Tacoma Community College  
Board of Trustees Regular Meeting  
September 9, 2009, 4:00 p.m.  
Building 27 ~ College Room

MINUTES

I. CALL TO ORDER
Chair Jinkins called the meeting to order at 4:02 p.m.

II. General Matters
   A. Changes/Approval of Agenda – Approved.
      MOTION: Upon a motion by Board member Dennis, the board unanimously approved the Agenda.
   
B. Approval of Minutes for the June 4 Regular Meeting and July 30, 2009 Special Meeting Retreat
      MOTION: Upon a motion by Board member Dennis, the board unanimously approved the minutes of the June 4 Regular Meeting and the July 30 Special Meeting Retreat.
   
C. Introductions
      Linda Van Doren introduced Angie Peiffer, 2009-10 Classified Staff President. Rich Langhorn was also introduced as Co-Chair.

      President Transue introduced our two Winter 2009 Tahoma Award recipients, Judy Lynn, Custodian, and Patty Schneider, Office Support Specialist in Student Services.

      Judy Lynn found a man’s wallet near a vehicle in the parking lot and turned it in to security. The wallet contained a large amount of cash that was returned to the grateful owner who wanted to give Judy a reward, but she turned it down. The nomination stated that “If we had more people like Judy, this world would be a better place.” President Transue remarked that Judy’s presence is always uplifting to staff as she cheerfully dresses up for special holidays.

      This past fall the Student Services office assumed administrative responsibility for the College’s chapter of Phi Theta Kappa Honor (PTK) Society, and Patty Schneider was assigned the daunting task of figuring out what needed to be done. Included in this work were hours of research on what we were doing and why; entering information in the databases; running, downloading, uploading, cross-loading and inside-out-loading to and from the various databases and the troubleshooting that went along with those processes; updating information on the national PTK website; the first of quarterly mailings to nearly a thousand students; and many student questions that resulted from those mailings. Patty
tackled this project with enthusiasm, and her strong organizational skills and determined follow-through have resulted in smooth, sensible process that benefits the College and the student members of PTK.

D. Correspondence

We received a letter of appreciation from Colonel Jeffrey Stephenson of the Dept. of Air Force Airlift Wing for our support of the McChord Airmen during his tenure at the Air Force Base. He also announced his replacement, Colonel Kevin Kilb.

A letter and a plaque were received from G.I. Jobs Magazine because they selected TCC as a Military Friendly School for 2010.

III. PRESENTATIONS
Student Services Technology Initiatives

Mary Chikwinya, Vice President of Student Services, Val Robertson, Dean of the Center for Academic Support and Achievement, and Dolores Haugen, Director of Enrollment Management, shared how we are using technology to reach our goals of enhancing entrance services when students come to register. They have focused on the areas of cross training, access, and information. Dolores explained One Note software that will be used to provide the students with information on a variety of topics in one location, and staff will have all the information they need to answer questions. (Dolores mentioned that Kathryn Held and her staff were responsible for bringing this technology to the campus.) The information will be accessible to everyone who has the One Note drive on their computer. When students have down times, they can go into One Note and read about different areas of the college and educate themselves on our resources. Phone operators will also have access so they can provide this information to callers before they arrive on campus. One Note training is complete.

We are also looking at kiosks, although we haven’t selected the style that would be best. They are a good resource for students for such things as campus wayfinding, enrollment information, and activities/events. The Kiosk systems that we are looking at are built on a database so we can maintain them locally. They can be mounted on the walls or free standing. We hope to have Phase I installation in the fall and if it is successful, we will purchase more units. Val will send the Board information on the cost. We believe that price is between $6,000 and $9,000 each, depending on style.

