

### **MINUTES – STUDY SESSION**

**South Campus, 2201 S. 78<sup>th</sup> Street, Tacoma WA 98409 | Bldg. A, Conference Room**

- Action** 3:00 I. **Call to Order / Determination of a Quorum**
- Chair, Christina Blocker
  - Trustee, Heather Moss
  - Trustee, Layne Bladow
  - Assistant Attorney General, Justin Kjolseth
- Chair Blocker called the study session to order at 2:12 p.m. Roll was called and a quorum was determined.
- II. **Executive Session**
- Chair Blocker read the following language into record:  
“The Board will go into Executive Session for the purpose of discussing items provided for in RCW 42.30.110(1):  
(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...;  
No action will be taken during Executive Session. The Executive Session will last approximately 60 minutes.” The Executive Session began at 2:12 p.m.  
The trustees requested an extension of 10 minutes to the executive session at 3:10 p.m.  
Chair Blocker reconvened the study session at 3:18 p.m. and moved into the regular meeting agenda.

### **MINUTES – REGULAR MEETING**

**South Campus, 2201 S. 78<sup>th</sup> Street, Tacoma WA 98409 | Bldg. E, Auditorium**

- I. **Pledge of Allegiance/General Matters/Introductions**
- A. Approval of Board Agenda  
Trustee Moss moved to approve the board agenda as presented. Trustee Bladow seconded the motion. There was no discussion, the motion carried.
- B. Approval of Board Minutes
- a. June 24, 2019  
Trustee Bladow moved to approve the board minutes from June 24, 2019. Trustee Moss seconded the motion. There was no discussion, the motion carried.
  - b. June 27, 2019

Trustee Bladow moved to approve the board minutes from June 27, 2019.  
Trustee Moss seconded the motion. There was no discussion, the motion carried.

C. Citizen Remarks - none

D. Tenure Introduction – Dana McNutt

Dean Josh Clearman introduced himself, noting he was standing in for Dean Pete Hauschka for this introduction. He spoke about Ms. McNutt, noting from his perspective that she is a highly skilled individual, and her many years of valued service at Bates Technical College make her a candidate for early tenure.

Karrie Zylstra also shared Ms. McNutt is very skilled and a capable individual.

She added Ms. McNutt is already making improvements in the system.

Ms. McNutt shared she has been at Bates for 15 years. She started in the Technical High School program and looked for an opportunity to transition into something new. She is making changes in the curriculum and is heavily involved in transitioning Adult Basic Education (ABE) students to Career Training (CT) programs at Bates or other higher education options.

The Trustees thanked Ms. McNutt for her participation in the process.

E. Tenure Consideration

- a. Jim Androy
- b. Christina Aubel
- c. Karen Ford
- d. Lee Jefferson, Jr.
- e. Marc Jones
- f. Lisa Meier
- g. Dan Sanford

Trustee Moss moved that tenure be granted to the above listed candidates for consideration. Trustee Moss noted there was a lot of information provided in their portfolios, but the trustees appreciated getting to know each of the candidates and seeing that they've worked hard during the tenure process.

Trustee Bladow noted he was impressed to have this many candidates up for consideration at one time. He added he looks forward to the candidates continued contributions to the institution.

With no further discussion, Chair Blocker called for a vote, and all were in favor.  
The motion carried.

F. Tenure Reception

Chair Blocker and President Zhou congratulated the newly tenured faculty and invited all present to participate in a brief reception to celebrate their achievement. She called for a 10 minute recess at 3:29 p.m. and reconvened the meeting at 3:39 p.m.

## II. **President's Report**

### A. President's Report

President Zhou

Yifan Sun, Director of International Programs, introduced the students who participated in the latest Chinese Cultural Exchange Program. The students spent two weeks in China and were able to visit places like the Great Wall of China, Tian'anmen Square, Panda Park, the Jinsha Museum, and more. Students Michaela Labit, Mariana Carvalho, Andreina Montes, and Hansen Hostetler, shared their appreciation in being selected for this opportunity, and their experiences abroad. They all remarked about the culture, getting to know the other students on the experience, and the history of the places they visited. The students prepared a video about the experience, which they showed to the trustees and audience.

Trustee Moss congratulated them on the video. She spoke briefly about her experiences as an exchange student in high school and college and how that experience provides a view that is impossible to gain without that experience. Chair Blocker thanked the students for their presentation.

