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#### COMMUNITY COLLEGE DISTRICT NO. 11 PIERCE COLLEGE

**January 9, 2019**

**MINUTES OF THE REGULAR MEETING**

BOARD MEMBERS PRESENT

Angie Condon

Steve Smith

Brett Willis

Jackie Rosenblatt

Amadeo Tiam

**COLLEGE OFFICERS PRESENT**

Dr. Michele Johnson, Chancellor and CEO

Dr. Darrell Cain, President Puyallup

Ms. Deidre Soileau, Interim President Fort Steilacoom

Dr. Debra Gilchrist, VP for Learning and Student Success FS

Dr. Matthew Campbell, VP for Learning and Student Success PY

Mr. Choi Halladay, Vice President for Administrative Services

Ms. JoAnn Baria, VP for Workforce, Economic, and Professional Dev.

Ms. Holly Gorski, Vice President for Human Resources

Ms. Beth Norman, President PCFT

**OTHERS PRESENT**

Linda Sullivan-Colglazier, Ron May, Tom Broxson, Mark Haskins, Holly Smith, Erik Gimness, Holly Smith, Brian Benedetti, Elyse Flury, Raymond Power, Myung Park, Lori Griffin, Thomas Broxson, Agnes Steward, Tami Jacobs, Elijah Ellis, Sean Cooke, Cameron Cox, Mike Stocke, Anne White, Agnes Steward, Allison Sieving, Cheryl Batschi, Greg Brazell, Christie Flynn, Marie Harris

**STUDY SESSION**

The study session focused on ctcLink

**CALL TO ORDER**

Ms. Condon called the meeting to order at 1:02 pm.

**SAFETY MESSAGE**

Ms. Condon read the safety message

**PLEDGE OF ALLEGIANCE**

Ms. Condon led the group in the pledge.

**QUORUM**

A quorum was established with all members present.

**CHANGES/ADDITIONS/ APPROVAL OF AGENDA**

 Action Item 2019-02 was added to number 8B.

Agenda approved

**MEETING MINUTES**

Ms. Rosenblatt moved, and Mr. Willis seconded the motion to approve the minutes of the November 8, 2018 meeting minutes. **MOTION PASSED**

**PUBLIC COMMENT**

None

## COLLEGE INPUT AND REPORTS

ASPCFS (Reported by Raymond Power)

Mr. Power reported on the many activities and planning going in Student Life, including Winter Welcome Dazes. During Winter Dazes, they provided food, many resources, including maps, and activities to make students feel welcome. They continue to work on their primary goal for the year of installing new security cameras and emergency help points throughout the campus. Student government is planning an Advocacy day in Olympia to talk with legislators regarding issues relevant to students.

ASPCPY (Reported by Elyse Flury)

Ms. Flury reported on the many activities and planning going on in Student Life, including Winter Welcome Days, they will provide food, giveaways, and maps to make students feel welcome. She noted that the team went on a retreat and had opportunities for team building and planning for Winter quarter.

Ms. Flury noted that there are many activities planned for Winter quarter to engage students, including skiing, a talent show, and club activities.

Pierce College Federation of Teachers PCFT (Reported by Beth Norman)

Ms. Norman acknowledged President Yochum for her years of service to Pierce College, the faculty, and students. She congratulated Dr. Allison Sieving in her new role as Dean of Business. Her ability to coordinate all the pathways mapping demonstrates her incredible leadership skills.

Ms. Norman noted that contract negotiations are ongoing; many meetings have been scheduled to continue this critical work. Ms. Norman stated that faculty are very busy with thirty tenure committees and screening committees for more than twenty faculty positions.

Ms. Norman invited Board members to attend the Distinguished Faculty Dinner on March 9, honoring Dr. Thomas Link.

**SETTING DIRECTION AND VISION**

### Chancellor’s Report

Dr. Johnson stated that Winter quarter is underway after a nice break in December. As you know, President Yochum submitted her retirement notice effective Jan 2. She has given us thirteen years of leadership and commitment to the college. She has always been committed to student success and closing gaps. She has made us laugh; she has led with integrity, skill, and courage and has been a local and state leader. Dr. Johnson is grateful for her camaraderie, leadership, and friendship. We will keep her in our thoughts and hearts as she dedicates her time and energy to her health. We hope to have a retirement party sometime this month. Dr. Johnson welcomed Ms. Soileau to her new position as Interim President. She expressed her thanks for her willingness to delay her retirement and help move us forward during the next six months.

