

**Tacoma Community College
Board of Trustees Regular Meeting
February 21, 2018 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Gretchen Adams
Lois Bernstein
Liz Dunbar (via conference call)

Administration/Faculty/Staff/Guests

Mike Goncharuk	Pattie Green
Janine Mott	Rain Coley
Joe Shannon	Greg Randall
Bill Ryberg	Sultana Shabazz
Cliff Frederickson	Kim Ward
Dolores Haugen	Emily Jones
Will Howard	Krista Fox
Liz Felizardo	Valerie Robertson
Beth Brooks	John Falskow
Sonja Morgan	Carol Avery
Kelly Maxfield	Sarah Lewandowski-Noble

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:02 p.m.

II. General Matters

A. Changes/Approval of Agenda

MOTION: Upon a motion by Board member **Bernstein** the Board unanimously approved the agenda as submitted.

B. Approval of Minutes:

January 10, 2018 Board Meeting

MOTION: Upon a motion by Board member **Adams** the Board unanimously approved the minutes of the January 10, 2018 Board Meeting.

C. Introductions

There were no introductions of new employees this month.

D. Correspondence

Co-President Ryberg read a letter from the **Washington Student Achievement Council's State Approving Agency** who conducted a compliance survey of our veterans' programs on December 28, 2017. Records were randomly selected from a list of veteran students at Tacoma Community College. No findings were registered by the auditors. TCC staff are to be complimented on the general good condition of the student records. All information was provided in a timely fashion by the college. No further action is required of TCC and the auditors thanked us for our cooperation during the survey.

E. Board Report

Board Member **Adams** attended the January TCC Board meeting and the TCC Foundation Board meeting. She hosted a table for the Foundation Reach Higher Luncheon on February 6. She attended the ACT Transforming Lives dinner in Olympia on January 23 as well. Her community meetings included the Tacoma-Pierce County Chamber of Commerce Horizon Breakfast, two Tacoma Rotary lunches, and a COMTO chapter meeting. In Olympia, she attended the Senate Committee meeting to repeal I-200.

Board Member **Bernstein** attended the January TCC Board meeting, the TCC Legislative Council, and the January 30 Presidential Search Committee meeting. She also was present at the TCC Foundation Reach Higher Luncheon on February 6. Her community meetings included the Tacoma-Pierce County Chamber of Commerce Horizon Breakfast. Lois attended

the ACCT National Legislative Summit in Washington DC, February 11-14, where she spoke with our representatives in the House and Senate about education budgets and DACA issues.

Board Co-Chair **Curtis** attended the January TCC Board meeting and the January 30 Presidential Search Committee meeting. He also was present at the TCC Foundation Reach Higher Luncheon on February 6. James travelled to the ACCT National Legislative Summit in Washington DC, February 11-14, where he met with our representatives in the House and Senate about education budgets and DACA issues. He attended the ACT Legislative Conference on January 22-23 and the Transforming Lives Awards dinner on the 23rd.

Board Chair **Ryan** attended the January TCC Board meeting and was present at the TCC Foundation Reach Higher Luncheon on February 6. Bob attended the ACT Legislative Conference on January 22-23 and the Transforming Lives Awards dinner on the 23rd.

Board Member **Dunbar** attended the January TCC Board meeting and was present at the TCC Foundation Reach Higher Luncheon on February 6. She also attended the February 7 Multicultural Advisory Council meeting that featured a presentation by Tacoma Housing Authority Director Michael Mirra and TCC Co-President Mary Chikwinya.

III. PRESENTATION

Student Voice – Rain Coley, TCC 2018 Transforming Lives Award student:

Rain Coley was introduced by Professors Pattie Green and Carol Avery who asked her to share her experience as a Tacoma Community College student. Rain did not finish high school, became a mother at a young age, and struggled with homelessness. In 2013, her husband left the military and she felt their financial safety cushion as a family was slipping. Rain decided to return to school to find a career. She was interested in the Diagnostic Medical Sonography Program but struggled with her confidence and questioned her ability to succeed. When she feels like quitting, she looks at her two daughters for motivation. Rain is in her second quarter of the 21 month, 7 quarter program. More than 100 students apply and approximately 20 are picked for enrollment.

