

**Tacoma Community College  
Board of Trustees Retreat  
June 27, 2019, 8:00 a.m. – 4:00 p.m.  
252 Broadway, Tacoma WA 98402**

**MINUTES**

**Board Members**

James Curtis, Chair  
Liz Dunbar, Vice-Chair  
Lois Bernstein  
Pat Shuman  
Liz Dunbar

**Administration/Faculty/Staff/Guests**

Ivan Harrell	Angelique Odom
Kevin David	Kelly Sadler
Katie Gulliford	Dolores Haugen

**CALL TO ORDER**

Board Chair **Curtis** called the meeting to order at 8:30 a.m.

**Check in with Board of Trustees:**

**Strategic Planning Update: Kevin David, Campus Works**

Power Point  
Slide that states the “Proposed Strategies” – strengthen #3 to add more for employees.  
Think about the development piece of employees  
Change compassion to opportunity  
#5 – Higher Education for all

**Update on Guided Pathways: Katie Gulliford & Dolores Haugen**

Power Point

**Action Item: Second Read and Approval of Operating and Student Budgets**

**MOTION:** Upon a motion by Board member **Bob Ryan** and seconded by **Lois Bernstein**, the Board unanimously approved the Operating Budget for 2019-20.

**MOTION:** Upon a motion by Board member **Pat Shuman** and seconded by **Liz Dunbar**, the Board unanimously approved the S&A Budget 2019-20.

**Update on Student Achievement Initiative: Kelly Sadler**

Power Point

**Finalizing Vision Statement**

Worked on revamping the first draft.

**Trustee Officer Election**

**MOTION:** Upon a motion by Board member **Bob Ryan**, the board voted to name **Liz Dunbar**, Board Chair for 2019-20 starting July 1, 2019 and seconded by **James Curtis**. Upon a motion by Board member **Bob Ryan**, the board voted to name **Lois Bernstein** Board Vice-Chair for 2019-20 starting July 1, 2019 and seconded by **Pat Shuman**.

Discussion with James Curtis regarding the end of his term and discussion of new trustee development.

**2019-2020 Board Committees and Attendance at Conferences**

After discussion, it was agreed that attendance at meetings and conferences is tentatively scheduled as shown below.

<b>Meeting</b>	<b>Date</b>	<b>Day</b>	<b>Location</b>	<b>Board Member(s)</b>	<b>President Attending</b>
ACCT GLI	August 8-11, 2019	Thursday-Saturday	Washington, DC	Pat Shuman	YES
ACCT Annual Leadership Congress	October 16 – 19, 2019	Wednesday-Saturday	Hilton Union Sq; San Francisco, CA	Pat Shuman Liz Dunbar Bob Ryan Lois Bernstein	YES
ACT Legislative Action Committee Retreat	November 7, 2019	Thursday	Double Tree by Hilton, SeaTac	Bob Ryan Lois Bernstein	NO
ACT Fall Conference	November 8, 2019	Friday	Double Tree by Hilton, SeaTac	Bob Ryan Pat Shuman Lois Bernstein (Tentative)	YES
ACCT National Legislative Summit	February 9-12, 2020	Sunday – Wednesday	Marriott Marquis; Washington, DC	Pat Shuman Liz Dunbar Bob Ryan Lois Bernstein	YES
New Trustee Orientation	February 17, 2020		RL; Olympia	Pat Shuman	NO
Transforming Lives Award Dinner	February 17, 2020		RL; Olympia	Pat Shuman Bob Ryan Lois Bernstein	YES
ACT Winter Legislative Conference	February 18, 2020		RL; Olympia	Pat Shuman Liz Dunbar Bob Ryan Lois Bernstein	YES
ACT Spring Conference	TBD			Pat Shuman Bob Ryan	YES

**Setting Board Calendar**

The Board meetings were approved as follows:

