

MINUTES – STUDY SESSION

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

I. Call to Order / Determination of a Quorum

- Chair, Christina Blocker (via phone)
- Vice Chair, Heather Moss
- Trustee, Layne Bladow
- Trustee, Florence Chang
- Assistant Attorney General, Justin Kjolseth

Chair Blocker called the study session to order at 2:01 p.m. Introduction of those in the room for benefit of Chair Blocker's appearance via phone. Roll was called and a quorum was determined.

II. Accessibility Committee presentation

Tim Trussler, Josh Clearman, and Colin Dory presented on behalf of the Accessibility Committee. An introductory exercise including video demonstrating the difference of providing subtitles for content, written questions and discussion of the answers. The presentation reviewed the committee's plan, accomplishments, and areas of challenge. President Zhou established this new committee with a broad membership including one Board member. Utilized 360-Access grant for self-assessment and established a year zero to determine where Bates currently stands with accessibility. This allowed them to begin with a staff survey and assess moving forward to a 3-year plan in the future. The committee has created a website, trainings, partnerships with other departments, assisting instructors and creating ambassadors at each campus. Areas of challenge are training, existing materials and formal policies need to be established. They asked that the Board join them in viewing their work through a lens of accessibility, ask questions, use the Bates hug for document improvements, be vulnerable, and an advocate for all. The committee asked for questions.

Chair Blocker

Trustee Chang stated this was a great presentation with lots of information to reframe our thinking. How the brand new Allied Health building reflecting this work? Mr. Clearman shared that committee members have provided feedback and committee members are now joining the design team meetings. Chair Chang added that the importance of way finding in the design of the new building. Trustee Bladow expressed he was glad that not only visible disabilities were included in the presentation and the committee's work. To see that learning and mental health issues are being considered a top priority since this is important to him and the Board.

Vice Chair Moss asked what the limitations are as far as accessibility that the Board should be aware of. Mr. Trussler expressed that the committee has no

budget currently. The biggest challenge is awareness and changing the way things are done to make sure that accessibility is a top priority. Mr. Clearman added that the amount of documentation needing to be assessed for accessibility is huge for a school our size.

Steve Ashpole, VP of Student Services, shared that additional work is being done at the state level in response to ctcLink questions that were recently raised.

Mr. Clearman reviewed the Accessibility Hub and how it can be used. There are currently not Board of Trustees policies in place and the committee would like to see that change in the future. He expressed that President Zhou's leadership has empowered this committee and she has been active in making sure there are enough representation from all parts of the college.

Trustee Chang asked what they define as success. Mr. Clearman used examples of when a teacher makes a form it is easy to make the form, when a student used the facilities there is ease and most important is that the college's way of thinking makes this an important issue.

Trustee Chang asked what college has done this well? Mr. Trussler expressed that Highline College has done a great job and this committee has used them as mentoring and noted that they are hiring an Accessibility Technology Manager. Bates is not at that point yet but further down the road the goal is to make enough changes and bring enough technology on board that the need for that position will be needed.

Chair Chang stated that accessibility is good business. What can business in the community learn from this committee? Mr. Clearman said that the healthcare industry can be good partners since they deal with the same issues. Mr. Trussler explained that we all should be assessing businesses for those doing a good job and take notes. Social media can spread negativity about businesses doing a poor job extremely easily.

Chair Chang commented that this is work from a basis of respect.

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 began at 2:34 p.m.

Chair Blocker reconvened the study session at moved into the regular meeting agenda at 2:57 p.m.

MINUTES – REGULAR MEETING

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

I. Pledge of Allegiance / General Matters / Introductions

A. Approval of Board Agenda

Trustee Bladow moved to approve the board agenda. Trustee Chang seconded the motion and all were in favor. The motion carried.

B. Approval of Board Minutes

a. January 27, 2020

Trustee Chang moved to approve the board minutes. Trustee Bladow seconded the motion and all were in favor. The motion carried.

C. Citizen Remarks

a. None

II. President's Report

A. President Zhou was not present at meeting due to college related travel.

B. Delivering Teaching and Learning Updates

Valerie Martinez, Interim VP of Instruction, referred to update provided in the Board packet and asked if there were any questions.