V. ACTION ITEMS

A. Approve: Board of Trustee Committee Appointments

The following are the recommended 2009-10 Board of Trustees Committee appointments:

- TACTC Board of Directors:
  Don Dennis, primary
  Fred Whang, alternate

- TACTC Legislative Steering Committee:
  Don Dennis, primary
  Fred Whang, alternate

- TACTC has subsequently merged these two committees into one and it is called the Legislative Action Committee:
  Don Dennis, primary
  Fred Whang, alternate

- TCC Legislative Task Force:
  Don Dennis, Chair
  Laurie Jinkins, Second

- TCC Foundation Board:
  Don Dennis (until possible replacement by new trustee)

- Pierce County Coordinating Council:
  Fred Whang
  Marilyn Walton

- PCCC/UWT:
  Laurie Jinkins

- ACCT Voting Delegate:
  Fred Whang
  Laurie Jinkins

- Achieving the Dream Core Leadership Comm.:
  Marilyn Walton

MOTION: Upon a motion by Board member Dennis, the Board unanimously approved the Board of Trustees Committee appointments for 2009-10 with the understanding that they are subject to change upon appointment of the new trustee.
B. Approve for Study: Naming of Building

Board Chair Jinkins provided an explanation on the desire of the Trustees to name a campus building after Pamela Transue due to her accomplishments as President. Discussion was held on which buildings to consider, how long it will take before it can actually be done, and involving the Foundation on signage. Dan Small will provide to Cathie Bitz a list of the currently existing named buildings. President Transue thanked the Board and expressed her gratitude but stressed that the successes of the past year involved the full participation of internal and external people, and she wants to share this honor with everyone.

**MOTION:** Upon a motion by Board member Walton, the Board unanimously approved for study the naming of a building after President Transue.

C. Resolution #2009-2: American Graduation Initiative

President Transue explained President Obama’s American Graduation Initiative and the request that the Board support a resolution approving the enactment of this initiative. She also mentioned the Internet Jam. on Sept. 16 from 8 a.m. until midnight for people all over the country (trustees faculty, etc.) to log onto the website and comment on the legislation. Those comments will be provided to the legislators. President Transue is one of the six presidents that have been asked to coordinate this and she asked the trustees to participate if they are able to do so.

**MOTION:** Upon a motion by Board member Dennis, the Board unanimously approved Resolution #2009-02 approving the enactment of President Obama’s American Graduation Initiative.

V. NON-ACTION ITEMS

A. 2008-09 Operational Plan Outcomes

Alan Waugh, Director of Planning and Professional Development, stated that the 2008-09 Operation Plan represents a great deal of work for many people on campus. The Operation Plan is an annual document and this is our fourth one. The Operation Plan is intended to be a yearly guide to keep us focused and moving forward. Not everything we planned was accomplished, but overall it was a good year. He pointed out a couple of highlights in the six initiatives as detailed in the Operation Plan document he provided.

B. Year-End Financial Report

Mary Ann Brummond, Director of Accounting and Financial Services, provided a brief explanation of the June 30, 2009 year-end financial report. She mentioned that most of our assets are tied up in our buildings. We did well in managing this year’s budget. Currently we have a little over $8 million in reserves which is well over the 15% the Board has requested we keep. There are some pending expenses coming up. She is concerned about Fund 149 and 148 being in jeopardy. President Transue stated that we can’t afford to lose those funds. A discussion was held about the reserve fund and its purpose.

C. Enrollment Pressures

Tim Stokes, Executive Vice President for Academic & Student Affairs, explained the pressure we are experiencing due to the high increase in enrollment. As we get closer to the September school start date, we are finding there are no available classes or seats, and our waitlist is full. We have put everything on line that we can. Other colleges in the region are in a similar situation with a lack of space and infrastructure. The Facilities staff are also concerned about the number of students on campus (7,438 people have registered and that doesn’t count Allied Health people). It affects many areas such as parking, restroom supplies, etc. We are also short on faculty. Discussion was held on holding later classes (10:00-midnight) but that brings another set of infrastructure problems. President Transue explained that a better option would be more online and hybrid instruction which is what we are doing now. Chair Jinkins suggested this might be a good opportunity to communicate with our elected officials that we are doing our part to help in the recession by taking such steps as opening up more classroom time, hybrid classes, etc. Tim mentioned that our faculty have been willing to take on additional students. Chair Jinkins asked that we relay to faculty and staff the board’s appreciation for all the ways they’ve been willing to sacrifice for the good of the school.

