

**Tacoma Community College  
Board of Trustees Regular Meeting  
September 11, 2013, 2:00 p.m.  
Building 12 ~ College Room**

**MINUTES**

**Board Members**

Chad Wright, Chair  
Liz Dunbar, Vice Chair  
Fred Whang

**Administration/Faculty/Staff/Guests**

Deb Padden  
Sharon Winters  
Kim Ward  
Angie Owens  
Janissa Pheann  
Lorena Saucedo  
Rufina Fritz  
Jill Merritt  
Rich Schneider  
Rachel Sullivan  
Ted Rutt  
Anthony Robinson  
Thomas Buell  
Chau Bui  
Thomas Crawford  
Steve St. Peter  
Jorge Quinata  
Kathryn Malgren

**Administration/Faculty/Staff/Guests**

Pamela Transue  
Mary Chikwinya  
Silvia Barajas  
Pat Shuman  
Dave Howard  
Janine Mott  
Mike Flodin  
David Endicott  
Charlie Crawford  
Bill Ryberg  
Nancy Novak  
Dolores Haugen  
Jen Manley  
Krista Fox  
Mary Ann Brummond  
Shawn Jennison  
Beth Brooks  
Val Robertson  
Steve Ashpole  
Dan Pratt  
Mike Sweeney  
Debbie Langlow  
Cathie Bitz

Anne Shaw, AAG  
Tod Treat  
Angela Wheeler  
Jen Nagy  
Clint Steele  
Kelley Sadler  
Christopher Soran  
Rachel Payne  
Cait Martonik  
Rich Wilsie  
Steve Biber  
Michail Korotkikh  
Shema Hanebutte  
Olga Webstad  
Will Howard  
Elizabeth Hyun  
Victoria Ichungwa  
Angie Simpson  
Kim Matison  
Debbie Olson  
Valaree Grizzle  
Judy Colarusso  
Sean VanDommelen

**I. CALL TO ORDER**

Chair **Wright** called the meeting to order at 4:06 p.m.

**II. General Matters**

**A. Changes/Approval of Agenda**

The Foundation report was moved in the agenda to follow the Harned Center Public Art Presentation.

**B. Approval of Minutes for the June 12, June 27 and July 31 Meetings.**

C. **MOTION:** Upon a motion by Board member **Dunbar**, the board unanimously approved the minutes of the June 12, June 27 and July 31 Meetings.

**C. Introductions**

**President Transue** introduced **Dr. Tod Treat**, TCC's new Executive Vice President for Academic and Student Affairs. Tod served as Vice President for Student and Academic Services at Richard Community College in Illinois since 2010. Previous positions held by Tod include Assistant Professor in the Department of Education Policy, Organization, and Leadership at the University of Illinois, and Dean of Academic Services and chemistry faculty at Parkland College in Champaign, Illinois. He has published and presented frequently on international education, online learning, scientific literacy, and community college leadership. He served as evaluator for several international professional development programs, implemented by Community Colleges for International Development (CCID), as well as co-developer of CCID's System of Comprehensive Internationalization. Tod and his wife Suzanne Reilly have three children, Aidan, Sydney, and Owen. A welcoming reception for Tod is being held during Professional Development Days.

Dr. Transue introduced 2013-14 Student Body President Jen Nagy and 2013-14 Classified Staff President Angela Wheeler.

Introductions were made and brief background statements given on new staff members:

**Mary Chikwinya, Vice President of Student Affairs** introduced **Kim Matison**, Director of Financial Aid Services, who in turn introduced **Janissa Pheann** and **Lorena Saucedo**. **Val Robertson**, Dean of

