbor campus.
- d. The Foundation now has 19 Directors serving on its Board.

**C. Administrative Report**

President Transue reported on the following:

1. We've selected our Distinguished Alumni for 2014. James Curtis, Pierce County Deputy Prosecutor was selected under the Significant Career/Personal Achievement category. He was our keynote speaker for the Reach Higher Fundraising Luncheon this year and our 2011 Commencement keynote speaker. Under the Significant Service to TCC and/or the Community category, Chris Anderson, CEO of 2Bridges Technologies was selected. Chris has invested in over 15 students from TCC's Networking and Cyber Security program by offering internships, guidance, and hiring many of them. He is also on the advisory committee of TCC's IT department.

We will be honoring these two Distinguished Alumni at a dinner here at 6:00 on May 22, along with our Honorary Degree recipient, Fred Whang. That same day at 5:00 we will be dedicating a bench to Fred down by the Peace Monument.

2. We had our year seven accreditation visit March 18-20. Seven regional evaluators reviewed and reaffirmed TCC's accreditation. The Chair was very complimentary of our Board and how engaged and knowledgeable they were. The evaluators noted several commendations, including our culture of innovation, engagement and assessment and use of data for improvement. Specific areas receiving commendations for their work included financial services, financial aid, the library, student leadership and student veterans' support of incoming veterans. We did receive two recommendations that addressed institutional capacity and financial reporting. We are already in the process of addressing those areas. President Transue thanked Trustees Dunbar, Dennis and Ryan for their participation.
3. On March 13 she attended a reception at the home of Julie Anderson where the 2014 Girl Scouts Women of Distinction were honored. Several people representing TCC will also be at the recognition luncheon on April 23.
4. She reported on the Achieving the Dream/Aspen Institute Symposium she attended in Wye River Maryland. She will be sharing with the campus some of the good ideas she heard.
5. She attended the AACC National Convention Washington, DC, and it was a good conference.
6. She hosted her annual reception at her home on April 10 for Classified and Exempt staff.
7. Back in January, the Biology department reported on their project of raising salmon for local urban streams. At that time they mentioned that when the release date of the fish into Puget Creek was scheduled, they would invite the Board to attend. The date has been scheduled for April 24, and Trustees Wright, Dennis, Ryan and Adams are attending to release the first fish.
8. Phi Theta Kappa advisor Dr. Tomas Ramos has been selected as one of 30 PTK advisors internationally to be presented with the organization's 2014 Distinguished Advisor Award. This award is presented to advisors who, among other reasons, have served at least four years and have made significant contributions to the growth of the individual chapter members. Tomas and his fellow recipients will be recognized during the Chapter Advisors Luncheon and Hallmark Awards Gala in Florida later this month.
9. Beginning Spring Quarter, the International Office will be offering a new volunteer program for TCC students. Our students will connect with students from our partner university in Kitakyushu, Japan. The idea is to build friendships and language skills.
10. Along with Highline, Edmonds and Spokane Community Colleges, TCC will be offering a new legal professional license through our Paralegal Program called the Limited License Legal Technician – the first of its kind in the nation. This will allow holders of the certificate to provide limited family law advice directly to clients. It's possible that eventually we can add landlord tenant law, elder law, and immigration law to the program. There was also an article about it in *The News Tribune*.

11. Another new agreement has been made between two and four year colleges statewide to help nurses complete their bachelor's degrees more efficiently. This will help in getting our students' credits transferred to four year schools. Under the agreement, students will study for their first three years at a community or technical college. That work includes a full year of prerequisites in biology, math and other college-level courses before students enter the nursing program. Once they've done that and passed the national license exams for registered nurses, they'll be able to move to a four-year institution for one more year before graduating with a bachelor of science degree in nursing. It's called the "3+1 model."
12. A copy of our first Archive Newsletter was provided to the Board.
13. Copies of some newspaper articles were provided to the Board:
  - ✓ The *Business Examiner* wrote an article about Trustee Adams and her success as a female entrepreneur.
  - ✓ *The News Tribune* published an article about Deputy Prosecutor James Curtis.
  - ✓ An editorial came out in *The Seattle Times* highlighting the efforts to reduce the costs of textbooks by finding cost-effective alternatives to textbooks. TCC was the only college referenced in the editorial.
  - ✓ *The Peninsula Gateway* published an article about TCC Running Start student Jaclyn Wilson.
  - ✓ *The Peninsula Gateway* also ran an article about the Taste of Gig Harbor sponsored by the Gig Harbor Rotary. It references a woman who was incarcerated at the Women's Correction Facility and is taking courses at TCC to become a paralegal. She was the first recipient of Rotary's Prison Partnership Scholarship Fund.
  - ✓ We received great publicity from *The News Tribune* in a large article announcing the TCC Diversity Film Festival.

Events coming up:

- ✓ The TCC Diversity Film Festival began on April 13 and is going through April 27.
- ✓ The annual Pow Wow is this Saturday in the Student Center with grand entries at 1:00 and 7:00. Board Chair Wright will be there to welcome everyone at the 1:00 entry.
- ✓ The May 14 Board meeting will begin at 2:30 so we can hold the Ellen Pinto scholarship interviews.

**D. Faculty Report- Dave Howard**, Faculty Union President, showed a brief film clip about fairness as an inherent trait as demonstrated by primate experiments. Dave stated that fairness is an essential component of any agreement. He asked that the Board consider supporting legislative funding of PAUs, COLA and faculty wage increases or to support legislative change so that other sources of funding might be able to be used to pay the group that educates our students.

VII. **PUBLIC COMMENTS/REMARKS** – None.

**VIII. EXECUTIVE SESSION**

At 5:17 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 5:37 p.m. the Board reconvened to open public meeting.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:38 p.m.

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Chad Wright, Chair