

**Tacoma Community College  
Board of Trustees Regular Meeting  
April 11, 2018 4:00 p.m.  
Gig Harbor Campus**

**MINUTES**

**Board Members**

Bob Ryan  
James Curtis  
Liz Dunbar  
Lois Bernstein  
Gretchen Adams (via phone)

**Administration/Faculty/Staff/Guests**

Kelly Maxfield	Dolores Haugen
Jill Merritt	John Falskow
Kim Matison	Cliff Frederickson
Kara Rundquist	Will Howard
Janine Mott	Analea Brauburger
Bill Ryberg	Beth Brooks
Valerie Robertson	Natalie Wilkerson
Melanie Johnson	Kelley Sadler
Kerry Ramroop	Mary Chikwinya
Rick Brady	Tony Lindgren
John Sandin	Tod Treat
Don Dennis	

**I. CALL TO ORDER**

Chair **Ryan** called the meeting to order at 4:02 p.m.

**II. General Matters**

**A. Changes/Approval of Agenda**

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

**B. Approval of Minutes**

**March 21, 2018 Board Meeting**

**MOTION:** Upon a motion by Board member **Curtis** the Board unanimously approved the minutes of the March 21, 2018 Board Meeting.

**Approval of Minutes**

**March 21, 2018 Tenure Board Meeting**

**MOTION:** Upon a motion by Board member **Bernstein** the Board unanimously approved the minutes of the March 21, 2018 Tenure Board Meeting.

**Approval of Minutes**

**March 12, 2018 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the March 12, 2018 Special Board Meeting.

**Approval of Minutes**

**March 13, 2018 Special Board Meeting**

**Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the March 13, 2018 Special Board Meeting.

**Approval of Minutes**

**March 14, 2018 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the March 14, 2018 Special Board Meeting.

**Approval of Minutes**

**March 16, 2018 Special Board Meeting**

**MOTION:** Upon a motion by Board member **Dunbar** the Board unanimously approved the minutes of the March 16, 2018 Special Board Meeting.

### C. Introductions

Board member **Ryan** introduced **Janine Mott**, Executive Director for Gig Harbor Campus and Continuing Education, who introduced **Melanie Johnson**. Melanie is the new Administrative Assistant for the Gig Harbor Campus. She started April 2 after working for the Tacoma Campus over 21 years, her last position being Administrative Assistant for Arts, Humanities, and Social Sciences.

Board member **Ryan** introduced **Kim Matison**, Director of Financial Aid, who introduced **Kara Rundquist**. Kara comes to TCC with several years of experience working in college financial aid offices including Everest and Altierus Colleges. She arrives with a great reputation for details, customer service skills, and a genuine concern for students.

Board member **Ryan** introduced **Bill Ryberg**, Co-President and Vice President for College Advancement, who introduced **Lynette Crumity**. Lynette is the new Director of Development at the TCC Foundation. Her fundraising experience is extensive, including work as a corporate relations officer with United Way of King County, Metro Parks Tacoma, and KBTC public television in Tacoma. Lynette is a graduate of Duquesne University in Pittsburgh where she received her bachelor's degree in Corporate Communications with a minor in English.

### D. Correspondence

**Co-President Chikwinya** shared correspondence from the Office of Civil Rights and Washington State Department of Health. The Office of Civil Rights has issued a letter in regards to a student complaint that finds TCC in full compliance. The Washington State Nursing Care Quality Assurance Commission Nursing Program Approval Panel has accepted the DTA/MRP report from TCC and approved our request to offer the LPN to RN course one final time for the winter 2019 cohort.

### E. Board Report

- Co-Chair **Curtis** attended the March 21 Tenure and Regular Board Meetings.
- Board Member **Bernstein** attended the March 21 Tenure and Regular Board Meetings. She hosted a meeting for Derek Kilmer to speak about legislative issues.
- Board Member **Dunbar** attended the March 21 Tenure and Regular Board Meetings. She also attended the Emergency Food Network Recognition Breakfast on April 11.
- Board Member **Adams** attended the March 21 Tenure and Regular Board Meetings. She attended the TCC Foundation Board Meeting, Rotary 8 meetings, and a Regional Transportation Conference.
- Chair **Ryan** attended the March 21 Tenure and Regular Board Meetings. He also attended a meeting held with Derek Kilmer and Lois Bernstein to speak about legislative issues.

