I. CALL TO ORDER
Chair Jinkins called the meeting to order at 4:01 p.m.

II. General Matters

A. Changes/Approval of Agenda
The Capital Projects report by Clint Steele will not be given.

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

B. Approval of Minutes for the September 9 Regular Meeting

MOTION: Upon a motion by Board member Dennis, the board unanimously approved the minutes of the September 9 Regular Meeting.

C. Introductions
President Transue introduced Silvia Barajas, our new Vice President of Administrative Services.

Mary Chikwinya introduced Jen Manley, Student Life Coordinator, and James Newman, Recruiting Specialist in the International Student Programs.

April Reid introduced Natalie Wilkerson and James Willette, Customer Service Specialists at the Counseling and Advising counter.

Charlie Crawford introduced Jeanette Smith-Perone, Networking & Convergence Technologies Instructor.

David Endicott introduced Alexis McMillan-Clifton, Written & Oral Communications Instructor.

D. Correspondence
We received a letter from Dr. Dung Zuan Nguyen, President of the Vietnamese Community of Tacoma and Pierce County who expressed his concerns with regard to the flag displayed in our Student Center and the fact that it is offensive to many Vietnamese. Dr. Transue shared her response and explained
that, although TCC can’t remove the flag because it does represent many students, we will display the flag that does not represent the current government.

III. PRESENTATIONS

TCC Technology at a Glance

Gary Sigmen, Director of Information Systems, shared information on how we’ve progressed in technology since 2006 and provided a comparison between 2006 and 2009. We have fewer locations now (in 2006 we had five campus locations). We’ve experienced a large growth in online services and applications and now offer our students many resources. One of the many improvements is our telephone service change to ShoreTel (so far half of our campus has been migrated to that system). Discussion was held on the cost of printing and whether or not people still print everything out. Gary explained that there has been a reduction in copies as we’ve moved to wireless, but there are still some people who prefer or need the hard copies. (Students have reduced their printing quite a bit since TCC started charging ten cents a page for copying.) There is a lot of technological activity as we look at video systems, expand distance learning, and create online courses.

V. ACTION ITEMS

A. Approve: Naming of Building

Board Chair Jinkins stated that Trustee Walton could not attend the meeting but relayed her support of naming the Science & Engineering Building after President Transue. Chair Jinkins also relayed that the Foundation Board supported it, and there was very positive responses from the campus to a staff survey email initiated by Linda Van Doren. Chair Jinkins shared some of those responses.

MOTION: Upon a motion by Board member Dennis, the Board unanimously approved naming the Science & Engineering building after President Transue.

B. Approve for Study: Expenditure from Reserves

Through careful management, the operating budget for 2008-09 was 98.7% expended leaving a balance of $440,000. Additionally, due to excess enrollment, local fund revenues collected $1,600,000 more than was budgeted to support the operating budget. Consequently, at the end of fiscal year 2008-09, the college reserves are 24.8% of the 2009-10 beginning budget, $3,260,000 more than the Board-approved 15% minimum. The expenditure of $1,000,000 for one-time purchases will reduce the reserve to 21.8% of the approved 2009-10 operational budget, while leaving a buffer to cover unexpected financial and enrollment variances that may occur during the current biennium. The President is inviting the campus community to forward expenditure proposals to the budget committee for consideration in November, with final approval to be made by the Executive staff.

MOTION: Upon a motion by Board member Dennis, the Board unanimously approved for study the expenditure from our reserves.

V. NON-ACTION ITEMS

A. Enrollment Report

Prior to a report by Mary McCabe, Registrar, President Transue announced that this was Mary’s last report since she is retiring from TCC after nearly 37 years. The President and Board thanked Mary for her excellent service to TCC.

Mary compared the final enrollment reports from fall 2007 to fall of 2008 to a tenth day snapshot of fall quarter 2009 (the 2009 report is not a final number and may decrease somewhat). Due to the high enrollment, many students were unable to register into the classes they wanted and will need to try again in winter quarter (students who couldn’t get into their classes will have priority over new students winter quarter). President Transue mentioned she heard reports that there were many no-shows. Mary explained that there are always students who register early and then don’t follow through and many students can’t afford the books and are unable to attend school.

