

**Tacoma Community College  
Board of Trustees Regular Meeting  
February 20, 2013, 4:00 p.m.  
Tacoma Community College  
Building 12 ~ College Room**

**MINUTES**

**Board Members**

Chad Wright  
Liz Dunbar  
Don Dennis

**Administration/Faculty/Staff/Guests**

Pamela Transue	Mary Chikwinya
Silvia Barajas	Scott Marsh
Jonathan Phillips	Anne Shaw
Evelyn Tompkins	Dave Howard
EJ Iglesias	Bill Ryberg
Jackie Gorman	Mary Ann Brummond
Charlie Crawford	Norma Lynn Edwards
Clint Steele	Elizabeth Hyun
Mike Flodin	Dolores Haugen
Val Robertson	Alexandra Rose
Shawn Jennison	Nancy Novak
Janine Mott	Kathryn Held
Jeff Calkins	C.J. Radowick
Krista Fox	Alan Waugh
Erin Hoiland	Simba Change
Kelley Cadman	Sean Van Dommelen
Cathie Bitz	Judy Colarusso

**I. CALL TO ORDER**

Chair **Wright** called the meeting to order at 4:05 p.m.

**II. General Matters**

**A. Changes/Approval of Agenda**

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

**B. Approval of Minutes for the January 16 Regular Meeting.**

**MOTION:** Upon a motion by Board member **Dunbar**, the board unanimously approved the minutes of the January 16 Regular Meeting.

**C. Introductions –**

**Janine Mott**, Executive Director of the Gig Harbor Campus, introduced **Jeff Calkins**, full-time faculty member at Gig Harbor. He teaches English and came to TCC as an adjunct faculty member in 2001.

**D. Correspondence**

None.

**E. Board Report**

All Trustees attended the joint Tacoma Public School/TCC Board meeting and the TCC Board retreat on February 4.

- Trustee Dunbar attended the ACCT National Legislative Conference in Washington, DC, where she learned a great deal about issues and initiatives facing community colleges. While there, she also attended meetings with our legislators.
- Trustee Dennis stated that the joint TPS meeting was a good one and we hope to continue a partnership with them. He attended the TACTC winter conference in Olympia with Trustees Whang and Ryan. He met with Rep. Seaquist and the Association of Washington Business to discuss where Rep. Seaquist would like to go with higher education.
- Trustee Wright continues to participate on the Art Committee and announced that they have selected an artist with whom they will meet soon. He attends Foundation meetings, and he shared that he was unable to attend the ACCT National Legislative Conference due to a family emergency.

**III. PRESENTATION**

**Student Voice**

**Kathryn Held**, Coordinator of Assessment/Access Services, provided a brief background on Access Services and then introduced student **C.J. Radowick**. CJ shared his struggles and successes and has

found that TCC has been a positive experience for him. Although some faculty and staff haven't understood and have had trouble accommodating his disabilities, most people have helped him solve any problems he faced. CJ has a 3.15 gpa and is now only 20 credits away from transferring to WSU. The Trustees congratulated him on the effort he has put into getting his education.

#### IV. PUBLIC HEARING

At 4:20 p.m., Board Chair **Wright** declared the Public Hearing open for public comments on the proposed revision to Washington Administrative Code revision 132V-123, Final Course Grade Appeal Process.

##### **Adopt: WAC Chapter 132V-123 – Final Course Grade Appeal Process**

**Scott Marsh**, Interim Vice President for Academic and Student Services, Sergeant, provided a brief overview and rationale for the proposed revisions to the Final Course Grade Appeal Process. TCC reviews portions of the Washington Administrative Code on a regular basis. Last year (2011-12), Pat Brown, David Endicott, and several representatives from Instructional Council and Student Services Council reviewed and revised WAC Chapter 132V-123 pertaining to Final Course Grade Appeal. No significant changes were made beyond making the process more manageable and navigable for students. The steps and timelines were clarified, as well as who should be included in the conversations and informed of the decisions at each step of the process. Proposed changes include the following:

- The process is reorganized into well-defined sections which make clear to students, TCC faculty and staff what the steps are and the timelines for each step.
- Definitions of terms precede the process, adding clarity to the process elements.
- Clarifies appeal time period for spring quarter grades.
- Emphasizes the student's obligation to attempt to resolve at the course faculty level.
- Provides identification of next responsible faculty/staff member when other than the program/department Chair or appropriate Dean.
- Delineates specific actions by the hearing committee, if convened, and states there will be Findings of Fact.

Chair **Wright** asked if there were any public comments. There being none, the public hearing was declared closed at 4:24 p.m. and the regular meeting reopened for action on this item.

#### V. ACTION ITEMS

##### **A. Approve: Washington Administrative Code Revision 132V-123, Final Course Grade Appeal Process**

**MOTION:** Upon a motion by Board member **Dennis**, the board unanimously approved the revisions of WAC 132V-123, Final Course Grade Appeal Process.