## III. PRESENTATION

### **Student Voice – Taylor Hunsaker, Running Start Student at the Gig Harbor Campus**

Taylor is a senior at Gig Harbor High School and a full time Running Start Student at TCC this year. She moved to Washington last year and three days into high school, found out about Running Start from another student. She enrolled in the program full time and took two classes at the high school her first quarter. She also participates in volleyball, track, and the National Honor Society at Gig Harbor. Taylor spends time as a Running Start Ambassador for TCC assisting new students with questions, scheduling, and homework. Currently she has all online classes at TCC due to travelling between Washington and Michigan with her parents. She will graduate in June 2018 with her high school diploma and an Associate's Degree from TCC. She plans to attend Boise State University to major in Math and become a Teacher.

## IV. ACTION ITEMS

**A. Exceptional Faculty Awards Approval –Analea Brauburger**

The Exceptional Faculty Awards honor work by faculty at Tacoma Community College and are presented annually to recognize faculty who contribute in outstanding ways to student learning and the quality of education offered by TCC. The award program was initiated by the state legislature in 1990. Awards are distributed from an endowment fund and named for former English faculty member Bob Thaden.

The Exceptional Faculty Award Committee recommend approval of three nominees for 2018 and that each receive \$3500.00 for the Faculty Excellence Awards at the April 27, 2018 Professional Development Day. Upon a motion by Board member **Dunbar** and seconded by Co-Chair **Curtis**, the Board unanimously approved the recommendation to honor the three award nominees with the Bob Thaden Award.

**B. Resolution to honor Trustee Don Dennis – Bob Ryan/Bill Ryberg**

**WHEREAS**, Don Dennis has served on the Tacoma Community College Board of Trustees from 2007 to 2016 – including serving as Board Chair; and

**WHEREAS**, Don Dennis has dedicated himself to serving the educational needs of all Tacoma-area and Key Peninsula citizens; and

**WHEREAS**, Don Dennis has tirelessly supported the mission of Tacoma Community College by vigorously supporting college funding initiatives with legislators and several Washington Governors; and

**WHEREAS**, Don Dennis has used his talents and energy on important community college issues as a member of the Trustees Association of Community and Technical Colleges and the Pierce County Coordinating Council; and

**WHEREAS**, Don Dennis has made a special impact representing Tacoma Community College in the Gig Harbor and Key Peninsula communities in support of all citizens who wish to better themselves through higher education; now, therefore,

BE IT RESOLVED that Tacoma Community College and its Board of Trustees hereby acknowledge and give thanks for Don Dennis's many contributions to Tacoma Community College, its students, faculty and staff.

**ADOPTED this 11<sup>th</sup> day of April, 2018, in Gig Harbor, Washington**

Upon a motion by Co-Chair **Curtis** and seconded by Board member **Adams**, the Board unanimously approved the recommendation to honor Trustee Don Dennis for his contributions to Tacoma Community College.

**V. NON-ACTION ITEMS**

**A. Pathway to Completion: Gig Harbor Campus & Continuing Education:** An overview of alignment with TCC's Pathway to Completion by Janine Mott.

- **Connection**
  - Outreach is key to educating local high school students about TCC.
  - Partnerships include PSD Running Start, FISH Foodbank, and Continuing Education partners such as City of Gig Harbor, Harbor Wild Watch, and the Harbor History Museum.
  - Career planning with the TCC Advising Department and HD 105 career planning class.
- **Beginning**
  - On ramps to bring students onto campus, include non-credit exploratory classes and advising possible students.
  - Learning Communities include local organizations providing CE classes.
  - Preparing and Declaring: Ongoing advising to students.
- **Belonging**
  - Student experience at TCC Gig Harbor includes a small, intimate setting, close instructor relationships, student activities, and social aspect of some CE classes.
- **Gateways**

- Prerequisites such as developmental English and Math, English 101, and the ABC Center.
- Distributions: Disciplines required for the Associate in Arts transfer degree.
- **Academic Focus**
  - Programs include Associate in Arts transfer degree and the ABC Center (Accounting, Business, and Computer) certificates.
- **Completion**
  - Degrees: Associates in Arts
  - Milestones: Student Achievement, Initiative Points, and Clock Hours/CEUs.
  - Certificates

**B. Veteran Enrollment by Valerie Robertson**

Valerie Robinson reviewed the mission of the Veterans Advisory Group that began on campus in 2014. There are currently ten committee members for the 2017-18 academic year. Focus areas of service and support for military students and dependents include Outreach & Recruitment, Entry Points, First Quarter support, and Events & Activities. The focus is to provide supports that will positively affect Veterans as they make the transition from active duty to veteran status.

