



Board of Trustees July Retreat

Friday, July 10, 2020

9:30 a.m. – 1:30 p.m.

Minutes

Call to Order

Chair Bernstein called the meeting to order at 9:35am

Legislative Update

Vice President Bill Ryberg provided a legislative update to the Board of Trustees.

In conversations with Rep. Laurie Jenkins, it is most likely there will not be a special session until November. This means the legislature will not be making any budgetary decisions regarding this upcoming budgetary year prior to the school year starting. This could mean deeper cuts to state budgets and so those intuitions that are not constitutionally protected could have negative impacts

Trustee Ryan: Is there any information from Rep. Laurie Jenkins on what Governor plans other than what he has already instituted for budgetary reductions? - VP Ryberg: There is a possibility of the federal government supporting states. Those in DC are aware of the negative impact that higher education is facing in this situation. Hoping that there will be more information in August about federal support.

The Board had a discussion regarding international students and the new ICE ruling. This states that international students residing here are unable to stay and take classes if those schools will be offering exclusively online classes. At TCC, we have about 175 international students here and if we can move forward with Hybrid classes, we would be able to keep those students enrolled. We are working with each of these students to make sure they can be enrolled in Hybrid courses that match with their program. Nationally, Harvard and MIT have filed a lawsuit against this new rule. Rick Brady stated that Washington State's Attorney General will be doing the same and Dr. Harrell will be writing a declaration to support the lawsuit. International students were allowed an exception to take online courses for spring and summer quarter but now we are waiting for those to be extended. Rick Brady added that originally, the exception was to continue through the pandemic but now that statement is being revoked.

Dr. Harrell presented the SBCTC Legislative Action Plan that has been developed for the WACTC system. It outlines what institutions should be doing regarding legislative outreach. Our specific legislative actions will be to engage legislators throughout the summer in a virtual session, regarding the outlined topics in the action plan and to see if trustees have connections to legislators in relation to action 3.

Trustee Ryan: Are we getting interest from legislators on wanting to attend college events? –

VP Ryberg: The last communication we sent out was a COVID-19 update to let them know what

has been going on and this was well received. Trustee Dunbar advised that especially during election season, if there is any way the Board can attend any TCC events would help our visibility. VP Ryberg agreed that it is important to engage legislators in this way and would like to invite legislators to one of our orientations.

Dr. Harrell shares the draft letter developed by Laura McDowell SBCTC's Communications Director that the Board can share with legislators. A suggestion was made that it might be better to utilize a bullet point style on the letter rather than the full information. The Board followed up by discussing the best course of action to send legislators this information so that it is the most effective and correct after primaries. VP Ryberg stated that SBCTC helps to provide contact information once the primaries are over and he can assist on coordinating communication efforts.

MOTION: Upon a motion by Chair Bernstein and seconded by Trustee Ryan, the Board unanimously approved authorization for this letter and subsequent letters to be sent out by TCC on their behalf with the opportunity to review that information prior to it be sent out.

Review 2020-2021 Calendar

MOTION: Upon a motion by Trustee Ryan and seconded by Trustee Shuman, the Board unanimously approved the 2020-2021 Calendar.

The Board reviewed the 2020-2021 Meeting and Events calendar. ACT fall and winter conference and New Trustee Orientation will be virtual. Discussion about having more trustees attend conferences that will be virtual.

Bob motions and pat seconds approving the calendar and is unanimously approved.

Committee Assignments

- ACT legislative Action Committee (quarterly meetings)
 - Lois Bernstein (primary)
 - Bob Ryan (alternate)
 - Dona Ponepinto
- TCC Legislative Task Force (meets monthly during session 7:30am –8:30am)
 - Liz Dunbar
 - Lois Bernstein
 - Dona Ponepinto
- TCC Foundation Board
 - Pat Shuman
 - Lois Bernstein (Back up)
- Pierce County Coordinating Council (Meets four times a year)
 - Bob Ryan
 - Pat Shuman
- ACCT Voting Delegation
 - Dona Ponepinto

- TCC Art Committee
 - Pat Shuman
- Multicultural Advisory Council (Meets quarterly at 7:30am)
 - Liz Dunbar
 - Bob Ryan

EDI Presentation: PowerPoint

Judy Loveless-Morris

Vice President Judy Loveless-Morris presented the results of the Baseline Assessment of Equity, Diversity, and Inclusion Efforts at Tacoma Community College. For the assessment, 46 TCC employees were interviewed between July and December 2019. This is not an exhaustive representation of all work happening at TCC regarding EDI but gives us a jumping off point. Currently we are between a Level 2-Reactive and Level 3- Proactive. Currently eLearning and Monic Olson are supporting areas that are not yet in compliance and while we have many great EDI efforts on campus, we have not yet hit that systemic level because our EDI work is decentralized. VP Loveless-Morris states we need to move towards a systemic focus and creating an EDI culture.