Student Development in CASA, introduced **Rufina Fritz**. **Christopher Soran**, eLearning Support Specialist, introduced **Deb Padden**. **Sharon Winters**, Library Director, introduced **Jill Merritt**. **Silvia Barajas**, Vice President of Administrative Services, introduced Executive Assistant **Angie Owens**. **Mary Ann Brummond**, Director of Financial Services, introduced **Rich Schneider**. **Olga Webstad**, Program Manager of the Early Learning Center, introduced **Rachel Sullivan** and **Kathryn Malgren**. Olga mentioned that **Charlene Dudley** was unable to attend. **Will Howard**, Security Sergeant, introduced **Ted Rutt**. **Clint Steele**, Director of Facilities and Capital Projects, introduced **Cait Martonik**, **Richard Wilsie**, **Steven Biber**, and **Mikhail Korotkikh**. **Anthony Robinson**, Manager of Facilities, introduced **Thomas Buell**, **Valaree Grizzle**, **Chau Bui**, and **Thomas Crawford**. **Charlie Crawford**, Dean of Academic Services, introduced IT Specialists **Steve St. Peter**, **Jorge Quinata**, and **Dan Pratt**. He mentioned that **Rebecca Fountain** was unable to attend. **Debbie Olson**, Bookstore Manager, introduced **Debbie Langlow**.

- D. **Correspondence** – A letter from the Office of the Superintendent of Kent School District was received. Superintendent Vargas expressed the school district’s deep appreciation of TCC for hosting their kindergarteners, parents, and staff at the Kinder to College visit. President Transue cited those faculty and staff at TCC who were involved in the success of this event: Lori Parrish, Meg Estep Woolf, Silvia Barajas, Diane Valdez, Rich Mahaffey, Kyle Dillehay, David Endicott, and Jennifer Olson-Rudenko.

E. **Board Report**

The Trustees reported on the following:

- Trustee Dunbar attended the University of Kitakyushu graduation ceremony, and the Pierce County Coordinating Council meeting with Trustee Ryan.
- Trustee Whang is assisting Trustee Dunbar and others with the Asian American and Native American reception planned for the October ACCT conference in Seattle.

III. **PRESENTATION**

**Harned Center Public Art**

**Silvia Barajas** introduced **Mike Sweeney** from the State Public Art Commission who has been working with TCC to select the artwork for the Harned Center for Health Careers. He provided a power point presentation on the art selected for this building. The committee selected and met with artist Beliz Brother in February for a site visit. The committee recommendations to her were that the artwork incorporate health and wellness, light, and be visible to the outside. They wanted the art to reflect the building as well as the campus. The approved concept will be organic and inspiring. It is an aluminum sculpture, 22 feet high and seven feet wide, that will hang in the entryway and be a beacon at night. The next steps are installing the anchor point, approval of final design, fabrication and installation, and a public event after installation.

Due to a scheduling conflict, Pat Shuman, President of the Foundation Board of Directors, provided her Foundation report at this time:

- The Foundation would like to host an event celebrating the artwork in the Harned Center.
- Foundation Director Bob Dragoo and his wife hosted a successful “Meet the President” reception in Gig Harbor.
- Foundation priorities this year are the same as last year. They will continue to increase our donor base; hold another President’s Circle (with the goal of having every Trustee and Foundation Director be a member of the President’s Circle); work harder with the business community to sponsor Foundation activities; and strengthen connections with the campus community. A half-day retreat is scheduled for September 24 to hear an update by Silvia Barajas on the college. They will also have a panel of donors and student scholarship recipients discussing the importance of financial assistance. Jen Nagy and EJ Iglesias will be participating on that panel.
- Sept. 17 from 4:00-5:00 the Foundation is hosting a welcome back reception for faculty in the Babe and Herman Lehrer Japanese Garden.
- The annual Scholarship Recognition dinner is being held on Oct. 17 from 5:00-7:00.
- The annual fundraising luncheon will be held on Feb. 6.

IV. **ACTION ITEMS**

A. **Approve: Board of Trustees 2013-14 Committee Appointments**

The following are the recommended 2013-14 Board of Trustees Committee appointments:

TACTC Legislative Action Committee:	Don Dennis primary, Bob Ryan secondary
TCC Legislative Task Force:	Don Dennis, Chair
TCC Foundation Board:	Chad Wright
Pierce County Coordinating Council:	Bob Ryan, Liz Dunbar
ACCT Voting Delegate:	Bob Ryan
TCC Art Committee:	Chad Wright
Multicultural Advisory Council:	All Trustees

**MOTION:** Upon a motion by Board member **Whang**, the Board unanimously approved the Board of Trustees Committee appointments for 2013-14.

