

AGENDA

Board of Trustees
James Curtis-Chair
Liz Dunbar-Vice Chair
Gretchen Adams
Lois Bernstein
Bob Ryan

President
Ivan L. Harrell II, Ph.D.

TCC Mission Statement:
*TCC creates meaningful
and relevant learning,
inspires greater equity,
and celebrates success in
our lives and our
communities.*

**Board Mission
and Vision:**
*The Board will govern
with a style that
emphasizes outward
vision rather than an
internal preoccupation,
encouragement of
diversity in viewpoints,
strategic leadership rather
than administrative detail,
clear distinction of Board
and presidential roles,
collective rather than
individual decisions,
future rather than past or
present, and proactive
rather than reactive.*

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| I. CALL TO ORDER | James Curtis |
| II. GENERAL MATTERS | |
| A. Changes/Approval of Agenda | James Curtis |
| B. Approval of Minutes: October 10 Board Meeting | James Curtis |
| C. Introductions & New Hires | James Curtis |
| D. Correspondence | President Harrell |
| E. Board Report | James Curtis |
| III. PRESENTATION | |
| A. Student Voice: Early Learning Center
Gwen Powers, Laquecia Vance, Seth Davidson | Dolores Haugen |
| B. Program Update: IBEST | Kelli Johnston, Rebecca
Jayasundara |
| IV. ACTION ITEMS | |
| None | |
| V. NON-ACTION ITEMS | |
| A. FY 19 Budget Update | Julie Dunbar & Cliff Frederickson |
| B. Board Meeting Structure | James Curtis |
| VI. REPORTS | |
| A. Associated Students | Kristina Pogosian |
| B. Faculty | Dave Howard |
| C. Classified Staff | Jill Merritt |
| D. Foundation | Tony Lindgren |
| E. Legislative | Bill Ryberg |
| F. President | President Harrell |
| VII. PUBLIC COMMENT/REMARKS | James Curtis |
| VIII. EXECUTIVE SESSION | James Curtis |
| Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations. | |
| IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION | James Curtis |
| X. ADJOURNMENT | James Curtis |
| Interpreters for people with hearing impairments and Braille or taped information for people with impairments can be provided. Please contact Kelly Maxfield, Office of the President at 6501 South 19 th St., Tacoma WA 98466; Tel: 253/566-5169 or e-mail kmaxfield@tacomacc.edu. | |

**Tacoma Community College
Board of Trustees Regular Meeting
October 10, 2018 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

James Curtis
Liz Dunbar
Lois Bernstein
Bob Ryan

Administration/Faculty/Staff/Guests

Paige Banks	Janine Mott
Bill Ryberg	Mary Chikwinya
Cliff Fredrickson	Stephen Smith
Dolores Haugen	Steve Fontana
Misty Hadfield	Katy Ray
Char Gore	Kim Davidson
Will Howard	Joe Shannon
Jill Merritt	Kristin Jenkins
Wendy Larsen	Janice Tayler
Stephanie Khan	Jenee Kramer
Christopher Soren	Lexie Generous
Valerie Robertson	Kellee Rickerl
Julie Benson	Brinda Sivaramakrishnan
Kelly Maxfield	Dave Edwards
Dave Howard	Pat Shuman
Brandon Ervin	Kristina Pogolian

I. CALL TO ORDER

Chair **Curtis** called the meeting to order at 4:00 p.m.

II. General Matters

A. Changes/Approval of Agenda

MOTION: Upon a motion by Board member **Ryan**, the Board unanimously approved the agenda as submitted.

B. Approval of Minutes

September 12, 2018 Regular Board Meeting

MOTION: Upon a motion by Board member **Bernstein**, the Board unanimously approved the minutes for the September 12 regular Board Meeting.

C. Introductions

Chair **Curtis** introduced **Bill Ryberg**, Vice President of College Advancement, who introduced **Stephen Smith**, the permanent Executive Director of Human Resources and **Paige Banks**, Administrative Operations Coordinator for the TCC Foundation.

