

Tacoma Community College  
Board of Trustees Regular Meeting  
October 11, 2017 4:00 p.m.  
College Board Room #120, Building 12

MINUTES

**Board Members**

Bob Ryan  
James Curtis  
Gretchen Adams  
Liz Dunbar  
Lois Bernstein

**Administration/Faculty/Staff/Guests**

Bill Ryberg	Kelly Maxfield
Julie Dunbar	Pat Mathews
Jeanne Ernst-Williams	Martin Hock
Krista Fox	Kelley Sadler
Will Howard	Valerie Robertson
Misty Hadfield	James Newman
Sarah Lewandowski-Noble	Cliff Frederickson
Jill Merritt	Monica Olsson
Kathryn Held	Shirley Siloi
Nora Price	Tony Lindgren
Saheng Hing	Pattie Green
Edwin Lin	Jackie Gorman
Sarah Wallace	Mary Fox
Rick Brady	Kim Ward
Mary Chikwinya	

**I. CALL TO ORDER**

Chair **Ryan** 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 **Curtis** the Board unanimously approved the agenda as submitted.

**B. Approval of Minutes:**

**September 13, 2017 Board Meeting**

**MOTION:** Upon a motion by Board member **Bernstein** the Board unanimously approved the minutes of the September 13, 2017 Board Meeting.

**September 22, 2017 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the September 22, 2017 Special Board Meeting.

**September 29, 2017 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the September 29, 2017 Special Board Meeting.

**C. Introductions**

Board Chair **Ryan** introduced **Co-President Mary Chikwinya**, who introduced Ashley Caughell, the new Program Specialist in the Athletics Department.

Board Chair **Ryan** introduced **Vice President of Human Resources & Legal Affairs, Beth Brooks**, who introduced Sarah Wallace, the new Human Resources Employment Manager.

Board Chair **Ryan** introduced **Dean Joe Shannon**, who introduced Martin Hock as a new full time computer science professor and Edwin Lim is teaching engineering as a full time temporary faculty member.

Board Chair **Ryan** introduced **Dean Analea Brauburger**, who introduced Scott Davis, the new Coordinator for Curriculum & Assessment and a math instructor.

Board Chair **Ryan** introduced **Dean Kim Ward**, who introduced Susan Lawler, a new full time faculty member for Communication & Transitional Studies (AESL)

**D. Correspondence**

**Co-President Bill Ryberg** read a letter from Governor Jay Inslee affirming the reappointment of Chair Bob Ryan as a TCC Trustee until 2022.

**E. Board Report**

- Board Member **Dunbar** attended the September 13<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> board meetings. She also attended the October 4<sup>th</sup> Multicultural Advisory Council with training by Carol Mitchell. Senator Patty Murray visited Tacoma Community House where Liz is the Director. She attended the Hilltop Artist luncheon and Advocates for Immigrants in Detention event.
- Board Member **Bernstein** attended the September 13<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> board meetings. She had several meetings with James Curtis and Beth Brooks regarding the presidential search and selection of AGB Search as our firm. She attended the UW Tacoma Autism Coalition's first meeting and the ACCT Conference in Las Vegas, Nevada.
- Board Member **Curtis** attended the September 13<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> board meetings. He had several meetings with Lois Bernstein and Beth Brooks regarding the presidential search and selection of AGB Search as our firm. He also attended the ACCT Conference in Las Vegas, Nevada.
- Board Member **Adams** attended the September 13<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> board meetings. She also attended the ACCT Conference in Las Vegas, Nevada and Multicare Health System's Rock the Foundation event on September 23<sup>rd</sup>.
- Chair **Ryan** attended the September 13<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> board meetings. He also attended the ACCT Conference in Las Vegas, Nevada.

**III. PRESENTATION**

**Student Voice – TCC's first Faculty-led Study Abroad to Shanghai.**

**Executive Vice President for Academic & Student Affairs, Tod Treat**, introduced faculty and staff members Penda Sow, Monica Olsson, Mary Jane Oberhofer, and Wendi Larsen, who led TCC's first study abroad to Jiao Tong University. It was a ten-day grant-funded trip in conjunction with Highline Community College. Students Hahn Vo, Olga Rudenko, Aiyana Gilbert, and Luke Byram spoke of their experiences and highlights of the trip.

**IV. ACTION ITEMS**

**A. First Read 2017-18 Operating Budget: Cliff Frederickson and Julie Dunbar** reviewed the 2017-2018 operating budget with the Board of Trustees.

**MOTION:** Upon motion by Board member **Curtis**, the Board unanimously approved the first read of the 2017-18 operating budget.

**B. First Read 2017-18 Proposed above Required Reserve Expenditures: Cliff Frederickson and Julie Dunbar** reviewed the 2017-2018 proposed budget above required reserves with the Board of Trustees.

**MOTION:** Upon motion by Board member **Adams**, the Board unanimously approved the first read of the 2017-18 proposed budget above required reserves.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Onboarding Process:**

**Sam Morgan**, Director of Entry Services, reviewed the enrollment process, entry services, outreach methodology, recruitment, assessment, and modes of communication with potential and current TCC students. TCC bound students attend an information session, apply, set up their portal & ctcLink profile, find ways to pay for college, assess their skills, and be acclimated with a student advising orientation.

