

## **MINUTES – REGULAR MEETING**

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

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

Chair, Heather Moss

Vice Chair, Florence Chang

Trustee, Layne Bladow (absent)

Trustee, Christina Blocker (absent)

Assistant Attorney General, Justin Kjolseth

Chair Moss called the regular meeting to order at 3:03 p.m. Roll was called and no quorum was determined.

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

No action was taken as no quorum was determined.

##### **B. Approval of Board Minutes**

a. June 23, 2020

No action was taken as no quorum was determined.

##### **B. Citizen Remarks**

a. Curt Meyer – Stated there is a trend to replace tenured faculty with non-tenured faculty and reviewed the tenure process.

#### **II. Executive Session**

No Executive Session was taken as no quorum was determined.

#### **III. Faculty Union, AFT-WA 4184**

Jim Androy, Union President, addressed RIF process. Stated that the Board of Trustees are the only decision makers and the President cannot be a designee for this process. Kathy Brock addressed practice of replacing tenured faculty positions with non-tenure track positions. Shared the importance of tenure process.

#### **IV. Capital Projects Update**

Chuck Davis, Executive Director of Facilities and Maintenance Operations, presented the pictures included in the Board of Trustees packet and a video of a rendering of the Allied Health Building. Review of delays and update of status and cost due to COVID-19 related delays.

President Zhou requested that Faculty be included in the conversations for budget items.

Jim Androy requested a copy of the video for use with students.

## **V. KBTC Budget**

DeAnne Hamilton, General Manager of KBTC, reviewed the 2020-2021 budget. \$4.4 million budget (Majority from public broadcasting, \$2.2 million from donors) which is 46% payroll and 54% costs. Their broadcast equipment needs replacing. Considering plans to possibly start another channel to aim toward students specifically for hybrid instruction in the fall. Ms. Hamilton shared that CARE's act funding assisted in balancing budget this year.

Vicki Valdez, Director of Financial Services KBTC, shared that the budget ratios are consistent with last year.

Chair Moss asked if the membership dues have been affected by the current economic situation.

Ms. Hamilton expressed that it has remained flat but they are noticing that things are being a bit effected, but their membership might be affected because their audience retirement accounts are being effected.

Chair Moss expressed concern about not being able to approve this budget today due to lack of quorum.

Ms. Hamilton and Ms. Valdez expressed this is okay as replacements are fine until the end of year.

## **VI. President's Report**

President Lin Zhou introduced Nick Lutes, VP of Administrative Services and shared that the budget will be able to be presented at the next Board meeting. Update on the President's List virtual celebration being held on August 7 at 1-2pm. Chair Moss has been invited to participate. Shared their will be a Retirement celebration on August 13 at 2-3pm which will be drive thru event at South Campus. President Zhou shared that CARES Act funding dollars were used to purchase 50 additional laptops for check out by students and 100 for staff and faculty members. 100 of these laptops are almost ready to distribute. CARES Act funding is still available to use until June 30, 2021. Looking to conserve funds since it is unknown what will be needed in the future and for continued purchases of supplies for cleaning. Instruction will remain online with limited labs on campus for fall quarter as is for the current quarter. President Zhou expressed concern about health and safety of students. Shared about the Pierce County COVID-19 grant funding that is awaiting on clear funding dollar amount and distribution guidelines.

A. Valerie Martinez, VP of Instruction, shared a determination of topical emphasis being presented at Fall Quarter Opening Day on competency based education delivery. We have learned today that the Exec. Dir. Of the Competency. Ms. Martinez also shared that a focal point will be on inclusion and diversity. The guest speaker is prolific writer Dr. Brown of From Equity Talks to Equity Walks. Ms. Martinez shared that summer term ends in three weeks. She expressed a thank you to faculty for working with students and administrators and support staff.

- B. Steve Ashpole, VP of Student Services, shared that they are focusing on things that are going right now and on things that will be impacting enrollment. Pointing out the strategic enrollment group and the work they are doing. Discussions of where should they be investing resources and what are they doing in our areas that generate FTE's and where to invest to grow. Mr. Ashpole shared changes to award letters being sent prior to student enrolling which allows them to make informed decisions on selecting our college. Updated on Campus Life as Juliette Kern and LeMont Lucas are doing a great job on new student orientation. They are doing research on the retention rates for the benefit of that new student orientation which has now moved to an online model. Mr. Ashpole updated that registration just getting started for fall quarter and that resources are being moved to online for this process. They are using CRM to push messages out to students. He thanked faculty and staff for summer enrollments and expressed it was a tough quarter. Enrollment down 20% due to opt outs. Degree audit and retention will be a focus next year.
- Chair Moss inquired about the CARES Act update for money from the county. Mr. Ashpole stated that Nick is working on the contract and we will have more flexibility with that funding. Needs to be spent by the end of the calendar year.
- Mr. Lutes shared he is in contact with county officials and confirmed that it is \$500K and does need to be spent by end of year. There is some boundaries and will need reporting.
- C. Nicholas Lutes, VP of Administrative Services, shared that he is onboarding and getting to know the players and working on preparation of the budget. He is working with the other VP's and managers to get the budget in place to be prepared for 21-23 biannual funding from the state.
- Chair Moss welcomed Mr. Lutes and expressed that she can't wait for regular reporting.
- Vice Chair Chang welcomed Mr. Lutes and shared that she can't wait for regular reports.
- D. Chair Moss acknowledged Trustee Christina Blocker's tenure as President and will recognize her at the next meeting. Trustees need to plan for the board retreat as a couple of half days via Zoom meeting. Discuss the task force we would like to put together, their role in the budget process and general projects. Learning what we can do to improve the tenure process and our involvement.
- Vice Chair Chang commented this will be good conversation.

**VII. Board Member Discussion / Remarks**

- A. Legislative Action Committee (ACT)  
Trustee Bladow – absent, no update

B. Pierce County Coordinating Council  
Chair Moss shared there was no meeting.

C. College Council (Policy Review)  
President Zhou shared that Trustee Bladow was in attendance. The Council is working very hard and working on the accreditation process as well as approving college policies.

Trustee Moss shared there will be no regular meeting in August as the Board Retreat is scheduled. Continuation of minutes and KBTC budget approval to September regular meeting.

**VIII. Executive Session**

No executive session was required as a quorum was not present.

**IX. Adjournment**

No adjournment as a quorum was not established for this meeting.