**B. Approve for Study: 2013-14 Operating Budget**

The 2013/2014 Budget is built on an expected State allocation to TCC of \$18,287,087 and Local Revenue of \$17,798,686 for a total operating budget of \$36,085,773 (51% from state allocation and 49% from local funds).

**Budget Highlights**

Reductions to TCC Budget:

- Worker Retraining Variable – (\$26,787) The Worker Retraining Variable are funds that are distributed to the colleges based on a formula that is calculated on the unemployment rate in the county and if the college reached their FTE target for the previous year.
- ABE Enhancement – (\$60,711) – These funds are typically allocated in October. We expect that these funds will be received at that time.
- Opportunity Grant – (\$17,100) – These funds were received last year on a one time basis. We do not expect to receive these fund for this fiscal year.

Increases to TCC Budget:

- Restore 3% Salary Reduction - \$545,891 to reinstate the previous reduction of 3% reduction of all employees' salaries.
- Restore General One-Time Reduction - \$280,637 to reinstate a general one time reduction taken in the prior biennium.
- Institution Funding - \$581,611 new line item for institutional funding.

Items included in the Operating Expense Budget:

- As in the prior year, TIAA-CREF Retirement 6% Cap. Difference up to 10% will need to be paid from local funds.
- 12 strategic position investments are recommended: 7 faculty positions, 3 classified positions, and 2 exempt positions. All positions were based on program review and in alignment with the college's strategic plan.
- \$809,233 set aside to address the college's annual operational plan.

**Other Budget Notes:**

Tuition – No tuition increase.

Excess Enrollment: The College will continue to address excess enrollment with hiring of adjunct faculty or part-time hourly staff to meet enrollment demands if growth trends continue.

For historical purposes, the last time our state allocation was at this level was 2005/06. The last time our operating budget was at this level was in 2008/2009. Both of these figures do not take into account inflation or net present value.

**MOTION:** Upon a motion by Board member **Whang**, the Board unanimously approved for study the 2013-14 Operating Budget.

**C. Approve for Study: Strategic Investment Options**

The 2013/2014 Budget is built on an expected State allocation to TCC of \$18,287,087 and Local Revenue of \$17,798,686 for a total operating budget of \$36,085,773. As per Board Policy, TCC is required to maintain a 15% reserve. For 2013/14, the reserve requirement is \$5,412,866.

The following table illustrates TCC's projected reserve balance at 6/30/2013:

Current Reserve Balance	\$10,976,620
Required Reserve for 2013/14	\$ 5,421,866
Balance in Excess of Required Reserve 6/30/2013	\$ 5,563,754

Last spring items were submitted to Executive Staff for consideration as strategic investments. Over seventy-three requests totaling over 2.2 million were received. Executive Staff evaluated the requests and recommended twenty-eight projects for consideration. Ideally, these items would have been brought forward last spring. However, since the biennial budget was not approved by the State until June 30, 2013, Executive staff felt it would be prudent to wait.

**MOTION:** Upon a motion by Board member **Whang**, the Board unanimously approved for study the use of one time funds above the required reserve to address Strategic Investment Options totaling \$926,255.

**V. NON-ACTION ITEMS**

**A. Distribution of Salary Reduction Reimbursement from the State**

**President Transue** explained the plan for allocation of the restored funds from the State. Even though this falls within the President's authority, she would like the Board to be in agreement and provide its endorsement. She explained that Classified Staff will have their 3% salary reduction restored, Faculty and Exempt staff will receive a 3% increase, and some will receive equity adjustments as a result of taking on additional responsibilities when the budget, and consequently positions, were reduced. A new step, Step M, will also be added to the Classified staff positions. Trustees remarked that the President is doing a good job in keeping salaries as equitable as possible and are glad some of the losses can be restored.

**B. Pathway to Completion: Core to College Project**

**Tod Treat** reported that at the February 4, 2013 Joint Board meeting of TCC and the Tacoma Public Schools, the Board discussed a desire to see the leadership of TCC and TPS perform a needs assessment and plan of action on several topics, including:

- How to avoid the "senior slump."
- Reducing learning gaps in transition from high school to college Mathematics and English.
- Reducing advising gaps between high school and college.
- Creating agreement on key concepts between high school teachers and college faculty.

