

**Tacoma Community College
Board of Trustees Regular Meeting
January 10, 2018, 4:00 p.m.
College Board Room #120, Building 12**

MINUTES

Board Members

Bob Ryan
James Curtis
Gretchen Adams
Lois Bernstein

Administration/Faculty/Staff/Guests

Kelly Maxfield	Kelley Sadler
Bill Ryberg	Sarah Lewandowski-Noble
Mary Chikwinya	Victoria Ichungwa
Julie Dunbar	Analea Brauburger
Cliff Frederickson	Clay Krauss
Sultana Shabazz	Beth Brooks
James Newman	Jeanne Ernst-Williams
Will Howard	Betsy Abts
Kerry Ramroop	Julie Benson
John Falskow	Debbi Olson
Tina Hagedorn	Nora Price
Mike Goncharuk	Lee Sledd
Sonja Morgan	Marybeth McCartney
Valerie Robertson	Shema Hanebutte
Patti Hermoso	Kim Ward
Nicklas Williams	Greg Randall

I. CALL TO ORDER

Chair **Ryan** called the meeting to order at 4:00 p.m.

II. General Matters

A. Changes/Approval of Agenda

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

B. Approval of Minutes: December 13th Board Meeting

MOTION: Upon a motion by Board member **Curtis**, the Board unanimously approved the minutes of the December 13, 2017 Board Meeting.

C. Introductions

Chair **Ryan** introduced **Rebecca Jayasundara**, Director of Basic Skills, Communication, & Transitional Studies, who introduced Chanry Mondragon. Chanry is a new Program Specialist and Data Compiler in the Workforce Study Department. She was an intern in the department during 2016-17 and is a 2017 graduate of TCC.

Chair **Ryan** introduced **Shema Hanebutte**, Dean for Counseling, Advising, Access, Career Services, & Running Start, who introduced Marybeth McCarthy. Marybeth is TCC's new Resource Navigator working with our Tacoma Housing Authority housing students, SPRUCE students, and Emergency grant requestors. Marybeth formerly worked as a Navigator in TCC's Workforce Education Department the previous five years.

Chair **Ryan** introduced **Dr. Tod Treat**, Executive Vice President for Academic & Student Affairs, who introduced Dr. Sultana Shabazz. Sultana has served the past six months as Interim Director for Corrections Education at WCCW and MCCW. She has a degree in Education and Sociology from the University of Tennessee where she was also a professor working with graduate students.

Dr. Treat also introduced John Falskow, Professor of Humanities at TCC. John is now serving as the Instructional Council Co-Chair and will represent that group in College Council as well.

D. Correspondence

The Co-Presidents shared that TCC received notification today from the College Spark Board of Trustees that a second cohort of colleges was approved to join the Guided Pathways Initiative. Tacoma Community College was selected along with Clover Park Technical, Lower Columbia, Renton Technical, and Spokane Falls for the Cohort 2 grant. Congratulations to Analea Brauburger, Walter Chien, Krista Fox, Katie Gulliford, Shema Hanebutte, Joe Shannon, Kim Ward, and Tod Treat for your hard work in submitting this grant.

They also shared the results of the OCR Review that occurred in 2017. We had a successful review outcome with few findings and our response plan was accepted. Kudos to the cross-college team including Dolores Haugen, Beth Brooks, Krista Fox, Tamyra Howser, Kelley Sadler, and Betsy Abts for coordinating the review for our campus.

E. Board Report

- Chair **Ryan**, Trustee **Bernstein**, Co-Chair **Curtis**, and Trustee **Adams** all attended the December 13, 2017 Board Meeting.

III. PRESENTATION

Student Voice – Nicklas Williams, TCC Alumni and Enrollment Employee

TCC alumni and Enrollment Services employee Nicklas Williams spoke about his experience as a Running Start student, a full time college student, and a current employee of the college. Nick is a 2017 graduate of TCC but started as a Stadium High sophomore in 2010 in the Running Start program. Both of his parents work in higher education so he believed he had a good understanding of what it takes to succeed in college. After transferring to WSU and attending for two years, he left college and entered the work force.

He applied for a TCC employment position in enrollment when he was a student and Cielto Lane happened to call him after he lost his job. He was interviewed and returned to TCC as an employee. He made the decision to return to school and achieved his AAS degree in 2017. He intends to transfer to UWT to pursue an Arts, Media, and Culture degree.

Nicklas describes TCC as a HUB to focus on studies where staff and faculty alike help the students achieve success in their chosen fields and studies. With the support and dedication of the TCC campus community, he believes he was able to finish his 2-year degree and set goals for the future.

IV. ACTION ITEMS

A. Approval of IT Security Policy

Clay Krauss, Director of Information Technology, provided a second read of the IT Security Policy for Board approval. The Academic Technology Committee and College Council have approved the policy.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the new IT Security Policy.

B. Approval of Presidential Search Cost

Beth Brooks, Vice President for Human Resources & Legal Affairs, provided an overview and request for additional funds for the Presidential Search contract with AGB.

MOTION: Upon motion by Board member **Bernstein**, the Board unanimously approved the request for additional funds for the Presidential search.

C. First read of Instructional Calendar for 2019-2020

Tod Treat, Executive Vice President for Academic & Student Affairs, provided a first read of the 2019-2020 Instructional Calendar.

MOTION: Upon motion by Board member **Curtis**, the Board unanimously approved the first read of the Instructional Calendar for 2019-2020.

