

MINUTES – STUDY SESSION

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

I. Pledge of Allegiance / Call to Order / Determination of a Quorum

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

Chair Blocker called the study session to order at 2:03 p.m. Roll was called and a quorum was determined.

II. Tenure Introduction

A. Lester Burkes introduced himself as instructor in the Diesel Program and provided his background. Vice Chair Moss asked how did Mr. Burkes end up being at Bates? Trustee Chang inquired as to what gets him up each morning? Mr. Burkes replied positively to each question. Laurie Arnold, Tenure Committee Chair, read selection of comments from recommendations and student input forms.

B. Kimberly Dunn, Child Studies program, introduced herself, described her history and shared a variety of past opportunities to serve the community. Her career goal has been the professionalization of child care workforce. Vice Chair Moss explained that she shares the same views on this issue. Jason Carroll, Tenure Committee Chair shared accolades for Child Studies program and Ms. Dunn.

C. Marge Luthman was introduced by David Paynter, Tenure Committee Chair, as having saved the Occupation Therapy Assistant program. Ms. Luthman introduced herself and shared her background. Trustee Chang inquired about how the partnership with the community and the program is. Ms. Luthman explained the benefit of learning using real people. Mr. Paynter expanded on Ms. Luthman's teaching style and the positive environment it creates for the students.

D. Andrew Min introduced himself as the Lead Instructor for the Occupational Therapy Assistant (OTA) program. Mr. Min was a graduate from one of the first OTA programs at Bates. Mr. Min shared his history and why he chose this career path due to a personal experience with his father having a stroke. Trustee Chang

inquired how he relates to the patients. Mr. Min responded positively. Patti Reno, Tenure Committee Chair, added that this was the easiest tenure process.

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 2:41 p.m.

Chair Blocker reconvened the study session at moved into the regular meeting agenda at 3:35 p.m.

MINUTES – REGULAR MEETING

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

I. General Matters/Introductions

A. Approval of Board Agenda

Trustee Bladow moved to amend the board agenda to move WAC Review and WAC Approval to after the President’s Report. Trustee Chang seconded the motion and all were in favor. The motion carried.

Trustee Bladow moved to approve the amended board agenda. Vice Chair Moss seconded the motion and all were in favor. The motion carried.

B. Approval of Board Retreat Minutes

a. October 24-25, 2019

b. November 18, 2019

Vice Chair Moss moved to approve the board minutes from October 24-25, 2019 and November 19, 2019 with the additional note that some dates from the October 24-25, 2019 retreat minutes have changed. May board study session and general meeting changed from May 26, 2020 to May 18, 2020 and Commencement changed from May 28, 2020 to May 21, 2020. The study session and general meeting subjects have changed. The Board Evaluation scheduled for December 2019 is still being worked on. Trustee Chang seconded the motion and all were in favor. The motion carried.

C. Citizen Remarks

a. None

II. Introduction/Presentation

A. Capital Updates

Chuck Davis presented updates on the Allied Health Center project. Including project process and status. Ramp to parking garage will have final inspection and should be usable by mid-February 2020. Mr. Davis provided update on the Fire Service Training Center including introduction of Todd Wernet, Director of Fire Services, by Tiffany Williams. Project is currently in predesign stage and working with architects. Site location selection is current key point. Mr. Davis reviewed the current Bates Capital Projects occurring on each campus. Trustee Bladow inquired what additional sites are being considered for the Fire Service Training Center. Mr. Davis provided the list of sites.

B. Foundation

Sarah Allen presented an update on Foundation work including fundraising efforts, donor acquisition, 80th Anniversary campaign, alumni and friends monthly email, investment in infrastructure and review of other priorities and initiatives. Donor retention rate has increased from 23% to 26%. The dollars raised are on target. Chair Blocker inquired how many returning donors. Miss Allen relayed it has increased to 36%. Chair Blocker asked what events and alumni events are planned. Miss Allen shared that there are alumni networking events planned for the future. Chair Blocker asked if phone calls are being made. Miss Allen answered yes. Chair Blocker asked how the Trustees can help with donors and board members. Miss Allen implored that becoming a donor is the best way. Chair Blocker asked if there is something that can be done to differentiate thank you's for different donor levels. Vice Chair Moss reiterated the importance of Executives and Trustees be donors and shared the cooperative work between her agency and the foundation to provide resources for homeless students.

III. President's Report

A. President's Report

President Zhou

President Zhou shared the state of other Washington college's fiscal situations which are using the last of their reserves. Bates fiscal situation is okay for now and we are able to maintain the reserves currently, but we don't have extra funds at this time. At the State Board meeting it was advised the importance of the college presidents to watch budgets and spending. Recent meeting with state board in regard to basic education and technical high school being out of compliance for reporting. This was unknown to faculty. President Zhou is confident in meeting new deadline and will be personally following up on this issue. President Zhou met with ASG and updated in regard to the food trucks visiting south campus to provide food services for students. Commendations to Rob'n T. Lewis, VP of Finance and Admin Services, leadership and staff, specifically Nephtalin Drummer, Director of General Services, for their work on

getting this completed in an extremely quick timeline. Vice Chair Moss if this was being advertised to outside businesses. Miss Lewis confirmed that it is. President Zhou shared that there will be new funding resource distributed to colleges. Discussion at the President's Meeting regarding two proposals to be voted on for how to distribute funds and whether running start students will be counted. On January 16, 2020 attended KBTC College Behind Bars program preview. February 4, 2020 will be Cookie Day legislative visit in Olympia. Chair Blocker and Vice Chair Moss will attend.

