

## **MINUTES – REGULAR MEETING**

### **Bates Technical College | Virtual Meeting Space**

Chair Heather Moss called the study session to order at 2:01pm.

#### **I. Food Service/Cafeteria**

Nick Lutes, Vice President Finance and Admin Services, presented the financial aspects related to changing to a vending program to provide food services. Including historical data related to the losses experienced by our current model of food service via our Culinary program. Mr. Lutes shared the results of an informal survey of the other system colleges regarding their food service offering models. The recommendation is to proceed and provide a Bates-wide vending program by September 1, 2021.

Valerie Martinez, Vice President of Instruction, shared the impacts of this change on the Culinary program. The learning opportunity will still be available to the program via other means and the faculty is understanding that this change will be happening and will be responsive and cooperative.

#### **II. Technical High School**

Yifan Sun, Assistant Dean of Instruction, introduced the Technical High School (THS) Team: Lexine Torres, THS Counselor; Robin Stanton, THS Counselor; Iris Silber, THS Record Specialist; Treonna Lee, THS Outreach Specialist; and Inna Klassen, Administrative Assistant. Ms. Sun also presented a summary of the current status of Technical High School with currently 364 enrolled students, the highest amount for a spring quarter. She also shared information about this year's summer camp.

THS students were introduced and shared their stories of being a part of the THS program. The students were Maximus Tang, Digital Media program; Rickie Millender, Fire Services program; and Joshua Morvant, Software Development program and student speaker for Commencement event.

#### **III. eLearning**

Tim Trussler, Director of Instructional Support and eLearning, presented review of eLearning response to COVID over the last year. Including the approach to compliance for meeting requirements of NWCCU as well as Federal and State laws regarding accessibility. Additionally, the process for evaluation of the courses. Mr. Trussler showed examples of the Barber, Truck Driving and Electronics/Robotics program homepages on Canvas to display the updates made during this transition process. He also shared highlights from the student survey.

#### **IV. Executive Session**

The Board determined no executive session was to be held.

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### **Bates Technical College | Virtual Meeting Space**

#### **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

Chair Moss called the regular meeting to order at 3:09 p.m. Roll was called and a quorum was determined.

#### **II. General Matters**

##### **A. Approval of Board Meeting Agenda**

Vice Chair Chang 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. March 22, 2021**

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

##### **C. Citizen Remarks**

###### **a. None**

#### **III. Faculty Union Local 4184 AFT Updates**

Jim Androy, President of Local 4184 AFT, shared there currently are 98 faculty members and looking to increase these numbers for current job postings. Reported that the union is in the middle of interest based bargaining with administration. Hopefully resulting in a new contract of taking the best from the last to move forward. Mr. Androy extended a thank you to the faculty for moving forward as we have had to look at the way we instruct during this time as well as a thank you to the Board for their support.

#### **IV. Tenure Introductions**

A. Angela Radonski, Practical Nursing Instructor, was introduced by Patti Reno, Tenure Committee Chair. Ms. Radonski is involved in the nursing meetings and the tenure process is going well. She has received many positive comments from her student feedback forms. Ms. Radonski shared how she came to join Bates

and talked about the diversity lacking in nursing. She is 1.5 years into the tenure process.

B. Bryce Bigelow, Licensed Practical Nurse Instructor, was introduced by Teri Anderson, Tenure Committee Chair. Mr. Bigelow has received many positive comments about his teaching style and is working on getting his Master's degree. He is committed and engaged in his tenure process. Mr. Bigelow came on board right before COVID which has provided learning opportunities on handling the classroom and time management. He is looking forward to the new building and is 1.5 years into the tenure process.

C. Joseph Kauer, Cyber Security Instructor, was introduced by Dave Skeen, Tenure Committee Chair. This is a new program and done a great job of getting it up and running as well as developing a baccalaureate program in Cyber Security. Mr. Kauer explained that this is his dream job and he was ready for a hybrid/online curriculum model for his class prior to COVID. He shared his history and ability to relate to his students due to his experiences of being homeless and being on the autism spectrum allows him to share experiences of his students.