Pattie Green and Carol Avery nominated Rain for the 2018 ACT Transforming Lives Award due to her tenacity in tackling a rigorous program and taking advantage of every support service available at TCC, including the MARC and the Writing & Tutoring Center. She spent many hours in her professor's offices seeking assistance with her studies. Rain is also a member of the Phi Theta Kappa Club on campus.

IV. ACTION ITEMS

A. Approval of Exempt Contract Roll Over – Beth Brooks

MOTION: Upon motion by Board Co-Chair **Curtis**, the Board unanimously approved the Exempt contract roll over.

B. Approval of Instructional Calendar for 2019-2020 – Joe Shannon

MOTION: Upon motion by Board member **Adams**, the Board unanimously approved the 2019-2020 Instructional Calendar.

C. First read of Course Fees for new courses only – Joe Shannon

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the first read of Course Fees for new courses only.

D. First read of Increase to Budget Reserves – Bill Ryberg

MOTION: Upon motion by Board member **Adams**, the Board unanimously approved the first read of the Increase to Budget Reserves.

Board members asked for the 90-day reserve financials to be updated for the second read of the motion and policy change at the March Board meeting.

V. NON-ACTION ITEMS

A. Capital Budget Funding Update – Bill Ryberg

Bill reviewed the TCC capital project funding status with the Board. Several projects, amounting to approximately \$1.8 million dollars, will not receive reimbursement from the state supplemental budget. We will be reimbursed for the Department of Energy ESCO Project for \$649,191. Gig Harbor fire sprinklers, Building 18 HVAC, preventative maintenance, and repair & minor improvements will be reimbursed as well. The Building 11 exterior cladding replacement costs are a maybe at this point.

B. Pathways to Completion: WCCW – Emily Jones

Emily is one of nine Education Navigators in the state community college system that assist incarcerated students with re-entry planning and enrollment support. The services provided by these navigators assist 441 students in correction center classrooms. Currently there are 15 students enrolled in community colleges, nine of which are TCC students. The largest obstacle to the students reentering society is safe and affordable housing. The TCC partnership with Tacoma Housing Authority provides up to 25 vouchers for our formerly incarcerated students. Our SPRUCE and Workforce programs also provide support for students.

C. Emergency Operations Update – Will Howard/Greg Randall

Will and Greg updated the TCC Incident Command System Team (ICS) goals of campus safety, which include learning our gaps, finding resources, creating relationships, and having bi-annual drills. The team attended hands-on emergency training at Portland State University last year. They continue to educate the campus community about public safety via classroom visits, the TCC Ready page on the web site, and a quarterly reminder to sign up for TCC Alerts.

<http://www.tacomacc.edu/resourcesandservices/security/tccready/>

http://www.tacomacc.edu/resourcesandservices/security/tcc_alerts/

Four of the ten emergency towers have been installed on campus and the remainder will be operational by the fall 2018. Public safety has a relationship with Pierce County Emergency Management and the City of Tacoma. Tacoma Police and Fire are the campus first responders and have a mutual aid agreement with Fircrest and University Place for back up assistance.

Public Safety would like to have a campus-wide active shooter drill in the near future. They will seek campus and leadership endorsement for the time and location of the drill. From this drill, the ICS hopes to identify our gaps, work to improve communication, and be campus ready in case of an incident.

Board member Dunbar requested regular updates from ICS and Public Safety at future Board meetings.

D. President Search Committee Update – James Curtis/Lois Bernstein

The Search Committee has selected ten applicants to interview for the position. The interviews will occur very soon at a confidential site. Three final candidates will be disclosed on March 12 to the campus. The Committee asks their names be kept strictly confidential to protect the candidates. Forums are being organized for the campus community to meet the individuals chosen during the week of March 12-16. More information to come.

