

MINUTES – REGULAR MEETING

Bates Technical College | Virtual Meeting Space

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

X Chair, Heather Moss

X Vice Chair, Florence Chang (arrived late)

X Trustee, Layne Bladow

X Trustee, Christina Blocker

X Assistant Attorney General, Justin Kjolseth

Chair Moss called the regular meeting to order at 3:02 p.m. Pledge of allegiance was performed, roll was called and a quorum was determined.

A. Approval of Board Meeting Agenda

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

B. Approval of Board Minutes

a. September 28, 2020

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

B. Citizen Remarks

a. None

II. Pre-Tenure Introductions

A. Naser Al Tameemi – Denturist Program Instructor

Mary Ann Keith, Medical Assistant Instructor, introduced Mr. Al Tameemi as he has finished his second year of tenure. He is a full time faculty for the Denturist program and currently holds a denturist license with the WA Department of Health. Mr. Al Tameemi is a member of the W Denturist Association and was elected to the Board of Directors for the National Board of Denturists.

Mr. Al Tameemi shared an introduction of himself starting career 21 years ago graduating from the Baghdad Dental Institute. He had his own practice in fixed orthodontics and trained in Germany. He moved to the US via Turkey to escape the violence in Iraq. He joined Bates as a student in 2013. He shared his current methodology of teaching and provided an update on the current state of the program dealing with COVID-19 restrictions as well as a glimpse to his future vision for the program in the new Allied Health building. Mr. Al Tameemi believes every challenge he faced has made him who he is now.

Vice Chair Chang shared this is an amazing journey and great work. All of his experience from the past helps to bolster this program.

B. Mark Snyder – Fire Services Program Instructor

Matt Spitzer, Motorcycle and Marine Instructor, introduced Mr. Snyder as he is in his eighth quarter at Bates. He has over 30 years of fire service and does a great job with student engagement.

Mr. Snyder shared that he started his career 37 years ago and was in the last Fire Service class that was taught at the down town campus of Bates. He has worked in heavy rescue and technical rescue. Mr. Snyder has also served for 20 years in the mortuary industry working with Pierce County. He is excited about the great changes coming and the program growth.

Chair Moss shared it was great that both tenure introductions attended Bates.

Trustee Blocker stated it was great to have worked with Mr. Snyder in the field.

C. Peter Speelmon – English Instructor

Matt Spitzer introduced Mr. Speelmon, sharing he has obtained his doctoral degree in educational psychology. He joined the College Council early on in his tenure with Bates. He stated it has been great working with Mr. Speelmon and using his knowledge and experience.

Mr. Speelmon shared he has been a career educator and started as an ESL teacher who taught his first course in 1987. He has taught at several colleges and began with Bates in 2017 as an IBest instructor and began his current position in January 2019. He was elected Vice Chair of the College Council effective September 1, 2020 and has joined the Curriculum and Assessment Committee. Mr. Speelmon has had several years of experience teaching online plus developing and facilitating online learning.

Vice Chair Chang inquired if there are things in comparison with other institutions he has taught at that we could use to improve?

Mr. Speelmon and Mr. Spitzer shared that other college's tenure process are similar but at Shoreline Community College and Tacoma Community College they assign a mentor to each new faculty member. They would be a resource for questions and insight and would not necessarily be in the same program.

Vice Chair Chang thanked the faculty members for what they have done.

Being a faculty member is not just about being a teacher, you are impacting many people's lives so being intentional is vital.

Chair Moss shared a thank you to all of the faculty members.

III. WAC Final approval

A. WAC 495A-122 Withholding Services for Outstanding Debts

Ms. Hernandez shared that this required minor tweaking except for one item to correct language that we cannot withhold transcripts for monies owing as well as the adjudication language updates. She asked that this WAC be approved as presented.

Vice Chair Chang inquired how often funds are being held.

Nick Lutes, Vice President of Finance and Admin Services, shared that it only happens occasionally, but with the adoption of this new language there would be none.

