

**Tacoma Community College
Board of Trustees Regular Meeting
March 11, 2020 4:00 p.m.
College Board Room, Building 12**

MINUTES

Board Members

Liz Dunbar
Lois Bernstein (via teleconference)
Bob Ryan
Pat Shuman
Dona Ponepinto

Administration/Faculty/Staff/Guests

Ivan Harrell	Monica Olsson
Rick Brady	Kelly Hock
Will Howard	Patrick Brown
Stephen Smith	Marissa Schlesinger
John Sandin	Patti Hermoso
Tony Kaburu	MJ Oberhofer
Tamyra Houser	Jeremy Sims
Dolores Haugen	Steve Johns
Dave Howard	Teresa Marshall
Natalie Boes	Rachel Payne
Shawn McRavin	Carol Avery
Sonja Morgan	Alisa Ulferts Birkenstein
Katrina Taylor	Karyssa Mathison
Julie Dunbar	
Sharon Schroder	
James Koffie	

I. CALL TO ORDER

Board Chair Dunbar called the meeting to order at 4:20 p.m. She began the meeting by acknowledging the passing of Dave Edwards, former TCC Trustee and husband of current Trustee Pat Shuman. He was an outstanding advocate for TCC and will be sorely missed.

Additional Comments by Chair Dunbar: Please be aware that this Board of Trustees meeting has been made available to attend virtually through Zoom. We have taken these extra measures to support the health and safety of our community. Additionally, Trustee Bernstein is joining the meeting virtually.

II. General Matters

A. Changes/Approval of Agenda

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

B. Approval of Minutes from Special Session on January 8, 2020

MOTION: Upon a motion by Board member **Bob Ryan** and seconded by Trustee **Pat Shuman**, the Board unanimously approved the minutes for the January 8, 2020 Special Session.

C. Approval of Minutes from Regular Board Meeting on January 8, 2020

MOTION: Upon a motion by Board member **Pat Shuman** and seconded by Trustee **Bob Ryan**, the Board unanimously approved the minutes for the January 8, 2020 Regular Board Meeting.

D. Approval of Minutes from Winter Board Retreat on January 17, 2020

MOTION: Upon a motion by Board member **Pat Shuman** and seconded by Trustee **Bob Ryan**, the Board unanimously approved the minutes for the January 17, 2020 Board Retreat.

E. Introductions and New Hires

- Introduction of Dona Ponepinto. She became officially a trustee in December 2019 and attended the Winter Retreat but this is her first BOT Meeting.

F. Correspondence

President Ivan Harrell

- Phi Theta Kappa: TCC's main campus has been named a 2020 REACH Chapter and will receive special recognition in the form of 4 Phi Theta Kappa graduation Stoles.
- Pierce County Transit: TCC has been recognized as a bronze level Best Commuter Business for 2019. Kelly Lieske received an award for her work as our Employee Transportation Coordinator.
- Joint Review Committee on Education in Radiologic Technology (JRCERT): Evaluation results of the interim report for continuing accreditation status of the associate degree radiography program. The program maintains accreditation for a period of eight years.

G. Board Report

Trustees shared the events they attended this past month:

- Board Member **Dunbar**:
 - January Regular Meeting
 - Winter Board Retreat
 - PCCC
 - ACT Winter Conference
 - "College Behind Bars" film showing at Bates
- Vice Chair **Bernstein**:
 - January Special Meeting
 - January Regular Meeting
 - Winter Board Retreat
- Board Member **Ryan**:
 - January Special Meeting
 - January Regular Meeting
 - Winter Board Retreat
 - ACT New Trustee Orientation/Winter Conference
 - PCCC
 - ACCT Legislative Summit
 - "College Behind Bars" film showing at Bates
- Board Member **Shuman**:
 - January Special Meeting
 - January Regular Meeting
 - Winter Board Retreat
 - ACT New Trustee Orientation
 - Forums for VP of Student Affairs
 - PCCC
 - ACCT Legislative Summit
 - Gallery Receptions
 - "College Behind Bars" film showing at Bates
- Board Member **Ponepinto**:
 - Winter Board Retreat
 - ACT New Trustee Orientation/Winter Conference

- Orientation with Dr. Harrell and Chair Dunbar
- KBTC College behind bars documentary showing.

