

MINUTES – STUDY SESSION

September 23, 2019

Downtown Campus, 1101 S. Yakima Ave., Tacoma, WA 98405 | Clyde Hupp Board Room

Action 3:00 II. Call to Order

Chair, Christina Blocker

Trustee, Heather Moss

Trustee, Layne Bladow

Trustee, Florence Chang

Assistant Attorney General, Justin Kjolseth

Chair Blocker called the study session to order at 2:17 p.m.

Roll call Trustee Heather Moss is excused, Justin Kjolseth is absent, all others are present

I. Department Reports

The reports that are submitted for the monthly Board of Trustee meetings, have a great deal of detail that is not needed. Trustee Layne asked that all updates, such as parking, continue to be included and discussed with the Board. The contents of the KBTC reports will be left as is, but the other reports will be scaled back. Additional changes to the reports will be made as needed. Valerie Martinez would like to have, on a quarterly basis, a standing Board Agenda item on Accreditation. The College Accreditation Liaison Officer, Cynthia Requa, would be responsible for this agenda item. Chair Blocker asked the Trustees if they would like to see Department presentations in either the Study Session or Regular Board meetings. President Zhou will work with the executive cabinet to complete a list of departments that create a presentation for Board of Trustee meetings and will present the list to the Board next month.

Transforming Lives is an award from the State Board for Community and Technical Colleges. The State Board has a group of Trustees, from different colleges, that select the top 5 candidates from the 34 colleges in the state. Each college submits an application for 1 candidate to be considered, then the top 5 candidates are selected. In January there is an awards dinner that includes each of the 34 students, with the top 5 students on the panel to share their stories. Last year our candidate was chosen as one of the top five students in the State and was featured in a Seattle Times article.

MINUTES – REGULAR MEETING

September 23, 2019

Downtown Campus, 1101 S. Yakima Ave., Tacoma, WA 98405 | Clyde Hupp Board Room

I. Pledge of Allegiance/General Matters/Introductions

Chair Blocker called the regular meeting to order at 3:23 p.m. Trustee Moss is excused, Justin Kjolseth is absent. Trustee Blocker, Trustee Bladow and Trustee Chang are present.

Action A. Approval of Board Agenda

Trustee Bladow moved to approve the Agenda as presented. Trustee Chang seconded the motion. There was no discussion and all were in favor.

Action B. Approval of Board Minutes

Trustee Bladow moved to approve the August 26, 2019 minutes. Trustee Chang seconded the motion. There was no discussion and all were in favor.

No citizen remarks

I. President's Report

A. President Zhou was happy to see different activities and information on the Campus today, at our opening day celebration. President Zhou mentioned the application for the 5th Trustee has been submitted and we are waiting for the Governor to approve. There are two dates President Zhou would like the Trustees to place on their calendars, October 11th at 11:30am, is our Ground Breaking Day celebration for the new Allied Health Building at the Downtown Campus; October 8th from 7-9pm is KBTC's Fall Program Preview and will take place at our Central Campus. President Zhou introduced our new Interim VP of Instruction Valerie Martinez. Ms. Martinez was most recently at the Northwest Commission for Colleges and Universities a regional accreditor and has more than 36 years' experience at higher education institutions.

B. Delivery, Teaching and Learning

Steve Ashpole, VP of Student services, talked about enrollment numbers, for career training, are up from Spring quarter, but down from Fall 2018. The cyber intrusion did have an impact with a span of time where they were not able to serve students. For two weeks, following the cyber intrusion, Jane Birkholz and team, were initially unable to act on inquiries, but Ms. Birkholz and team found a way to capture them and coordinate an event. They invited all of the people, who inquired about our programs, to visit the campus where a one stop help all event was set up. The potential students were able to sign in, fill out an application, talk to financial aid, take a test, with 34 new enrollments out of 40 people that attended the event.

