

MINUTES – REGULAR MEETING

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

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

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

Chair Blocker moved to call the regular meeting to order at 3:04 p.m. Trustee Chang moved to second the motion and all were in favor. The motion carried. Roll was called and a quorum was determined.

A. Approval of Board Minutes

- a. February 24, 2020

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

B. Citizen Remarks

None

II. WAC Approval

A. WAC 495A-104 Board of Trustees

Trustee Bladow moved to approve WAC 495A-141. Trustee Chang seconded the motion and all were in favor. The motion carried.

B. WAC 495A-133 College Operations and Information

Trustee Bladow moved to approve WAC 495A-141. Trustee Chang seconded the motion and all were in favor. The motion carried.

III. President's Report

A. President Lin Zhou updated status of current COVID-19 crisis management response by administration. Health and safety of staff, students and faculty are her top priority. If it was her choice she would close the entire campus from the beginning of this situation, but Governors orders require colleges to remain open for essential business. Friday is a closed campus day. For the start of the quarter the next two weeks will be busy and do expect some student traffic on campus. President Zhou asked if there are any questions.

Trustee Bladow asked how union negotiations are going?

President Zhou updated that the PTE negotiations mediator quit and a new meeting is scheduled for April 10. The Faculty negotiation date will be rescheduled but no date has been identified.

Trustee Bladow explained that Governor Inslee is having a press conference at 5:30pm today we might get more instructions.

President Zhou shared research done on California shelter in place order and colleges are still open for business. We need to proceed with caution.

Vice Chair Moss inquired what other communication President Zhou is having with other colleges and state board about the impacts on campus. Also are fellow technical colleges proceeding to online in the same manner. Have alternatives being considered for commencement?

President Zhou reported that there are daily morning meetings held with the colleges and state board to discuss all aspects of this situation. Her expectation is that the cabinet and exempt staff will take the lead. She is working with the extended executive cabinet to identify staffing that can work from home to minimize people on campus. President Zhou is making sure that at high risk staff and those with child care issues are being accommodated.

Vice Chair Moss asked for clarity on her first question.

President Zhou shared that the deans worked with faculty to identify how moving to online is working. Commended instruction team on hard work. Commencement alternative of a virtual ceremony being researched. The decision will be made this week.

A. Delivering Teaching and Learning Updates

Valerie Martinez, Interim VP of Instruction, was not available so President Zhou asked the deans to provide an update.

Josh Clearman shared this has been a fast transition to online training. Trainings occurred with the faculty occurred for using Canvas and other technology. Finding it difficult to wrap themselves around the requirements for providing remote quality teaching.

Vice Chair Moss asked if all have access to technology.

Tiffany Williams shared there will be a more robust report next month. Two more fire service instructors have joined.

Lori Keller use recording for Gen Ed turning classes into online classes. She shared a thank you to all faculty for their dedication to this challenge.

Trustee Chang asked if putting in place distant learning are we looking at information security for at home users?

President Zhou shared that currently there are VPN system set up for any one accessing secured systems. Executive Director of IT Is doing a great job with laptop launch, working with Amazon for setting up virtual machines and most of our content is in the cloud.

Trustee Chang will send President Zhou articles related to this subject.

B. Supporting Teaching and Learning Updates

Steve Ashpole, VP of Student Services, shared it has been a crazy week. Instruction has done a great job identifying which classes could be taught online versus lab classes. Then his team is working on getting students into those classes. He shared that they are working on getting students to utilize Canvas and training for them to be successful for current and new students. Financial Aid has had a lot of rumors regarding what their department can be done during this. Sees enrollment will be hurt by this event because of students that do not want to come onto campus or learn online. He shared that the numbers are unknown right now, but will be significant. ASG is working on their budget and should have available for Trustees in May.

C. Administrative Services Report

Rob'n T. Lewis, VP of Finance and Administrative Services, shared that they have finished the accountability audit. Less stressful than the financial audit. Finding was for the cyber-attack and a list of deliverables was given. Items are in place now as the look back was until June 2019. Facilities and Maintenance (essential staff) are working hard and in the high risk category and we are listening to their questions and concerns. The cyber-attack measures put in place have allowed for us to move confidently to online instructions. If we hadn't had the cyber-attack, we wouldn't have been able to move as quickly to the online instruction. Child care is still open which allows staff who were not using can now have an opportunity. Working with Multi-Care/first responders in the community also utilizing child care services. Walsh construction letter in regards to possible delays in materials or schedules of the new buildings. IT has been busy so now with downtime they are able to address all computers and computer labs, maintenance and routine updates.

D. General Discussion

President Zhou thanked the team because they have been wonderful. She has seen the true colors during this time of staff and faculty to step up for students. Specifically, Chelsea Lindquist has been doing a great deal of work. The deans etc. working together and Bates will be good due to this team.

Vice Chair Moss is great to hear reports and that everyone is leaning in during this time.

Trustee Chang shared this is unprecedented time for all so thank you for leaning in during this time.

Trustee Bladow reminded everyone to wash hands.

IV. Board Member Discussion / Remarks

A. Legislative Action Committee (ACT)

Trustee Bladow shared no report and no action.

B. Pierce County Coordinating Council
Chair Blocker / Vice Chair Moss shared no report.

C. College Council (Policy Review)
Trustee Bladow shared the next meeting has been cancelled. Cancelled retreat date and planning of new dates happening now. Focusing on inventory of 300+ policies.

V. 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 3:49 p.m.

Chair Blocker reconvened into regular meeting at 4:17 p.m.

Trustee Bladow motioned for action on the following:

I move in consideration of all relevant data that has been presented to the board, including statistical data on presidial salaries throughout the CTC system, and past presidential salary data from Bates itself, that:

In light of the college’s need to retain Dr. Zhou, The Board of Trustees of Bates Technical College authorize a three-year renewal of Dr. Zhou’s presidential contract with a salary of:

\$218,000 for contract period 2020-2021, effective March 28, 2020

\$231,080 for contract period 2021-2022

\$244,945 for contract period 2022-2023.

And

That the contract will renew on the expiration of Dr. Zhou’s current contract period, with the following renewals occurring on July 1 of each year, ending June 30, 2023.

Trustee Chang moved to second the motion. Vice Chair Moss commented that the salary increases of 6% is to bring President Zhou in line with other schools. All were in favor. The motion carried.

Trustee Bladow commended leadership on their work during the struggles of the cyber-attack, COVID-19 and the new construction.

Trustee Chang shared this is a difficult time for all of us. Leadership is critical and President Zhou's leadership has been excellent looking forward to the future.

Vice Chair Moss commented that President Zhou came to her presidency under a challenge and she is a staff person that we count on.

Chair Blocker share a thank you for the work that President Zhou has done and the clear vision even before. Accountable and provides transparency. Always makes sure Trustees are apprised of any situations. Seen a lot of President's over the last few years and looking forward to working with us.

President Zhou shared her thank you for their trust. She became president and then there was a big budget cut, then cyber-attack, fortunately she has all of their support, faculty, staff and students. She feels fulfilled doing this work for the college. Presidents and trustees come and go but Bates is always here. Her plan is to move Bates to another level to make it the best tech college in the NW.

VI. Adjournment

Vice Chair Heather Moss moved to adjourn the meeting at 4:26 p.m. Trustee Chang seconded the motion and all were in favor. Meeting adjourned.