

**Tacoma Community College
Board of Trustees Regular Meeting
November 2020 4:00 p.m.
Virtual Meeting**

MINUTES

Board Members

Lois Bernstein
Pat Shuman
Bob Ryan
LaTasha Wortham
Dona Ponepinto

Administration/Faculty/Staff/Guests

Attendee list is attached

I. CALL TO ORDER

Board Chair Bernstein called the meeting to order at 4:02 p.m.

II. General Matters

A. Changes/Approval of Agenda

- Item C under Action Items has been removed from the agenda

MOTION: Upon a motion by Trustee **Ryan** and seconded by Trustee **Shuman**, the Board unanimously approved the agenda as presented.

B. Introduction of New Trustee

- We are very excited to announce our new Trustee, LaTasha Wortham. She was unable to join us today but will be at the December meeting.

C. Approval of Minutes from Special Board Meeting on October 14, 2020

MOTION: Upon a motion by Trustee **Ponepinto** and seconded by Trustee **Shuman**, the Board unanimously approved the minutes for the October 14, 2020 Special Board Meeting.

D. Approval of Minutes from Regular Board Meeting on October 14, 2020

MOTION: Upon a motion by Trustee **Ponepinto** and seconded by Trustee **Ryan**, the Board unanimously approved the minutes for the October 14, 2020 Regular Board Meeting.

E. Board Highlights

- Trustee Ryan shared that the ACT Fall conference happened and Dona Ponepinto served on a panel and Pat Shuman provided moderating. Almost 100 people in attendance for the conference.
- Trustee Shuman also shared that it was a great conference that provided a lot of insight and opportunities to hear how other colleges are working right now.

F. New Employees

- Patty McCray-Roberts introduced Carl Dangerfield, Safety Officer in Public Safety.

III. Presidents Report

- A.** Report attached to minutes.

IV. Strategic Priorities

A. Student Success: BSU Personal Item Drive Presentation

Sonja Morgan

- a.** Students from BSU presented the work they are doing with their Personal Item Drive. They shared the community partnerships they have fostered and the many students they have supported in various ways through this work.

Questions/Discussion

Trustee Ryan: What has been your methodology for raising funds? – Ellis Westbrook: Shared that they reached out to various community members and organizations for donations. Along with individual BSU member donations. The upcoming event will be the 8th personal items drive.

Trustee Shuman: Do you prefer donations of items or cash? In addition, what items are most in need? – Ellis Westbrook: Checks can go directly to the office of student engagement and in the memo put “BSU fund”. Items like deodorant, shower gel, diapers, adult diapers, lotion, razors, art kits for kids, face masks, toothbrushes, soap, pull-ups, socks, dry shampoo, blankets, and gloves.

B. EDI: Affinity Groups

Julie Lancour

- a. Julie shared an overview and status update on affinity groups at TCC. Offering affinity groups is point six of the college’s Eight Point Plan.
- b. Applications for the affinity groups have been reviewed by the Co-chairs of the EDI Council along with those from the Office of EDI. Seven affinity groups for 2021 have been identified. These include Asian Pacific Islander affinity group, The Color Purple affinity group (women of African descent), Decentering Whiteness affinity group, the International Staff and Faculty affinity group, Latino Chicano affinity group, Professional Women of Color affinity group, and Spectrum affinity group (employees who count themselves as members of the diverse queer community).
- c. The EDI Council and Office of EDI will meet with affinity groups to support initial planning and outline next steps for the groups work. All of our affinity groups have to have their detailed budget submitted to us by December 9th and then again on the 16th with any updates after review.
- d. Members of Office of EDI will present to the Washington State Ethics Board on January 8 for a final review and approval of our Affinity Group Policy.

C. FY21- First Quarter Budget Update

Patty McCray-Roberts

- a. VP McCray-Roberts shared an overview of the FY21 budget. The idea is to show more trend information in the future but for now, this presentation is operating off the assumption that we are 25% through the budget.
- b. Provided a general overview of the revenue assumptions we made for the FY21 budget.
- c. VP McCray-Roberts reviewed where we are for the traditionally budgeted funds. That we are around 41% for net tuition revenue, which is normal. She reviewed other revenue that is still to be billed like Running Start and Fresh Start. She also provided an overview of each area of expenses and the budget actuals percent of total budget.
- d. VP McCray-Roberts gave an overview of the all funds budget and provided explanations for the actuals percent of total budget.
- e. Shared the savings from voluntary furloughs. Gave a timeline of the budget review process.

D. Enrollment: Summer/Fall 2020

Karl Smith

- a. VP Smith shared an overview of Summer and Fall enrollment trends. Including Fall enrollment disaggregated into various demographics.