Month	Day	Time	Comments
September 9, 2019	Monday	3:00	Study Session (Strategic Plan)
September 9, 2019	Monday	4:00	Board meeting
October 9, 2019	Wednesday	4:00	Board meeting
November 13, 2019	Wednesday	4:00	Board meeting
December 11, 2019	Wednesday	4:00	Board meeting
January 8, 2020	Wednesday	4:00	Board meeting
January 17, 2020	Friday	8:00-2:00	Winter Board retreat
February 19, 2020	Wednesday	4:00	Board meeting
March 11, 2020	Wednesday	3:00	Tenure Board meeting
March 11, 2020	Wednesday	4:00	Board meeting
April 8, 2020	Wednesday	4:00	Board meeting – Gig Harbor Campus
May 20, 2020	Wednesday	3:00	Ellen Pinto Board meeting
May 20, 2020	Wednesday	4:00	Board meeting
June 10, 2020	Wednesday	3:00	Study Session (Budget)
June 10, 2020	Wednesday	4:00	Board meeting
June 13, 2020	Saturday	8:00-4:00	Commencement
June 26, 2020	Friday	8:00-4:00	Summer Board retreat
July	Wednesday	4:00	Board meeting (if needed)
August	Wednesday	4:00	Board meeting (if needed)
September 9, 2020	Wednesday	4:00	Study Session
September 9, 2020	Wednesday	4:00	Board meeting
October 14, 2020	Wednesday	4:00	Board meeting
November 18, 2020	Wednesday	4:00	Board meeting
December 9, 2020	Wednesday	4:00	Board meeting

### Board Self-Evaluation 2018-19

#### Handout

Getting reports on performance measures, how are we doing? Would like to have the strategic plan updates given more often; improve the data given to BOT, redesign board meetings.

Two lowest scores given were in Strategic Plan Committee and Board Education.

Get local business to come to BOT meeting and give presentation. What is the impact or not from the community.

Have SBCTC come and give presentation.

Get chamber of commerce to come into a meeting.

Get invited to more trainings on campus.

Be intentional in our external relationships, develop a finer focus, and develop a plan in this area.

### Assessment/Develop of Board goals for 2019-20

Create a new list of goals yearly. Draft potential work plan for board before strategic plan is announced.

Update board policy. A sub-committee was formed consisting of Liz Dunbar and Pat Shuman to develop 2019-2020 goals to be discussed at the next board of trustees meeting on Monday, September 9, 2019.

### Executive Session

At 2:15 p.m., Board Chair **Curtis** announced that the meeting would adjourn into executive session to review the performance of the President. The executive session was expected to last approximately 30 minutes to consider the performance of President Harrell.

At 2:45 p.m. the Board reconvened to open public meeting and Trustee Curtis announced that the Board needed to spend another 30 minutes in Executive session.

At 3:15 p.m., the Board reconvened in open session. No action was taken in Executive session. Board Chair Curtis proceeded to review the Board's performance scoring rubric with Dr. Harrell, and shared with him the Board Members' aggregate scores. Trustee Curtis noted that the scores indicated that Dr. Harrell had exceeded the Board's expectations for his first year, and the other Board members confirmed this. Dr. Harrell then went through the scoring rubric with his own comments and self-assessment. He thanked the Board for its support and responded positively to the request that he provide the Trustees with relevant information more quickly. Dr. Harrell indicated that he would like to set up a monthly meeting with the Student Association's leadership to review student needs and receive input and information. He remarked that building up the college's budgetary and fiscal management processes was important to him. He remarked that most of his programs and initiatives for the coming year fell within four broad categories – completion and beginning implementation of the strategic plan, working on budget and fiscal management issues, preparing for the 2020-21 accreditation process, and building a strong leadership team.

At 3:45 p.m., Trustee Curtis announced that the Board would go into Executive session for 10 minutes to complete Dr. Harrell's evaluation.

At 3:55 p.m., the Board reconvened in open session. No action was taken in Executive session. Trustee Curtis announced that the Board members were pleased with Dr. Harrell's first year and believed that the college community and community-at-large were also glad to have Dr. Harrell at TCC.

Trustee Ryan made a motion to amend President Harrell's contract to ensure that he received the 2% cost of living increases (COLA) that other state employees received in July 2018 and January 2019. Trustee Dunbar seconded the motion, which passed unanimously. Trustee Ryan made a motion for the sake of discussion that Dr. Harrell be awarded a salary increase in the amount of \$10,000. Trustee Dunbar seconded the motion. A discussion took place about whether a salary increase in addition to the COLA was necessary or appropriate in light of the current situation facing TCC and other community colleges in Washington, such as declining enrollment and budgetary concerns. The Trustee discussed whether a salary increase was appropriate when (i) the Board had already agreed that monies would have to be moved, on a one-time basis, from reserves to meet college expenses and (ii) it was possible that more budget cuts would have to be made. Trustee Ryan then amended his motion, changing it to read that Dr. Harrell's current contract be extended to run through June 30, 2022. Trustee Dunbar seconded the amended motion, which passed unanimously.

At 4:10 p.m., a motion to adjourn was made, seconded and passed unanimously.

#### **ADJOURNMENT**

There being no further business, Board Chair **Curtis** adjourned the meeting at 4:10 p.m.

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James Curtis, Chair