B. 2009-10 Budget Book

Mary Ann Brummond, Director of Accounting and Financial Services, briefly went over the information in the budget book she provided. As shown on page 3, our State allocation has gone down somewhat and tuition has gone up. Board Chair Jinkins asked what percentage of our budget is from the State allocation and how much is from tuition. Mary Ann stated that our percentages didn’t change this past year and the State allocation is about 63-64% versus 33% from tuition.

C. Web/Portal Migration

President Transue explained that the plan as discussed with the Board last spring was that we would cover the $43,000 cost of the portal migration with last year’s contingency funds. However, we didn’t
have contract ready to do so and must use this year’s contingency funding. Our budgeted amount in contingency is $150,000 and we have already spent $40,000 on such items as software for our email retention policy and travel costs related to recruitment which brings us down to about $67,000.

Gary Sigmen explained the portal migration and how we arrived at our current plan. Last spring we hired Interact consultants to study our three sites used by faculty, staff, and students. (In recent years we have developed a portal and reinstituted a student portal but it wasn’t well thought out nor was there a vision to adequately go forward.) Interact made many recommendations and this summer we hired a consultant, Business Internet Systems, to put those recommendations into effect. Our goal is to complete the process of migrating to two new portals (faculty/staff and students) by December. There will be more engaging content and the information updated more frequently. Board Chair Jinkins asked that there be a future presentation given to the Board on navigating through the portal.

D. Health Careers Center, Architectural Contract

Tim Stokes, Executive Vice President of Academic and Student Affairs, stated that we have been in negotiations with NBBJ Architects who are designing the Health Careers Center. There have been some changes to the services being offered that will increase the costs substantially, but although the architects had originally requested $833,000, they agreed to a reduction of no less than $580,000. However, we might have to absorb some costs in the spring such as $200,000 out of reserves for a building permit (we hope to reimburse the reserves when we get construction dollars in the next biennium). There could also be an environmental impact study requirement for $20,000 in 2010, and $20,000 for a geotechnical study expense to determine if we have to dig a second well.

E. Legislative Agenda

Dan Small, Vice President of Institutional Advancement, provided a draft of our 2010 legislative requests and explained the details. (We haven’t received the legislative agenda from the State Board yet, so this will change. It is based on the information we currently have on what the State Board will put in session.) The revenue shortfall estimate has increased and we no longer know what TCC’s cut will be. It is currently at $430,000 but could well go higher.

There will be a 60-day legislative session this year. It is hoped that the legislators will not cut as much planned once they recognize that two-year colleges are educating higher numbers of students, training people who are laid off, and generally helping the economy.

Dan announced that on Nov. 10 TCC is hosting a legislative breakfast here on campus and invited the Board members to attend.

VI. REPORTS

A. Administrative Report

President Transue briefly mentioned the following:

1. Chad Wright, CEO of Marine View Ventures, a division of the Puyallup Tribe, has been selected to replace Dave Edwards on the Board of Trustees. President Transue will be providing an orientation to Chad, and we hope he is able to attend the November Trustees meeting.

2. Dave Edwards and his wife Pat seemed to enjoy our celebration in their honor. We are grateful that Dave is remaining on the Foundation board and that Pat has joined as well.

3. At the Association of Community College Trustees (ACCT) conference in San Francisco, TCC Trustee Fred Whang was elected to the national board. TCC also gave a presentation on our certificate and degree programs in Transportation and Logistics. Board Chair Jinkins and President Transue participated in this presentation.

4. The Gates Foundation announced funding for the Washington State Student Completion Initiative. They were on our campus last spring to meet with us and the State Board. Our college was a significant reason they decided to fund this effort.

