

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

**MINUTES**

**Board Members**

Lois Bernstein  
Pat Shuman  
Bob Ryan  
Liz Dunbar  
Dona Ponepinto

**Administration/Faculty/Staff/Guests**

Attendee list is attached

**I. CALL TO ORDER**

Board Chair Bernstein called the meeting to order at 4:02 p.m.

Chair Bernstein made a statement about several revisions to the format of the agenda for this year to reflect the work of the college, focusing on strategic priorities. Oral board reports are replaced with "Board Highlights" which creates an opportunity for Trustees to make connections between specific activities and Vision 2025 and the Trustee goals for 2020-21 (written reports will still be completed). The President report has been moved up on the agenda. There is now a standing section entitled "Strategic Priorities" to capture the important work of the college, which has been identified in our Vision 20/25 plan.

**II. General Matters**

**A. Changes/Approval of Agenda**

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

**B. Approval of Minutes from Special Board Meeting on June 10, 2020**

**MOTION:** Upon a motion by Trustee **Dunbar** and seconded by Trustee **Ponepinto**, the Board unanimously approved the minutes for the June 10, 2020 Special Board Meeting.

**C. Approval of Minutes from Regular Board Meeting on June 10, 2020**

**MOTION:** Upon a motion by Trustee **Dunbar** and seconded by Trustee **Ryan**, the Board unanimously approved the minutes for the June 10, 2020 Regular Board Meeting.

**D. Approval of Minutes from Board Retreat on June 12, 2020**

**MOTION:** Upon a motion by Trustee **Dunbar** and seconded by Trustee **Ponepinto**, the Board unanimously approved the minutes for the June 12, 2020 Board Retreat.

**E. Approval of Minutes from Special Board Meeting on June 25, 2020**

**MOTION:** Upon a motion by Trustee **Dunbar** and seconded by Trustee **Ponepinto**, the Board unanimously approved the minutes for the June 25, 2020 Special Board Meeting.

**F. Approval of Minutes from Board Retreat on July 10, 2020**

**MOTION:** Upon a motion by Trustee **Ponepinto** and seconded by Trustee **Dunbar**, the Board unanimously approved the minutes for the July 10, 2020 Board Retreat.

**G. Board Highlights**

- Trustee Ponepinto attended GLI and discussed the conversation around free speech on campus.
- Trustee Dunbar attended Ibram X. Kendi's presentation about anti-racism

- Trustee Ryan shared that the ACT Board has developed a DEI committee and are continuing to move this committee forward. Right now there are 15 members on ACT working on this and partnering with WACTC and the State Board

#### H. New Hires

- Dr. Harrell introduced the Vice President of Student Affairs, Karl Smith and Vice President of Administrative Services, Patty McCray-Roberts.

### III. Presidents Report

- A. Report attached to minutes.

### IV. Strategic Priorities

#### A. Board Trustees strategic priorities (20-21)

Pat Shuman

- a. Vice Chair Shuman shared the information of the Boards strategic priorities and that they are asking that the presentations throughout the year align with the boards strategic priorities.

#### B. Vision 2025: Core indicators

Kelley Sadler

- a. Kelley explained that there are 47 metrics in the strategic plan but will review how to read the metrics of each core theme. Each metric will have at least one core indicator. As an example, Kelley reviewed the Metric 1. *Increase ethnic/racial student employee diversity* for Core Theme 1: Advancing Equity, Diversity, and Inclusion.
- b. Each core indicator has a target established by Leadership and then a status as it relates to the target. The slide depicts the key for each status, color coded by: Green-At or above mission fulfillment target, Yellow- Not at mission fulfillment target yet, but improving, and Red- Below mission fulfillment target and not improving. The Leadership team would like to set the mission fulfillment targets as more aspirational so there may be more yellow and red indicators. These targets are meant to be reached by 2025.
- c. Kelley explained that 2019-2020 is our baseline year. This means that we are still waiting on some data to be complete and will not have that information until later in the fall. Two baseline data sets will not be established until 2020-2021.
- d. Dr. Harrell shared that much of this information we only receive data once a year so going forward we will probably have a more in depth discussion each November.

