



TACOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES

6501 South 19th Street
Tacoma, WA 98466

BOARD SPECIAL MEETING
Wednesday, December 11, 2019
3:00 pm – 4:00 p.m.
College Board Room, Building 12

BOARD SPECIAL MEETING
December 11, 2019
Minutes

Board Members

Liz Dunbar
Lois Bernstein
Pat Shuman
Bob Ryan

Administrators/ Staff / Guests

Ivan Harrell	Patrick Brown
Angelique Odom	Judy Loveless-Morris
Amber Brock	Char Gore
Katheryn Held	Dolores Haugen
Judy Loveless-Morris	Natalie Boes
Jennifer Fountain	Kim Matison
Natalie Wilkerson	Katie Gulliford
Bill Ryberg	Chris Soran
Stephen Smith	

I. CALL TO ORDER

Liz Dunbar

- a. Board chair Dunbar called the meeting to order at 3:03pm

II. STUDENT AFFAIRS

Patrick Brown/Jennifer Fountain

- a. Introductions: Dean of Enrollment, Patrick Brown & Dean of Retention and Student Success, Jennifer fountain. Both serving as Interim Co-Vice President of Student Success.
- b. Structure of Student Services-Organizational Flow chart provided.
 - i. Director of community Standards position should be evaluated as there are sub departments that may have a conflict of interest.
- c. Governance & Major Initiatives
 - i. Student Affairs council

1. By laws have been created and have recently presented 1st Read to college council. This council will be reviewing the policies that fall under student services.
2. Guided Pathways: will have an impact on this area (find out two specific areas that will be effected the most). Enrollment Management?
3. ?

d. Departments

- i. Financial Aid: naffSA did an review: 1. Compliance: 23 issues that they are working on and hope to be resolved by February. Some issues were very simple and just needed to ensure details were covered. 2. Recommendations: working to see how to integrate this into our cultures.
 1. Fully staffed! This has really benefited the department.
 2. 20million in aid was dispersed.
 3. VA also works under financial aid. There is an issue with filling all of the Work study positions available.
 4. Pat: Could we have TCC students work and Tacoma community house and use work study funds? – Kim matson: this can be done through a process of contracts and approval.
- ii. Athletics: All coaches are part time but many do have full time jobs on campus or elsewhere.
- iii. International rograms: 150 in short term programs 389 in the traditional F1 visa. Six full time staff in this office. Short term funds go into a foundation account.
- iv. Community Standards: this covers many different areas within Student Services. Great opportunity to look at retention and its role of working with community partnerships.
- v. Liz Questions: How are you dividing the work?
 1. International financial aid, athletics – Patrick
 2. Community standards- Jennifer

e. Enrollment services & student success

- i. Enrollment services: do not evaluate all transcripts until students are enrolled. May need to review this process. Process outgoing transcripts. Make sure grades are inputed and posted. Courses posted.
- ii. Advising
 1. Career services: annual career fair (over 800 attendees both students and community). Career coach is the electronic software just under 14,000 visits in the last year.
 2. Running Start: making changes – new associate advisor to running start and adding an advisor for full time position to help with enrollment. We specifically want to work with Tacoma Public Schools and provide inentional programs to support that.
 3. Civitas: tracts students' success to support greater retention. We want advisors to work with both new and continuing students.
- iii. Entry Services
 1. Assessment: 4.4 people in the department. (what are the two areas?). Councilor and the community breakfast will have a new format for more engagement.
 - a. Testing
 - b. Assessment: working on milestosne and pre-reqs

2. Admissions: processing applications – received just under 10,000 last year.
 - a. IH-Why don't all of those applications return as full tiems sutdents? – We need more direct contact with those that enroll but don't. Data suggests that students are applying to multiple institutions at a time.
- f. Retnaton & Student Supprot: how does a student find sthere place here? How do they identify with the community. How we look at the campus experience for CC studnets is different.
 - i. Trends:
 1. Students are connected online and look for information and connect this way.
 2. Students are coming to us with significant needs. Academic, food insecurities, and home insecurities.
 3. Medical survey needs: 33% depression, Anxiety, 59% reported very lonely. – by knowing this information it helps us to serve our students in the best way.
 - ii. Counseling
 - iii. Re-entry & Financial literacy navigators: serving students
 - iv. College housing assistance program (CHAP)- 135 students served through CHAP. Utilizing CTCLink and Civitas to track these trends. These in chap that are coded are at a 85% persistence rate. This is higher than those not in the CHAP program.
 - v. Student Emergency Aid Grant (New \$100K): this was received from the state. Over next Two years we will received this to provide to students needing assistance.
 - vi. CASA MECA: opportunity to do a comprehensive program review do see how to best meet students needs and how are they being met.
 - vii. TRIO SSS grant- applying for this grant.
 - viii. Student Learning Centers: Supporting students in a variety of ways
 - ix. Student Engagement: how are we connecting the academic side of students to the personal development side that can be accomplished through Student Engagement opportunities.
- g. Challenges:
 - i. Complexity of the positions are required to meet the many needs that wer mentioned earlier that are students need to be successful.
- h. Presubmitted questions:
 - i. Patrick lsted an array of new activities designed to provide outreach to "new majority"
 - ii. New services and ways to reach these populations
 - iii. State funded versus non state funded – will discuss more in-depth during the enrollment management presentation.
 - iv. Student demands to present a challenge for student staffing and Guided Pathways will effect this even more.
 - v. Enrollment, demographic through civitas but do still need some ways to collect data that we don't have.
 - vi. Address student learning and how student affairs connects with instruction
 - vii. Every aspect of evaluating this should be evaluated. Ensuring these areas are participating in robust program evaluation.

III. REMARKS

- a. IH – asked about SAS: Deans and student affairs talk about the different issues that may come up that effect both instruction and student affairs.
- b. IH – Remarked on filling the student affairs positions over the last few years has been a large influx over the last three years. This means Student Affairs is really rebuilding itself in many ways.
- c. Bob- Targets for new enrollment?: answered by IH: still working on this as we are still working to obtain all of this data so that we can accurately create targets.
- d. Pat- where are you hoping to be when giving this presentation next year? –
Patrick: Further in guided pathways. Jennifer: further in assessing programs.

IV. ADJOURNMENT

There being no further business, the meeting adjourned at 3:59 p.m.



Liz Dunbar, Chair

Interpreters for people with hearing impairments and Braille or taped information for people with impairments can be provided. Please contact Karyssa Mathison, Office of the President at 6501 South 19th St., Tacoma WA 98466; Tel: 253/566-5169; Telephone Device for the Deaf TDD 253/566-5169; or e-mail: kmathison@tacomacc.edu.