

**Tacoma Community College  
Board of Trustees Regular Meeting  
April 8, 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 4:10 p.m.

**II. General Matters**

**A. Changes/Approval of Agenda**

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

**B. Approval of Minutes from Special Session on March 11, 2020**

**MOTION:** Upon a motion by Board member **Bob Ryan** and seconded by Trustee **Pat Shuman**, the Board unanimously approved the minutes for the March 11, 2020 Special Session.

**C. Approval of Minutes from Regular Board Meeting on March 11, 2020**

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

**D. Introductions and New Hires**

- Report attached

**E. Correspondence**

**President Ivan Harrell**

- Letter from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) granting TCC initial accreditation for the Health Information Management Baccalaureate Degree program.

**F. Board Report**

Trustees shared the events they attended this past month:

- Board Member **Dunbar**:
  - March Special Board Meeting
  - March Regular Board Meeting
  - Virtual meeting with Rick Brady to revise Board manual: March 19th, 2020
  - Numerous calls and a Zoom meeting with Dr. Harrell to discuss COVID-19 situation and to plan for the April Board meeting
- Vice Chair **Bernstein**:
  - March Special Board Meeting
  - March Regular Board Meeting

- Board Member **Ryan**:
  - March Special Board Meeting
  - March Regular Board Meeting
  - On-line Board Meeting for ACT
  - Telecom with President Harrell
  
- Board Member **Shuman**:
  - March Special Board Meeting
  - March Regular Board Meeting
  - Participated in ACT New Trustee Onboarding Team meeting
  
- Board Member **Ponepinto**:
  - March Special Board Meeting
  - March Regular Board Meeting

### III. PRESENTATIONS

- A. NONE

### IV. ACTION ITEMS

#### A. Change to the 2019 – 2020 Academic Calendar

Ivan Harrell

**MOTION:** Upon motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the change of spring quarter dates of the 2019 – 2020 Academic Calendar.

- Spring quarter dates were moved to accommodate the necessary changes to academic courses due to Covid-19. An MOU was signed between the college and the TCCFT regarding these changes.

### V. NON-ACTION ITEMS

#### A. Budget Development FY21

Ivan Harrell

- PowerPoint
- General Overview: This fiscal year had a budget gap of \$2 million, which was filled with reserves. We have continued enrollment declines and with the current situation, this will have a direct impact on college finances.
  - From 2016-2019, there has been a 3% increase in revenue but our expenses have increased by 16% with the largest expense being employee salaries and benefits.
- This year, we are using a “zero based” budgeting with all funds being budgeted
  - Managers have developed minimum budgets to run their division/department.
  - These templates are being merged into an overall college expense request.
- Revenue:
  - Departments that generate revenue are developing revenue projections
  - We are waiting for: draft state allocation, tuition rate changes, employee wages and benefits changes, and local revenue projects.
- Through May there will be several reviews and adjustments of the budget once department expenses have been merged into overall budget.
- The board will do the initial review at the June Board meeting and the second read at the Board Summer Retreat.
- We will have to reduce the number of positions for FY21
- Due to evolving events of the current situation, it makes planning for next year more difficult.
- Beginning next fiscal year, revenue and expense projections will be done quarterly which will allow any mid-year adjustments to be made.

- At the next meeting, Trustees will be updated on college reserves.

**Questions/Comments from the Board**

- Trustee Ryan: When reviewing for mid-year adjustments, if we need to do reductions, how much time will need to be given?
  - Dr. Harrell: - There are differences in notification timeline depending on the employee classification. However, everyone will receive a 90 day notice to keep things consistent.