#### Questions/Discussion

Trustee Ryan: Where did the data for the targets come from? – Kelley: Used the census data from the City of Tacoma.

#### C. Equity Diversity & Inclusion: Setting EDI Focus for the Year

Judy Loveless-Morris

- a. While TCC has been working on Equity and Diversity for a long time we are really ramping up and part of that is weaving it into our strategic plan and creating a strategic vision on this. Appreciate that the Board is focusing on EDI work as one of their Strategic Priorities.
- b. How is TCC explicitly trying to keep EDI at the center of TCC?
  - i. Strategic plan
  - ii. Baseline assessment report and climate surveys. (where are our strengths and gaps)
  - iii. Eight Point Plan
  - iv. Affinity Groups
  - v. Professional Development Plan: this year we will be focusing on anti-racism and will be utilizing a Professional development week this year.
- c. How the Board can help
  - i. Stretching your EDI muscles: Continue your work on EDI and antiracism work.

- ii. Continue to attend our events at TCC.
- iii. Continue to support Dr. Harrell in this work by echoing his vision towards this work.
- iv. Hold TCC accountable to our metrics while maintaining the understanding that these metrics are combatting centuries of suppression so it will take time to move into the green.
- v. Support the Board's policy work. When needed, draft and pass policies that support EDI work on campus.
- vi. Help to make our strategic plan a living document by knowing our data.

**D. Student Enrollment:**

a. Enrollment Update

**Karl Smith**

- i. Vice President Karl Smith shared that the 2019-2020 annual enrollment was down 4.3% compared to the previous year. Which is the smallest decrease we have had in 5 years. We remain significantly off our state allocation. Spring was down 7% compared to winter, but the state average was a decrease of 13%.
- ii. VP Smith shared enrollment projections for 2020-2021. State funded FTE is forecasted at a 10% decline. Summer finished 124% above forecast despite initially lagging enrollments during spring quarter. Current trends indicate a significant increase in fall Running Start participation. Current trends indicate a significant decrease in fall International enrollments. This is the first year of Fresh Start forecasting. We are lagging behind the forecast but are hopeful that outreach efforts will help us reach the forecast.

**Questions/Comments**

Trustee Ponepinto: What are state FTE funded? – Karl: there are certain courses that the state will pay for and those they will not. FTE is not an easy thing to define so Karl added a slide of Glossary of key Terms to explain these types of terms. – Dr. Harrell: FTE may be a mix of part time and full time students as two part time students will make an FTE that is why we differentiate between FTE and headcount.

b. Summer/Fall 2020 Marketing, Recruitment, & Retention **Karl Smith & Tamyra Howser**

- i. VP Smith explained that the data in the presentation comes from the student headcount dashboard and student retention dashboard that we have at TCC. The data does show that fall to spring retention did drop this year compared to previous two years but that was to be expected. The majority of the drop was by part-time students with no need-based aid. Our assumption is that those students who were working and going to school during this difficult time that were unable to received need based aid were disproportionately affected.
- ii. Tamyra shared the two major fall marketing campaigns ran this year. The Flexible Fall 2020, which ran from June – September and the Outsmart 2020, which ran from August – September.
  - Flexible Fall 2020: The audiences for this campaign focused on high school grads and parents, running start, TCC “Stop-outs”, adults and prospective. The messaging was simple, organized, and structured in comparison to the many changing messaging that we saw coming from K-12 and universities. We advertised early that TCC would be online. Emphasizing that TCC is safe and close to home, which will keep students on track and it is extremely affordable. We utilized geofencing digital marketing along with postcards and radio.
  - Outsmart 2020: This campaign was created in partnership with the four Pierce County two-year colleges. This was cost-efficient and presented a united message. We advertised on community busses, billboards, and through digital marketing.
  - In August, TCC did a final marketing push utilizing Pandora/SoundCloud and the radio. Used geofencing to target Running Start and prospective students. Created an animated video and promoted it on social media outlets.

