

**Tacoma Community College  
Board of Trustees Regular Meeting  
September 10, 2014, 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
Mary Chikwinya	Tom Angier, AAG
Bill Ryberg	Beau Jackson
Pat Shuman	Angie Wheeler
Dave Howard	James Newman
Rachel Payne	Val Robertson
Steve Ashpole	Shawn Jennison
Charlie Crawford	Beth Brooks
Meg Estep Woolf	Jaleel Brown
Mecca Salahuddin	Victoria Ichungwa
Elizabeth Hyun	Janine Mott
Julie Benson	Mike Flodin
Kim Ward	TJ Caughell
Erica Chang	Sarah Sytsma
Eric Corp	Brian Johnson
Shirley Siloi	Lori Parrish
Kelley Sadler	Jeff Sacherer
Mary Ann Brummond	Asha Bhaga
Olga Webstad	Brenda Moerke
Shema Hanebutte	Elizabeth Turnbow
Rosemary Sterling	Laura Saunders
Laurie Nicks	Debbi Olson
Marc Turnbow	Patti Hermoso
Lora Oas	Judy Colarusso
Cathie Bitz	

**I. CALL TO ORDER**

Chair **Dunbar** 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 June 12 Regular Meeting, June 26 Retreat, and July 7, July 23, and August 21 Special Meetings.**

**MOTION:** Upon a motion by Board member **Ryan**, the board unanimously approved the minutes of the June 12 Regular Meeting, June 26 Retreat, and July 7, July 23, and August 21 Special Meetings.

**C. Introductions**

**President Transue** introduced interim Assistant Attorney General **Tom Angier**.

Staff hired since October 1, 2013 were introduced to the Board. **Shawn Jennison** introduced **Brian Johnson**, Digital Marketing Specialist; **Meg Estep Woolf** introduced **Shirley Siloi**, Outreach and Recruitment Specialist; **Debbi Olson** introduced **Laurie Nicks** from the Bookstore; **Bill Ryberg** introduced **Brenda Moerke**, Foundation Fiscal Analyst; **Mecca Salahuddin** reported on the hiring of **Loo-Moy Call**, Administrative Assistant to the Dean of Organizational Learning and Effectiveness, who was unable to attend the meeting; **Val Robertson** introduced **Lori Parrish** who moved from Outreach and is now the new Retention Coordinator in MECA. **Shema Hanebutte** introduced **Erika Chang**, TCC-UWT Dual Enrollment Advisor, and **TJ Caughell**, Advisor and Men's Basketball Coach. **Charlie Crawford** introduced **Erik Corp** from IT and **Sarah Sytsma**, Director of Correctional Education Programs. **Mike Flodin** introduced **Lora Oas**, Instructional and Classroom Support Technician 2.

**D. Correspondence – None.**

**E. Board Report**

- Trustee Wright attended all the Special Meetings of the Board and the opening of the H.C. Joe Harned Center for Health Careers. He then announced that his term ends at the end of September but will remain on the Board through the duration of the presidential search. He stated that leaving the Board was a difficult decision to make.
- Trustee Dennis attended the Special Meetings and Harned Center opening, as well. He also attended the Multicultural Advisory Council meeting, the Pierce County Coordinating Council, a meeting at the Gig Harbor Campus to discuss its future, and he met with two legislators this week.
- Trustee Ryan attended two of the three Board Special Meetings, Harned Center opening, and the Pierce County Coordinating Council.
- Chair Dunbar participated in the Presidential Search Subcommittee meetings, Special Meetings of the Board, the Multicultural Advisory Council, and was Master of Ceremonies for the Harned Center Grand Opening.

**III. PRESENTATION**

**Student Voice**

**Val Robertson** introduced **Jeff Sacherer**, Radiology student and Vets Corp Representative. Jeff has been at TCC for 3½ years and shared information about the Radiology program and his work as Vets Corp Representative. He is the campus liaison for every veteran and their family members and provides resources and referrals for housing, financial assistance, etc. He tries to make contact with every Vet on campus to let them know we are here to support them, and has a great deal of interaction with their dependents, as well. A focus at TCC at this time is updating our portal system for Vets.

**IV. ACTION ITEMS**

**A. Approve for Study: Pierce Transit Lease**

**MOTION:** Upon a motion by Board member **Dennis**, the Board unanimously approved for study the extension of the Pierce Transit lease for fifteen years at \$50,000 per year plus annual CPI.

