

**Tacoma Community College
Board of Trustees Regular Meeting
December 9, 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 4:01 p.m.

II. General Matters

A. Changes/Approval of 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

- Very fortunate that LaTasha has joined our Board of Trustees. Get info from LaTasha's Bio. Chair Bernstein shared LaTasha's background the different ways she has served our area and the state. LaTasha followed with remarks about her excitement to be part of TCC's Board.

C. Approval of Minutes from Regular Board Meeting on November 16, 2020

MOTION: Upon a motion by Trustee **Ponepinto** and seconded by Trustee **Shuman**, the Board unanimously approved the minutes for the November 16, 2020 Regular Board Meeting.

D. Board Highlights

- Trustee Shuman shared her thanks for all of the work Tacoma Community College has provided to the community and students over the year.
- Trustee Ryan shared information on the work he is doing on the student housing project with VP Bill Ryberg, VP Patty McCray-Roberts, Dr. Harrell, Ed Phipps, and VP Karl Smith. Believe this will be moving forward soon.
- Trustee Ponepinto shared the conversations she has had with Dr. Harrell on potential partnerships between TCC and United Way's 211 program.

E. New Employees

- None

III. Presidents Report

A. Report attached to minutes.

IV. Strategic Priorities

A. Student Success: Community College Survey of Student Engagement (CCSSE) Victoria Ichungwa

- a. Victoria shared the results of the 2020 CCSSE survey. The CCSSE is administered nationally to community colleges every three years. It is administered as a paper and pencil survey which COVID-19 has affected the amount of responses nationally.
- b. TCC obtained 605 respondents out of the 800 targeted giving us a 76% response rate. Victoria shared some of the data of respondents and this emphasized that this information shows the holistic needs and challenges that many students face.
- c. TCC results of the 2020 survey; 1) Exceeds national averages in student engagement. 2) TCC has slight improvements in "Support for Learnings". 3) TCC highest and lowest aspects of student engagement.
- d. Victoria shared next steps will include sharing the results through various avenues so that we can celebrate the highlights and determine ways to increase the low scoring areas of student engagement.

Questions/Discussion

Trustee Ryan: How many colleges were included in the 2020 cohort? – Victoria: Normally, around 400 colleges are surveyed for three years. Unfortunately, due to COVID-19 only 23 colleges submitted results in 2020 making it a much smaller cohort.

B. Vision 2025: National Endowment for Humanities (NEH) Grant

John Falskow

- a. John introduced the grant and explained that it provided COVID relief funding to help TCC's Arts, Humanities, and Social Sciences Division create and revise online courses for Fall 2020. With the quick shift to online in Spring 2020, there was not always the time available to design online classes with careful attention to effective online pedagogy and design. This NEH grant allowed TCC to stipend faculty to work on effective pedagogy and OL design needed to ensure our class offerings will be: of high quality, thoughtful and effective in design, use open educational resources and/or low cost materials, and have a flexible structure for a long life of service at TCC.
- b. 42 full-time and adjunct faculty along with staff engaged in this work and span across 13 different discipline areas. This work has really benefited the online course instruction. Additionally, Dale Coleman from eLearning has really increased the quality of these courses online.
- c. We have increased many of our courses that use OER and low-cost course materials. Additionally, this advanced the work of equity and diversity in many classes. An example of this included adding verbiage to syllabi like a diversity statement and a basic needs statements to share information of student support on campus.
- d. Big thank you to Walter Chen for the grant information, Jennifer Snoek-Brown, Dale Coleman, Marissa Schlesinger, assistant, and over 40 faculty who were part of this work.

Questions/Discussion

Trustee Shuman: Do you think this advancement of online course work has been a silver lining to what has happened with the pandemic? – John: We would not have been able to do this large-scale work without the challenges that COVID presented. We have set the stage for our online teaching to be very strong and can continue with that modality.

Trustee Shuman: give an example of a take away that at one point we thought one way but now know something different. John: The way we use headers but now that we use screen readers to make items much more accessible and allow students to find information easier.