TCC and TPS have responded to call for action in multiple ways.

Assessing Readiness

TCC is expanding Accuplacer in the high school assessments and advising to ensure that students know what they need to do while still in high school in order to transition successfully to college without the need for remediation.

In fulfillment of a 2012-13 Operational Plan goal, TCC has improved English/Reading assessment, using multiple, weighted measures allowing students to place using Writeplacer, Accuplacer, and SAT scores. Communications with high school counselors and faculty have accompanied these improvements.

College Ready High School Students

TCC continues to advance its Running Start and College in the High School activities with TPS in an effort to enhance affordability and accelerate postsecondary attainment for college ready students.

Underprepared Students

TCC has initiated conversations between high school teachers and college faculty intended to address gaps and create curriculum alignment in the areas of English and Math. These conversations have been challenged by introduction of new standards in the TPS curriculum (the Common Core) and new assessment processes (Smarter Balanced) as well as leadership transitions here at TCC.

Advancing these initiatives remains a priority for both TCC and TPS administrations. Recent meetings and plans for renewed activities will create new momentum that will lead to the joint Boards' expressed desired outcomes, albeit in a modestly extended timeline.

Tod mentioned that he attended a meeting with TPS English teachers where they had wonderful conversations on how they can assist students. He stated that there is a lot of work to do, but he and Mary Chikwinya are meeting with TPS.

**C. Year-End Financial Report**

**Silvia Barajas** went through the 2012-13 financial report. Some points she highlighted included:

--This year each college received a bonus of \$70,498 reserve release from the SBCTC in proportion to our FTEs (all schools received this)

- Our YTD actual revenue was higher due to the increase in enrollment.
- Running Start enrollments continue to be high.
- Local revenue exceeded the adopted budget by \$4.7M.
- Overall we exceeded our adopted budget by 17.1% but some will be spent for expenses.
- There was an overage of \$2.5M in our salary and benefits due to over enrollment.
- The ending balance is over \$3.2M and will be moved into reserves.
- We allocated 4,570 FTEs and served 5,900 students, 1300 more than our allocation.
- Salaries and benefits make up a majority of the expenses.
- Program expenses show a strong focus on service to students.
- Under Operating Budget Revenue support, we hope to see a reversing trend with the State allocations being higher than tuition income.
- This year our required reserve balance is \$5.4M and we are exceeding it by over 15%.

Silvia thanked Mary Ann Brummond and the Business Office staff for working so hard every year to maintain our reserves; they make sure every state dollar is used first and our reserve balance remains healthy.

#### **D. 2012-13 Operational Plan Outcomes**

**Tod Treat** highlighted some areas of the 2012-13 Operational Plan:

Create learning:

- Expanded Men of Distinction from one successful cohort to two. (The Trustees agreed that they would like to see continued development of this program.)
- Adopted demonstrated practices from Integrated Basic Education and Skills Training in Development English.

Achieve equity:

- Continued progress in implementation of ctLink as a “first link” college.
- Initiated the Basic Food Education Training program, enhancing access and support for students in the program.
- Developed a variety of programs and activities as part of “Titan Prep 4 Success” to support first day preparedness.

Engage Community:

- Installed the TCC Peace Monument
- Established Faculty Fellows Service Learning program.
- Initiated and beta tested online staff training.
- Added several new positions as part of strategic hiring.

#### **E. Capital Projects Update**

**Clint Steele** provided an update on capital and campus projects, focusing on the construction of the Harned Center. He stated that the 2012-13 operational plan goals for capital projects have been completed.