Chair Moss commented that it is great to see our faculty sharing not only diversity of race but also socio economic and disability.

#### **V. Board Policies – First Consideration**

Dr. Jean Hernandez, Special Assistant to the President, shared that these were reviewed for process as well as fiduciary review by Vice President Lutes. The Board Packet does not include the feedback recently given by College Council.

##### **A. BP1140 – Board Governance**

Removal of redundancy of review period on each policy as it is stated in the Board Governance document.

Changes agreed upon by the Board.

##### **B. BP1170 – Board Evaluation**

Edit to opening paragraph. Conduct annual board review and removing the particular time frame. Removal of review period at the bottom of the policy. Changes agreed upon by the Board.

##### **C. BP1210 – Authority of the Board**

Addition of the following elements: President's salary, decide all other matters. Suggestion to add bullets for item list, remove annual basis as not required.

Changes agreed upon by the Board.

##### **D. BP1230 – Mission, Vision, Goals and Values**

Grammatical changes to the opening paragraph, addition of bullets. Change core themes to goals and to reflect the strategic plan.

Changes agreed upon by the Board.

- E. BP1240 – Monitoring and Planning  
Add in title of mission fulfillment and some wordsmithing. Change actual scorecard link to reference of published web page. Addition of results of scorecard being reported to the Board to provide direction to the President. Changes agreed upon by the Board.
- F. BP1330 and BP1330PR – Board Fiscal Accountability  
Removal of actual percentages. College Council asked that the unrestricted and restricted funds be listed in bulleted format. Vice President Lutes to provide Dr. Hernandez with an updated version prior to the Board's next review in May. Removal of review period. Changes agreed upon by the Board.

Dr. Hernandez will bring all of these policies before the Board during the May meeting as this is the first consideration and no formal action is required at this meeting.

Trustee Bladow acknowledged the hard work performed by Dr. Hernandez on getting consistency across all polices as well as the work from Vice President Lutes and the College Council on these.

#### **VI. Board Policy Review Period**

Dr. Hernandez asked to revise the review period to five years for all of the Board Policies without bringing each of them individually to the Board. Reviewing the six at this meeting will fulfill the need for this year and then continue with reviewing 4-5 each additional year as the five year cycle continues.

Trustee Bladow moved to approve the revision to the Board Policy review period as stated. Trustee Blocker seconded the motion and all were in favor. The motion carried.

#### **VII. President's Report**

President Lin Zhou shared that the KBTC virtual breakfast will be held on May 20, with the president of PBS being the keynote speaker. Tours of the Allied Health building can be scheduled after June 1. Any trustees that would like to schedule a tour should contact Karey Bryson, Executive Assistant to the President. A vaccination event was held at south campus on April 20, with 50 spots being reserved for students and 50 spots for staff vaccinations. The facilitating group will come back in three weeks to provide the second dose. We are very happy to support this event to provide services to underrepresented populations in and near our campus. President Zhou explained what a great job by the Technical High School program and staff to recruit and attract students. She also mentioned other program faculty staff recruiting efforts and shared the example of Marcus Harvey, Assistant Dean of South Campus, and Steve Mackay, Instructor of Sheet Metal program, reaching out to the industry representative

and JATC to recruit interested people to register for our program. This effort resulted in a great outcome.

President Zhou announced that after four interviews and campus forums a decision has been made to hire Dr. Johnny Hu to fill the Vice President of Instruction/Chief Academic Officer position. Out of two candidates both had four interviews and it was a difficult decision. Dr. Hu will start June 1 and we are looking forward to his leadership. Dr. Hernandez committed to assist with his transition.

President Zhou will be starting vacation tomorrow.

#### A. Delivering Teaching and Learning Updates

Valerie Martinez, Vice President of Instruction, referred to the written report submitted to the board. She explained that there is lots of reporting and events showing instruction and students are coming back to campus. Rigorous classes online/hybrid models and still hands on learning happening on campus.