President Zhou stated there was nothing new to report about the recent cyber intrusion. IT has been working around the clock, seven days a week, to restore systems to their normal operations. Our PIO, Chelsea Lindquist, has also worked many extra hours, committing to post updates every day by 5 p.m. on social media. Information sessions were held at the South and Downtown Campuses to update students and staff on the situation, and we also provided frequently asked questions handouts to be shared with others. Our priorities are to ensure students receive their financial aid on time, and employees receive their payroll on time. Bates Technical College has received tremendous support from the State Board for Community and Technical Colleges, Northwest Commission on Colleges and Universities, and many other colleges around the state. This is a criminal investigation, so we are following local and federal rules related to what information we can and cannot share regarding this matter.

### B. Delivering Teaching and Learning Updates

Al Griswold

Mr. Griswold referred to page 18 of the board packet and asked if the trustees had any questions. There were none. Mr. Griswold introduced new employees Dr. Jane Birkholz (Dean of Student Services) and Kimberly Uphold (Interim Director of Financial Aid) to the board. The Trustees welcomed both new employees to the Bates Technical College family.

### C. Supporting Teaching and Learning Updates

Steve Ashpole

President Zhou noted Mr. Ashpole is on a scheduled vacation and is not present. She noted he recently returned to Bates Technical College after working at South Puget Sound Community College, and that he has a strong background in registration, coding, and financial aid. She added we are very happy to have him return to Bates.

D. Administrative Services Report Rob'n T Lewis

President Zhou spoke about Ms. Lewis to the board, noting she is the college's new Vice President of Finance and Administrative Services. Ms. Lewis is working on-site at the State Board for Community and Technical Colleges (SBCTC) office trying to close our financial books for Fiscal Year 18-19, and both she and Mr. Ashpole should be present at the August 26 board meeting.

E. General Discussion Trustees

Chair Blocker announced that Cathy Pearsall-Stipek resigned from her position as Trustee on July 8, 2019. The office of the Governor is aware of the two vacancies and is seeking replacements.

Chair Blocker reported the loss of one of Bates Technical High School's students, Gardner Chittendon, and Tacoma School Board member Karen Vialle, and asked for a moment of silence in their honor. A moment of silence was held.

Trustee Moss asked about having a discussion regarding the makeup of the agenda and board packet. Chair Blocker suggested the board defer that discussion for when there is more time available, perhaps at the retreat.

Trustee Bladow acknowledge Dee Nelons and his group for their work with the Tacoma Fire Department, referring to Bates students getting to do real work in a real building.

Trustee Bladow spoke about the recent Bates Activities and Recognition Committee (BARC) Golf Outing, which he participated in. He thanked BARC, sharing the event was a lot of fun and a big success. He met people from the college he had never met before and had a good time.

Trustee Bladow thanked Becky Welch for her service to the board the last five years, as she is in the process of changing careers. He stated on behalf of the board, they appreciate the guidance, consistency and support she has provided. He said she has been flexible, accessible, and always provides a high quality of work. Trustee Bladow said he is sorry to see Ms. Welch leave; however, the board is excited for her upcoming adventure. Chair Blocker echoed Trustee Bladow's remarks, thanking Ms. Welch for her dedication and service to the board. Ms. Welch thanked them for their kind words.

III. **New Business / Unfinished Business**

Selection of Officers Trustees

Chair Blocker reminded those in attendance that the position of Vice Chair was vacated by former Trustee Tony Anderson when he resigned at the special meeting on June 27, 2019. Trustee Bladow nominated Trustee Heather Moss for the position of Vice Chair. Chair Blocker seconded the motion. There was no discussion, and all trustees voted in favor. The motion carried. Vice Chair Moss noted there have been a lot of changes and the last 18 months have been

tumultuous. She said the trustees are looking forward to providing the support and stability that the college needs.

Trustee Bladow recognized former Trustees Anderson and Pearsall-Stipek for their time on the board. President Zhou mentioned an end of term gift was on order for each of them.

**Action**

Board Bylaws and Policies

Jean Hernandez

Dr. Hernandez asked the board to refer to the 1100 series of bylaws included in their board packet. There were no changes to this section. She next referred to the 1200 series. Chair Blocker noted she had received a notification that IDEAL Council (mentioned on page 71 of the board packet) was officially dissolving. President Zhou noted she had not received official notification of their dissolution. The President's Office would ask for confirmation of the dissolution. The trustees determined without confirmation they would leave the reference included in the policy document. Vice Chair Moss noted there was a numbering error on Policy 1250. There were no additional changes to the 1200 series of bylaws.