V. NON-ACTION ITEMS

A. Pathways to Completion: Core Indicators

Tod Treat, Executive Vice President for Academic & Student Affairs and **Analea Brauburger**, Dean for Organizational Learning & Effectiveness, reviewed the data from the Student Achievement Initiative Core Indicators report as of winter 2017.

Strengths: TCC continues to fulfill goals in program learning, career and academic preparation, student scholarships, student learning outcomes, student and employee satisfaction, personal and professional development, community partnerships, campus infrastructure, cultural contributions, and Embracing Discovery.

Opportunities: We see opportunities to improve participation rates of underserved populations, including students of color, students with demonstrated financial needs, and students reporting disabilities. Basic Skills metrics are still struggling. We also see a fall off around 45 credit hours and transfer students who leave the college before completion of their 2-year degree.

Challenges: The reliance upon data collected by ctcLink continues to generate challenges. There may be modifications needed to the Core Indicator Report for TCC to align it with the Strategic Plan. Despite challenges, TCC continues to demonstrate very high-performance relative to its peer group (the SBCTC system) as indicated by benchmarked SAI data, which uses points per students rather than real numbers or percentages. TCC remains consistently in the top quartile of nearly every category along the student achievement progression and is developing responses to opportunities in student completion and 45-credit attainment.

The Board asked for further study of the recently released data and for a follow up discussion at the April Board of Trustees meeting.

B. Presidential Search Committee Status

James Curtis, Board Co-Chair and Search Committee Co-Chair, gave a brief update on the status of the presidential search. The deadline for application packets is January 26, 2018. AGB Search has communicated that there is a great deal of interest in the open position. AGB sent out 5771 emails in December and 1003 (17%) of them were opened. A healthy number of formal nominations have been received as well. An advertisement for the position is posted in twelve higher education and diversity publications. The position is also listed on two diversity listserv sites, NeoGov listserv, monster.com, and the TCC web site. The committee reconvenes on January 30 to review the applicant pool.

VI. REPORTS

- **Associated Students Report – Kerry Ramroop**, ASTCC President:
 - The OSE has over 30 events scheduled for winter quarter on the calendar handed out to the Board.
 - During Welcome Week there were four events including a “Healthy Cooking on a Budget” demonstration for the students.
 - OSE is working on a Facebook promotion to increase the social media presence of TCC among our students and communities.
 - Kerry and Dominik will be attending the Legislative event for community college student leaders.
 - OSE Officers are attending an advocacy leadership conference in Portland focusing on service-orientated activities.
 - Reach Higher luncheon is February 6 in building 11.
- **Faculty Report—Dave Howard**, Faculty Union Representative:
 - Congratulations to John Falskow on being elected co-chair for Instructional Council.
 - Thank you to Bill Ryberg for the work on TCCs Legislative Council and the upcoming visits to Olympia.

- The Running Start funding increase occurred but the changes to the TCC staff PAU increments did not happen. Dave hopes that this can be solved on campus by our Administrative leaders.
- Faculty and others are looking forward to returning to celebrating as a community/family with the new president as has happened in the past.

- **Classified Staff Report - Jeanne Ernst-Williams, Classified Staff Representative:**
 - On May 31, the classified breakaway will take place at CI Shenanigan's with the theme "Hidden Treasures of TCC" and will leverage TCC staff and faculty as instructors/seminar leaders.
 - Classified Council is amending Section 4, Part D of the Treasurer's responsibilities to include serving on the TCC Budget Committee during their term.
 - Jeanne shared a photo taken by Sean VanDommelen, Health, Business, & Professional Services Senior Secretary, that was voted in a top ten KIRO TV contest. He is also working on a television show in Tacoma that will air on February 9.

- **Foundation Report – Tina Hagedorn, Foundation Treasurer:**
 - The Reach Higher fundraising luncheon takes place on February 6 from 12:00 – 1:00 p.m. in building 11. This is the only Foundation fundraiser for the year!

- **Legislative Report – Bill Ryberg, Co-President and VP for College Advancement:**
 - The 60-day Legislative session started January 8. Both parties are entrenched at this time.
 - On January 5, both Co-Presidents attended the Legislative sendoff event at the TCC Gig Harbor campus. All three elected officials in our district attended including Michelle Caldier, Jesse Young, and Jan Angel.
 - Bill will attend the Legislative visits in late January and early February in Olympia. He will take both students and faculty to speak with Legislative representatives.

- **Co-Presidents - Mary Chikwinya and Bill Ryberg:**
 - Per Mary, an "Old School" dance party event is coming up from the Co-Presidents!
 - The ctcLink remediation is going well. Cliff Frederickson and Julie Dunbar are to be commended for their hard work and great progress in getting the books closed and ready for the March audit.
 - Over 700+ students have purchased the \$5 Orca Passes. The feedback has been very positive and inspiring. The program is helping our financially challenged students.
 - The RFP for the Financial Services Department audit was issued last week. Our goal is to finish the audit by the end of March 2018.

VII. PUBLIC COMMENT/REMARKS

Analea Brauburger invited all Seahawk fans in the audience to root for the New Orleans Saints in the 2018 NFL playoffs.

VIII. EXECUTIVE SESSION

Chair **Ryan** announced that there would be no need for an executive session.

IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION

N/A

X. ADJOURNMENT

There being no further business, the meeting adjourned at 5:42 p.m.



Robert Ryan, Chair