- iii. VP Smith and Tamyra cover the recruitment and retention work they focused on during spring and summer quarter.
- They shared the work they did to collaborate with TPS, targeting students who had yet to submit their Verified Acceptance at Next Institution form (VANI). They also provided Titan Talks Workshops.
  - Offered three virtual Open Houses, created in partnership with instruction, Outreach staff, Deans, Program Chairs and Faculty.
  - We have had a later applicant group than we normally do and have had significant enrollment numbers since August because of the outreach and marketing.
  - Would like to formalize outreach strategies to local private high schools as well as finalizing agreement with Washington Student Achievement Council.

### Questions/Comments

Trustee Shuman: is it too soon to say what your plan is to start looking at these issues? – VP Smith, it is not too soon but we want to make sure we are connecting things to strategic plan. While we know no more about this group that was disproportionately impacted but still soon to describe an action plan on how to best support this group. We can customize and tailor some outreach strategies for this group. – Dr. Harrell: Part of the Guided Pathways work is to look at the low number of students that are receiving aid. Washington has one of the lowest FAFSA completion rates in the country so we will need to explore this further to understand why so many students are not receiving aid.

Chair Bernstein: Will you be engaging in any qualitative data work through discussion groups or surveys? – VP Smith: Knows there are many things happening on campus but still a bit too new to know everything that is happening. – Dr. Harrell; The work done through the Degrees of Change is interviewing students who left the institution that did not complete and the initial data that they are presenting is that most did not leave because of issues with the college but simply life challenges. This is why we want to focus on the work we can to support the whole student.

Trustee Ryan: Reiterated the importance of the Washington State Need Grant and the importance of supporting our students to complete FAFSA and access funds. How is the foundation working to support these students? – VP Smith: I think we need to work harder to spread the word and we need to recognize that many of our students in the middle class are struggling to decide between work and school. We need to figure how to support them and bring back those that left. The foundation has an array of scholarships and we all need to work together to inform students about these opportunities. It is very hard to find the abundance of resources needed to support this middle group.

Chair Dunbar: Is there any outreach focused outside of TPS? – VP Smith: Working on some pilot practices and want to reach out to peninsula.

Trustee Ryan: Do we have any issues with reaching out to University Place? Is that out of our district? – Dr. Harrell: University Place is out of our district. We have a relationship because of our proximity but we have to be “invited” in as they are technically out of our district.

## V. ACTION ITEMS

### A. Revision of Board Policy Manual

Liz Dunbar

**MOTION:** Upon motion by Trustee Ponepinto and seconded by Trustee Shuman, the Board unanimously approved the Revisions to the Board Policy Manual.

Trustee Dunbar explains that the Board Policy Manual also includes the Board’s bi-laws and their general governance process. Overall, updates included; referenced state laws, the College’s current vision and mission, the non-discrimination language, and made necessary changes to be in alignment with TCC policies.

**B. Department of Education Title IX Rules**

**Stephen Smith**

Chair Bernstein: Based upon recent updates to federal regulations for Title IX, the federal law that prohibits sexual harassment and discrimination in education, and upon Stephen Smith's presentation, and upon the President's recommendation, do I have a motion to rescind the College's Non-discrimination and Harassment Policy and Grievance Procedure, WAC 132V-306, and replace it with a comparable College policy or policies as promptly as possible?

**MOTION:** Upon motion by Trustee Ryan and seconded by Trustee Ponepinto, the Board unanimously approved to rescind the College's Non-discrimination and Harassment Policy and Grievance Procedure, WAC 132V-306, and replace it with a comparable College policy or policies as promptly as possible

Based upon recent updates to federal regulations for Title IX, the federal law that prohibits sexual harassment and discrimination in education, and upon Stephen Smith's presentation, and upon the President's recommendation, do I have a motion to rescind the College's Code of Student Conduct, WAC 132V-121, and replace it with the revised Code of Student Conduct that has been prepared and is ready for filing pursuant to applicable emergency rule-making authority?