VI. REPORTS

A. Associated Students Report – Kerry Ramroop, ASTCC President:

- Since the last board meeting, three Art & Lecture events have occurred including David Kirkland who drew 190 attendees.
- The Winter Wonderland event on Friday, January 26 had over 100 in attendance.
- The 4-part Saturday "Identity & Culture" series has 40 students registered with part 4 occurring on February 24.
- On Saturday, February 17, CASA/MECA held the Men's Summit with 60 students in attendance. The summit was very engaging and motivating.

B. Faculty Report—Dave Howard, Faculty Union Representative:

- No faculty report for February.

C. Classified Staff Report - Patti Hermoso, Classified Staff Representative:

- Classified Staff are working on their "Outstanding Classified Staff" Award. Deadline for submittals is March 30, 2018.
- On January 24, the group met to discuss personnel issues, professional development training, orientation, and exit interviews with Human Resources.
- HR has provided data surrounding the hiring and promotional rates of current classified staff members at TCC.
- Patti and the classified group recognized the hard work and dedication of Eleanor Boyce in Financial Aid. She tirelessly worked through the ctcLink issues with other departments, assisting the students diligently so they could concentrate on their studies. Kudos to Nor.

D. Foundation Report – Brandon Ervin, TCC Foundation Secretary

- The Foundation's February 6 Higher Learning was a great success, raising a record \$73,000 in donations.
- The ability to give scholarships and have an emergency fund helps students who attend TCC to bridge the gap and focus on their education.
- Thank you to the Board Trustees, Professor Mary Fox, TCC Alumni Andrew Stout, OSE President and student Kerry Ramroop, and the Leadership Team for their attendance and commitment to the Foundation.

E. Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:

- Bill, Lois Bernstein, and James Curtis attended the ACCT National Legislative Congress in Washington DC on February 11-14. Jake Tapper of CNN was one of the main speakers. There is great concern in our country about many legislative issues and attending the conference was a great opportunity to speak directly to the insiders involved in these decisions.
- One important issue to pay attention to is H.R. 4508 – The Prosper Act. It creates a path to monetize students and fine institutions on their non-completer students. It will ask community colleges to pay back federal dollars if students do not complete their degrees or transfer to four-year universities before reaching a two-year degree.
- Bill, Lois, and James met with Washington State Congressional members Maria Cantwell, Patty Murray, Danny Heck, and Derek Kilmer to discuss how budgets will affect TCC and other higher education institutions.
- In Washington State, negotiations in both the House and Senate are occurring on the biennial supplemental budgets. So far, budgets in both chambers appear to be positive for Tacoma Community College.

F. Co-President's-- Bill Ryberg

- The Executive Director for Equity & Inclusion position is posted but the Leadership Team feels it is prudent to delay the process. Candidates need to know whom we hire as president to lead our campus and the new president needs to have input in the process. HR is notifying the current applicants regarding the delay in the process.
- Leadership Team has approved an interim Vice President for Administrative Services to work at TCC for 2.5 days per week. Bill Saraceno, a retired Senior Vice President from Columbia Basin College will start on campus on March 5.

- Clark Nuber has been awarded the contract for the 2016-17 audit. They will start their work on March 5.

VII. PUBLIC COMMENT/REMARKS

Attorney General Richard Brady welcomed Morgan Matoskey, a TCC Paralegal Program student and a Washington Attorney General's Office Receptionist. The last three Paralegal's in the AG Office have come from the Tacoma Community College program. Congratulations on a great program.

VIII. EXECUTIVE SESSION

At 5:59 p.m., Board Chair **Ryan** announced that the Board would adjourn into Executive Session for approximately 15-25 minutes to discuss personnel matters.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

At 6:25 p.m., the open board meeting reconvened. As a result of executive session, no action was taken by the board.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:35 p.m.



Robert Ryan, Chair