The Office of EDI will provide information for units to be able to create a one-year operational plan so that they can create their own plan but also keep the institution accountable for tracking the work and keeping the college on track.

Questions/Discussion

Trustee Dunbar: This is a great path forward and having a focus on metrics will really help to ensure action is being taking.

Trustee Ryan: Want to make sure that we set up our measurements in a way that makes sure we end with the results that we truly want and reach our outcomes. - VP Loveless-Morris: We will ask the Board to review the work and make sure that we are trying to reach the right types of results. We also want to be prepared and comfortable that results may not be favorable sometimes. We have to look at these results as a place to grow from and understand that just because we implement something; it does not mean we will see results right away because we are going against decades of systemic oppressive work.

Trustee Shuman: How do we manage the issues of those who “won’t” do the work because training is not something that can “fix” this? - VP Loveless-Morris: That is the reason why we also have a goal that is creating an EDI culture. Going past what is normally considered as training and creating instances where people do not just come and listen but create instances where they must go out and do work in the campus community.

Trustee Dunbar suggests that there be room in every BOT meeting to discuss EDI efforts. The Board agrees with this plan to keep our focus on EDI work throughout the year. VP Loveless-Morris also added that it was great when trustees have attended EDI events in the past because the college community notices and appreciates seeing them. Additionally the college is creating a policy around affinity groups and once Rick Brady reviews the policy, we will get this out to

the campus community to approve. Trustee Bernstein asks that if VP Loveless-Morris notices best practices of boards throughout her work to bring this information forward so that the Board is doing the best work they can.

Action Item

- **Resolution Authorizing Investment of TCC Monies in LGIP**

MOTION: Upon a motion by Trustee Ryan and seconded by Trustee Dunbar, the Board unanimously approves the Resolution Authorizing Investment of TCC Monies in LGIP.

Every time there is a change in the Presidency or Vice President of Administrative Services, there are certain items that must be signed and approved. Addition to this, the Board must read and approve the LGIP Resolution when these positions change.

- **Statement on Xenophobia**

MOTION: Upon a motion by Trustee Ponepinto and seconded by Trustee Ryan, the Board unanimously approved the Statement on Xenophobia.

There have been a number of incidents in our state and around the country due to many of the negative references towards the Asian community in regards to the COVID-19 virus. As this rhetoric is still prevalent, it is necessary for the Board to make a statement that they will not tolerate this type of sentiment within our community. The statement will be distributed similarly as the BLM statement and Dr. Harrell's statement will be sent out at the same time, which includes various resources.

Discussion/Questions

Trustee Ponepinto: Wanted to see if there was anything specific in our community that is being done or data to support the document but if not it is a great letter. – Dr. Harrell: Unfortunately, many of these incidences are not reported or publicized so it is hard to find specific instances in Pierce County.

Board Recruitment

Trustee Dunbar's term ends in September but she has decided to serve on the Board until we are able to find a new Trustee. We need to look for individuals that live in the service area. Chair Bernstein and Vice Chair Shuman will do some recruitment work to bring names forward to the Board.

President's Goals for 2020-2021

Six goals have been proposed which focus on the strategic plan, budget and financing process, our upcoming 7th year accreditation visit, build community connections, increase fundraising efforts with the Foundation and lastly to create a strategic enrollment plan to implement by summer 2021. Dr. Harrell will provide updates for many of these items monthly within the BOT meeting or through his President's Report.

Trustee Dunbar inquired if efforts on EDI should be more pronounced even though it is within the strategic plan. Dr. Harrell and the other Trustees agree. An additional goal will be added specifically focusing on equity, diversity, and inclusion efforts at the college.

Board Self-Evaluation

Each Trustee rated the Board's overall performance in 14 different areas with either "needs improvement", "meets standards", or "excellent". The board reviewed the overall scores and comments for each section. The Board engaged in discussion on each area to identify strengths and ways to improve. They also discussed wanting to update the self-evaluation tool into something similar to a dashboard, which would help to provide clarity when measuring these items.

TCC Mission/Strategic Plan: It is suggested that there be a way to add a line item on the BOT agenda around the strategic plan and also identify the various presentations that tie into the strategic plan but may not be an explicitly about the strategic plan.