C. Administrative Services

Rob'n T. Lewis, VP of Finance & Student Services, announced that the cyber forensic team confirmed that none of our students or faculty had their personal information compromised. The incident was unfortunate but it has created better processes and efficiencies. Due to construction of the new Allied Health Building, parking at the Downtown Campus is limited. Due to the parking issue Ms. Lewis said 2 shuttle drivers were hired to shuttle people from Central Campus to Downtown Campus. The shuttles will allow people to have a place to park and still get to work or classes at the Downtown Campus. Since our current Facilities Director, Bob Roehl, will retire soon we have brought in Chuck Davis as our Interim Facilities Director.

Chuck has experience with health related capital projects and to our benefit he has a working relationship with the Walsh Group, the construction company working on the new building.

D. General Session

Trustee Chang talked about the cyber intrusion saying it is not about if this happens, it's really a matter of when. The incident gave us the opportunity to practice, in real time, disaster recovery and continue to improve. Our quick response to the incident was key in helping to mitigate the situation. President Zhou said it is also about who we contacted following the incident. She has been asked to do a presentation at the ACCC conference about the cyber intrusion. They asked if she could talk about the positive part, how did we react, who did we reach out to, and what were the consequences. Unfortunately President Zhou does not think there will be time to do a presentation at the conference, but there is a great interest in how we reacted and how we are working to resolve the incident.

II. New/Unfinished Business

Dr. Jean Hernandez, special assistant to the President, asked Chair Blocker permission to present the WAC's by the area, the approvals then reviews, Chair Blocker approved how Dr. Hernandez will present. For your review and approval we have WAC 130 Tuition and Fee schedules, it acknowledges we have a tuition and fee schedule that will be posted to our website. VP Ashpole said there were two simple changes made. Dr. Hernandez is asking for approval of this WAC. Chair Blocker asked if there was a motion to approve WAC 130, Trustee Chang moved to approve, Trustee Bladow seconded the motion, all are in agreement. The WAC will be submitted on Wednesday, September 9, 2019 then 31 days later it will be implemented.

WAC 495a131 Scholarships and 132 Financial Aid, Dr. Hernandez is asking to repeal these two WACs. VP Ashpole said WAC 495A-131 and 132 are procedural and unnecessary. Other schools are pulling them and we should be in alignment with them. Approval to repeal these two WACs.

Mr. Dee Nelons joined Dr. Hernandez at the mic. Trustee Bladow requested a change to WAC 495-140-070 (11) (a), the words "not medically prescribed" should be added. Trustee Bladow also requested a change to WAC 495A-140-080, the language should be changed from "guide or service dogs" to "guide or service animals". Both Dr. Hernandez and Mr. Nelons agreed to making these changes to WAC 495-140-070 (11) (a) and WAC 495A-140-080. Trustee Bladow made a motion to approve these as presented and amended, Trustee Chang seconded the motion, all agreed. The motion passed. WAC 495A-141 Parking and Traffic Regulations, Dr. Hernandez would like to amend this WAC. Mr. Nelons talked about the WAC being outdated and amending it to reflect the current parking and traffic situation at Campus. This WAC will have a public hearing then come back to the Board in January or February for approval. Trustee Bladow requested WAC 141-040 text "...vehicles parked or left standing unattended upon the college campus for day classes" be amended to say "...vehicles parked or left standing unattended upon the college campus." Dr. Hernandez and Mr. Nelons agreed.

III. Board Member Discussion / Remarks

A. Development Advancement Foundation – Sarah Allen talked about getting ready for our 80th year celebration.

B. KBTC – Everyone is invited to our 1st fall program preview on October 8, 2019.

C. Legislative Action Committee – Trustee Bladow said no report no action.

D. Pierce County Coordinating Council – Chair Blocker talked about the council having the next Legislative breakfast. The council is getting closer to confirming the date.

E. College Council/Policy Review – Trustee Bladow said the next meeting is October 8, 2019.

Christina talked about how thankful and excited we are to have Florence on our Board. Trustee Chang's participation and feedback has very beneficial to the college. We will now have a reception to honor Trustee Chang.

Adjournment

Trustee Bladow moved to adjourn the meeting at 4:28pm, Trustee Chang seconded the motion.
Motion carried