

**Tacoma Community College
Board of Trustees Regular Meeting
June 10, 2020 4:00 p.m.
Virtual Meeting**

MINUTES

Board Members

Liz Dunbar
Lois Bernstein
Bob Ryan
Pat Shuman
Dona Ponepinto

Administration/Faculty/Staff/Guests

Attendee list is attached

I. CALL TO ORDER

Board Chair Dunbar called the meeting to order at 4:10p.m.

- Moment of silence for those that we have lost due to police violence. Dr. Judy Loveless-Morris will be hosting discussions to provide support during this time. There is captioning available and a link in the chat to access this. We still have a public comment period. If you would like to participate, please state this in the chat.

II. General Matters

A. Changes/Approval of Agenda

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

B. Approval of Minutes from Special Board Meeting on May 20, 2020

MOTION: Upon a motion by Board member Ryan and seconded by Trustee Ponepinto, the Board unanimously approved the minutes for the March 11, 2020 Regular Board Meeting.

C. Approval of Minutes from Regular Board Meeting on May 20, 2020

MOTION: Upon a motion by Board member Shuman and seconded by Trustee Ponepinto, the Board unanimously approved the minutes for the March 11, 2020 Regular Board Meeting.

D. Board Report (submitted ahead of time in writing)

Trustees shared the events they attended this past month:

- Board Member **Dunbar:**
 - May Special Board Meeting
 - May Regular Board Meeting
 - Multiple discussions with ACCT re: President's evaluation
 - Discussion with Dr. Harrell, Bob Ryan and staff re: budget and reserves: May 7
 - Office of Community Partnerships, UWT: Community Advisory Council meeting May 11

- Vice Chair **Bernstein:**
 - May Special Board Meeting
 - May Regular Board Meeting

- Board Member **Ryan:**
 - May Special Board Meeting
 - May Regular Board Meeting

- Housing Study follow-ups, April 20th, April 23rd, April 27th, May 5th, May 14th
 - ACT Board Training Session, April 20th, 2020
 - ACT Board of Directors Meeting, April 20th, 2020
 - Joint WACTC/ACT Executive Committee meeting, April 22nd, 2020
 - WACTC Budget and Legislative Committee Meetings, April 30th, 2020
 - WACTC Business Meeting, May 1st, 2020
 - SBCTC Board Meeting, May 6th, 2020
 - Budget & Reserves Meeting, May 7th, 2020
 - ACT Board Executive Session, May 18th, 2020
- Board Member **Shuman**:
 - May Special Board Meeting
 - May Regular Board Meeting
 - Spring PDD
 - VPSS Forums
 - TCCF Reach Higher week
 - May 18 budget review meeting
 - Three “Friday Forums” offered by Graduate Tacoma, on topics relevant to education in our community during COVID 19
 - Elected to at-large position on ACT board of directors
 - Two ACCT webinars on COVID-related topics
 - Board Member **Ponepinto**:
 - May Special Board Meeting
 - May Regular Board Meeting
 - Budget Review Meeting with Dr. Harrell and Finance May 19, 2020

III. PRESENTATIONS

- A. None

IV. ACTION ITEMS

A. Course Fees (2nd Read)

Marissa Schlesinger

MOTION: Upon motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the second read of Course Fees.

- Past academic year, review of fees and items needed.
- Human Development department proposes a new course fee on an existing course.
- Nursing department proposes new fees for three new courses.

B. College Operating Budget 2020-2021 (1st Read)

Patty McCray-Roberts

MOTION: Upon motion by Trustee Ponepinto and seconded by Trustee Shuman, the Board unanimously approved the first read of the College Operating Budget 2020-20221.

- Recommendation and background budget
- Asking the board to approve covering the deficit to come out of reserves.
- Overview information similar to special meeting.
- Dr. Harrell recommends approval of the 1st read and the use no more than 2.4 million from operating reserves.

C. ASTCC Budget 2020-2021 (1st Read)

Sonja Morgan

MOTION: Upon motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the first read of the ASTCC Budget 2020-20221.

- Increase in athletics currently have the lowest coaching salaries in the CTC in the state
- Program coordinator to support clubs.
- Increases here is to accommodate increase in the Minimum Wage. Hope is to grow the supplemental instruction program.
- Club: student travel to conferences and support the growth for the student clubs.
- Instructional enhancement is so that there is innovative programming across campus
- One time request: update in furniture in access services department and updates to the “Collaboratory” which is student space in building 11.

Questions/comments:

Trustee Ponepinto: Is this budget different from the operating budget? - Sonja: Yes, they are restricted funds from fees and they hold their own budget.

Chair Dunbar: Are these fees connected to the mandatory fees that we will vote on today? – Dr. Harrell- no they are different.

D. Tenure: First Year Faculty Advancing to Second Year **Marissa Schlesinger**

MOTION: Upon motion by Trustee Shuman and seconded by Trustee Ponepinto, the Board unanimously approved the advancement of first year probationer Kim Davidson to second year.

- Dr. Davidson joined the TCC faculty in winter quarter. It would have been too early to vote on her performance in March and deciding to defer the vote until fall quarter would have unnecessarily delayed her tenure process.
- Dr. Harrell has carefully reviewed all materials and agrees with her committee that Dr. Davidson’s contract be renewed for the second year.
- Chair Dunbar: Will Dr. Davidson now be on the same cycle as the other probationers? - Provost Schlesinger: Working to do that but if they are unable to do this, they will work with the union.