Chair **Curtis** introduced **Stephen Smith**, Executive Director of Human Resources, who introduced **Jenne Kramer**, new Human Resources Assistant II.

Chair **Curtis** introduced **Wendy Larsen**, Program Chair for Communication & Transitional Studies, who introduced **Stephanie Khan**, Communication & Transitional Studies Professor.

Chair **Curtis** introduced **Dolores Haugen**, Director of Community Standards, who introduced **Matthew Feldbush**, Advisor for Fresh Start.

Chair **Curtis** introduced **Mary Chikwinya**, Vice President for Student Affairs, who introduced **Steve Fontana**, Director of Advising and **Lexie Generous**, Counselor. Also new to Student Affairs is Executive Assistant **Katy Ray**.

Chair **Curtis** introduced **Krista Fox**, Interim Provost & Vice President for Academic Affairs. Krista introduced **Joe Shannon**, Dean for Mathematics, Sciences, and Engineering. Joe introduced **Kimberly Davidson**, new Professor of Chemistry for Tacoma Community College.

Krista Fox, Interim Provost & Vice President for Academic Affairs, introduced **Char Gore**, Interim Dean for Allied Health, Business, & Professional Services. Char introduced **Kellee Rickerl**, Clinical Director of Respiratory Therapy and **Brinda Sivaramackrishnan**, Community Health Professor for Health, Business, & Professional Services.

Chair **Curtis** introduced **John Falskow**, Interim Dean for Arts, Humanities, and Social Sciences, who introduced **Kirsten Jenkins**, Professor for Anthropology.

Chair **Curtis** introduced **Janine Mott**, Executive Director for the Gig Harbor Campus, who introduced the new Continuing Education Department Manager, **Janice Tayler**.

D. Correspondence

President Harrell shared a letter from The Commission on Accreditation of Allied Health Education Programs (CAAHEP) granting accreditation for the next ten years to our Diagnostic Medical Sonography Program at Tacoma Community College. He also shared the Washington State Auditor's Office had one recommendation on our recently completed Depreciable Assets Audit. The finding was in regards to the college not performing a physical inventory of assets.

E. Board Report

- Board Member **Bernstein** attended the September 12 board meeting and met with UW Tacoma and TCC to discuss Autism. She attended the Greater Tacoma Peace Prize, University of Puget Sound Tacoma Leaders Breakfast, the Museum of Glass "Red Hot", the AMOCAT Arts Awards, and the Tacoma Urban League 50th Anniversary Gala. She also participated in the Health Care Collaborative Meetings with TCC, Bates, UWT, Multicare, and Franciscan. On October 9, she attended the Community Health Care Awards as Jim Walton received the 2018 Tanbara Humanitarian Award.
- Board Member **Ryan** attended the September 12 board meeting and the Pierce County Coordinating Council meeting on September 18 at Clover Park Technical College. He also attended an ACT Board meeting on October 8.
- Co-Chair **Dunbar** attended the September 12 board meeting and the Pierce County Coordinating Council meeting on September 18 at Clover Park Technical College. Liz attended many fundraisers and award events including the Community Health Care Awards, Tacoma Urban League 50th Anniversary Gala, UPS Leaders Breakfast, and the Pioneer Human Services event in Seattle that addressed removing barriers for formerly incarcerated individuals.
- Chair **Curtis** attended the September 12 board meeting and the September 17 Professional Development Day Kick Off here on campus. He had a board study session with Dr. Harrell, ate lunch with a MOD student, and attended the Men of Distinction Rite of Passage Ceremony. He also attended the Hilltop Artists Luncheon on October 2 at the Hotel Murano.