Trustee Bladow expressed he was glad to see that John Bolas is back as he has provided great work in the past.

Vice Chair Moss inquired about the work being done with our Chinese college partner. Yifan Sun, Assistant Dean of Instruction, shared an update of the current students and faculty work being done. There are 398 students for spring quarter doing all online work. Bates provided 30-31 credits over three years of study. Four faculty members teaching seven classes. The faculty fly to China in Spring and Fall for in person instruction, but no trip will be made this spring due to the coronavirus. Spring quarter starts March 2nd. Vice Chair Moss asked how the faculty not traveling will effect instruction. Ms. Sun explained that the situation is still being monitored and a tentative plan for possible May travel.

Ms. Martinez thanked President Zhou for the ability to attend the ACT New Trustee and Transforming Lives events this month and how moving it was.

C. Supporting Teaching and Learning Updates

Steve Ashpole, VP of Student Services is excited to have John Bolas back with Bates. He is providing report building for program enrollment and classroom based enrollment reports. Tracking who is teaching students and when which will aid with FTE generation. Mr. Ashpole reviewed employment report included in packet that shows a bump down in numbers because apprenticeship numbers are not reported yet. Once all apprenticeships are recorded that should increase

numbers by 100-200. He reported that the cyber-attack set us back which had an effect on enrollment. With intake needing to be rebuilt to align with Guided Pathways. Ms. Martinez provided that it was learned from the data that we do have a retention issue.

Trustee Chang noted that using data analysis to look at the flag triggering actions from students and using a coordinator to step in when that occurs. Ms. Martinez shared that is exactly what both Instruction and Student Services will be looking at. Mr. Ashpole added they will be looking at the point that people fall out of the process and putting stops in place.

Mr. Ashpole thanked faculty being so thankful working on the calendar revision and thank Ms. Martinez for work on Guided Pathways. This is a five-year process that will be presented to President Zhou and highlights will be given to the Board.

Vice Chair Moss asked that it be noted that the Board requested President Zhou share the Guided Pathways plan with them.

Trustee Chang asked if Guided Pathways has a score sheet for measurement. Mr. Ashpole explained that progress must be shown thru data and predictive analytics that will help meet student through the process.

D. Administrative Services Report

Rob'n T. Lewis, VP of Finance and Administrative Services shared that the budget process for the new fiscal year is starting. It will be a collective process for the entire campus which will allow all to have awareness of FTE and the effects on the budget. The schedule will be a draft budget by the end of March, in April work with deans, instructors and cabinet to develop the budget, tweaking will be done through the end of April.

III. Board Member Discussion / Remarks

A. Legislative Action Committee (ACT)

Trustee Bladow shared there was a meeting on Tuesday February 18th in Olympia. The ACCT NLS was held in Washington D.C. on February 7-12th. Tacoma Community College sent a couple of students to speak. Meetings were held with Representative Derek Kilmer, Senator Patty Murray and Senator Maria Cantwell. Senator Murray stated she is always supportive higher education efforts. It was shared that there will be a possible national education budget reduction of 7%. There is a movement to provide increased high speed internet, specifically for incarcerated students. There is a House Bill being considered to lower the cost of community colleges. There was a lack of support for DACA students. The reauthorization to simplify the FAFSA paperwork is being worked on. Additional attention is being paid to workforce development and basic needs of students. Vice Chair Moss shared thoughts about potential Board position for a student. Trustee Bladow mentioned that Bellevue College and Edmonds Community

College currently have those positions and that there is a challenge that the student's availability due to work and school schedules.

B. Pierce County Coordinating Council

No report as Chair Blocker was not in attendance for the regular meeting due to college related international travel.

C. College Council (Policy Review)

Trustee Bladow shared that the College Council Retreat is scheduled for March 5-6th, although he will not be able to attend. The focus will be accreditation.

V. Executive Session

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

VI. Adjournment

Trustee Bladow moved to adjourn the meeting at 3:26 p.m. Trustee Chang seconded the motion and all were in favor. Meeting adjourned.