Dr. Johnson has asked Holly Gorski to chair the search committee for a new permanent president at Fort Steilacoom. We are just beginning the process and will include the college and local community in the process. We will not be using an outside search firm. We have had great success in conducting our own process. Fortunately, we have had recent practice with the selection of Dr. Cain. We anticipate conducting skype interviews in March followed by full-day campus interviews in April, with a start date of July 1.

Professional development continues to be a major goal of the college. Given the college was closed the week of December 24 with two days being holiday pay and three requiring employees to take some kind of leave, we gave classified staff and exempt administrators an opportunity to earn comp time prior to the week if they participated in EDI training. We offered 22 classes, and 182 individuals participated. On the three days during the December closure, a number of folks engaged in other types of on-line training instead of taking leave. She is really pleased to see the participation and commitment to professional development. I want to thank the staff in HR, EDI, and ELAD for coordinating the training. A special thank you to Shelby Winters, who is the administrative assistant in EDI for organizing the EDI training given the Executive Officer position is vacant.

In early December, we had 16 individuals, including the interim president from Montgomery College in Maryland, visit us for two days to learn about how we are implementing ATD and Guided Pathways. One of the two days, they participated with our ATD coaches who were here for the first coaching visit of the year. A significant focus of the visit was how to close the achievement gaps on our key populations that have the lowest completion rates: single parents and African American and other males of color and to increase overall attendance of males. Our key takeaway from the visit is the importance of mapping the student experience overall and what knowledge we want for all students. By removing those barriers, these specific populations will benefit, and we need to explore particular interventions for the selected groups.

Today we had our first screening committee meeting for the Executive Officer of EDI. We hope to have skype interviews by the end of the month. Choi is the chair of that committee.

We are also beginning the screening process for the VP of Strategic Advancement position. Mr. Brian Benedetti will chair that committee, and we will start skype interviews by the end of the month.

At the December study session, the new configuration of a strategic enrollment management team that will include the two presidents, the VP of Advancement and me where appropriate to identify and implement strategies for increasing enrollment and completion. It obviously will consist of the IR team, the instructional VPS, and Marketing and Communications. Those strategies will be implemented throughout the institution.

 Our enrollment is very soft, tuition collections are down, but RS continues to grow. Throughout the next six months, we will be reporting on enrollment and how we plan to meet target. In addition to reviewing our state enrollments and RS, this work will include a thorough review of both military programs and international education.

Regarding legislators, we believe our PCCC breakfast was very successful. Thank you all for attending and Ms. Condon for chairing the meeting. She thanked Brian Benedetti for his leadership among the PIOS for putting together some very impressive materials. Raymond did a fantastic job telling his story.

As the legislative session is now underway, we are looking at dates to visit Olympia. The ACT meeting is scheduled for January 21-22. The SBCTC wants us to visit with legislatures the afternoon of the 22. In addition, we now have a scheduled follow up with Lt Governor Habib.

The governor’s Book B budget does include some new resources for the colleges. Some key items: a small amount for guided pathways, foundational support and program enhancements, Career Connected Learning that primarily supports apprenticeships, and employee compensation. OFM has not released the full details. There’s also some support for a Washington College Promise program and would eliminate the waitlist for the State Need Grant over three years.

As we begin this session, I believe one of our key challenges will be in keeping our system speaking with a single voice. We continue to have colleges that want to advocate for their individual colleges regarding regional pay. We had a very intense WACTC meeting in December. For me, after serving 19 years at WACTC, she has never experienced this level of division and seemingly unwillingness of the group to come together with a single message. She is concerned as we advocate for our system.

Yesterday I got a call from Arlen regarding a request from Senator Becker’s office about a community college in Graham. We are putting together numbers for the senator and for OFM. Tom Seigel immediately contacted the senator’s office to talk about our partnership. It is so interesting about their concept of what it takes to start a new college when we have over $600 million in unmet capital needs in our system as part of our capital budget list. Well, that’s what makes this work so interesting and frustrating.