**B. College Coronavirus Response**

**Ivan Harrell**

- PowerPoint Presentation
- Thank you to everyone for their support and hard work. They have kept students at the forefront and we continue to work towards keeping everyone safe and healthy.
- The Extended Leadership Team was originally created when we experienced the power outage, which set us up well to respond to this quickly and efficiently.
- We agreed to align our decisions with the directive of Pierce County Health Department.
- All of the offices that have been identified as critical are still operating. Some are coming on to campus for critical functions that cannot be done remotely. They must get prior approval, notify security when arriving and leaving, and maintain social distancing.
- We added a page to the website to maintain response updates.
- Changes were made to winter quarter and spring quarter
  - This work has been vast and challenging. Faculty and staff have thought critically on how to best support students in every way possible.
  - Everything has moved online for spring quarter.
- Student Support: this area has done amazing work to respond quickly to student needs.
  - Remote access for all services.
  - Virtual Help Lobby to provide live support to students.
  - Installed Wi-Fi access in our parking lots.
  - Suspended academic sanctions for winter quarter.
  - The bookstore has worked very hard to navigate ways for students to obtain their materials.
  - Student wellness check-in: personal calls to all those who were registered for spring quarter.
- Faculty and Staff support:
  - Have provided multiple ways for employees to work who are unable to do their job remotely through professional development opportunities that can be used as hours.
- Next Steps:
  - Ratification of the spring calendar.
  - Budget
    - We had to cancel a significant amount of continuing education classes and this will result in lost revenue. This is just one example of areas where we will have lost revenue.
  - Planning for summer and fall quarters.
  - Tracking of Covid-19 expenses
  - Watching the Cares Act- there will be funds provided to every college and university but we are not sure when this will be provided. At least half must be provided directly to students and the other half can be used for other college needs.
  - Request funds from FEMA.
    - Submit reimbursement for the time lost to plan for what is needed to respond to Covid-19.
- We have tried to do everything we can to support our most vulnerable students and being cognizant of equity during this whole process.

### **Questions/Comments from the Board**

- Trustee Bernstein: Thank you for the report and the work the college is doing. The healthcare workers greatly appreciated the donation of PPE that TCC provided to Multicare.
- Trustee Shuman: Really impressed by the hard work TCC is doing and hope that later on we can all look back at this time and see the silver lining of the ways it has made us better.
- Trustee Ryan: The effort by the college has been amazing and I am so impressed at what has been done already. It is so challenging to plan as we go forward with so little guarantee.
- Chair Dunbar: We have many students who are parents, who now have their kids at home. I am wondering how we can support this demographic?
  - Dr. Harrell: The decision made by Provost Schlesinger and others is that faculty are highly encouraged to engage in asynchronous instruction. This means that students are not required to log in at one specific time to give them flexibility. The Early Learning Center has remained open for students who are still required to work and need childcare support.
- Trustee Ryan: Some students had never used the Canvas platform before; do we know how many that is?
  - Dr. Harrell: We do not have this information. Many faculty already use canvas to support their in person classes but engaging in a completely online platform is something that is new to many.
- Trustee Ponopinto: What about students who need access to social services? Are we still able to help those that need support for basic needs like housing, etc.
  - Dr. Harrell: On the website and in other ways we have communicated to students how they can request emergency funding for non-academic needs. We are also still meeting with students who need to be placed through CHAP.

### **VI. REPORTS – All reports attached**

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

### **VII. PUBLIC COMMENT/REMARKS**

- Kaeli: Wrote a note of support of Matt Anderson as a faculty member
- Luke Byram: Spoke in support of Matt Anderson as a faculty member
- Emmery Zecchino: Spoke in support of Matt Anderson as a faculty member
- Chloe Callow: Spoke in support of Matt Anderson as a faculty member
- Maggie Lique: Spoke in support of Matt Anderson as a faculty member
- Hanae Ben Aissa: Spoke in support of Matt Anderson as a faculty member
- John Sandin: Wrote a note of support of Matt Anderson as a faculty member
- Analea Brauburger: Wrote a note of support of Matt Anderson as a faculty member

### **VIII. EXECUTIVE SESSION**

At 5:30 p.m., Chair Dunbar announced that the Board would adjourn to executive session for 45 minutes.

Persons present during the Executive Session: Professor Matt Anderson, Probationer; Dr. Dave Howard, President, TCC Federation of Teachers; TCC Trustees Dunbar, Shuman, Ryan, Bernstein, Ponopinto; TCC President Harrell; TCC Provost and Vice President of Academic Affairs Schlesinger; and Rick Brady, Assistant Attorney General.

At 6:40 p.m., the Board adjourned its Executive Session and reconvened in open session.