Questions/Comments

Chair Bernstein: Have you looked at enrollment numbers excluding Running Start students? – VP Smith: No, but we could remove that easily and share the results.

Trustee Ryan: Asked about plan for recruiting more students from the Eastside of Tacoma. – VP Smith: We are working to review that data more thoroughly and determine the best way to specifically reach out to these populations.

Trustee Shuman: Do we have the demographics by career cluster? I think it would be interesting to see what demographics are engaging in which programs. – VP Smith: Yes, this is information that can be determined and can share with the Board.

V. ACTION ITEMS

A. 21-22 Academic Calendar, First Read Marissa Schlesinger

MOTION: Upon motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the 21-22 Academic Calendar.

President Harrell recommends that the second read of the calendar is waived and approve this version of the 21-22 calendar.

B. Resolution Regarding Ground Lease Patty McCray-Roberts

MOTION: Upon motion by Trustee Ponepinto and seconded by Trustee Ryan, the Board unanimously approved the Resolution Regarding Ground Lease.

President Ivan Harrell recommends that the Board approve the proposal to proceed with entering into a ground lease with the Foundation in order to develop and improve the property for student housing.

President Ivan Harrell further recommends that the Board authorize the Vice President for Administrative Services, Patty McCray-Roberts to negotiate, make, execute and deliver in the name of and on behalf of the College the ground lease with the Foundation.

C. Transforming Lives Sonja Morgan

MOTION: Upon motion by Trustee Shuman and seconded by Trustee Ponepinto, the Board unanimously approved the Transforming Lives Nominee.

The President recommends that the Board of Trustees approve the nomination of Erin as the 2021 ACT Transforming Lives Nominee.

VI. NON-ACTION ITEMS

A. South Africa Trip Presentation James Newman

- a. TCC leadership delegates traveled to South Africa in March of 2020 as part of a Washington State – South Africa higher education delegation. This included delegates from Bates Technical College and Everett Community College and coordinated in partnership with the Tacoma-George Sister City Committee and Tacoma Mayor Woodard.
- b. The delegation met with several institutions. While follow up visits have been postponed due to COVID-19 the plan is to continue discussions on how to collaborate in the future.

Comments Questions

Trustee Ponepinto: Asked about the development of partnerships – James Newman: This was not necessarily the best conditions for partnerships but gave a great opportunity to learn about the education system.

Chair Bernstein: What did the MOUs entail? – James Newman: They were general agreements to continue discussions for partnerships but no solid agreements. Will share the MOUs with Trustees.

Trustee Ryan: What types of partnerships are we looking at, would they include faculty or students? – James Newman: Many of the ideas are just to share information about education. In addition, possibilities to discuss student study abroad opportunities. Dr. Harrell: They also have a strong nursing program and partnerships could include nursing students sharing the differences in practices or learning with each other.

Trustee Shuman: Did all schools that attended trip sign MOUs as well? – James Newman: Yes, all schools that attended did sign MOUs to explore partnership opportunities.

B. Measures Necessary to Respond to COVID-19

Ivan Harrell

- a. Have expanded some on campus work including study support and faculty coming to campus to plan lessons.
- b. The purchase of laptops and expanding broadband to those who need it.
- c. Winter quarter will be online and look similar to fall as well as spring. Much of this information is based on the current climate as well as the Return to Campus survey.

Questions/Comments

Trustee Ryan: Prior to allowing individuals on the back 40, how did TCC stop individuals from using the area? – Dr. Harrell: We used signs and barricades. While people still did use the back 40 during this time, we did our best to follow the Pierce County guidelines for COVID-19

C. Public Comment: Emergency Rule for Code of Student Conduct

- a. We are still in the process of updating both the Non-discrimination and Harassment Policy and Grievance Procedure and the Code of Student Conduct policy along with their respective WACs.

VII. REPORTS – Provided written reports are attached

- A. Associated Students Report – Melissa Littleton, ASTCC President**
- B. Faculty Report—Dave Howard, Faculty Union Representative**
- C. Classified Staff Report - Angela Wheeler, Classified Staff Representative**
- D. Foundation Report – Tony Lindgren, TCC Foundation Board**
- E. Exempt Council – Natalie Boes, Exempt Staff Representative**

VIII. PUBLIC COMMENT/REMARKS

- A. None

IX. EXECUTIVE SESSION

- A. None

X. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

- A. None

XI. ADJOURNMENT

There being no further business, Chair Bernstein adjourned the meeting at 6:03 p.m.

Lois Bernstein, Chair