**B. Approve for Study: City of Tacoma Water Retention Ponds Easement**

Assistant Attorney General Tom Angier strongly recommended that details be worked out with regard to liability issues, insurance, and maintenance before the easement is approved. Trustee Wright would like information on the restrictions on cubic volume capacity to help us better understand how much they are giving us.

**MOTION:** Upon a motion by Board member Ryan, the Board approved for study the City of Tacoma Water Retention Ponds Easement contingent upon getting answers to the above questions before brought back to the Board for approval.

**C. Approve: Board of Trustees Committee Appointments**

After discussion, the following are the suggested 2014-15 Board of Trustees Committee appointments:

TACTC Legislative Action Committee:	Don Dennis primary, Bob Ryan secondary
TCC Legislative Connection Committee:	Don Dennis, Chair
TCC Foundation Board:	Chad Wright (while on the Board) and Gretchen Adams
Pierce County Coordinating Council:	Bob Ryan, Liz Dunbar
ACCT Voting Delegate:	Bob Ryan
TCC Art Committee:	Liz Dunbar, Gretchen Adams
Multicultural Advisory Council	All Trustees

**MOTION:** Upon a motion by Board member **Ryan**, the Board unanimously approved the Board of Trustees Committee appointments for 2014-15.

**D. Approve: Presidential Search Committee**

On August 21, the Board of Trustees unanimously approved Trustee Bob Ryan to be the Chair of the Presidential Search Committee. He was delegated authority to recruit and recommend to the Board names of search committee candidates from the campus and the community that meet the following criteria:

- a. Insure that all internal and external constituents, including the governing board are represented,
- b. Diversity in gender, ethnicity, geographic interest,
- c. At a minimum include the following representatives:

- 2 Trustees
- 1 Student Representative
- 2 Faculty Representatives
- 2 Classified Staff Representatives
- 1 Exempt Staff Representative
- 2 Community Members
- 1 Foundation Representative

After review of the nominations submitted, Trustee Ryan recommended the following be approved as members of the Presidential Search Committee:

Trustee & Chair:	Bob Ryan
Trustee:	Gretchen Adams
Student:	Beau Jackson, ASTCC President
Faculty:	Mary DeWine, Instructor, Developmental Education English
Faculty:	Ken Fox, Instructor/Co-Chair, Written & Oral Communications
Faculty:	Dr. Dave Howard, Counselor/TCCFT President
Classified Staff:	Rich Langhorn, Maintenance Mechanic
Classified Staff:	Angela Wheeler, Program Assistant, ELC and Classified Staff President
Exempt Staff:	Val Robertson, Dean, Student Development and Success
Exempt Staff:	Kim Ward, Associate Dean, Transitional Studies
Foundation:	Pat Shuman, President, TCC Foundation
Community:	Bob Draggoo, Peninsula Light Company
Community:	John Lantz, Retired, Former Trustee and Foundation Board Member
Community:	Jim Walton, Retired City Manager, TCC Alumnus

**MOTION:** Upon a motion by Board member **Ryan**, the Board unanimously approved the recommendations for the Presidential Search Committee.

Trustee Ryan provided the Board with the Presidential Search timeline.

## V. NON-ACTION ITEMS

### A. Pathway to Completion: High School 21+

**Kim Ward**, Associate Dean of Transitional Studies, provided a power point presentation on High School 21+ (HS21+). HS21+ is an alternative path to adult high school completion. It includes adults 21 or older who don't have a GED or high school diploma. It is a competency-based program and incorporates contextualized coursework and awards credit for prior learning. It is designed as an intentional pathway to college. There were 60 students enrolled in this program in Spring quarter with eight graduating; 56 were enrolled this summer. The students had about an 83% demonstration of significant gain and are doing very well. We've added two part-time advisors to the program. Kim then showed a video of student Alex Diaz who shared how this program has impacted his life.