III. PRESENTATIONS

A. Program Update: Access Services

Monica Olson

- PowerPoint – Provides an array of accommodations to students for a variety of reasons.
- Work to be creative when determining and establishing accommodations
- Support students with long term and temporary accommodations
- Provide accommodations for:
 - Executive Functioning: initiating a task and finishing, focusing, etc.
 - Attendance: some students may be fine for a few quarters but may experience a flair up and need more support.
- The IR Team developed a survey to determine students' needs and found that many students struggle with mental health and seek services for it.
 - Need: Training for faculty on increased awareness and support for mental health on campus.
- Testing Accommodations: Provided to students who need a quiet environment or extra time.
 - Need: Additional testing spaces on campus and a full-time testing coordinator.
- Universal Design (UDL): a framework to improve and optimize teaching and learning for all people based on scientific insights into how humans learn.
 - Goal: Every Professor increases their understanding of UDL and integrates it into the classroom.

B. Student Voice: Student Ambassador

Joe Lupati

- Serving and supporting student engagement in different ways.
- Events on how students can engage.
- Collaborate with faculty and staff in different ways
- Create programming around awareness and empowering students to make positive change in their communities.
- Encourage students to be involved in different ways outside of the classroom.
- Participated as a facilitator for ICCEDI training. Average about 30 students per session
 - Students find it easier and more confident to have difficult conversations after these trainings.
- Focus group held by the API, Black student union, and international students called "Say my true name". Last year they tried to hold this event but was unable to come to fruition so it was a great opportunity to begin it this year. It was a great turn out with 13 faculty and staff and 70 students. It was recorded and a lot of information from the students in attendance. Hope to share this information soon
 - Would like to do a session similar at PDD. The hope is that maybe this could be a training for faculty and staff.

C. FY21 Budget Development

Ivan Harrell

- Big change this year – we are budgeting all funds that it takes to run the college.
 - To do this the budget managers have done a lot of training
- There are over 270 templates that need to be reviewed before we have a very good idea of what the budget will be.
- Hoping to have a better idea as we move forward in the next few weeks
- Hoping to have allocation from the state board in the next several weeks, along with the legislature.

- April will be tuition rate changes.
- It has been concluded that we will have to make decisions on vacant positions and current positions at the institutions. From 2016 – 2019 our expenses grew a lot more than revenues and the largest areas in growth have been in personnel. While the level of personnel from 2016 -2019 is similar, enrollment has gone down drastically.
 - More discussions around positions will continue
- The first read of the budget will take place at June's Regular Board meeting. The hope is to take action at the June retreat.
- As we consider the long-term fiscal health at the college, we have to make some hard decisions. We have not been cutting expenses in relation to our loss of revenue.
- There are many unknowns coming forward – loss of international revenue, healthcare costs, etc.
- Decisions about personnel are made on a different timeline than the approval of the budget.

D. 2nd Quarter Budget

Sharon Schroeder

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- Due to the reclassification of international students from a policy decision, international student enrollment shows more significant decrease than what is actually happening.
- The increases in salaries are due to the COLA.
- The percent we have spent so far this year is on track of what we would have expected it to be.
- Previously, maintenance for certain items were spent out of the operating account and are now paid for by the state.

E. Enrollment Report Update

Patrick Brown

- PowerPoint
- The in coding policy for international students has adjusted the headcount for TCC.
- % of allocation – top row is not finalized, spring is as of 3/11/20.
- As of fall quarter this year, Fresh Start enrollment is no longer part of the headcount.
- Currently, we are not showing a drop due to health concerns.
- For winter quarter, we have surpassed enrollment compared to last year. Spring quarter enrollment will probably not change from the numbers we see right now. We may not get more of our international students.
- The forecast for this year's enrollment was not as accurate as it should have been and we are not going to reach those numbers. Last year there was a temporary full time person to work on recruit and register running start students but once that position was gone, it showed a drop. Additionally, we get many of our students from peninsula and they have a much smaller class this year.
 - Our running start forecast for this year was higher than it was for last year.