Next week we are sending a team to the guided pathways conference in Vancouver. And are preparing to send 25+ to the DREAM conference in Long Beach at the end of February. I want to tell you that Raymond was selected as a DREAM scholar, our first. It will be exciting to have him join us

**BOARD ACTION**

**Board Action 2019-01 Honoring President Denise Yochum**

Mr. Smith moved and Ms. Rosenblatt seconded the motion recognizing President Denise Yochum as President Emeritus, Pierce College Fort Steilacoom.

**MOTION PASSED**

**Recognition of Denise Yochum as President Emeritus, Pierce College Fort Steilacoom**

WHEREAS, Denise Yochum served as President of Pierce College Fort Steilacoom from 2006 to 2018, and;

WHEREAS, she provided outstanding leadership, using a collegiate and forthright approach that earned her the respect and affection of the entire college; and

WHEREAS, Denise was devoted to student success, taking every opportunity to further the college’s mission and be of service in the community; and

WHEREAS, during Denise’s tenure, she was a key member of the teams responsible for many accolades awarded to Pierce College, including being in the Aspen Prize for College Excellence Top 150 colleges four times, and in 2019, being in the top 10; becoming an Achieving the Dream Leadership College and winning its Leah Meyer Austin Award; and being named one of the Best Military Colleges in Washington and the nation every year; and

WHEREAS, Denise worked tirelessly on efforts that resulted in doubling Pierce College graduation rates from 2010 to 2018, and championed the addition of baccalaureate degrees to the college’s offerings; and

WHEREAS, Denise oversaw numerous capital projects, including the Science and Math Building, the Science Dome, and the renovation of much of the Cascade building; and

WHEREAS, Denise served admirably in the statewide presidents’ association, Washington Association of Community and Technical Colleges (WACTC), leading and participating on committees and vigorously advocating for the community college system with local and national elected leaders; and

WHEREAS, Denise is appreciated throughout the college for her positive attitude, quick wit, and continual support of students, faculty, and staff as they strive to reach the highest levels of success; and

NOW, THEREFORE, BE IT RESOLVED that Denise Yochum is hereby recognized as President Emeritus of Pierce College Fort Steilacoom, in recognition of our gratitude for her ceaseless devotion to students, the college, the community and technical college system, and for her genuine compassion for each and every person in the Pierce College family.

Board members expressed their appreciation for the many years of service and dedication to student success. They wish Ms. Yochum good health in her retirement.

**Board Action 2019-02 Authorization for Expenditure from Fort Steilacoom Services and Activities Reserve Funds to be allocated towards the Pierce Transit Agreement**

Mr. Tiam moved and Mr. Willis seconded the motion to approve as presented.

**MOTION PASSED**

Authorization for Expenditure from Fort Steilacoom Services & Activities Reserve Funds to be allocated towards the Pierce Transit Agreement.

The Pierce College District Board of Trustees authorizes up to $17,000 from the Pierce College Fort Steilacoom Services and Activities Fund Balance, as recommended by the Associated Student Government, to be used for the financial obligation of the contract between Pierce Transit and Pierce College, active January 01, 2019 to December 31, 2019.

**INSTITUTIONAL ASSESSMENT AND QUALITY ASSURANCE**

 Budget Planning Documents 2019- 2020

Mr. Halladay noted that budget planning for 2019-2020 will begins soon. The first step is to create the Budget Values and Principles for the planning process. The District Policy and Governance Cabinet have reviewed and revised the document to focus on college priorities. Board members discussed the presented budget values and principles, and all members approved as presented.

Pierce College District Budget Values and Principles- 2019-2020

Board Policy Interests

* The budget aligns with the district’s Vision, Mission and Core Values.
* The budget aligns with the district’s Core Themes.
* The budget supports student success as evidenced by multiple indices including qualitative and quantitative data.
* The budget supports employee success by providing resources for professional development opportunities.
* The budget attempts to and will respond to external factors specific to each budget development cycle.
* The budget positions the district for long-term financial stability and maintains reserve funds to deal with emergencies or unanticipated expenses.

