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

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 Altimus 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 1980. 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 11th 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.

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 27th. 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.

Robert Ryan, Chair