Vice Chair Shuman said that we could better measure this by tasking the Board to ask questions during presentations that connect to the strategic plan. The Board agrees to inspect the current agenda layout to find a space to add in more intentional strategic plan updates. Trustee Ryan identifies that it was a challenge for the Board to focus on innovation priorities in regards to the strategic plan in an effort to support the college during this difficult time.

- Dr. Harrell reminds the trustees that we just launched the new strategic plan in May and that there is a plan to present to the board regularly throughout the year on the topic. The core indicator report is presented each fall. Will determine how to present data on the core indicator report and other data sets throughout the year.

Student Success: We have done well in this area. It has been very helpful to receive honest feedback and updates on student success in areas where we have not been doing well so that we can make real progress.

Educational Advocacy: We have done well in this area but over the next two years, this work will be very important. Not just working with the legislature but also engaging the community on these topics. Trustee Dunbar reminds that this work is in the legislative action plan and that we can increase this work within the board goals.

External Relations: Chair Bernstein points that this is a low scoring area and that the Board needs to make sure they are reaching out to build stronger partnerships. Trustee Dunbar makes the point that this work is imperative especially when resources are scarce. Trustee Ponepinto advocates that we look closer at what areas we want to focus on so that it is specific and the whole Board can organize their resources. The Board should concentrate on updating the connections list in the legislative action plan so that Board resources are easily identified. Dr. Harrell and Bill can then work on the list of actions they want the Board to focus on during their conversations to encourage a singular message.

TCC Foundation: Vice Chair Shuman states there needs to be a closer relationship with the Foundation Board. There is a discussion around a joint meeting with the TCC Foundation Board to keep connected as the last joint meeting took place in 2016.

Diversity: The Board is making progress and has shown a real commitment and need to move forward with more action.

Budgets: The Board was involved throughout the year with the budget process and provided great questions and suggestions to make the college stronger in this area. Compared to previous years, the whole Board has been much more involved in this process. The President has provided great transparency to the board, which has allowed the a true financial picture of the college and how to best support it.

Relationship with CEO: A great relationship has developed between the Board and the President. There has been great communication and work between the President and the Chair, which has really helped the Board. There was a discussion around trying to find ways for the Trustees to have informal discussions with Dr. Harrell to keep updated on the college in different ways. Discussion around scheduling time maybe at least once a quarter to have lunch or catch up with one or two trustees to continue relationship development.

Board Governing: Would like to create a small subcommittee that could take on updating the evaluation form.

Board Education: The Board felt that there has been great opportunities for this especially thanks to Vice Chair Shuman's work on the trustee orientation.

Board Goals for 2020/2021:

The Board discussed how a new goal around the strategic plan should be structured to ensure that the Board's role with the strategic plan is clear and measurable. What specific areas within the strategic plan are connected more directly with the Board goals.

Discussion on the board manual and the orientation manual. The orientation manual is complete and we will add the completed board manual to the September BOT meeting for a vote. The board will add the revision of the board self-evaluation document, community and legislative engagement, as well as board education to its goals for this year. Trustee Ponepinto and Vice Chair Shuman will work on the fleshing out the goals and objectives.

Executive Session

The Board adjourned into Executive Session at 12:35pm and will reconvene at 1:05pm.

Executive Session was extended for 15 minutes and will reconvene at 1:20pm.

Executive Session was extended for 5 minutes and will return at 1:27pm.

Action as a result of Executive Session

The Board Reconvened into open session at 1:27pm

Chair Bernstein: In Executive Session, we discussed with Dr. Harrell revisions to his contract. He and the Board both made proposals and counter-proposals. No decision was made or action was taken.

Based on these discussions, do I have a motion?

Trustee Dunbar move to:

Amend President Harrell's contract as follows:

1. That it run through June 30, 2023;
2. By the end of June, 2023, the Board and the President will discuss a retention incentive
3. Adjust the accrual of annual leave to 3 days per month, with a maximum accrual of 48 days;
4. By the end of June 2021, the Board and the President will discuss a matching contribution to the State Board Voluntary Investment Program.
5. Provide that at the conclusion of FY 2021 and every third year of service as President thereafter, the Dr. Harrell may take 6 weeks leave to be used at a time agreed upon and approved by the Board.
6. That the Board of Trustees may terminate this contract of employment for convenience, without cause and at the sole discretion of the Board, by providing written notice to the President, accompanied by the payment of nine (9) months' current salary as liquidated damages or the maximum amount allowed by law

Motion was seconded by Trustee Ryan, there being no other discussion the Board unanimously passes the motion to amend President Harrell's contract.

Wrap up & adjourn

There being no further business, Chair Bernstein adjourned the meeting at 1:38pm