**IX. BOARD ACTION AS A RESULT OF EXECUTIVE SESSION.**

No actions were taken in Executive Session.

Chair Dunbar: Provided a summary of previous events by noting that Professor Matt Anderson appealed the Board's decision to not grant him tenure and appeared before the Board in the Executive Session that was just held; that in the Executive Session, Professor Anderson addressed the Board and responded to questions by Trustees; that the Trustees had each reviewed the previously submitted written recommendation of the Faculty Tenure Review Committee, Professor Anderson's previously submitted self-evaluation, tenure dossier, and other materials submitted to the Board of Trustees, the previously submitted recommendation of President Harrell, the materials submitted by Professor Anderson and others in support of his appeal, and Professor Anderson's arguments in today's Executive Session.

- Thank you to the students who spoke during public comment who provided positive comments in support of Professor Anderson.

Chair Dunbar asked that a motion be made to grant tenure to Professor Anderson

- Trustee Ryan moved to grant tenure to Professor Anderson, seconded by Trustee Shuman.
- Discussion by Board:
  - The trustees noted that Professor Anderson was, by all accounts, a good and even an excellent teacher.
  - Trustee Shuman: teaching ability was just one of several things the College was looking for in its tenured faculty, and that Professor Anderson had failed to address some of the concerns the Board had in 2019 when it voted to extend his probationary period for a fourth year.
  - Trustee Ryan supported Trustee Shuman's point
  - Trustee Bernstein: Professor Anderson's relationship with two separate supervisors, as reflected in the materials she reviewed, were troublesome.
  - Trustee Ponepinto: noted that she was new to the Board and was not familiar with Professor Anderson or his dossier until this year. She stated that she read the dossier and all related submissions, noting ongoing concerns with respect to Professor Anderson's dealings with colleagues and supervisors, and stated that he did not satisfactorily address these in his appearances and submissions to the Board.
  - Chair Dunbar: Professor Anderson's teaching ability was not the issue, but expressed that she did not see the growth from Professor Anderson that she was hoping for since his appeal was granted last year.

Chair Dunbar thanked the Board and asked if there were any more comments. None being made, she called for a vote on Trustee Ryan's Motion by asking all in favor to so state. No Trustee responded. Therefore, the motion failed and tenure was not granted to Professor Anderson.

**X. ADJOURNMENT**

There being no further business, the meeting adjourned at 6:50 p.m.

  
Liz Dunbar, Chair

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**Administration/Faculty/Staff/Guests  
\*Attachment to Minutes**

Amunoo Tembo	Krista Fox
Analea Brauburger	Latoya Reid
Andre Jimenez	Laukau
Angelique Odom	Luke Byram
Bill Ryberg	Laquida Williams
Campbell McGown Stuart	Maggie Lique
Char Gore	Marissa Schlesinger
Chhoeungsaheng Hing	Matt Anderson
Chloe Callow	Melanie Johnson
Claire Jordan	Melody Griggs
Corinne Jarvis	Molly
Dale Coleman	Maria Stillwell
Dave Howard	Nigeria Bell
Debra	Nora Price
Dolores Haugen	Natalie Boes
dvaldez	Olga Inglebritson
Elizabeth Fortenbery	Pamela Costa
Emery Zecchino	Patrick Brown
Emilie Coates-White	Patti Hermoso
Gracie	Patty McCray
Hanae Ben Aissa	Phil Hunter
Dr. Ivan Harrell	Richard Wakefield
Dr. Judy Loveless-Morris	Rick Brady
James Newman	Rachel Payne
Janice Tayler	Sammie Zipper
Jeffrey Engle	sgraham
Jennifer Fountain	Sharon McBride
John Falskow	Sharon Schroder
John Sandin	Sarah Lewandowski-Noble
Jon Hardy	Stephanie Thompson
Julie Benson	Stephen Smith
Julie Dunbar	Tamyra Howser
Kaeli	Tashawn
Karyssa Mathison	Tatyana
Katherine Heizenrader	Thao Nguyen
Kathryn Held TCC	Will Howard
Kathy	Seven attendees joined
Katie Gulliford	the meeting via phone.
Kim Flack	