5. Governor Gregoire selected TCC’s partnership with General Plastics and the Workforce Central Business connection as one of five winners of the 2009 Workforce Development Best Practice for Washington state awards. There is a very positive article about it in the Economic Development Board newsletter, Teamwork.

6. TCC sponsored a table at the Women of Influence event in September in support of Babe Lehrer who was presented with the Lifetime Achievement award.
7. The September Pierce County Coordinating Council breakfast meeting with legislators went very well as the Pierce County trustees and presidents thanked the legislators for their efforts and shared with them the budget challenges we face in the upcoming years.

8. Our Fall Professional Development Days were their usual success. Alan Waugh and the committee did a wonderful job of providing learning opportunities for faculty and staff. The focus was on students and on getting to know one another better.

9. President Transue went on an aerial photo shoot with Ron Magden.

10. For the first time in school history, our volleyball team is ranked #1 in the NWAACC Volleyball Coaches poll. The Lady Titans (19-3) are coming off another first: they won their first pre-season tournament in school history by winning the Walla Walla crossover.

11. There was an article in The News Tribune on Sept. 30 by Board Chair Jinkins and President Transue regarding our support for President Obama’s American Graduation Initiative.

12. There was also a great Viewpoint article on Referendum 71 in the News Tribune by Board Chair Jinkins.


14. The October/November issue of the Chamber of Commerce newsletter Chamber Vision had a half page article by Lisa Edwards entitled "Are you Ready for the Future Workforce?"

Events coming up:

- The Foundation Scholarship Recognition event is at 5:30 on Nov. 4 in the Student Center.
- Reception for faculty and Retirees at Pamela’s house Nov. 19.

B. Faculty Report—Mike Towey. Faculty Union Representative, shared that the faculty had some reserves in funds from previous years and elected to designate $5,000 for scholarships through the Foundation. They also made a contribution to the Early Learning Center. They have begun negotiations for some training next month and Mike reported that they will have two days of training using the same approach as last year on interest-based bargaining. They are holding elections in November for Secretary and President (for which Mike will run again). Board Chair Jinkins asked Mike to pass on to faculty the Board’s appreciation for their generosity.

C. Classified Staff Report—Linda Van Doren represented Angie Peiffer, President of the Classified Staff Council. Linda announced that they have begun planning for their annual breakaway on May 12. They have researched some possible presentations such as "The Power of Positive Thinking" and team building. Robin Echtle has offered to work with the CSO in their fundraising efforts. Linda explained some professional development sessions they have scheduled such as training on time reporting and leave forms. In the spring they will receive some personal financial assistance. The Holiday Luncheon will be held on December 17 at 11:30.


E. Foundation – Robin Echtle, Interim Executive Director of the Foundation, represented Christopher Algeo, President of the Foundation who was unable to attend the meeting. She reported on the successful payroll deduction program which raised about $19,000. (Robin cited the efforts of Margaret Robinson whose efforts garnered $500 for the campaign.) The 10th anniversary of the Primo Grill Art Auction was also highly successful with 90 attendees (there are usually around 40) and which raised over $17,000 for scholarships, more than has ever been raised. (Over the ten years, we’ve raised over $100,000.) November 4 is the annual Foundation Scholarship Recognition event (this year it will be held on campus, slightly downscaled due to the economy and more donor-focused.) About $220,000 in scholarships have been given out to students this year.

F. Board report: Board Chair Jinkins congratulated trustee Whang on his election to the ACCT National Board.

Upcoming event attendance by trustees:

Scholarship recognition event Nov. 4: Fred Whang
November 12 Board meeting: Don Dennis and Fred Whang confirmed attendance.
VII. REMARKS - None

VIII. EXECUTIVE SESSION—
At 5:30 p.m. Chair Jinkins announced that the Board would adjourn to Executive Session for approximately 15 minutes to discuss employee performance. No action was expected to be taken.

At 5:52 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT
There being no further business, the meeting was adjourned at 5:53 p.m.

________________________________________
Laurie Jinkins, Chair