

MINUTES – RETREAT
Thursday October 24, 2019

Hyatt Regency, 1053 Lake Washington Blvd. N., Renton WA 98056

I. Call to Order / Determination of a Quorum

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

Chair Blocker called the meeting to order at 9:23 a.m. Roll was called and a quorum was determined.

II. Pledge of Allegiance/General Matters/Introductions

A. Approval of Board Agenda

Trustee Moss moved to approve the board agenda as presented. Trustee Chang seconded the motion. There was no discussion, all were in favor and the motion carried.

B. Approval of Board Retreat Minutes

a. September 23, 2019

Trustee Chang moved to approve the board minutes as presented. Trustee Moss seconded the motion. There was no discussion, all were in favor and the motion carried.

C. Citizen Remarks

a. None

III. Team Building Activities

Chair Blocker led a discussion with the trustees and President Zhou about the strength finder assessment each completed to identify strengths and blind spots that can provide opportunities to better serve the institution.

IV. Accreditation/IR Update

Cynthia Requa, Accreditation Liaison Officer, presented the history of accreditation, the benefits of being accredited and the process/timeline. Ms. Requa reviewed the change from the ten year to a seven-year cycle, the 2020 standards for accreditation as established by NWCCU, and their previous recommendations. President Zhou shared that student learning outcomes will be a major area of opportunity to set up high standards and assessment matrix. The reports and changes will be provided to the trustees by President Zhou during

the process. Ms. Requa suggested that race percentage should be looked at closely.

Chair Blocker inquired what the college is doing to ensure that students reporting will not be adversely affected.

President Zhou shared that this information is shared via email and the website. Chair Blocker, President Zhou and Ms. Requa will attend the NWCC Presidential Workshop in November that will address new standards, new technology, dashboards and cyber security.

V. WAC 495D-104-010: Time and place of board meetings

Board meeting days changed from the last Tuesday of each month to the 3rd Monday of each month.

2020 study session topics were discussed as follows with the understanding that President Zhou has the ability to move or add topics as necessary.

- November – Tenure
- December – to be determined
- January – Capital Projects
- February – Dental Lab
- March – to be determined
- April – Budget
- May – to be determined
- June – Commencement
- July – to be determined
- August – Board Retreat

Future topics for discussion will also include the Barbering Program, the High School Program, CNC/Machining and student demographics/inclusion to include quarterly updates.

Trustee Moss moved to adopt the 2020 calendar with one exception. Trustee Bladow seconded the motion. There was no discussion, all were in favor and the motion carried.

VI. Board Goals and Objectives for 2019-2020

- A. Board cohesiveness and trust
- B. Integrity
- C. Policies and procedures
- D. Strategic advocacy
 - a. Student stories
 - b. Informal
 - c. Legislative
 - d. Campus excitement
 - e. Informational leaflets available for distribution
 - f. Alumni dinner attendance
 - g. Technical High School

- h. Apprenticeships
- i. Capital building projects
- E. Ensure financial stability
 - a. Budget review simplification
- F. WAC and bylaws continued monitoring
- G. Promote college values
- H. Ongoing education for Board
 - a. Student stories
 - b. Conferences
 - c. Workshops from SBCTC

These objectives need to include the goal, narrative and matrix for measurement. They need to be specific, relevant, timely, achievable and measurable. A topic was assigned to each trustee to create.

- a. Advocacy – Chair Blocker
- b. Budget – Trustee Moss
- c. Policy – Trustee Bladow
- d. Education – Trustee Chang

VII. Board Self-Evaluation 2018-2019

Trustees, President Zhou and Assistant Attorney General Kjolseth discussed the requirements for the Board self-evaluation according to the bylaws. Established questions were reviewed, discussed and edited and the self-evaluation will be conducted in December with the form being distributed to the Trustees in November to allow for consideration prior to the December Board meeting. Include request for additional comments when marking 'disagree' or 'strongly disagree'. Self-governance is a huge part of the accreditation process and the particular type of self-evaluation is a positive tool. Future Board annual retreat agendas will include review and assessment of mission, vision and goals.

VIII. President's Evaluation 2018-2019

Chair Blocker shared information related to the role of President as granted by the Board of Trustees and the Board's commitment to support of the President.

Meeting recessed for dinner at 4:30pm to reconvene on October 25, 2019.

MINUTES – RETREAT
Friday October 25, 2019

Hyatt Regency, 1053 Lake Washington Blvd. N., Renton WA 98056

I. Call to Order / Determination of a Quorum

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

Chair Blocker called the meeting to order at 9:23 a.m. Roll was called and a quorum was determined.

II. Board Member Committee Participation

Discussion of schedule, purpose, requirement and expectation of Board participation on committees. Clarification of Trustee roles on college committees. Chair Blocker would like more Board involvement on the state and national level. Discussion of separation of Trustee involvement on college operations committees.

