

MINUTES – REGULAR MEETING

Bates Technical College | Virtual Meeting Space

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

 X Chair, Christina Blocker

 X Vice Chair, Heather Moss

 X Trustee, Layne Bladow (excused early dismissal at 3:27pm due to fire call)

 X Trustee, Florence Chang

 X Assistant Attorney General, Justin Kjolseth

Chair Blocker called the regular meeting to order at 3:00 p.m. Roll was called and a quorum was determined.

A. Approval of Board Minutes

a. April 27, 2020

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

B. Citizen Remarks

a. None

II. Resolution Authorizing Continuing Operations of the District

Bill Thomas, Finance Consultant, presented that we will need to start planning for a 15% budget reduction, although final allocation is not yet known. With transition in the Finance/Administration Services division, behind schedule in development of budget, state financial picture and so many variables and unknowns right now recommending that the Board provide authorization for continuing operations of the college under the authority of President Zhou. Trustee Moss asked what is the guidance from the state board, are other colleges doing this, resolution states that we have adequate reserves and revenue for 3 months operation but that we expect a 15% budget reduction and those seem incompatible.

Mr. Thomas stated that we will receive an allocation from the state board but the question is the amount which we are still waiting for. As with any year a budget is subject to change. This allows to buy us time to prepare a budget that is more realistic. This resolution does not go thru the entire physical year just a few months to prepare the budget. It might not take us the entire three month but gives college the latitude to continue to operate. Reserves will be available so will not be solely operating on reserves or local revenue. Just needing final numbers from the state board.

President Zhou shared that almost 100% of other colleges are talking about doing the same resolution due to uncertainty from the state board.

Trustee Chang moved to approve the resolution authorizing continuing operation of the district. Trustee Bladow seconded the motion and all were in favor. The motion carried.

III. S&A Fee Budget Presentation / Campus Life & Activity Canvas Course

Juliette Kern, Assistant Director of Student Activities and Rebecca Hamilton, ASG Secretary, presented the S&A Fee Budget for FY20/21. The Committee is made up of half ASG officers and half students at large. Committee put budget together and then went to student body for a vote. Ms. Hamilton shared the applicable spreadsheet document and reviewed each line item. There is a proposed \$36 increase per quarter for a FT enrolled student.

Trustee Moss concerned for childcare department that did not submit for \$20K amount but did not see where contingency plan is in the budget sheet. Did anyone reach out to that department to see if this amount would be needed? Ms. Kern highlighted where that contingency is in the budget and explained that the childcare department was invited several times to submit but has not as of yet, but attributed this to their current focus on taking care of the children in their care during this current COVID-19 health crisis.

Trustee Chang commented on the increase in food pantry expenses to assist students related to the impact of COVID-19. She asked if any specific COVID-19 cost reductions were made specifically in relation to the cost of travel as it is expected to be severely impacted.

Ms. Kern shared that at the time this budget was being compiled it was the very beginning of this current health crisis and the impact is not fully yet realized. There are no reductions made at this time but they are prepared to make adjustments to the budget as their associated conferences are cancelled. They will reassign how to use those funds such as the recent purchase of laptops for the student loaner program.

Ms. Kern presented the Campus Life & Activity Canvas course that has been created for the opportunity for each enrolled Bates student to explore what is happening and being offered.

Trustee Chang moved to approve the Fee Budget as presented. Vice Chair Moss seconded the motion and all were in favor. The motion carried.

IV. President's Report

President Lin Zhou shared that she will meet with union leaders on Tuesday, May 19 to discuss the state of the budget and she will hold a Budget Discussion Town Hall meeting on Friday, May 22nd. She held a Return to Campus Town Hall on May 4th with nearly 200 participants. Re-opening went well and would like to acknowledge specific team members and their specific dedication during the trying time: Wendy Newby, Child Care Director; Chuck Davis, Director of Facilities and Maintenance; Dee Nelons, Director of Campus Safety; and Neph Drummer, Director of General Services. President Zhou thanked Trustee Chang for assisting

in the acquisition of 49 thermometers. She has asked Ms. Newby to lead a volunteer effort to make masks. A former Trustee donated special masks for those with beards. Josh Clearman, Dean, donated 60+ homemade masks to the college. President Zhou shared that PTE negotiations are complete. We are awaiting review by the AAG for approval by the Trustees at the June Board meeting.