Dr. Hernandez referred to the 1300 series. She reminded the trustees Policy 1340 was removed from the final document for now because the board planned to dive deep into the tenure policy at their retreat. Trustee Bladow had a question about Policy 1320, as he believed the date had been changed to September. Following conversation, they determined the dates listed in the policy are accurate.

Trustee Bladow moved to approve the new board policies as presented in the board packet with the amendments discussed today. Vice Chair Moss seconded the motion. Vice Chair Moss asked if there would be an opportunity to review the final versions before adoption. Dr. Hernandez noted the motion is to accept all of the changes as presented, and amendments as discussed today. This document is complete with the exception of the tenure review policy. Dr. Hernandez reminded the board they are able to make changes at any time – that they are not obligated to wait until the three-year review timeframe. Chair Blocker called for a vote, and all trustees were in favor. The motion carried.

Trustee Bladow moved to repeal the old policies as presented in the board packet. Vice Chair Moss seconded the motion. Chair Blocker called for a vote and all were in favor. The motion passed.

President Zhou thanked Dr. Hernandez for her excellent work on this process, and Dr. Hernandez stated it was a team effort, acknowledging the College Council and others for their efforts on the policy revisions.

Trustee Bladow also thanked Dr. Hernandez for the work. He spoke about how long the trustees have been trying to get the policies updated and also recognized the work done by the College Council.

**IV. Board Member Discussion / Remarks**

Committee Reports

Assignments as of July 2019

A. Development/Advancement (Foundation)

Moss

Vice Chair Moss noted she was out of state for the last meeting, but has a report prepared by Sarah Allen. The Field of Dreams Playground Project had an official grand re-opening, with Rhubarb the Rainiers Reindeer present. The children felt the new playground was a big hit! The Foundation also hosted the Party Deck at the Tacoma Rainiers on the 14<sup>th</sup> of July for current and prospective board members, and donors of the Foundation. Vice Chair Moss reminded all in attendance that the Foundation Board is looking for a few new recruits. She finished by speaking about the business cards related to the alumni search that were left for the trustees and are meant for distribution to everyone. Ms. Allen noted with the recent cyber intrusion, it might be best to wait a few weeks before aggressively sharing them.

Chair Blocker spoke about the success of the new playground, sharing that her children were very excited to play on it.

B. KBTC

Blocker

Chair Blocker asked Vice Chair Moss if she would be able to take on the committee assignment to the KBTC Association Board. Vice Chair Moss agreed.

C. Legislative Action Committee (ACT)

Bladow

Trustee Bladow shared the plan for Open Houses in October is being postponed due to the recent changes on the board. The President's Office has been coordinating meetings with legislators, specifically related to capital projects. The board may revisit the idea of a legislative open house in the future.

D. Pierce County Coordinating Council (PCCC)

Blocker

Chair Blocker spoke about the meeting on July 11. There was representation from the five Pierce County two-year colleges, and University of Washington Tacoma. We discussed our December legislative breakfast and will be finalizing those plans at the September meeting. The group is looking at the possibility of including local elected officials as well. Trustee Blocker acknowledged receiving the history of the council as well. President Zhou said Chair Blocker did a fantastic job in her first meeting as Board Chair, stating she was proud of her.

E. IDEAL Diversity Council

Blocker

Chair Blocker was not able to attend the most recent meeting, which was a retreat. She deferred reporting further until we have official notice of a dissolution or confirmation of continuance.

F. College Council (Policy Review)

Bladow

Trustee Bladow reported the group continues to meet, and that they should have a slightly lighter workload with the Board Policies off the agenda for a while.

**V. Executive Session**

The Board determined no executive session was necessary at this time.

**VI. Adjournment**

Vice Chair Moss asked what the study session would be regarding in August. Chair Blocker stated the board would talk about the agenda and their expectations for staff reports. She added the board may choose to discuss the tenure policy, since the retreat has been postponed. A final conversation will be on the President's Evaluation.

President Zhou shared a suggestion for the tenure process, that Mr. Griswold would collect a couple of other college's tenure processes to provide to the board in August, so the board can compare how other college's conduct the process.

Vice Chair Moss moved to adjourn the meeting at 4:27 p.m. Trustee Bladow seconded the motion and all were in favor. Meeting adjourned.