F. 7th Annual Higashida Sustainability Conference

Kristina Taylor & Students

- In September 2019, Professor Katrina Taylor and Assistant Director Nami Bagirimvano traveled to Kitakyushu, Japan with four students to attend and be the keynote speakers at the 7th Annual Sustainability Conference.
- The theme for the conference was water and TCC's presentation was focused on water through the perspective of Law and Politics: local and regional actions in the PNW
- Learned about water practices and environmental education practices.
- Multiple conference tours: Hydrogen town, rice paddy to look at sustainable farming for fish, Sustainability museum.
- Visited Town Hall, learned how they are working towards the UN Sustainable Development goals.
- The students thanked the college for the opportunity to travel internationally and learn new perspectives of environmental sustainability.

G. ACCT Awards

Liz Dunbar

- Discussed possible nominations for the award nominations
- Equity Award: This award is meant to focus on a whole institution not just a person. Dr. Judy Loveless-Morris has drafted a nomination report that will be seen by Leadership Team on Tuesday for consideration and then brought to the Board.
- Partner of the Year: Dona suggested to consider Nourish as the Partner of the Year nomination and maybe Tacoma Housing Authority (THA) for the work with CHAP.
- Chief Executive Officer Award: Dr. Harrell feels that at this time he is too new to be nominated for this award.
- Trustee Leadership Award: Liz and others would like to nominate Bob Ryan – Liz will work on drafting the nomination.

IV. ACTION ITEMS

A. NONE

V. NON-ACTION ITEMS

A. NONE

VI. REPORTS

A. Associated Students Report – Tony Mwoga, ASTCC President

- Attended the ACCT Legislative Summit in Washington DC. Not every college brought students and it was great to represent the student voice. Returned with a passion for advocating.
 - Bob Ryan: The PCCC group said that having the students there really was the best possible thing to represent the area and it really pushed legislators to listen.
- Identity, Culture, and Community (ICC) – Hosted John Bunn who served 27 years for a crime that he did not commit. Spoke about social justice, the importance of time and how you use it.
- Filtering questions from students about the coronavirus.

B. Faculty Report—Dave Howard, Faculty Union Representative

- Beginning of CBA negotiations.
- Monica Olson’s presentation was a great. Wonderful to hear that this work is continuing.
- Thank you to Dr. Taylor for attending the sustainability conference in Kitakyushu, Japan.
- Congratulations to the tenure probationers.
 - Those that really deserve the congratulations are the families that have worked hard to support their probationers during their process.
- Take this time to show appreciation to Dave Edwards work while on the Board of Trustees. He provided help and support while Dave Howard was in his tenure process and after.

C. Classified Staff Report - Will Howard, Classified Staff Representative

- Council met on March 5th
- January 25th there was a Suit and Sneakers event that raised funds for Relay for Life. \$564 raised during the event.
- Classified Staff Breakaway will be held at the environmental science building May 20th – the theme is sustainability.
 - Relay for life is May 16 and 17.

D. Foundation Report – No report. Reach Higher luncheon has been rescheduled for May 8.

E. Legislative Report – Bill Ryberg, Vice President for College Advancement

- Hard copy reports given to the Board from Bill Ryberg as he was unable to attend.

F. President’s Report – Dr. Harrell

- Handout and attached
- Coronavirus Response Efforts
- Power Outage Update
- South Africa Trip
- Strategic Plan
- Student Support Services Grant
- Leadership Team Updates

VII. PUBLIC COMMENT/REMARKS

NONE

VIII. EXECUTIVE SESSION

At 6:03 p.m. Chair Dunbar announced that the Board would adjourn to executive session for 20 minutes.

At 6:25 p.m. the board reconvened into open session. Chair Dunbar announced the board would adjourn to executive session for 10 more minutes.

At 6:35 p.m. the Board reconvened into open session.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION.

NONE

X. ADJOURNMENT

There being no further business, the meeting adjourned at 6:38 p.m.

Liz Dunbar, Chair