### **VI. REPORTS**

#### **A. Administrative Report**

**President Transue** mentioned the following:

- We are still waiting to hear from the Governor about his Trustee appointment to the TCC Board. We think that should be coming soon. President Transue presented Trustee Whang with a certificate from TACTC for his years of service.
- The ACCT conference in Seattle is coming up on October 2. Trustees Wright, Dunbar and Ryan are attending. Chair Wright will be participating in the Chair Academy where they will be discussing the roles and responsibilities of the Board Chair, and Trustee Ryan is joining the President on a panel to discuss GISS.
- In response to the Board’s request to include in board meetings information on external trends and their impact on us, we will be scheduling six reports. In October we will report on Immigration, Military Drawdown, and Student Loan Rates. Future reports will include Employment Patterns, K-12 Enrollment Patterns, and Pay it Forward proposal. We are also doing an Environmental Scan and will be reporting on that as well.

- The legislature lifted the ban on excellence awards that provide a cash honorarium and we are reinstating them this year. This will include Faculty Excellence Awards, Classified and Exempt Staff awards, and the quarterly Tahoma Awards.
- Clover Park Technical College has selected Lonnie Howard of Houston, Texas, to replace President John Walstrum. He will assume his role in the next week or so.
- TCC is a sponsor of the Joint Base Lewis McChord job fair/networking event on September 19. We are also co-sponsoring the Asian American and Native American Trustee's reception at the ACCT conference in Seattle on October 3 from 4:30-6:00pm.
- Several articles were provided to the Board:
  - One was posted by the American Association of Community Colleges about correctional education programs. Research shows that prison education programs are cost-effective and reduces recidivism by 43%.
  - *The News Tribune* ran two articles on September 8, one entitled "Two-year colleges are engines of upward mobility" which discusses the outstanding education students get while reducing their student loan debt.
  - The other entitled "2-year degree often out earns bachelor's early on" states that students who earn two-year degrees or certificates often earn more in their first year out of college than those with four-year degrees.
  - *The News Tribune* also ran a story on August 3 that focused on our new partnership with the Tacoma Housing Authority where they provide housing stipends to homeless students provided they remain in school. Shawn Jennison, Shema Hanebutte interviewed for this article.
  - A blog ran in the Business Examiner announcing that TCC is one of the nation's top 100 community colleges for student certificate and degree completion. There was a response at the bottom from WorkForce Central congratulating TCC for their support of local workforce development.
- Professional Development Days are Sept. 16 through the 19<sup>th</sup> and President Transue will be giving her quarterly remarks at 9:30 on Sept. 17.
- The Multicultural Advisory Council meeting will be held on Sept. 18.
- The joint Tacoma Public Schools/TCC Board meeting that will be held on Oct. 16 from 8:00-10:00am. TPS is hosting it this time.
- On Oct. 10 President Transue will be hosting faculty and retirees at her home from 4:00-6:00.

**B. Faculty Report—Dave Howard**, Faculty Union Representative, reported:

- He is happy to be back and honored to represent the faculty.
- Many faculty worked year-round and did not take the summer off.
- The new academic year is exciting and it is wonderful to see the economic recovery continuing.
- Each year will bring its own challenges, but if we all work together to do the right things and keep the right perspective, there is no challenge too difficult that we can't resolve together.

**C. Classified Staff Report—Angela Wheeler**, President of Classified Staff, reported:

- CSO is working on inviting Classified staff to an informational meeting during PDD and to remind staff that there is an education fund available.
- Discussions are being held on the Classified Staff Breakaway and when an appropriate time would be to hold it. It has been a challenge to get enough staff to attend so they have been thinking of moving it to the summer after classes, possibly in August, which might allow more staff to be able to attend. This might mean a possible delay in a Breakaway until next year, so they are considering having something during the spring PDD. They are trying to be considerate of everyone's work schedules.

**D. Associated Students Report – Jen Nagy**, Student Body President, reported:

- A back-to-school barbeque is being held the first week of school and there will be a live band. They have also invited Julie Anderson to attend to speak to students about the importance of voting.
- Jen provided a calendar for a film festival in October. The Grand Cinema is co-hosting.

Trustee Whang announced that former Student Body President Amy McCoy has been selected as a student trustee at Central Washington University.

**VII. COMMENT/REMARKS**

None.

**VIII. EXECUTIVE SESSION**

At 5:55 p.m. Chair Wright announced that the Board would adjourn into Executive Session for approximately 20 minutes for consultation with legal counsel regarding agency litigation and real estate. 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.