### B. Continuous Improvement Projects

Executive Vice President Tod Treat explained five of TCC's continuous improvement projects as a result of the LEAN permanent reduction of \$68,576:

1. Resource Allocation Model: Aligning budget requests and approvals to TCC's annual planning and review processes to ensure that prioritization and needs assessment integrate into budget development.
2. Curriculum Changes: reviewing how curriculum changes are reviewed, adopted, and communicated (internal/external).
3. Capital Project Process: addressing an identified process opportunity given requests come from throughout without a systematic review (remodels, etc.).
4. Space 1: schedule for completion – instructional room scheduling. Addressing two identified opportunities: "orphaning" of classes and student completion challenges due to asystematic scheduling.
5. Space 2: Enhancing Student Engagement – Reallocation of Academic and Student Services spaces. Encouraging alignments between service/support areas as new buildings create opportunities.

Tod reported that we have taken the LEAN challenge by the state very seriously. Mary Chikwinya added that a part of selecting these processes is that we are very conscious of our November deadline

with ctcLink, so we chose less time-consuming efforts during this transition. Mecca Salahuddin added that the processes chosen will impact many areas across campus.

It is hoped to optimize this process by having it in place by early spring. A report on the results will be included in the annual operational plan report to the Board.

**C. 2013-14 Year-End Financial Report**

**Mary Ann Brummond** provided a report on, and copies of, the 2013-14 year-end financial report. Our adopted budget was \$18,287,087; the year-end actual is \$709,040 (3.9%) higher than our adopted budget. Mary Ann explained the reasons for this increase, which include the reserve release of \$72,099 from the State Board, revolving fund charges of \$132,316, and a system IT cost distribution of \$241,171.

Under Year-to-Date Actual in Local Revenue, our revenue collection is higher than our adopted budget. This is due to increases in enrollment. Our general enrollments as well as our Running Start enrollments continue to be high. While we see general enrollments leveling off for this academic year, Running Start continues to increase with a 10.2% increase for the Fall Quarter. We expect that in Local revenue we will exceed our adopted budget by over \$5.86 million. Overall, our revenue (State and Local) exceeded our adopted budget revenue by 18.2% (\$6,576,295).

Because of excess enrollment, we have additional expenses. Under Operating expenses, we are over budget by about \$1.99 million (5.5%). This is due to expenses for adjunct faculty salary and benefits, supplemental instruction, hourly employees, disability accommodations, and other services needed to serve our students.

Our ending balance is \$4,581,581.

**D. 2013-14 Operational Plan Outcomes**

Tod provided a copy of the 2013-14 Operational Plan. He highlighted several of the strategies and outcomes, including:

- Completion of the H.C. Joe Harned Center for Health Careers.
- Successful salmon release project for undergraduate research including clean water initiatives.
- High School 21+. Almost tripled the expected number of participants.
- Development of workforce area. Tod applauded the efforts of Krista Fox, Shema Hanebutte, Carroll Ferguson, Kim Ward, and Mary Chikwinya.
- Student Leadership Academy. Tod applauded the efforts of Jen Manley and her staff.
- Strategic plan and accreditation successes last year.
- Open Doors program. Last year we had 43 graduates, so we have continued to see a lot of success.
- Tacoma Housing Authority project. 20 students have been funded.
- IBEST pathways has moved into the area of Workforce.
- Building 9 is being remodeled to be a Teaching/Learning Center for Excellence.
- Strategies for developing the Gig Harbor Campus have been developed and are ongoing.

**E. 50 for 50 Campaign**

**Bill Ryberg**, Director of the Foundation, explained the 50-50 plan which will be a scholarship fundraiser during our 50<sup>th</sup> anniversary year. We will be asking for donations of at least \$50 in celebration of the 50<sup>th</sup> anniversary. This will be publicized in October and we hope to have donations made on line with a thermometer that shows how much is being raised.

**VI. REPORTS**

• **Administrative Report**

**President Transue** mentioned the following:

1. President Transue and Trustee Ryan will be attending the ACCT conference in Chicago later in October. Trustee Ryan is also a member of the ACCT Diversity Committee and will be attending those sessions as well.
2. The grand opening on Sept. 4 for the H.C. Joe Harned Center for Health Careers Center went very well with a large turnout. We also celebrated Joe Harned's 97<sup>th</sup> birthday with a lunch and gifts.
3. We've held our first legislative meeting of the academic year. We are doing it a bit differently this year. We are trying to meet with more than one legislator at a time and in addition to trustees, we are also including Foundation Directors and business leaders. On Sept. 9, Don Dennis, Foundation

Directors Christopher Algeo and Dianna Kielian, Shawn Jennison and President Transue met with Rep. Hans Zeiger and Senator Bruce Dammeier.

