

MINUTES – REGULAR MEETING

Bates Technical College | Virtual Meeting Space

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

I. Enrollment

Steve Ashpole, Vice President of Student Services, presented regarding enrollment updates and additional work that will be done moving forward to improve enrollment.

Dr. Lin Zhou, President, provided additional insights on enrollment data.

II. Student Debt

Kimberly Uphold, Director of Financial Aid, presented regarding student debt and an overview of student loans.

III. Executive Session

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

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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 3:02 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. February 22, 2021

Trustee Bladow moved to approve the minutes as written. Trustee Blocker seconded the motion. President Zhou shared that page seven, paragraph two needed to be corrected to read Cumming's. Correction was approved by

the Board and all were in favor and approved as amended. The motion carried.

- C. Citizen Remarks
 - a. None

III. Faculty Union AFT Local 4184 Updates

Jim Androy, President of AFT Local 4184, was not present. President Zhou shared that he had notified the college President's office that he may not be able to make this meeting, but would provide an alternate representative for the meeting. No other AFT Local 4184 representatives were present. Chair Moss indicated if one did join the meeting later that room would be made on the agenda for their presentation.

IV. WAC Approval

A. WAC 495A-108 Practice and Procedure (approve revisions)

Dr. Jean Hernandez, Special Assistant to the President, presented an overview of revisions and shared that upon approval this will be adopted on April 1 by the code reviser and then implemented on May 3 by the college.

Chair Moss asked if there was any direction needed to be included about virtual versus in person meeting.

Dr. Hernandez commented that this is not included but deferred to the AAG for guidance.

AAG Kjolseth advised that this would fall to the presiding officer to determine. This will allow it to remain flexible.

Dr. Hernandez asked for a motion be proposed to accept the WAC as written.

Trustee Bladow moved to approve WAC 495A-108 as written. Vice Chair Chang seconded the motion and all were in favor. The motion carried.

B. WAC 495A-310 Grievance Procedures – Handicapped (approve repealing)

Dr. Hernandez presented that because WAC's take a long time to update because there can be federal and local changes regarding our students and employees that are handicapped. Definitely changes are actively being made via our college policies. Due to active procedures and policies of the Board asking to repeal this WAC. If approved to repeal this will be adopted on April 1 by the code reviser and then implemented on May 3 by the college

Chair Moss inquired if grievances for claims related to disability are handled somewhere else.

Dr. Hernandez specified that these are handled via Human Resources for employees and then college policy would be for students. Working on a reasonable accommodations policy via Student Services.

Dr. Hernandez asked for a motion be proposed to repeal this WAC.

Vice Chair Chang moved to repeal WAC 495A-310. Trustee Blocker seconded the motion and all were in favor. The motion carried.

Dr. Hernandez noted that once approved this will make 15 WAC's on record at the code revisers office.

Dr. Zhou extended a thank you to Dr. Hernandez for her work on updating our WAC's that were last updated almost 30 years ago.

V. President's Report

President Lin Zhou shared that we were contacted by New America to participate as a grantee of the project new models of career preparation cohort and were one of only six colleges. This organization wants to look at new ways to train our young people and it is a short project from March to December, 2021 and includes a \$30K grant to the college. This is a result of our partnership with AJAC (Aerospace Joint Apprenticeship Committee).

We used to send out a quarterly schedule, but students have moved more to digital platform rather than hard copy and due to budget cuts we have stopped printing it. Due to this being a special year and feedback from program faculty having budget available we will print a special issue on summer and fall quarter. President Zhou has asked Assistant Director of Communications and Marketing Chelsea Lindquist to work on this.

Additionally, we are working to identify the dates for the opening of the Center for Allied Health Education.

Vice Chair Chang offered congratulations on being one of six colleges to be involved in the grant program.

Chair Moss extended a thank you to President Zhou for writing the statement on behalf of the Board and President denouncing violence against the AAPI community and reiterated that Bates Technical College are accepting of all people and a welcoming environment for people of all backgrounds and from all countries.

President Zhou shared thank you for Ms. Lindquist for assistance on finalizing her draft of this letter. Wants to make certain that it is known she is not here for her own people but felt it was important to share. This is the first time feeling extremely vulnerable over this last year having felt that she is taking someone else's job if she was not here as an immigrant. Felt it was important to speak out as no one, regardless of race, should feel unsafe to go out in their community. She knows that if she feels that way that many others must feel that same way.