Data collection for veteran enrollment only includes those students receiving benefits from the government. The State Board is currently developing a ctcLink dashboard that will enhance data collection for the "8 Keys of Excellence for Veteran Students."

Working goals for the 2017-18 Veterans Advisory Group are:

- Establish Data Reporting System
- Create reporting process for veteran student default loan rate
- HD- 101 enrollment increase
- Campus training for staff and faculty
- A Veteran segment to the New Student Orientation & Advising sessions
- Annual support for the Veterans Club
- Vet Corp Navigator Report

New Initiatives include Green Zone Training and the addition of two new Advisory Group members.

**C. Gig Harbor Campus Update by Janine Mott**

Credit enrollment is holding strong at the Gig Harbor Campus. This year, the schedule was pared down so there are fewer classes offered but they do not overlap so students are not experiencing scheduling problems. Very few classes have been cancelled with this new scheduling model.

Melanie Johnson started as the GHC Administrative Assistant on April 2. KC Bitterman's last day at GHC is April 12. On January 23, Advising attended a college transfer fair at Henderson Bay High School. On January 30, TCC Gig Harbor hosted 18 colleges to provide transfer information to students. On April 11, 16 colleges were on campus with information.

The campus held their Staff Meeting on April 10 with a presentation from Will Howard and Wendy Jackson on safety and security. The art presentation in the lobby called "Night Sky" is by artist Lois Beck. There will be a reception at 5:00 p.m. on April 26.

**VI. REPORTS**

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

- Welcome Week was another great success for the Office of Student Engagement. Food and snacks were provided to students Monday through Thursday.
- There were many activities including painting, games, and a Resource Fair with 90 vendors.

- OSE government attended a weekend retreat and a big thanks to Sonja Morgan for organizing it.
- Kerry will bring the spring calendars to the next board meeting.

**B. Faculty Report - John Sandin, Faculty Union Representative:**

- No report this month.

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

- Jill and Patty Hermoso attended the Mentorship Conference at Everett Community College on April 6.
- Staff Spotlight is Scott Perkins, Program Assistant for the Writing & Tutoring Center. Scott is a writer and has published two books included "Howard Carter Saves the World" and "Tree of Lies: Transforming Decisions, Behaviors, and Relationships by Gaining Perspective on your Identity in Christ."

**D. Foundation Report – Tony Lindgren**

- The application deadline for Foundation scholarships closed on March 31. There were 514 applications received. The Committee will review the applicants and award scholarships in early summer. The Foundation Scholarship Luncheon will occur in the fall.

**Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**

- The session ended on time.
- TCC should have their final allocation numbers in the next couple of weeks.
- We should have an on time budget to present to the Board this year.
- Thank you to Lois and Liz for attending the early morning Legislative Council meetings this year.
- Bill met with Representative Derek Kilmer to discuss Veteran homelessness and many great ideas came out of the meeting, including further partnerships with Tacoma Housing Authority.

**E. Co-President's– Mary Chikwinya and Bill Ryberg**

- The Leadership Team is acting at the point of contact for Dr. Harrell's transition. The Vice Presidents are gathering information for him and it has been a pleasure to work with him so far! He will arrive in Tacoma on April 24 and will attend Professional Development Day on the 27<sup>th</sup>. He will be off the grid from April 15-24.
- The Food Pantry will be located in building 17. Kelli Johnston is finalizing the position description that the Key Bank Grant is funding. At next month's board meeting, Bill will have an exciting announcement about the TCC Food Pantry.

**VII. PUBLIC COMMENT/REMARKS**

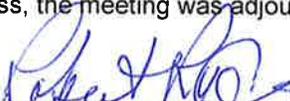
No public comments.

**VIII. EXECUTIVE SESSION**

No Executive Session.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:25 p.m.

  
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Robert Ryan, Chair