D. 2009-10 Budget Issues

President Transue explained that the Office of Financial Management is cutting the budget by $6.7 million which will drastically affect the community colleges. TCC’s share of that is $430,000. It was intended that we would have to cut our budget by $215,000 this year and another $215,000 in 2010-11, but OFM has since decided that we must wait until 2010-11 to reduce the budget by the entire $430,000
which would have a tremendous impact. (The state is trying to qualify for federal stimulus funds and in order to be eligible, they need to demonstrate they aren’t funding state agencies in the same way they funded the agencies in 2006.) Executive staff have been researching ways to lessen the impact and will do as much as can be done this year to reduce the impact in the second year. We also need to appeal to our legislators to encourage them to reduce the reduction amount to less than $415,000.

President Transue stated that the State Board sent us information about national comparisons on our expenditures. The Delta Cost Project has calculated, on a per student basis, the national average for spending in various operating budget categories for public associate colleges. Findings from this analysis include:

- Washington colleges spend less overall than their national peers.
- The national average for administrative spending in FY 2006 was $2,492 per student, while Washington’s community and technical colleges spent an average of $1,462.
- Washington’s colleges spend more on instruction as a share of their budgets than their national peers. They spend slightly less on academic and institutional support, slightly more on facility operations and maintenance, and about the same on student services, when compared to their national peers.

E. Review of Revised Accreditation Standards
President Transue asked Alan Waugh to explain the letter we received from the Northwest Commission on Colleges and Universities (NWCCU) asking for feedback from the institutions on the near-final draft of the revised standards for accreditation. The letter detailing the changes only recently arrived and Alan’s quick review shows the Commission is clearly being as deliberate as it can be to let all colleges have input. The Commission has given the colleges six weeks to submit their recommendations after which there will be public hearings. Alan doesn’t believe there will be many changes from those shared at the Board retreat. There is a meeting in Salt Lake City on November 10 to discuss the final draft of the revised standards and Alan suggested that representatives from TCC should attend.

Tim Stokes mentioned that we are conducting a search for a new Director of Institutional Effectiveness. Scott has agreed to stay on through December.

VI. REPORTS
A. Administrative Report
President Transue briefly mentioned the following:

1. We received a Best Practice Award from the Governor for our partnership with General Plastics. We designed a customized curriculum for the company in manufacturing systems and trained 25 new managers and supervisors to succeed talented employees as they prepared for retirement. General Plastics Vice President said “There is no doubt that the classroom experience served to accelerate employee involvement in continuous process improvement, and forged strong team relationships between the participants that has resulted in a more cohesive workforce.”

   This program was so successful that General Plastics just signed another $60,000 contract with us to repeat it in 2009-2010. At the October board meeting Corporate Education will be introducing all the Corporate Education staff that worked on this 9-month project and sharing a video of the project.

2. TCC is one of 24 learning colleges involved in Breaking Through, a national initiative sponsored by Jobs for the Future. The goal of the Breaking Through initiative is to prepare low-skilled adults (<12th grade skill-level) for success in gaining community college technical certificates and degrees. TCC has just been awarded a one year $40,000 grant to further develop our Breaking Through Project which focuses on I-BEST and transitioning Basic Skills students into and through professional technical certificate and degree programs. Paula Norby and Kim Ward were instrumental in getting TCC involved in this.

3. A Teaching & Learning Conference in the Global Community was held in Wenatchee in May. TCC held several sessions. TCC sessions included:
   - A session by Geoff Cain, Erik Laurentz, John Miller and Monica Monk on “The Naked Avatar: Opportunities and Challenges in Virtual Worlds.”
Another TCC session by Char Gore on “Tools to Make Online Teaching “Blist’fully Less Stressful.”

She also held a session on “Discussion Boards: Defining your Goal and Finding the Balance that Works for your Students.”

Chalu Harris presented “Podcasting with High School Dropouts: Working to Close the digital Divide and the Achievement Gap.”

3. Stan Lee plans to include TCC in the national solar energy tour.

4. The Association for the Advancement of Sustainability in Higher Education printed an article about electric vehicles on campuses and the pictures they used were of our own vehicles and security staff.

5. The ACCT Advisor newsletter includes Trustee Whang’s candidate statement for the Director-At-Large position on the ACCT Board.

6. Tacoma City Arts magazine included a brief article on TCC’s art department partnership with Primo Grill and the auction that is held yearly with information on how to participate. There is a picture of one of the tables that a student decorated, as well.