##### **A. Approve for Study: C-Math Remodel/Training Space**

Trustee **Dennis** asked how much the space will be used and **Jackie Gorman** stated that this quarter we have seven C-Math classes and next quarter we will have eight. Work will begin immediately upon the Board's final approval.

**MOTION:** Upon a motion by Board member **Dunbar**, the board unanimously approved for study the use of \$170,000 of excess enrollment revenue to create a C-Math and Training Center.

##### **B. Approve for Study: 2014-15 Instructional Calendar**

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

#### V. NON-ACTION ITEMS

##### **A. Faculty Professional Development**

**Alan Waugh** provided a power point presentation on TCC efforts in regard to faculty professional development. He stated that most instructors have not been trained to be teachers. They've been trained to be specialists and researchers in their area which is why faculty development is so critical. It is important that they be designing and teaching courses intentionally as opposed to following a predecessor's syllabus, following the order of a textbook, or possibly teaching the way the instructor was taught to teach or how the instructor personally prefers to be taught. We know from the diversity of our students that these ways do not work for all of our students. Faculty effectiveness is linked to

student success. If we want to achieve our mission for meaningful and relevant learning, faculty must be on board to try and help students learn faster and better. The definition of faculty development is “improving student learning by improving faculty effectiveness in instructional design, facilitating learning activities and assessing learning.”

We have challenges. We employ 356 teachers on the credit side. This group is diverse, new to teaching or new to college teaching, experienced but new to TCC, tenure track probationers, etc. We need faculty to learn from each other. TCC has been assessing learning at the individual level, curriculum level, and faculty retreats. Other challenges are:

- ever changing students;
- new faculty hired every quarter;
- ever changing technology;
- changes in disciplines;
- coordination among people; and
- the need to ensure faculty development aligns with major college initiatives.

Many professional development opportunities are offered including five professional development days each year, orientations for new faculty, new full-time faculty seminars, tenure review process, a winter institute, a quarter-long course in college teaching (this is our 10<sup>th</sup> year with a total of 137 faculty having participated), faculty reading groups, eLearning workshops, professional leave for one to three quarters, and many smaller opportunities. Unlike most colleges, TCC adjunct faculty are invited and encouraged to participate in many faculty development opportunities.

Alan thanked executive staff for its support.

**B. Pathway to Completion: 1<sup>st</sup> 45 College Level Credits**

**Kelley Cadman**, Program Director of Institutional Research, reported that the SBCTC is adding a 45 credit point to the Student Achievement Initiative to account for work beyond the student's first year and to shift more points to the completion side of the framework. It will include specific types of courses to be included for either transfer or professional technical programs. Kelley provided data on what TCC looks like with students completing 45 credits. The data shows that the work we do with TCC students is moving them towards completing those first 45 credits (from 494 students completing in 2006-07 to 804 students completing in 2011-12), moving them along their pathway to completion. Trustee Wright asked if we get the points for students who completed some of the 45 credits elsewhere. Kelley responded that we used to, but now we only get credit for what a student actually does at TCC.

**C. Implementation of Student Debit Card**

**Silvia Barajas**, Vice President of Administrative Services, reported that in order to assist our students in receiving their financial aid in a faster and safer way, TCC has partnered with Higher One to implement the MyTacoma card. This was done after assessing another company and getting the results of the 18 other Washington colleges who currently use Higher One. Why we decided to make the change is we wanted to offer options to students for financial aid. With the MyTacoma card, students have three options:

1. Use debit card to receive refund.
2. Deposit in own bank
3. Get a check.

This card will eliminate the need to go to a check cashing company where they would incur fees and carry around a large sum of cash. This is not a credit card and students will not be receiving solicitations on credit card options. This is simply a “swipe and sign” for which students will not incur fees. We will have three ATMS, two on our main campus and one in Gig Harbor. A meeting is being held next Wednesday with student leaders to provide information and answer questions.

**D. Budget Status Report**

Silvia Barajas provided the Board with a mid-year financial assessment. She highlighted some details on revenue. Our 2012-13 adopted budget for revenue was \$33,926,490. With our state allocation and local revenue, the 2012-13 year-end forecast for total operating resources puts us 12% higher than the adopted budget. Silvia then reported on expenses. We are expecting to spend \$2.8M over the adopted budget to address excess enrollment. Most expenses are associated with salary and benefits. Our June 30 forecast is that we will end up with just over \$1M.