III. PRESENTATIONS

Student Voice - Chris Oliver

Chris is from Brooklyn, New York and was a gang member starting at age 13. After getting into trouble, the judge gave him the option of going to prison or joining the Army. He opted for the military and served 14 years. After leaving the Army, he used his GI Bill to enroll at Tacoma Community College. His Sociology class with Dr. Andrew Cho opened his eyes and with his encouragement, Chris began to believe in himself. Chris graduated with his AA Degree from TCC in June 2017. He received his BA from UW Tacoma in June of 2018. Chris currently attends the Interdisciplinary Arts and Sciences Master's Program at UWT. Chris' goal is to obtain his Ph.D. then work with current and former gang members to investigate the social factors that lead them to join gangs. He hopes to create a safe place for counseling and support on Tacoma's Eastside.

Program Update – Fresh Start

Dolores Haugen introduced the Fresh Start team including **Jayne Crumpton**, **Nicholas Newman**, and **Matt Feldbush**. **Stephanie Rock** is on maternity leave. The Fresh Start Program started at TCC in 1999 with 32 students and is modeled after programs in Boston and Portland. This fall, our enrollment is over 200 students. Fresh Start provides an opportunity for students age 16-21 to reengage in their education to finish high school diploma requirements and earn college credit in a supportive, empowering environment. The benefits include free tuition and books, challenging academic classes, ongoing educational planning and advising, and a seamless transition from high school to college.

Clery Report

The Clery Act requires post-secondary schools, participating in the Title IV student financial aid programs, to publish a statistical report of crimes occurring on or near the institutions campus and provide information about policies, procedures, and programs. Officer Misty Hadfield reviewed the statistics for TCC during the 2017-18 academic year. A copy of the 2018 Annual Security and Fire Safety Report (Clery Act) is located on our web site at <http://www.tacomacc.edu/tcc-life/campus-services/campus-safety>.

IV. ACTION ITEMS

A. Recognition of Pat Shuman

MOTION: Upon a motion by Board member **Dunbar**, the board approved the honor of having a tree planted on the campus of Tacoma Community College in Pat Shuman's name.

B. ACT Transforming Lives Student Nomination

MOTION: Upon a motion by Board member **Ryan**, the board approved President Harrell's recommendation to nominate **Christopher Oliver** as the TCC 2019 Transforming Lives Award Nominee.

C. First read of Applied Management BAS Degree

MOTION: Upon a motion by Board member **Bernstein**, the board approved the first read of the Applied Management BAS Degree.

V. NON-ACTION ITEMS

A. Enrollment Report

Mary Chikwinya, Vice President for Student Affairs, updated the Board on enrollment trends, FTE, and allocation numbers. In 2016-17, the State Board increased allocation by 500 FTE while simultaneously, enrollment numbers were trending downward and colleges were only able to count 2% on International students. Enrollment will likely be flat for 2018-19. We based our budget off a conservative FTE of 4759. Currently we are 3-4% behind in enrollment numbers from fall 2017. The Enrollment Management Committee is cleaning up data/coding while simultaneously working on strategies to increase enrollment.

VI. REPORTS

A. Foundation Report – Brandon Ervin, TCC Foundation Board Secretary

The TCC Foundation Board recently held their retreat and set goals for the 2018-19 academic year. In 2017-18, \$425,000 was raised for student scholarships and the emergency fund. The focus of the Foundation this year will be addressing hunger, supporting the Harned Food Pantry, and launching an effort to support homeless students. On October 23, the Scholarship Luncheon will be held at 11:30 a.m. in the Student Center. On October 24, the Primo Grill Auction takes place at 5:30 p.m.

B. Associated Students Report – Kristina Pogolian, ASTCC President

The Office of Student Engagement was very busy during Welcome Week providing food and fun events to welcome students to campus. Over twenty faculty provided information about programs to our TCC students at the Resource Fair. On October 3, Kristina held a

Constitution Day discussion and the first Senate Meeting occurred. Students also attended "We Be Clubbing" to learn about organizing student clubs. Kristina led a group in creating mission statements for the clubs. On Friday, October 5, an Open Mic Night allowed students to read poetry, sing, and share the spoken word. Thursday, October 11 is Pizza with the President in the Student Center. The Student Leadership and Senators attended the Race & Pedagogy event at UPS, Vital Voice, and the Washington State Student Association meeting regarding legislative priorities in Olympia.