7. The Bulletin had an article about the Multicare Nurses Camp we held here on campus. High school students competed for the spots and 55 were selected to participate. The camp was set up as stations where students and instructors from programs such as nursing and RAD tech demonstrated techniques and equipment use.

8. The Business Examiner had a special edition honoring their “40 Under Forty” award recipients, and Tim Stokes, Executive Vice President of Academic and Student Services, was one of the honorees.

9. The Business Examiner also had a great article on Lisa Edwards and our Continuing Education program.

10. The News Tribune had a front page article on increased enrollment this year.

11. The Peninsula Gateway published several articles about TCC:
   - The Garden Tour
   - The scarcity of jobs that await our graduates
   - Our Adult Basic Education students who graduated in Gig Harbor

Events coming up

- Sept. 10 is the Pierce County Coordinating Council breakfast meeting with legislators where we plan to give them an update on our colleges.

- Our Fall Professional Development Days will take place on Sept. 21 through the 24th. Alan Waugh and the Professional Development Day committee have a number of events and plenary sessions covering a wide variety of subjects. The President will be giving her quarterly remarks on Thursday, Sept. 24 at 10:30. At noon there will be an all-college picnic.

- The Multicultural Advisory Council will be meeting on Sept. 30 and in addition to other agenda items, Liz Dunbar will be reporting on Tacoma Community House.

- The TACTC Fall Conference and Plenary Session is in Renton on October 1.

- Trustee Edwards’ retirement reception is at 5:30 on October 2 in the Student Center.

Chair Jinkins asked about planning for the swine flu. Eddie Aubrey and our TCC response team have been preparing for a pandemic and using many different media vehicles to get the information out. President Transue also stated that Tim Stokes is working with deans to identify course sections that, if necessary, could be moved online in case we have to close due to the flu, although school closure isn’t very likely since it would require that 50-60% of staff be affected.

B. Faculty Report—Mike Towey, Faculty Union Representative, mentioned that faculty have started to do some planning around the negotiations but will wait for the VP of Administrative Services to be hired. He mentioned that they had a good faculty turnout for the Vice President candidate forums.

C. Classified Staff Report-Angie Peiffer, President of the Classified Staff Council, announced that in mid-August about 10 classified staff attended the annual staff conference. The CSC held their second
council meeting to plan for the 2009-10 academic year. They formed committees and looked at ways to raise funds. On September 21 they are having an all campus classified staff professional development meeting, hosted by Val Tressler where they plan to introduce staff to Facebook, Twitter, etc.

D. Associated Students Report – Orlando Monserrate, Associated Student Body President, shared that activities have started for the upcoming year. Strong student leadership training has begun (they have about 18 on staff). MECA and CASA have all-men programs now. He also mentioned that they would like to find out why there are more women than men in colleges and how we can encourage men to continue their education. Finally, he stated that Veteran enrollment is very high.

E. Foundation - Christopher Algeo, President of the Foundation, commended Robin Echtle and Dan Small for communicating the new Foundation organization structure to the Foundation Board. He mentioned upcoming dates and invited everyone to attend.

- Sept. 21: Robin will present information at Professional Development Days about the Foundation employee campaign.
- Sept. 22: the Foundation Board meeting will be held at the ELC and followed by a tour of the building.
- Nov. 4: Foundation Scholarship Recognition event.

At this time President Transue showed the plaque TCC received for being “Veteran friendly” and presented it to Orlando.

F. Board report:
The trustees discussed who could attend the following events:
PCCC, Sept. 10: Marilyn Walton and Fred Whang
Foundation board meeting, Sept. 22: Dave Edwards
Fall TACTC conference, Oct. 1, Renton: Don Dennis and Marilyn Walton
ACCT Oct. conference, San Francisco: Fred Whang and Laurie Jinkins
Primo Grill, Sept. 14: The Trustees will contact Cathie advising attendance.

No information has been received from the Governor’s office regarding a new trustee appointment.

VII. REMARKS- None

VIII. EXECUTIVE SESSION—
At 5:58 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 5:27 p.m. the Board reconvened to open public meeting.

IX. ADJOURNMENT
There being no further business, the meeting was adjourned at 5:28 p.m.

Laurie Jinkins, Chair