There are several methods of outreach to potential students in our community and local school districts including campus tours, presentations at local schools, holding admissions information sessions 2-3 per year on campus, and connecting TCC via the College in the High Schools programs at SAMI and SOTA. Both Mt. Tahoma and Foss will be coming aboard this year as well.

Recruiting non-traditional students includes the participation of our CASA/MECA program. Outreach also connects with Native Education Liaisons, visiting Tribal lands, and promoting our Men of Distinction Program to draw first generation college students.

Entry Services will be working with our TCC Marketing Department to restructure content for different types of students, including an updated Veterans web site to make navigating the enrollment process easier. Other marketing ideas including text messages for enrollment content, holding financial aid labs, the Summer Bridge Program, and a TCC View Book.

**B. Annual Clery Security & Safety Report – Will Howard and Misty Hadfield** presented the annual Clery Safety Report as required by federal law since 1990.

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses			
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	1
Domestic Dating	0	0	0

Stalking	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>NUMBER OF ARRESTS</b>			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF REFERRALS</b>			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

**C. Enrollment Report: By Betsy Abts**

- Softening enrollments across Washington State
- New International enrollment counting rule as of Fall 2016
- TCC - higher FTE allocation target
- 2016-2017 - 5089 (+505 from previous year)
- 2017-2018 - 5596 (+507 from previous year)
- Normal change each year typically represents less than a 10th of one percent change.
- 507 represents a 9% increase over previous year and an 18% increase from year 15-16.

**D. Board Functions & Responsibilities:** Chair **Ryan** spoke to TCC faculty/staff in attendance about using Board members personal or work emails. He asked that people not contact them in that fashion. It is a liability and all board members have TCC emails addresses for college business.

**E. Presidential Search Update:** Co-Chair **Curtis** announced the selection of AGB Search as our firm for the presidential search. Dr. Vance Peterson and Dr. Thomas Kowalik will be here on campus October 23-25 to meet with all campus groups, committees, and councils. The Search Committee names have been communicated to James and Lois and a meeting will be set up soon to sign confidentiality agreements and start the work of the search.

**VI. REPORTS**

**A. Associated Students Report – Kerry Ramroop, ASTCC President:**

- Shared OES calendar of events.
- Free ICC Diversity leadership course is taking place on four Saturdays from October 21 to November 11 here on campus.
- "I am Not a Costume" with Aaliyah Jihad, an Artist and Lecture Series event in Building 11 Student Center, free and open to the public, on October 17 at 12:30 p.m.
- There are laptops and iPads available for use in building 11 from the collection of the student tech fee. Also free printing services are available.
- Tacoma Housing Authority has 150 vouchers available for TCC student housing.
- The WCTCSA, elected leaders from our state's 34 colleges, are bringing five issues to the Legislature this January.

**B. Faculty Report—Dave Howard, Faculty Union Representative:** Dave was not present at this month's meeting.

- C. Classified Staff Report - Jeannie Ernst-Williams, Classified Staff Representative:**
- Classified staff are working on dates for the Breakaway and Awards Ceremony.
  - Classified Council is setting up their documents in Office 365 for easier access for members.
  - Upcoming events include game night, a softball game, and a service day in the summer.

- D. Foundation Report – Tony Lindgren, Board President:**
- Reminded everyone that Foundation Scholarship Recognition luncheon on October 24 at 11:30 a.m. in the Student Center.
  - Save the date for February 6 for the Reach Higher Luncheon.

- Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**
- The Legislative Council is put together and their first meeting is in December.
  - The SBCTC supplemental request budget is complete and Bill will share at the November Board Meeting.

- E. Co-President’s– Mary Chikwinya and Bill Ryberg:**
- Intramural launch was on Friday October 6 with fifty students playing volleyball in the gym.
  - We finally have a budget to present! Great work from Cliff, Julie, and Nerm in Finance.
  - No hiccups to the start of fall quarter here on campus.
  - Mary is presenting in Philadelphia on October 24<sup>th</sup> with Michael Mirra & Sara Goldrick-Rab about Homelessness and Food Insecurity

**VII. PUBLIC COMMENT/REMARKS**

**Mary Fox**, Professor for Communication & Transitional Studies, addressed the Board members regarding communication with them. She reiterated that communication on campus has been difficult the past 18 months. The Listening Circles helped and she is hopeful we will all continue to communicate. We want our students here for a reason.

**VIII. EXECUTIVE SESSION**

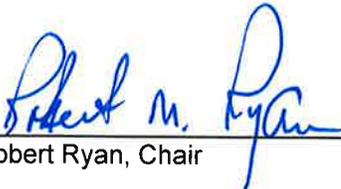
At 6:04 p.m., Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 15 minutes to discuss personnel issues.

**IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION**

At 6:30 p.m., the open board meeting reconvened. As a result of executive session, the Board approved the Co-President’s authority to settle pending tort claims be increased from \$50,000 to \$100,000 with any such settlement being subject to Board approval. Trustee Dunbar made the motion, Trustee Adams seconded, and all board members approved.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:20 p.m.

  
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Robert Ryan, Chair