A. Delivering Teaching and Learning Updates

Valerie Martinez, Vice President of Instruction, reported that moving to a virtual learning environment was very successful. It was acknowledged early on that our students needed hands on learning. The State Board worked hard to negotiate with the Governor's office to establish programs that could have in person lab instruction. Using this approved list and regulations established by the state board we have set forth Phase 1 policies and procedures to bring 28 programs back to in person lab instruction. Looking forward to Phase 2 to incrementally bring back other programs going forward.

Trustee Moss asked with labs opening what social distancing practices and safety measures have been put in to place?

Miss Martinez shared that the work done by the Reopening Task Force included procedures posted in public places and in compliance with Governors order and state board policies. These include strict steps and will limit no more than 5 students at one time. Students and staff must complete a health screening document prior to arrival to campus and upon departure. This is used to track who students come in contact with for reporting if we get a positive case of COVID-19. Temperatures are taken upon arrival to class and that action is recorded by the instructor.

President Zhou acknowledged the hard work by staff to get to this point and establish these procedures. Other colleges are still working on plans to reopen their labs while we are already open and in week two of this plan.

B. Supporting Teaching and Learning Updates

Steve Ashpole, Vice President of Student Services, shared highlights from his submitted report. It has been a challenge moving everything online. Bates has been a hands on institution for 80 years and haven't had to move to online services. Cyber-attack caused those online services we did have to be lost. The online services that are being added are: degree audit, transcript requests, CRM application report.

Trustee Chang mentioned that retention is definitely important at this point. Is there a way to capture data on why students leave?

Mr. Ashpole shared that this is work being done by Jon Bolas and these are questions that we are diving into by looking at this data. This is also a huge piece that Guided Pathways will help with.

Trustee Chang commended the use of CRM and inquired if this is able to look at applications. Are you able to look at this data and break it down by zip code or demographic groups and ability to reach out to these groups?

Mr. Ashpole replied that CRM will help to look at where students are removing themselves from the process.

C. Finance Department Updates

Bill Thomas, Finance Consultant, shared additional budget information and that they Finance office is working on the year end process.

D. General Discussion

Vice Chair Moss mentioned and congratulated Liberty Olsen passed his welding certification. Helpful to mention what makes each program special. Additionally to Campus Life and Activities bolstering their food disbursement services.

Trustee Chang shared accolades to the team during this time that have stepped up and kept students best interest as the focus.

Chair Blocker read into the record Agnes Figueroa, Chief Information Officer and Executive Director of IT, comment from the Zoom chat: I wanted to add Bates 'return to campus' processes have become the model for all other colleges. I get weekly calls and emails from colleagues at sister colleges asking for copies of our plan, particularly the smart sheet contact tracing and health attestation forms. I even had the State Board ask for copies so they can use it at their Olympia office. All this thanks to the leadership and work of President. Lin, Dee Nelons, Chuck Davis, and Taskforce members.

V. Board Member Discussion / Remarks

A. Legislative Action Committee (ACT)

Trustee Bladow was absent for this part of the meeting so no report but will be added to next month's meeting.

B. Pierce County Coordinating Council

Chair Blocker shared that this quarters meeting will be held on June 1 via Zoom.

C. College Council (Policy Review)

Trustee Bladow was absent for this part of the meeting so no report but will be added to next month's meeting.

VI. Executive Session

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

VII. Adjournment

Trustee Chang moved to adjourn the meeting at 4:03 p.m. Vice Chair Moss seconded the motion and all were in favor. Meeting adjourned.