4. We received the first installment of the three year College Spark grant. This grant was funded at \$50,000 a year for each of three years in support of the Core to College post-secondary curriculum alignment work with Tacoma Public Schools.
  5. President Transue met with Kenyon Chan, Interim Chancellor at UWT, regarding engineering and other expansion possibilities. She and Tod Treat met with the new UWT Vice Chancellor for Academic Affairs, Bill Kunz, and discussed several new integrated degree paths that could be offered in a dual enrollment format.
  6. Professional Development Days are Sept. 15 through the 18<sup>th</sup>.
  7. On Oct. 9 President Transue will be hosting faculty and retirees at her home from 4:00-6:00. She invited Trustees to attend.
- **Faculty Report—Dave Howard**, Faculty Union Representative:
    - The annual faculty retreat is being held on September 19. Dave thanked the Professional Development Committee and members of the academic community for their efforts in putting this together.
    - Dave thanked the Board and his academic colleagues for all that they do. He stated that, at the end of the day, the success of our students and respect for each other are what make TCC a great college.
    - Dave thanked former Trustee Wright for all his work as Chair of the Board this past year, and he looks forward to working with newly elected Chair Dunbar.
  - **Classified Staff Report— Angie Wheeler**, Chair of the Classified Staff Council:
    - There have been several departures of classified staff, so their numbers have dwindled. Angie plans to spend this year developing the Classified Staff Council to make it more robust.
    - Angie and Rich Langhorn are excited to be on the Presidential Search Committee and participating in the development of the Presidential Profile.
  - **Associated Students Report – Beau Jackson**, Student Body President:
    - Student Life is wrapping up their training on Sept. 11.
    - They have a very strong student life team led by Jen Manley.
    - Student government went to Spokane in June to attend a training conference.
    - Beau listed their priorities this year which include textbook affordability, new higher education revenue sources, banning water bottles on campus, and open source textbooks.
    - Sept 22-26 is Welcome Week, including a barbeque on Sept. 25.
    - Voter registration will be held on Oct. 2 (Rock the Vote day).
    - The first meeting of the Student Senate is Oct. 1 and Beau invited the Trustees to attend.
    - Beau provided a list of events coming up.
  - **TCC Foundation Report – Pat Shuman**, President of the Foundation:
    - Pat remarked that events such as the grand opening of the Harned Center are significant to the community and are great opportunities to show off the campus. Pat expressed her appreciation for the efforts of the Foundation and Marketing staffs in putting on this successful event.
    - Primo Grill recently moved into their new location and asked TCC art students to paint a mural as a centerpiece in their new restaurant (our students had painted all their tables in their previous location). With the assistance of Marit Berg and Melinda Cox, students began the mural in the fall of 2013 and finished this past July. Pat stated that Primo has raised over \$100,000 in scholarships for TCC art students and will be holding their annual auction on October 15 to raise more funds. Pat stated that reservations for this event can be made through Primo.
    - The Foundation Board embarked on a strategic planning session this summer and will be completing it at its retreat on October 7.
    - The Foundation is hosting a reception for faculty and staff next Monday afternoon as part of the Professional Development activities.

## VII. PUBLIC COMMENT/REMARKS

Rosemary Sterling spoke on behalf of exempt and classified staff and presented to the Board a list of over 100 signatures for Classified and Exempt staff to receive a fair contract. Rosemary stated, "Exempt Staff are still negotiating their first contract. TCC has committed to finishing a fair contract and has committed to five full days of negotiating to accomplish this. We are far apart on some of our most important articles. We

have collected over 100 signatures to support a fair contract for Classified and Exempt staff. Classified staff are still at the table and their main priorities are a meaningful cost-of-living adjustment; stable (no increase) monthly healthcare premiums; and better working conditions for our part-time hourly employees such as access to paid sick leave and fairer pay. Please support a fair contract for your dedicated employees.”  
Signed by classified and exempt unionized employees.

**VIII. EXECUTIVE SESSION**

At 5:57 p.m. Chair Dunbar announced that the Board would adjourn into Executive Session for approximately 20 minutes for consultation with legal counsel regarding agency enforcement actions and professional negotiations. No action was expected to be taken as a result of the Executive Session.

At 6:15 p.m. the Board reconvened to open public meeting.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:16 p.m.

Liz Dunbar, Chair