

MINUTES – RETREAT

Clyde Hupp Board Room | Downtown Campus

I. Call to Order / Determination of a Quorum

X Chair, Heather Moss

X Vice Chair, Florence Chang

X Trustee, Layne Bladow

X Trustee, Christina Blocker

X Assistant Attorney General, Justin Kjolseth (via Zoom)

Chair Moss called the meeting to order at 9:20 a.m. Roll was called and a quorum was determined.

II. General Matters

A. Chair Moss reviewed the agenda and introduced use of parking lot for additional items for discussion of additional agenda items if time allows including the letter received recently by President Lin Zhou from Education Secretary Betsy DeVos. Addition of review of the ACCT Congress Meeting.

III. Opening Conversation – Roles as Trustees

A. Chair Moss led an ice breaker of each Trustee and President Lin Zhou sharing their attributes, accomplishments and aspirations in relation to each's work with Bates Technical College.

Justin Kjolseth, Assistant Attorney General, shared his role in relation to the Board of Trustees as well as additional services that his office can provide to support the Board. There are special AAG's that can handle a long list of legal assistance. Think of the college as having a law firm working for it that can do things on behalf of the college.

Chair Bladow asked how our Board compares to other Board's he assists. AAG Kjolseth shared that the needs of each college he supports are different. One difference is the labor management aspect that are not seen on community college boards. One commonality is motivation to support the institutional goals.

Chair Moss reviewed the green line model. The boards work is above the green line (strategic) and provides oversight for the Tenure process, budget process and execution, policy and the president. Below the green line is operational.

AAG Kjolseth reviewed the Board's broad scope of delegation of authority. Vice Chair Chang requested to receive a copy of the delegation of authority. President Zhou relayed that a copy will be provided.

IV. Budget Review

- A. Nicholas Lutes, Vice President of Finance and Admin Services, presented the Fiscal Year 2020-21 Budget and reviewed the details and process for identifying budget and position reductions. He warned of the need to look at next fiscal year when actual cuts are announced from the legislature. Vice Chair Chang inquired where Bates compares to other colleges for benchmarks such as salaries as she notes that Bates is highly leveraged in budget of people. Mr. Lutes Explained that Bates is a little behind other colleges specifically related to salaries. President Zhou shared that Bates is the only college that is so highly leveraged on people and PTE's are the highest paid in the system. Further discussion related to health insurance cost increase and potential of COLA being taken back by legislature order. Mr. Lutes reviewed noted large increases and decreases in document included in the BOT packet. Additionally the accounting regarding COVID-19 related funding. Mr. Lutes shared that he tracks the small details and any necessary changes to the budget and relays the larger umbrella numbers to the Board. Vice Chair Chang suggested exploring asking of reduction in contractor charges or renegotiations. Mr. Lutes asked for approval of the budget as presented. Vice Chair Chang moved to approve the budget as presented. Chair Blocker seconded the motion. Vice Chair Chang requested that a written summary and balance sheet be provided on a quarterly basis. All were in favor and the motion carried.
- B. President Lin Zhou began presentation of Capital Expense approval. Discussion of property details as well as positives related to baccalaureate program and proximity to central campus. Mr. Lutes reviewed two options for of process to acquire property either pay cash or use financing method. The latter would need to be included on the capital plan and approved at a legislative session. The cash option would be quicker. Review of the cost summary of the development of the baccalaureate program. Discussion about remodeling of the building as well as the location being optimal as central campus is at 100% capacity. Old downtown campus building will potentially be used by Community Health. Mr. Lutes reviewed the total cost of \$1.356 million including \$300K for renovations. Discussion of property values rising in Pierce County due to businesses leaving Seattle. Mr. Lutes asked for consideration of a motion giving President Zhou and her team permission to take next steps in exploring the acquisition of the property. Spending will not exceed more than \$1.356 million including the remodel and a purchase price of \$1.056 million (per the DES limit). Vice Chair Chang moved to approve the motion as stated. Chair Blocker seconded the motion and all were in favor. The motion carried.

- C. Mr. Lutes presented the KBTC 2020-21 Budget for approval.
Trustee Bladow moved to approve the KBTC 2020-21 Budget. Trustee Blocker seconded the motion and all were in favor. The motion carried.

V. Board of Trustees 2020-21 Meeting Calendar approval

Trustees discussed cancelling the December 2020 meeting and additions of study sessions at 2:00pm, with topics to be determined, for 2021.

Trustee Bladow moved to amend the Board of Trustees 2020-21 Meeting Calendar to include study sessions at 2:00pm starting in January 2021. Chair Blocker seconded the motion and all were in favor. The motion carried.

VI. DEI Work

Discussion about recent events related to equity and what work the Board and college will do moving forward. Chair Blocker expressed that it would be nice to have a Chief Diversity Officer but this should be represented in everything we do. The committee being formed should draft their own charter and everyone should get on the same page of what this work is going to be. President Zhou shared that she has identified Dee Nelons to lead the committee as he is done this work at a previous organization and will allow the recruitment of members. The committee work needs to be inclusive and not divisive and include students as well as employees. Diversity goals are included in the President's Work Plan that should include a website, mission and regular workshops. Chair Blocker proposed that the Board of Trustees rotate attendance to show support of the committee's work. Review of data provided by Jon Bolas, Director of Assessment. President Zhou will work on the Guiding Principles, a combination of the President's document and the Board of Trustees. She will work with Mr. Nelons on establishing the committee. Trustees will sign up in advance for which meetings to attend. This will be ongoing work and key is creating the environment of support.

VII. Letter from Secretary of Education DeVos

Discussion of letter written by US Secretary of Education DeVos. AAG Kjolseth advised there is no need to respond as it does not include a legal directive. Making a statement could increase the chance of blow back. But, it would be a good idea to have Bates PIO prepare a statement to have ready in case it is necessary.

VIII. President's Work Plan

President Zhou reviewed her Work Plan starting with the objectives and describing each one. She shared plans for arranging more contact with the legislators. Vice Chair asked question regarding the use of this document for the President's evaluation. This document shows multi-year goals so need to create

a document that sets actual targets for the 2020-21 school year. President Zhou will update the document and share with the Board.

IX. Faculty Tenure Review Process

Valerie Martinez, Vice President of Instruction, presented the proposed updated tenure process and facilitated a discussion on areas of understanding and change. The tenure process is supposed to be led by the faculty with the Board making the final decision. AAG Kjolseth shared it is definitely acceptable for the administration to provide information to the Board related to a candidate. Discussion of the importance of using the student evaluation and that the analysis piece is key. The Board Trustees expressed expectation of updating the current evaluation form which needs to be negotiated to be included in the Faculty CBA.

XI. General Discussion

Trustees discussed the recent ACCT Leadership Congress event. Chair Moss raised the issue of the Board self-assessment. AAG Kjolseth advised it may be a self-imposed board evaluation. It is not a legal requirement but might be an accreditation requirement. Trustees discussed that this is truly a self-reflection as there is no board governance that provides any oversight. Chair Moss requested that the self-evaluation be sent to the Board by Karey Bryson, Executive Assistant to the President.

The Board of Trustees decided there will be no meeting in December 2020.

Chair Moss adjourned the meeting at 4:01pm.