President Zhou asked if the trustees had any questions. There were none.

B. Delivering Teaching and Learning Updates

No report as Valerie Martinez, Interim VP of Instruction, was not able to attend.

C. Supporting Teaching and Learning Updates

Steve Ashpole, VP of Student Services, shared that CRM set up is being worked on with great service from the vendor, for outreach and recruiting. Graduate Tacoma \$25K grant being worked on by Jane Birkholz. Guided Pathways launch summit held on February 15, 2020 in Bremerton. Mr. Ashpole shared obstacles and focus of students falling out of the process and path of enrollment. Enrollment update shows summer and fall numbers are down, but winter preliminary numbers are flat but waiting on final apprenticeship and child studies enrollment. Mr. Ashpole is compiling more detailed breakdown of the enrollment numbers for use in the future. Trustee Bladow inquired about the Perkins Needs Assessment Survey return. Dean Josh Clearman shared that we have 18% response rate from industry partners and the first five criteria are due on January 31, 2020.

D. Administrative Services Report

Rob'n T. Lewis, VP of Finance and Admin Services, shared that her team is assessing needs, matching people with skills and duties. Morale is high for her team even though there are fiscal issues. The team is working swiftly in remedying the issues. Miss Lewis will be leading a budget presentation at the Leadership Listening Session on January 28, 2020. Noting the importance placed on keeping a reserve for at least three months of salary and benefits and continuing forecasting and projecting what will be happening. Accessibility audit starting next week which will review policies and procedures and is separate from a financial audit.

E. General Discussion

Trustees

Trustee Bladow shared that the amount of work being done as evidenced in the board packet is noticed by the Board and inquired if ongoing PTE negotiations are still active. President Zhou confirmed that they are. Relayed excitement for Todd Wernet to be a part of the Fire Services Training Center project.

Chair Blocker congratulated Dr. Lori Keller and Yifan Sun on their new roles and a special mention for Kathy Cline's support during Dr. Keller's transition. Chair Blocker also recognized the Aerospace Joint Apprenticeship Committee for their work in having twelve rehabilitated juveniles enroll and complete coursework through Bates. Chair Blocker shared that she, Trustee Bladow and President Zhou will be attending the ACCT National Legislative Summit (NLS) next month. Chair Blocker is excited that during the NLS, the African American Association of College Trustees (AAACT) will be commemorating the 400 Years of African American History Commission Act on February 9, 2020 and on February 10, 2020 will be hosting a joint caucus with the AACT, the Asian/Pacific Islander Caucus, Native American Caucus and Latino Caucus to strategize how to best serve these groups of students together.

IV. WAC Review/Approval

Steve Ashpole presented all WAC's for review and approval.

A. WAC Review

- a. WAC 495A-105 – College Seal
- b. WAC 495A-121 – Student Rights and Responsibilities
Chair Blocker raised issue with item 12, page 19, regarding the definition of "consent". AAG Justin Kjolseth will provide follow up on this issue and work with board on input for the definition prior to approval of WAC.
- c. WAC 495A-280 – FERPA
- d. WAC 495A-325 – SEPA

B. WAC Approval

- a. WAC 495A-131 – Scholarships (for repeal January 30, 2020)
Vice Chair Moss moved to repeal WAC 495A-131. Trustee Bladow seconded the motion and all were in favor. The motion carried.
- b. WAC 495A-132 – Financial Aid (for repeal January 30, 2020)
Vice Chair Moss moved to repeal WAC 495A-132. Trustee Bladow seconded the motion and all were in favor. The motion carried.
- c. WAC 495A-141 – Parking and Traffic Regulations (for adoption February 6, 2020)
Trustee Bladow asked for clarification if this is applicable to the construction workers. Dee Nelons confirmed that they will be utilizing a parking lot near the campus when all of the tradespeople are working in the near future. Trustee Bladow questioned if the parking fees are appropriate or need to be reassessed by the board. Mr. Nelons confirmed that they are appropriately set and are collected as required.
Trustee Bladow moved to approve WAC 495A-141. Vice Chair Moss seconded the motion and all were in favor. The motion carried.

V. Board Member Discussion / Remarks

- A. Legislative Action Committee (ACT)

Trustee Bladow shared there will be a meeting on February 10, 2020. Prior meeting was well attended.

B. Pierce County Coordinating Council

Chair Blocker shared that the PCCC Legislative Breakfast was held on December 9, 2019 and was well attended including Speaker of the House Laurie Jenkins. President Zhou commended the Culinary Arts program for the breakfast service.

C. College Council (Policy Review)

Trustee Bladow shared that meeting was the week prior and with the retreat scheduled for soon the focus is on accreditation.

VI. Executive Session

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

VII. Adjournment

Vice Chair Moss moved to adjourn the meeting at 4:55 p.m. Trustee Bladow seconded the motion and all were in favor. Meeting adjourned.