- A. PCCC – Quarterly attendance for Chair Blocker and annual attendance by all Trustees at Legislative Breakfast in December.
- B. Legislative Action Committee (ACT) – Semi-Annual meetings for Trustee Bladow.
- C. College Council (Policy Review) – Twice monthly meetings for Trustee Bladow.
- D. College Foundation – Monthly meeting for Trustee Chang.
- E. KBTC Board – Monthly meeting for Trustee Moss
- F. African American Caucus of Community College Trustees – Chair Blocker is President
- G. General Advisory Council – no Trustee requirement

III. Budget Overview

Rob'n T. Lewis, Vice President Finance & Admin Services, reviewed current status of Finance department and upcoming action plan and adjustments to operating budget. Trustee Moss inquired if the cyber-attack effected any college financial records. Ms. Lewis shared that it effected timelines but her team is working hard on recovering and bringing all processes up to date. Trustee Chang inquired about actuals for 2018-2019. Ms. Lewis relayed that the 2018-2019 close is still be diligently worked on but still to be determined.

Review of cyber-attack costs, insurance coverage reimbursement and steps taken to protect from future attacks.

President Zhou and Ms. Lewis shared plan for changes to grants and contracts management, worker retraining program as well as support provided by state board during this transition.

President Zhou shared updates on rent income and potential for Technical High School dollars.

Ms. Lewis reviewed update to goods and services budget. Christina Nelson, Executive Director of Human Resources, reviewed salary and wages and discussed potential opportunities her team is working on that could impact these numbers in a positive way.

IV. Tenure Process Review

Discussion of potential revisions to the tenure process.

Trustee Moss requested the following revisions.

- A. Full set of student reviews of each tenure candidate.
- B. Student retention rates of each tenure candidate and in comparison to college student retention rates.
- C. Critical review from the tenure review committee possibly taking the form of a SWOT analysis.
- D. Recommendations from people not directly involved in the tenure review process.
- E. Written recommendation from Vice President of Instruction of the college.
- F. Move the timeline for consideration up by one quarter to allow for review of materials.
- G. Recommendations from Administration on streamlining the data that is presented to Board for each tenure candidate

Chair Blocker requested the following revisions.

- A. A complete Curriculum Vitae for each tenure candidate.
- B. Included in the packet would be a reflective statement with supporting documents written by the tenure candidate.
- C. Detailed letter addressed to the Deans and/or Tenure Committee and Board from the candidate's department, including thorough discussion of candidates' college service, strengths and weaknesses and comparison to an identified national benchmark cohort of other professionals of similar service and/or rank considered best in discipline.
- D. A minimum of five letters from outside the college assessing the candidate, from knowledgeable individuals from the profession.
 - a. Assistant Attorney General Kjolseth noted this might need to be negotiated because seen as an additional requirement of employment.
- E. A short summary of the discussion of the tenure committee as a revision to the check box form.
 - a. Assistant Attorney General Kjolseth noted this might need to be negotiated because seen as an additional requirement of employment.
- F. A recommendation from candidates Dean(s).

- a. Assistant Attorney General Kjolseth recommended that the Dean's and VP of Instruction's recommendations should be collaborative and based on same information.
- G. E-portfolio of candidate loaded to Canvas Tenure rather than the thumb drive distribution. This would include sections, with no checkboxes, classroom observation, classroom management; and delivery and assessment.
Trustee Chang raised the issue of the need to put assurances in place to guarantee future development of tenured faculty and be quantifiable. Executive Director of Human Resources Christina Nelson stated that this is a part of the CBA and any revisions will need to be negotiated.
Trustee Bladow asked for improvements to the process specifically navigating the thumb drive. A letter from the Dean(s) stating their interaction with the tenure candidate as the Board has limited opportunities for interactions. He inquired if it was manageable to expect to see all of these requested changes at one time. President Zhou stated that not all changes will occur at one time due to logistics and some will need to be negotiated that will require concessions.

V. Instruction Update

Interim Vice President of Instruction Valarie Martinez presented observations of the Instruction Department and the college. Her goal is to improve efficiencies and to focus on the opportunities for improvement in process and procedures. Working with the Deans to create consistency across the programs. Ms. Martinez shared the action steps being taken by the department specifically related to updating policies and how vital this is when it comes to accreditation process. Examples were given to show the updating of policies and the improvement this makes to instructional programs. Discussion in regards to the development of curriculum policy and new program development. The Deans are working on strategic plans for their area of responsibility that will roll up into an academic master plan to be a part of a larger college strategic plan. New program development will include a Bachelors of Applied Science.

VI. General Discussion

Discussion about handling of acknowledgment of prior college staff members who pass away.
Potential adjustment to a future Study Session schedule to discuss the President's strategic plan.

VII. Adjournment

Trustee Moss moved to adjourn the meeting at 4:30 p.m. Trustee Chang seconded the motion and all were in favor. Meeting adjourned.