Steve Ashpole, Vice President of Student Services, explained that there is a change of policy of drop due to lack of payment. Most of the students that have outstanding debt is because they paid one quarter and didn't attend and weren't dropped. With the registrar position filled this will be cleaned up.

Mr. Lutes shared that going thru the ctLink process will require cleaning up the sub accounts and eliminating the remaining incorrect debts owed.

Trustee Bladow moved to approve the WAC as presented. Vice Chair Chang seconded the motion and there was no discussion. All were in favor and the motion carried.

IV. President's Report

Dr. Lin Zhou, President, shared that we held a successful President's List virtual event with Chair Moss in attendance. This included the Deans, faculty and a student speaker. This events working group of staff members worked hard and while student attendance was low this is a great way to show support of their achievements. She is waiting on a recommendation from the working group on whether to continue having the virtual event.

President Zhou shared that we are part of the last cohort for ctLink implementation. Beth Cummings, from the IT department, is leading this project. There will be regular meetings scheduled for status updates, concerns and questions.

She is working on the Task Force for Equity and Inclusion. The guiding principles were sent to the Trustees for review and will be working on adding people from all employee groups to the committee.

President Zhou shared that KBTC started a quilting and sewing marathon on the previous Saturday. The goal was \$25,000 but generated \$41,000 from individual donors.

A. Delivering Teaching and Learning Updates

Valerie Martinez, Vice President of Instruction, shared that development of the BAS degree program is moving quickly. With the use of a consultant five potential areas of study have been identified. She explained there are three steps in the process. State Board approval should happen in November 2020, NWCCU approval scheduled for February 2021 and Board of Trustees review in August 2021. The first offering of the class would be Winter quarter 2022. Ms.

Martinez reviewed the grant submissions being worked on. The Washington State GEER grant and the Washington Tech Restart grant. The latter is being worked on as part of a cohort with Lake Washington Technical College.

B. Student Services Updates

Steve Ashpole, Vice President of Student Services, shared the enrollment update. As expected fall enrollment is down but still awaiting final apprenticeship numbers. He addressed the race/ethnicity data and will be focusing on the dip of retention of people of color, while diving into those numbers. Mr. Ashpole gave credit to Juliette Kerns, Assistant Director of Student Activities, for achieving a 71% rate of attendance for new student orientation. Focusing on the process to onboard students and to get them ready for the start of each quarter, continuing to improve the steps of enrollment and delivering this online.

Vice Chair Chang shared she appreciates the data pull of retention rates by ethnicity and looking at how these are being addressed in the future.

C. Admin Services Update

Nicholas Lutes, Vice President of Admin Services, introduced the new Human Resources Director, Cindy Higginbottom. She brings a fantastic energy to the job. Ms. Higginbottom commented she is honored to be here and appreciates the welcome from everyone. Hearing the stories of instructors that were students is a great story that needs to be included in recruiting. She has a great team she is working with.

Vice Chair Change welcomed Ms. Higginbottom.

D. General Discussion

No general discussion occurred.

V. Board Member Discussion / Remarks

A. Legislative Action Committee (ACT)

Trustee Bladow shared there is no update.

B. Pierce County Coordinating Council

Chair Moss shared that there was special meetings scheduled with the Republican and Democratic caucuses. The Republican caucus did not reply so the meeting was cancelled. This allowed for hearing what the priorities of the legislators are as well as the sharing of the PCCC priorities. President Zhou explained that we did include a student speaker to represent Bates yet she did not get a chance to talk.

C. College Council (Policy Review)

Trustee Bladow shared that a survey was sent out and should be returned soon. The council is working with Jean Hernandez on reviewing 300 college policies. President Zhou explained that these policies have not been reviewed for 15 years.

Vice Chair Chang shared a thank you to Trustee Bladow for working on this committee and Ms. Hernandez for leading the policy review work.

Trustee Blocker shared a thank you to Chair Moss for conducting a great retreat on October 12, 2020 and for working with fellow Board Members.

VI. Executive Session

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

VII. Adjournment

Chair Moss adjourned the meeting at 4:09pm.