

MINUTES – REGULAR MEETING

Bates Technical College | Virtual Meeting Space

Chair Moss called the study session to order at 2:03pm.

I. BAS Degree

Valerie Martinez, Vice President of Instruction, presented an introduction of the BAS degree development process.

Dr. Mike Potter shared his business background and an in depth look at developing BAS degrees.

Marge Luthman, Director of the Occupational Therapy Assistant program, presented overview of survey conducted of students regarding interest in pursuing BAS degree.

Dr. Potter shared next steps in process include sharing the proposal with the state trustees. Then in program proposal phase work is done on curriculum, resources and external review. This will be presented to the state board for approval and moves on to the WSCCU for approval. Simultaneously internal processes will be discussed.

II. Executive Session

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.

Chair Moss called the executive session to begin at 2:26pm and reconvened the study session to move to the regular meeting at 3:05pm.

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

 X Chair, Heather Moss

 X Vice Chair, Florence Chang

 X Trustee, Layne Bladow

 X Trustee, Christina Blocker

 X Assistant Attorney General, Justin Kjolseth

Chair Moss called the regular meeting to order at 3:06 p.m. Roll was called and a quorum was determined.

A. Approval of Board Meeting Agenda

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

B. Approval of Board Minutes

a. November 30, 2020

Vice Chair Chang moved to approve the minutes as written. Trustee Bladow seconded the motion and all were in favor. The motion carried.

C. Citizen Remarks

- a. Karrie Zylstra – Support of faculty union and consideration of tenure process.
- b. Curt Meyer – Support of faculty union and tenure process.

II. Faculty Union AFT Local 4184 Updates

Jim Androy, Faculty Union President, thanked Ms. Zylstra and Mr. Meyer for their comments. He shared that discussions are currently being had with administration. There are currently 100 total faculty members and 34 of those are tenured in various programs. Looking forward to those continued talks that will happen.

Chair Moss shared that the Board did receive a letter from the AFT, some members not all of the members, and it will be taken under advisement. The question of who is granted tenure is a labor relations issue and rest in the hands of our President and her administration and the board will continue to work with her to address these issues.

III. Tenure Introductions

A. Jeffrey Rush – Diesel Mechanic Instructor

In lieu of Lee Jefferson absence, Dean Tiffany Williams introduced Mr. Rush. Mr. Rush introduced himself and his work history. Shared that he appreciates the tenure process and believes his program would be a great candidate for a BAS degree program.

Vice Chair Chang shared a thank you for serving our country and bringing all kinds of experience and value to the position and Bates.

Chair Moss provided a thank you for joining the team.

B. Taina Anderson – Civil and Environmental Engineering Technology Instructor

Roland Robinson, Tenure Committee Chair, introduced Ms. Anderson.

Ms. Anderson introduced herself providing education and work history. She shared how she has redesigned the program to include environmental and to be able to be engineering technology board certified. Tenure process has been great to allow for her to learn how to teach.

Vice Chair Chang loves her passion and her commitment to make this program better than when she started.

Chair Moss agreed that putting the focus on the real time effort to give the students what they need.

Trustee Blocker loves the energy she brings to the work and welcome her and the proceeding faculty member to Bates.

IV. KBTC Audit Presentation

Vicki Valdez, KBTC Director Financial Services, introduced Craig Catlin, Johnson, Stone and Pagano, P.S., to provide a summary presentation of the audit.

Mr. Catlin reviewed the PowerPoint and a brief summary of the highlights of the audit report both included in the Board packet.

Chair Moss asked for KBTC's response to the qualified opinion included in the audit?

Ms. Valdez provided that they would need the detail provided to them in a timely manner from the college to be able to include it in their statement. It is a timing issue and it would require going back to the beginning of this requirement that would require to get to the point they would need to be to get a positive opinion. It would require a statistician at the state level to make this happen and meet the deadline requirement of the Corporation of Public Broadcasting (CPB).

Mr. Catlin added that the main users of these financial documents are the CPB and they are due by November 3 of each year if the pension liability was included in the reports it would not affect the amount of funding provided by CPB to KBTC.