**MOTION:** Upon motion by Trustee Shuman and seconded by Trustee Bernstein, the Board unanimously approved to rescind the College's Code of Student Conduct, WAC 132V-121, and replace it with the revised Code of Student Conduct that has been prepared and is ready for filing pursuant to applicable emergency rule-making authority.

**Questions/Comments**

Trustee Dunbar: There has been a lot of concern since Secretary DeVos presented these changes, including that the new changes make it harder for students to come forward with complaints. Is there a way that we can make sure our students are still protected? – Stephen Smith: While we do recognize that these changes may have some worrisome outcomes but as a very experienced Title IX coordinator I will do everything we can to protect our students.

**VI. NON-ACTION ITEMS**

**A. Measures necessary to respond to covid-19**

**Ivan Harrell**

a. College's Response

- i. Dr. Harrell thanked the Extended Leadership Team for the work they have been doing along with all faculty and staff. He shared that while we want to keep the health and safety of our faculty, staff, and students at the forefront, we are also trying to find ways to offer limited on campus support and small group efforts to support students. This fall, a majority of instruction will be online and work will be remote. There will be limited on campus access for those that are necessary. This includes some face-to-face healthcare and science labs, along with specific performing and studio arts. There will be limited access to on-campus computer labs. Fall sports will be delayed into winter and spring but will try to provide socially distant practices. Providing expanded access to technology for students and faculty.
- ii. Continue to update the COVID-19 Exposure Control, Mitigation and Recovery Plan (CECMR). A request process must be followed if any area wants to provide limited on campus services.
- iii. We are working on a plan for winter quarter and will make a decision by the end of the month.
- iv. Continue to provide maximum work flexibility for employees. We are providing quarterly COVID-19 reports to provide updated information to our college community and partners.

**Questions/Comments**

Chair Bernstein: If students accessed CARES funding in the summer can they receive this funding in the fall? – Dr. Harrell: This is a great question. Joseph Colon and others are working on this decision as funding is diminishing. We recognize that if students needed the funding in spring and summer it does not mean that they will not need that funding in fall. There is no federal regulation on how to distribute the funds.

Trustee Dunbar: Is there a benchmark for when higher education institutions can return to classes? – Dr. Harrell: The governor has provided guidelines on us moving back. Technically, we can offer more but we only want to do this in a safe way. We would have to ensure that we have the appropriate spaces to provide these classes in a safe way. Additionally we want to recognize that we have employees and students that must be at home with their students. In addition, as we discuss adding more offerings we have to think about our custodial and PPE capacity.

## **B. Legislative update**

**Bill Ryberg**

- a. Vice President Bill Ryberg shared that the primaries are over and the general election will be in November. In order to share our priorities before the election results are complete, we have discussed setting up multiple events by political party, which would provide an opportunity for candidates and incumbents to join and hear about the college's strategic priority for Pierce County. This way we can have college presidents, trustees and students have time to meet with all of these individuals. We are hoping to have the opportunity to host some forums along with the Pierce County League of Women Voters. VP Ryberg shared that the Legislative Breakfast will be on December 7<sup>th</sup> and the Pierce County PIOs are developing the agenda. This will be a virtual event.

## **VII. REPORTS – Provided written reports are attached**

- A. Associated Students Report – Melissa Littleton**, ASTCC President
- B. Faculty Report—Dave Howard**, Faculty Union Representative
- C. Classified Staff Report - Angela Wheeler**, Classified Staff Representative
- D. Foundation Report – Tony Lindgren**, TCC Foundation Board

## **VIII. PUBLIC COMMENT/REMARKS**

### **A. NONE**

## **IX. EXECUTIVE SESSION**

Board adjourned into Executive Session at 6:20

## **X. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION**

Board adjourned from Executive Session at 6:45 p.m.

Chair Bernstein: No decisions were made in Executive Session and there were no actions as a result of Executive Session.

## **XI. ADJOURNMENT**

There being no further business, Chair Bernstein asked for a motion to adjourn the meeting.

**Motion:** Upon a motion by Trustee Ryan and seconded by Trustee Ponepinto, the Board unanimously approved to adjourn the meeting at 6:45 p.m.