Chair Bernstein: TPS has found certain struggles with online learning. Is the information you learned from this work that can be shared with public schools to make their work easier? – John: I think that with many different platforms for online learning, information could be shared. We had so many people on our team that I am sure we could share this information or best practices that we have learned.

C. EDI: 8 Point Plan

Ivan Harrell

- a. President Harrell gave an overview of the 8-point plan, its purpose and the eight steps that it includes.
- b. Currently forming the Presidential Taskforce. It will be comprised of 10-12 Black community leaders and members. The overall goal is to improve the experiences for all students and employees by assisting in the implementation and realization of the 8-point plan. The first meeting will be in early February.
- c. Seven affinity groups have been formed on campus and have begun to meet.
- d. The EDI Office has begun a Fellowship Program, which will include six fellows in the areas of Institutional Support and Success, Instructional, and Mental Health.
- e. In the process of reviewing college policies through an anti-racist lens using the TRPPEL review tool.

Questions/Discussion

Chair Bernstein: Would it be appropriate to have one of our Black Trustees be on the Presidential Taskforce? – Ivan: As EDI is also a goal of the Trustees, I think it would be a great addition to the Taskforce.

V. ACTION ITEMS

A. WFSE Exempt Contract

Stephen Smith

MOTION: Upon motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the WFSE Exempt Contract.

TCC's WFSE Exempt bargaining represents less than twenty professional-technical staff primarily in academic advising, educational planning, and retention specialist positions.

This updated 2020-2022 agreement includes technical amendments required by changes in law, such as the introduction of our state's Paid Family Medical Leave, as well as the following negotiated highlights:

- Requiring the balance of annual contracts for represented employees be paid if separated "for convenience" and without Just Cause if more than 90-days from the contractual end date.
- Providing retroactive pay equal to the amount of the last COLA (3%) for the six months preceding July 2020, from January 1 to June 30.
- Providing for a desk audit process to review increased duties and appropriate compensation when requested.

This updated collective bargaining agreement was recently ratified by a vote of the represented employees in the TCC WFSE Exempt bargaining unit.

VI. NON-ACTION ITEMS

A. Measures Necessary to Respond to COVID-19

Ivan Harrell

- a. We have expanded our internal contract tracing team that includes an outside consultant.
- b. The Foundation has provided funding for additional laptops and for students who need broadband access.

- c. Winter 2021 will be very similar to Fall quarter. We have decided to decrease as much on campus services as possible for the first two weeks of the quarter as we know that individuals may be traveling.
- d. Athletics will resume in the winter with a new plan to reduce the possibility of contraction. Focus on reinforcing off-campus behavior to ensure students stay safe.
- e. To address employee and zoom fatigue, no standing meetings on Fridays or for the last few weeks of the year.
- f. Spring 2021, most work and instruction will continue to be remote. Looking to a phased approach to reintegrating faculty and staff back on campus. Summer 2021 our initial thoughts are to conduct a majority of instruction online with the option for faculty to teach on campus with approval. Begin to bring 50-70% of staff back to campuses. Fall 2021 to bring 75% of previous on-campus offerings back to campus and emphasize hybrid courses with 75-100% staff back on campus. Winter 2022 bring 100% of previous on-campus offerings back to campus and emphasize hybrid courses with 100% faculty and staff back on campus
 - i. All of these scenarios will be monitored closely and may change depending on how our surrounding community is doing in regards to the pandemic. We want to continue to make decisions early so that faculty and staff can do their best to plan. We recognize that the K-12 schools decisions on bringing back students will also have an effect on our decisions.
 - ii. We will also continue to increase our online offerings for courses. We also want to continue the student support services we have begun to offer online.
 - iii. We have received questions about requiring individuals to be vaccinated prior to returning. This topic has been discussed amongst various groups within our system and we do not have the power, nor do we think the State Board has this power to make this requirement.
- g. Thank you to the Extended Leadership Team for all of their hard work through this time as they have helped to make decisions.

Questions/Comments

Trustee Ponepinto: I think that increasing the offering of hybrid courses is very important and glad to see that we will continue that work. Trustee Ryan also agreed that it is so important to increase these offerings for students.

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 5:30 p.m.

Lois Bernstein, Chair