A. Delivering Teaching and Learning Updates

Valerie Martinez, Vice President of Instruction, referred back to her written report. The focus and top of mind are the methods in determining the opening of the college. Working with the Task Force appointed by the President to work through difficult times. Using recommendations from the state but being guided

by the College mission while taking a survey of instruction to see what the landscape of the comfortability of faculty and the needs of our students. Will be taking the results of this survey to the Task Force and with administration to begin formulating a plan of the future instruction of a hybrid model.

Chair Moss noted that in the written report there is the inclusion of wage data that appears to be old. Is that the norm in the college industry?

Ms. Martinez shared that it is hard to get data from our graduates, but there should be newer data coming in the future.

B. Student Services Updates

Steve Ashpole, Vice President of Student Services, shared a commencement reminder of June 7. Bob Traufler and committee are planning the drive thru event and the recordings. Speakers settled on Rep. Derek Kilmer and Art Cutting for faculty as well as working on the student speaker.

Put together a Customer Service Task Force in Student Services. Kimberly Uphold leading the charge by developing templates for email replies across her dept. Juliette Kerns leading that group work to be shared with other college groups going forward. Specifically the labor groups to make certain the guides don't cross with CBA's.

We did not need to send any student to collections last quarter to due being able to leverage the CARES act funding to cover the group that needed it.

Chair Moss inquired what the funding source is for the grant for undocumented students, as mentioned in the written report.

Mr. Ashpole shared that it did come from the State Board but part of the larger CARES Act funding. We don't currently have a great population of undocumented students but Kim will be able to spend and working on ways to communicate to that population.

C. Admin Services Update

Nicholas Lutes, Vice President of Finance and Admin Services, shared that the audit is occurring now. Finance staff is working on all requests coming in from Audit Firm for two years in a row of audit. While not expecting any issues, due to the cyber-attack requires a bit deeper dig on where to find items.

Budget committee finished their recommendations for \$400K worth of extra expenditures that will be provided to Dr. Zhou and the Cabinet for review.

Legislature still working on budget for the next biennium. It is expected that there will be more investment focused and not as large of a cut as projected last June. Additional funds could be coming from Work Force Education as well as the most recent ARPA funding resources that all entities are trying to figure out how to spend.

Chair Moss shared that the Fire Services building project fell just below the line for capital expenditures but in a recent meeting Rep. Wilcox eluded that the line might be lowered.

Mr. Lutes agreed that he has heard the same via the state board. We were one project away so any lowering of the bar would help us.

D. Diversity, Equity and Inclusion Task Force Updates

Dee Nelons, Task Force Chair, explained that the DEI Task Force had its first meeting. There are 19 members that will be serving on the Task Force, including a wide representation of the college community. Including two students, five faculty members, five exempt staff, two PTE staff and one public safety officer. Also two ex officio members Dr. Lin Zhou and Jon Bolas.

The group has a tremendous amount of experience from previous work they have done in this area.

The group is working on establishing and finalizing a mission statement and ground rules. The phases for this work will be: first developing the framework, second are short and long-term goals, next will be the administering of a climate survey. Using all of that information with data from Jon Bolas will be the development of a plan of action to be shared with President. This will be an ongoing process to continue to ensure our college is inclusive, diverse and equitable. Shared this information at the recent Professional Development Day to the campus. Initially, meetings will be two times per month then move on to once per month after initial phases are complete.

Chair Moss asked if the mission statement can be shared.

Mr. Nelons read the mission statement.

Trustee Blocker thanked Mr. Nelons for the presentation and offered support of all work and if anything is needed.

Chair Moss stated that she supports all work done by this group.

E. General Discussion

Chair Moss commented that a trustee to fill the current open position should be appointed in the near future.

VI. Board Member Discussion / Remarks

A. Legislative Action Committee (LAC of the ACT)

President Zhou provided the update as Trustee Bladow had to exit the meeting due to fire service emergency call, as he was on duty during the meeting.

President Zhou shared that there was no meeting.

B. Pierce County Coordinating Council (PCCC)

Chair Moss shared that PCCC met once and discussed the enrollment plan and the National Legislative Summit on what the Trustees learned.

C. College Council (Policy Review)

President Zhou shared on behalf of Trustee Bladow that there was not update.

VII. Executive Session

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

VIII. Adjournment

Chair Moss adjourned the meeting with no objection at 3:52pm.