C. Classified Staff Report - Jill Merritt, Classified Staff Representative

Classified staff members attended PDD Week September 17-20. A Kick-Ball game occurred on the 21st with the faculty winning 13-12. A basketball game is scheduled for winter quarter. Their fundraising event will be "Walk a Mile in Her Shoes", joining the Campus Security Department that participates each year. Staff spotlight this month is Will Howard, Campus Security Sergeant for the past 21 years at TCC. His paternal Grandmother in Arkansas raised Will since the age of three weeks. He recently reconnected with his birth mother and will meet her and his 13 brothers and sisters next month.

D. Faculty Report—Dave Howard, Faculty Union Representative

Dave met the new Faculty and he sees a very positive change in our Human Resources Department. Professional Development Day was very positive. The Food Pantry has great support from the faculty. Congratulations to Char Gore and Mary Jane Oberhofer on their BAS work. Also, congratulations to Pat Shuman on her retirement from the Foundation.

E. Legislative Report – Bill Ryberg, Vice President for College Advancement

At this time, the Legislature is quiet. Bill will have more to report in the coming months.

F. President's Report – Dr. Harrell has started his first fall quarter as a President with a very busy calendar on and off campus. Here is a list of his activities since the September 12, 2018 Board meeting.

- On 9/17 at PDD, shared his vision for the college. He distributed the Power Point to the campus community via email.
- The first Strategic Planning meeting with Leadership and CampusWorks has occurred. The Tri-Chairs for the committee are Ashley Caughell, Sopang Men, and Joe Shannon. A committee of approximately 40 from Faculty/Staff via the Survey Monkey sent out a couple of weeks ago is in the organization process. There will be separate meetings for community members, Board of Trustees, and students. A Futures Summit may occur in January. The goal is to have a first read of the Plan at the May 2019 Board meeting.
- Vice President of Administrative Services: three people interviewed and he will make a decision by the end of this week.
- Clark Nuber is working on risk assessment coaching with Cliff and the Finance Team.
- The Institutional Effectiveness Committee has reorganized and is working on the NWCCU Fall 2020 visit.
- The Max & Margi Harned TCC Titan Food Pantry is off to a busy start. 84 students have used the food bank since it opened.
- Tacoma Housing Authority is collaborating with TCC to provide 62 apartments at the Highland Flats complex (formerly the Tiki Apartments). Apartments will be available for \$420 per month for TCC students meeting the criteria.
- Travel the past month has included the Lakin Institute in Arlington, Virginia and the WACTC Presidents Meeting in Bothell last week.
- He has attended the Pierce County Coordinating Council, met college donors, MAC Chair Wayne Williams, the HIM cohort, Men of Distinction Rite of Passage, TCCF Board meeting, MESA event honoring Joe Shannon, Gig Harbor Campus Kick Off, Tacoma Creates, and the Community Health Care Awards honoring Jim Walton with the 2018 Tanbara Humanitarian Award.

- Future travel includes the ACCT Congress in New York City, the Faculty & Staff of Color Conference in Semiahmoo, and visiting Kitakyushu with Mayor Woodards in March/April. He will be taking vacation during December and January.
- Jim Walton announced a donation of \$50,000 to the TCC Foundation, allowing for two \$5000 scholarships per year for Health program students in honor of his wife, Marilyn Walton.

VII. PUBLIC COMMENT/REMARKS

N/A

VIII. EXECUTIVE SESSION

At 6:28 p.m., Chair **Curtis** announced that the Board would adjourn to executive session for 10 minutes.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 6:41p.m., the open board meeting reconvened into public session. As a result of executive session, no action was taken.

X. ADJOURNMENT

There being no further business, the meeting adjourned at 6:42 p.m.

James Curtis, Chair