V. President's Report

Dr. Lin Zhou, President, reported that the MLK Day event held virtually on January 11 was great. Thank you to Chair Moss for being open to do an event welcome even though her schedule changed and did not allow for attendance. Thank you to Trustee Blocker for arranging the keynote speaker Lyle Quasim. Thank you to staff that prepared the event. Dr. Zhou updated that she was asked to serve on the AJAC board. She shared a reminder about the upcoming Apprenticeship Appreciation Reception on January 28 from 3-4pm. The keynote speaker is US Representative Derek Kilmer.

Dr. Zhou presented a proposed change to the board study session topics. Move e-Learning update to April and move Guided Pathways update to December. Chair Moss accepted the update to the study session and provided a reminder that the study session is open to the public but time for work by the board.

A. Delivering Teaching and Learning Updates

Valerie Martinez, Vice President of Instruction, announced her retirement effective June 30, 2021. A succession and transition plan is in progression. She highlighted the first item on the Instruction update included in the board packet. Shared that the grant from the state board and it was a competitive

grant submission and the turnaround time to submit was short. It was to disburse monies to help jump start programs after effects of COVID. Ms. Martinez extended a thank you to her colleagues for rallying to fulfill the requirements. They were awarded three new funding sources which allowed for purchase of a new truck for truck driving with auto transmission, new hand dryers for restroom that will filter air and photo UV process as well as a stipend for machinist's faculty members to convert their curriculum to online.

Chair Moss: Thank you and great work on the grant funding.

Vice Chair Chang: Congratulations and wish you the best.

Trustee Blocker: It has been a pleasure and amazing work done for the college.

B. Student Services Updates

Steve Ashpole, Vice President of Student Services, shared a deeper review of enrollment numbers update via a power point presentation. These numbers are the same for all schools and while normally with an economic downturn technical colleges experience a lift in enrollment that is not happening. It has hit technical and two year colleges extremely hard. The one lift across the system is BAS degrees so supporting a move to that for our college. Across the state down 17%.

Chair Moss asked why is the change after COVID reflected in some numbers and slides but not all of them?

Mr. Ashpole replied that some of the programs require change to how we do things but some there were anomaly occurrences. Child studies with COVID and Pipe Trades apprenticeship changing curriculum.

C. Admin Services Update

Nicholas Lutes, Vice President of Finance and Admin Services, reviewed the report in the BOT packet. Started internal budget process by looking at supplemental equipment requests and getting recommendations from budget and planning committee to get those requests funded from different applicable sources. Also reestablishment of the budget and planning committee. Use the committee for advisory information to the President and senior team for budget changes including biennial budget. Highlights on governor's budget proposal, but shared that this still has to go thru the state house approval. Several elements focusing on for biennial budget including a supplemental budget for the current fiscal year. Mr. Lutes reiterated these are proposals but definitely will be monitoring this. How these would roll down to the actual employees is to be seen.

Chair Moss asked if Senate Bill 5323 the Governor's requested legislation?

Mr. Lutes replied that it must be as OFM is the requestor.

Mr. Lutes shared that they are preparing for an audit that will occur in February. This is for a two year look back. First working on FY19 and the draft will be sent off to the state auditor and then turn around and do FY20.

Update on next round of COVID related federal funding. Some colleges already have received it, but some have not. We have not but will provide updates to the senior team on allocations as it is known.

D. General Discussion

Trustee Blocker thanked all of the participants and reiterate all those that planned the MLK Day event. Lyle Quasim, former President of Bates, as keynote speaker. The community was speaking about the event afterwards and super proud of Bates for highlighting our student speaker.

VI. Board Member Discussion / Remarks

A. Legislative Action Committee (LAC of the ACT)

Trustee Bladow shared that the next meeting for Legislative Conference for ACT is January 26 and will be held virtually until December 30, 2021.

B. Pierce County Coordinating Council (PCCC)

No meeting has occurred.

C. College Council (Policy Review)

Trustee Bladow reported meeting on January 27 online for policy and accreditation work.

VII. Executive Session

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

VIII. Adjournment

Chair Moss adjourned the meeting at 4:23pm.