Institutional Priorities

* Protect the quality of our diverse students’ Pierce College experience. Ensure academic standards and excellence, while striving to provide equitable levels of access to programs and services.
* Develop methods to promote innovation and transformative changes, such as Career pathways, that will improve or preserve students’ opportunities to be successful.
* Identify beneficial new partnerships and develop alternative means of generating revenue and resources, such as actively seeking opportunities to collaborate and coordinate programs and services among private and public entities in Pierce County, statewide, nationally, and internationally.
* Align resources to strategically manage all enrollment, including achieving the district’s state-funded FTE enrollment target.
* Align resources to attain Core Themes, as measured by institutional effectiveness indicators. Specifically, opportunities will be identified to realign funds to proven and/or scalable strategies that improve student learning and success, and close achievement gaps.
* Prioritize the schedule of offerings according to degree outcomes, career pathways, and student needs. Preserve, when possible, each unit’s core courses, programs, and services.
* Align resources to promote organizational effectiveness and efficiencies through equitable, diverse, and inclusive strategies and processes.
* Fund recurring expenses using ongoing sources of revenue, rather than using one-time monies. Exceptions may be made for one-time funding requests that are anticipated to generate revenue or cost savings in future years (e.g., “seed program” funding).

Expectations of Ourselves

* We will conduct ourselves as a community of learners working within a shared governance framework, while treating people equitably with dignity and respect.
* We acknowledge that student representatives and each employee has a role to play and a responsibility to participate in departmental budget planning discussions, as appropriate. Roles vary based on each employee’s and student representative’s membership in groups that are given prescribed responsibilities in the budget process. The roles of Eteam, Budget Team, Budget Staff, Cabinet, and Planning Groups are specifically described in budget planning documents.
* We will maintain open, honest, and effective communication across the district, including making budget data available through media such as the district’s intranet.
* Each work unit will make its budget request only after carefully considering departmental and institutional outcomes, essential service levels, enrollment trends, program mix, and fill rates, to meet the changing needs of today’s students.
* When budget reduction or eliminations are necessary, we will arrive at recommendations in a timely manner through the existing budget process and timelines.
* We will involve and inform programs and individuals who will be directly impacted, as plans evolve, and before making final budget recommendations to cabinet.

**Mission Fulfillment Monitoring Report- Student Success through Online Learning: Trends, Insights, and Opportunities**

Mr. Gimness presented E-Learning data related to both the enrollment objective and the course completion indicator. Pierce has made good progress on e-learning both in terms of enrollment and course success rates over the last five years. Although the gap between grounded course success rates and online success rates continues to close, there have been ups and downs. Online course enrollment rates continue to climb, especially for the Running Start population.

During the ATD coaches’ visit in December, the college received feedback on opportunities to continue to work towards. One is a continued investment into course design and faculty presentation. Next is enhanced engagement and delivery, which the college is already working towards through Quality Matters and participation with the WA Checklist for Course Design. Pierce was also advised to maintain its focus on improved orientation and retention processes for students in online courses.

**Innovation and Student Success- Race and Inclusive Pedagogy: Implementation Strategies**

 A report was provided regarding our work on Equity, Diversity, and Inclusion; this work can be seen throughout the district in: redesigning hiring practices, implementing guided career pathways, technology, embedding EDI into all aspects of employee learning and development.

**BOARD BUSINESS**

Board Chair Report

Ms. Condon reported that the Board met with Chancellor Johnson in a study session to talk about Strategic Enrollment Management, professional development. The work of the board including a review of our goals, upcoming transitions of trustees. It was a productive and informative discussion.

The Pierce county colleges hosted a breakfast at Pierce College Fort Steilacoom with trustees, presidents on December 10, 2018. Local legislators and Pierce County Executive Bruce Dammeier. There was a great program with two students telling their educational journey. Legislators also spoke about the upcoming session and their support of community colleges. Trustees spoke about our system agenda, including workforce gaps, operating and capital budget requests, and facts about the community college impact and value to the community and our students.

All Board members commented that both sessions were productive and worthwhile. They expressed their appreciation for all the work that goes into planning these meetings.

**ACTIVITIES CALENDAR**

The activities calendar was discussed, and members will let the Board secretary know which events they can attend.

**NEXT REGULAR MEETING** February 6, 2019, Fort Steilacoom

**ADJOURNMENT** The meeting adjourned at 3:10 pm.

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Michele L. Johnson, Chancellor Angie Condon, Chair

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