**E. Legislative Report**

President Transue reported that the Legislature is in its sixth week of a 105-day session. Hundreds of bills have been introduced and a number of them could impact higher education. We are working with

other colleges (Presidents, faculty, staff and students) to provide testimony. The State Board staff tracks most of the bills that affect two year colleges – they publish a legislative blog twice weekly with highlights on testimony for various bills. The SBCTC also publishes a “watch list” each Friday of bills affecting our colleges and their status as they move from the committee of origin to other committees and perhaps finally to the House or Senate floor. President Obama announced during his State of the Union address a new “College Scorecard” where one can see data by college as well as the percentage of students who graduate. However, the document “Accelerate and Complete” from the SBCTC just uses graduation rates which is misleading and doesn’t accurately reflect TCC’s completion rate.

President Transue provided upcoming legislative dates and mentioned that the Pierce County college presidents are making presentations on February 25 to the Pierce County Council and on February 26 to the Tacoma City Council to discuss our legislative request and recent challenges and opportunities for our colleges. In March they will be meeting with the Editorial Board at the News Tribune. President Transue provided the Board with contact information for our local legislators and Congressional representatives.

## VI. REPORTS

### A. Administrative Report

**President Transue** mentioned the following:

1. The Foundation fundraising luncheon was a resounding success and President Transue thanked Bill Ryberg for coming up with this idea and working so hard to get all our sponsors. She also thanked Jody Matthews and Foundation staff for making it such a lovely event with several special touches, and she thanked the Foundation Board and Trustees who sponsored tables.
2. The meeting on February 4 with Tacoma Public Schools was a very productive and encouraging meeting. There was a great deal of enthusiasm from both TPS and TCC, and ideas were suggested that everyone is looking forward to implementing. President Transue will be working with Superintendent Carla Santorno and Deputy Superintendent Joshua Garcia to begin the planning of a faculty Summer Institute to develop competency-based agreements between TCC and TPS in which students could demonstrate mastery over whatever competencies in Math and English that would prepare them for college-level work and that could result in a model for high school/college transition both locally and nationally. We have approved a committee to work on this.
3. President Transue was pleased to have two trustees attend the ACCT National Legislative Conference.
4. On February 21, Presidents of Washington State colleges are meeting with the Association of Washington Businesses.
5. President Transue reminded the Board about upcoming events: March 6 is the Multicultural Advisory Council breakfast, followed the next day by the Pierce County Coordinating Council breakfast at Clover Park Technical College. She also reminded the Board that the March 13 Board meeting will begin at 2:00 in order to hold six interviews for third year tenure candidates. She provided information on the Athletics Hall of Fame dinner and auction on April 13.

### B. Faculty Report- Dave Howard, Faculty Union Representative:

- Dave stated that he appreciated the presentation given by Alan Waugh on faculty professional development.
- Faculty is happy to be progressing through the quarter and things are going quite well.
- Dave stated that we are now starting to find ourselves in competition for full-time and adjunct faculty members and we need to be mindful of where we match up with other colleges in respect to salaries.
- Dave discussed his appreciation and support of the Academic Freedom portion of the Faculty Negotiated Agreement and Board policy manual. He stated that the language as written forges lifelong relationships and brings people back to why we do what we do.

### C. Classified Staff Report— Evelyn Tompkins, Chair of the Classified Staff Council:

- Classified staff continues to plan their breakaway. They have signed a contract with consultant Robin Rose who will be presenting a full day of training and Sue Schenk, Physical Education Instructor, will make a presentation as well. The theme is “Managing Challenging Change.”

**D. Associated Students Report – EJ Iglesias, Student Body President:**

- EJ showed a portion of a video of the student rally in Olympia with TCC student Alexandra Rose speaking. Their tag line was “We are the solution. Don’t cut the solution.” Alexandra briefly shared her background with the Board.
- They are working with Dan Small to invite legislators to campus and more trips to Olympia.

**E. TCC Foundation Report – Jonathan Phillips, Vice President of the Foundation, reported:**

- The Foundation’s first fundraising luncheon (with the theme “Reaching Higher”) was a great success. He recognized Bill Ryberg for coming up with this idea and successfully carrying it through. About 240 people attended and they raised \$26,000 in sponsorships and \$30,000 from donors at the event. Jonathan stated that having the event on campus, having students act as guides, and keeping the event to within the promised one hour were all details that were well received. The program was excellent with great speakers. He cited his appreciation for the faculty and staff who attended. He provided everyone with bookmarks that were given at the luncheon.
- The Wine Classic will be on May 18 and the Foundation is now focusing on plans for that event. He invited everyone to attend, donate, and/or provide auction items.
- Dr. Sandra Reilley and Dr. Barry Weled are co-hosting a house party at which attendees will have an opportunity to hear from President Transue about TCC. Their 40 guests are mostly comprised of people in the medical field.
- Trustee Dennis remarked that the Foundation’s selection of Bob Draggoo of Gig Harbor is an excellent choice as a Foundation Director.

**VII. PUBLIC COMMENTS/REMARKS**

None.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:37 p.m.

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Chad Wright, Vice Chair