

**Tacoma Community College  
Board of Trustees Retreat  
January 13, 2017, 8:00 a.m. – 4:00 p.m.  
CI Shenanigan's, 3017 Ruston Way, Tacoma WA 98402**

**MINUTES**

**Board Members**

Bob Ryan, Chair  
Gretchen Adams, Vice-Chair  
Lois Bernstein  
James Curtis  
Liz Dunbar

**Administration/Faculty/Staff/Guests**

Bill Ryberg	Judy Colarusso
Mary Chikwinya	Kelly Maxfield
Tod Treat	
Beth Brooks	
Rick Brady	

**CALL TO ORDER**

Board Chair **Ryan** called the meeting to order at 8:30 a.m.

**Process for hiring interim president:**

Board members **Curtis** and **Adams** will co-chair the process of finding an interim president. The trustees' will provide opportunities for input from the campus community on the interim appointment. Marty Brown, Executive Director for SBCTC, has offered his assistance to TCC in the search for an interim president in whatever capacity we may need.

Board Chair **Ryan** suggested the interim president be contracted until July 2018 while the board searches for permanent candidates. We want to focus on choosing an interim who will heal the campus and move it forward. The interim most likely will be a retired former president who wants a limited term. The goal is to have an interim in place by the end of winter quarter if possible. Chair **Ryan** shared that he received two resumes from the state board and will share & review.

**Executive Session**

At 9:45 a.m., Board Chair **Ryan** announced the meeting would adjourn into executive session to discuss a personnel matter. The executive session was expected to last approximately 20 minutes. At 10:05 a.m. the Board reconvened to open public meeting. No action was taken as a result of the executive session.

**Discuss timeline and process for presidential search:**

The process for the permanent presidential search will begin with a focus on the job description for the position. Board Chair **Ryan** set a date of May 2017 to finalize the job description then post the position until September 1, 2017. A search committee would be created in the fall of 2017.

The trustees will analyze the search process to determine whether or not to utilize a third party search firm or to conduct the search process in-house. There will be representation from a variety of stakeholders throughout the presidential search and communication will be ongoing from our current Co-Presidents, **Bill Ryberg** and **Mary Chikwinya**. The board is setting a target start date of a new permanent president for July 1, 2018.

**Administrative Leave employees; update and next steps:**

Board Chair **Ryan** asked Co-President's **Bill Ryberg** and **Mary Chikwinya** to provide an update. Bill shared that the internal auditor will hold an initial meeting with administrators on January 20<sup>th</sup> to start their process. Investigators started the week of January 9<sup>th</sup> to interview IT personnel and others regarding the breach. All job aspects of the two employees on administrative leave are being covered by current vice presidents and financial staff on campus.

At 11:28 a.m., Board Chair **Ryan** adjourned the meeting for lunch. The meeting was reconvened at 12:30 p.m.

**Accreditation: Current status and mid-cycle visit on 4/24-26/2017:**

Executive Vice President for Academic & Student Affairs **Tod Treat** shared that TCC is in year three of the mid-cycle visit. We are on target to submit our information before March 1. There will be three reviewers on campus during the April 24-26 visit and no board participation should be necessary. If there is a formal request of the board by the reviewers, Tod will notify Board Chair **Ryan**.

**Trustee committee appointments/conferences:**

After discussion, it was agreed that attendance at conferences is tentatively scheduled as shown below.

Meeting	Date	Day	Location	Board Member(s)
ACCT Annual Congress	October 4-8, 2016	Tues-Sat	New Orleans	Bob Ryan James Curtis Gretchen Adams
Legislative Action Committee Retreat	November 15, 2016	Tuesday	Hilton Airport Sea Tac	Don Dennis Gretchen Adams
ACT Fall Conference	November 2016		Hilton Airport Sea Tac	Don Dennis Bob Ryan
ACT New Trustee Orientation	January 23, 2017	Monday	Red Lion Olympia	Lois Bernstein
ACT Winter Conference & Transforming Lives Dinner	January 24-25, 2017	Tues-Wed	Red Lion Olympia	Bob Ryan Lois Bernstein Gretchen Adams (dinner only)
ACCT Governance Leadership Institute	March 29 – April 1, 2017	Wed-Sat	Kapi'olani CC Honolulu	James Curtis? Lois Bernstein? <b>TBD</b>
ACT Spring Conference	May 24-25, 2017	Wed-Thurs	Big Bend CC Moses Lake	James Curtis? Bob Ryan? <b>HOLD for now</b>
ACCT Fall Conference	September 25-28, 2017	Mon-Thurs	Las Vegas	<b>TBD</b>

**2016-17 Board Committee assignments:**

Upon motion by Board Chair **Ryan**, the Board unanimously approved the Board of Trustees Committee appointments for 2016-2017 (starting January '2017).

ACT Legislative Action Committee  
TCC Legislative Council  
TCC Foundation Board  
Pierce County Coordinating Council  
ACCT Voting Delegate  
TCC Art Committee  
Multicultural Advisory Committee

James Curtis primary, Lois Bernstein alternate  
Liz Dunbar, Lois Bernstein  
Gretchen Adams  
Liz Dunbar, Bob Ryan, Lois Bernstein  
James Curtis  
Liz Dunbar, Gretchen Adams  
All Trustees

**Listening Circles: Next steps and improving campus climate:**

At the January 11 Board of Trustees Meeting, Maralise Hood Quan of Center for Dialog & Resolution, presented the results from the fall Listening Circles. After reviewing the packet given to each of them, the Board members discussed the themes derived from the project.

- The interim president needs to prioritize a message and atmosphere of healing for the campus.
- Communication with the campus must be strengthened and be totally transparent.
- Did the resignation of the former president improve campus perceptions and environment?
- Asking faculty and staff for input in key decisions. Listening and letting all know they are heard.
- Addressing the shared governance model.
- Providing supervisory training (Invista a possibility?).
- Strengthening onboarding practices in HR (web-based program?).
- Job advancement opportunity and fairness in salary (address misconceptions).
- Professional development offerings more robust and relevant.

The contract with Center for Dialog & Resolution has monies left to spend if the board wants to take next steps. On January 26<sup>th</sup>, Maralise has scheduled a follow up session to discuss the outcomes with TCC employees and will ask them to communicate what should come next in the process. Once the board has those results, a decision can be made about further training offerings and possibly tying that into the April professional development day.

**2018-2013 Strategic Plan:**

Executive Vice President for Academic & Student Affairs, **Tod Treat**, asked for thoughts on moving forward with the 2018-2023 plan or if we should continue with the current plan until a new president comes on board in July 2018. As the new president, that person will certainly want to contribute to the process. All agreed that the current plan is still relevant and has benchmarks/goals that have not been reached due to ctc Link issues.

Co-President and Vice President for College Advancement, **Bill Ryberg**, shared that the interim president could oversee a continuation of the current plan until the seated president is selected. This would also give a new president time to adjust to campus, listen to stakeholders, and contribute their own goals to a new Strategic Plan.

Board member **Dunbar** asked if **Tod Treat** would give an update of progress/status at the April or May Board Meeting. Tod agreed to do so and this would also enable the interim president to be on board by that time.

Board Chair **Ryan** shared that this is an excellent transition plan and all agreed.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:21 p.m.

  
Robert Ryan, Chair