E. Temporary Revisions to Mandatory Student Fees (1st Read) **Patty McCray-Roberts**

MOTION: Upon motion by Trustee Bernstein and seconded by Trustee Shuman the Board unanimously approved the first read of the Temporary Revisions to Mandatory Student Fees (1st Read)

- Dr. Harrell: As we are working through this situation with COVID-19 situation and the amount of courses we have been moving online, this brought forward the discussion to review student fees.
- Waiving student center fee and facilities fee for fall quarter.
- Present a 50% reduction to the safety fee. We did not want to propose a total cut to this as it supports campus officers and safety on campus. This is still something we need on campus even if all facilities are not being used.
- The loss in revenue from this can be covered by CARES Funding as we can show that this reduction is directly related to COVID-19.
- Temporary waiver of and reduction for summer and fall quarter.

V. NON-ACTION ITEMS

A. Measures necessary to Respond to COVID-19 **Ivan Harrell**

I. Colleges Response

- College:
 - Recap of our process to make decisions and communicate to the college.
 - Commencement will be held remotely on June 20, at 2:00pm

- Collaborated with our API student group to create communication on bias, stigma, and harassment towards the Asian community.
- Communication on mental health support.
- The foundation implemented an employee emergency fund: 58 employee requests approved, distributing \$25,574. Thank you to the Foundation and Bill Ryberg for doing this work. When we support our employees, we are supporting our students.
- “No Meeting Friday” to help with Zoom fatigue.
- Phasing in Multi-Factor Authentication for greater online security.
- Developed a COVID-19 Response Report that was sent to legislators, donors and other external constituents.
- Student Support
 - Multiple placement options.
 - Finalizing spring grading options.
 - Foundation has approved the purchase of 250 additional laptops.
 - Implemented a mid-quarter check in survey for our students so that we can make adjustments and help us to plan for summer and fall.
- CARES
 - We received \$3.9 million: \$1.9 million earmarked for students. Developed and implemented a process for students to request funding. So far, we have awarded 872 students, totaling \$770,545. Due to the limitations of funding, the state attorney general has submitted a lawsuit against these limitations.
 - \$1.9 million earmarked for institutional funds. We are still waiting on clear guidance on how we can use the funds. Use of funding will be determined through the budget development process.
- Phase 1:
 - Approval to begin labs on-campus required for graduating students in programs aligned with essential occupations.
 - This required the development of several policies and guidelines that are very stringent.
 - Daily check ins, health checks, safety training
- Challenges:
 - Continue to hear from faculty that there are students who have just stopped participating in their online courses.
 - Difficulty developing strong student/faculty connections.
 - Our student leaders are trying hard to keep engaged but we know this is a challenge.
 - Access and utilization of needed technology and support services is challenging for students.
 - 58% of our students are taking an online class for the first time and this is very challenging.
 - Our employees are working extremely hard in unconventional ways. One result of this is Zoom fatigue.
 - We are trying to address these challenges the best we can and hope to use the responses from the student survey to make changes.
- Summer:
 - Adjusted dates for summer quarter
 - All courses will be online.
 - Summer registration has begun.
 - Planning to provide trainings.
- Fall:
 - No change to the dates
 - Registration has begun
 - Majority will be online
 - Other modalities we may offer:
 - Virtual online: synchronous instruction
 - Online: asynchronous instruction
 - Hybrid

- Virtual Hybrid: half on campus half online (synchronous)
- Face to Face: limited on-campus support for students.

- Preparing for some limited on-campus support for students.
- International students are being encouraged to change summer/fall enrollment to winter/spring.
- Important to recognize that while we are moving forward in the phases there is always the chance that we could move back into a previous phase. We also need to keep in mind that to offer in person support we have to make sure we have enough PPE and additional support for the cleaning that would need to happen in those areas.
- Working on various marketing strategies to promote enrollment.
- Virtual open houses.

- Next Steps:
 - Waiving/reducing mandatory fees
 - CARES (student portion)
 - 1,057 students awarded –We have awarded the most CARES funding out of all other schools and much of this was due to the work of Joseph Colon and those who created the online system for the funds application.
 - \$914,000 awarded
 - Employee Assistance Program:
 - 61 awards equaling \$26,255
 - Additional information
 - Currently reviewing the phase 2 reopening guidelines
 - Expansion of the Wi-Fi in the parking lot so that we can support not just our college community but the broader community as well. Scheduled the Wi-Fi to be available during the times that safety and security is on campus.

Questions/Comments from the Board:

- Trustee Shuman: Many great things coming out of a very difficult situation.
- Chair Dunbar: Appreciate what has been done and the silver lining in such a difficult situation.

II. Other
None

VI. REPORTS – All reports attached

- A. Associated Students Report – Angelina Pogolian, ASTCC President**
- B. Faculty Report—Dave Howard, Faculty Union Representative**
- C. Classified Staff Report - Will Howard, Classified Staff Representative**
- D. Foundation Report – Tony Lindgren, TCC Foundation Board**
- E. Legislative Report – Bill Ryberg, Vice President for College Advancement**
- F. President’s Report – Dr. Harrell**
- G. New Hire Report**

VII. PUBLIC COMMENT/REMARKS

None

VIII. EXECUTIVE SESSION

The Board went into Executive Session at 5:15 for 15 minutes.

The Board extended Executive Session for 15 more minutes and will reconvene at 5:45.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION.

The Board adjourned from Executive Session at 5:47p.m.

Chair Dunbar: No decisions made in Executive Session.

X. ADJOURNMENT

Trustee Ryan moved to adjourn the meeting and seconded by Trustee Bernstein. There being no further business, Chair Dunbar adjourned the meeting at 5:48 p.m.