#### B. Student Services Updates

Steve Ashpole, Vice President of Student Services, provided in addition to the written report an update on enrollment is good news. Spring enrollment compared to last spring we are about even. Career training numbers are up 16% and Technical High School numbers are the highest enrollment for a spring quarter. Career training up 14% from last winter quarter. We lost 200 FTE's this year from child studies coop but we have some strategies that will be applied to attempt at remedying this and predict that in fall this should come back. Three apprenticeships have not submitted all numbers. Overall it looks like we will be up this spring from last spring. There are other schools across the state that are even further down in the same period. Looking toward fall, for fall 2020 applicants totaled 467 at this point, but we are currently for Fall 2021 we are at 2800 applicants. This is about on par for prior fall quarter numbers and shows the efforts we have done to bounce back from last year.

Mr. Ashpole shared a thank you for the Guided Pathways still moving forward via the six subcommittee chairs. Phenomenal job being done for this. Working on the report due next year which includes 140+ questions to be asked. We have selected four areas to concentrate on next year: 1. Pathways Programs of Study and Program Maps, 2. Course Scheduling, 3. Onboarding and Intake Process and 4. Progress Monitoring.

Chair Moss is encouraged that enrollment numbers are holding steady and possibly moving in the right direction.

#### C. Admin Services Update

Nicholas Lutes, Vice President of Finance and Admin Services, shared that they are working nonstop on ctLink. Staff have been laboring on trainings, which can be many hours long and then homework assignments meant to set the

foundation. This work will continue thru next year. The budget was signed by the legislature. Over the next month or two working on pulling together our operational budget. Work is done via the State Board and President on how funds are allocated.

Chair Moss asked if the Fire Services building project get above the line.

Mr. Lutes shared that it did not. There is some scrutiny about how we present our packaging and our capital process. Changes might be coming in the future.

President Zhou added that they would like to not mix the design list and construction list together. They feel that if they approve a design budget they are approving the construction as well. We were two down on the list from where the line was for the Fire Services building project.

Chair Moss shared that at the PCCC group meeting the legislators expressed how they liked our submissions for capital projects.

Mr. Lutes expressed that it is not known how the rumblings will fare out.

#### D. Diversity, Equity and Inclusion Task Force Updates

Dee Nelons, Task Force Chair, shared the next meeting on May 3 will be finalizing the mission statement. The group took a lot of time to align it with the college's mission. Announced that a DEI website has been designed and content is being added. Will include a DEI calendar with events that might be unknown as this goes along with the idea of educating ourselves and our college community. Also looked at creating a Day of Dialogue for students once a quarter with invited guests. Mr. Nelons share that the group is realizing this work is very important and we are taking the time to do the work correctly. The group is having great discussions and sharing feelings. He has discussed with President Zhou to do a retreat once COVID regulations allow it. Many of the Task Force members don't know each other and so this would allow for the bonding and continue the great work together.

#### E. General Discussion

No additional discussion was held by the Board.

### **VIII. Board Committee Reports / Remarks**

#### A. Legislative Action Committee (LAC of the ACT)

Trustee Bladow provided no report

#### B. Pierce County Coordinating Council (PCCC)

Chair Moss stated there was no meeting but encouraging individual colleges to meet with state legislators.

President Zhou added that she held one meeting with Representative Dan Bronoske, Vice President Steve Ashpole and one student and a meeting scheduled with Representative J.T. Wilcox was cancelled last minute. We are looking to schedule some tours in the summer with legislators.

C. College Council (Policy Review)

Trustee Bladow shared that the Council continues to do a great amount of work and is comprised of a large amount of people committed to showing up on a regular basis and work through any divergent opinions.

President Zhou added that she meets monthly with the Council Chair and Co-Chair who do a tremendous amount of work on policy review, accreditation, communication with different committees and dissemination of college committees including details of committee members and schedule of meetings.

Chair Moss shared that she has the desire to start scheduling meetings back in person on campus potentially starting in summer if allowable under COVID restrictions.

**IX. Executive Session**

The Board determined no executive session was to be held.

**X. Adjournment**

Chair Moss adjourned the meeting with no objection at 4:33pm.